

#### **Receivables Management**

Oversee the Mortgage Receivables:

- Processing and applying resident payments for mortgages and escrow for homeowners insurance and property taxes.
- Monitoring and reporting delinquencies.
- Ensuring adequate resident receivables record retention.
- Ensuring compliance with all applicable consumer credit laws and regulations.
- Coordinate with the Development staff/consulting company, who report to the Executive and Finance Directors to ensure: processing donor payments, monitoring and reporting pledges, and ensuring adequate donor receivables record retention.

#### **Accounts Payable**

Oversee the accounts payable:

- Processing invoices, check requests and expense reports accurately, completely and timely.
- Generating and controlling disbursements effectively and efficiently.
- Ensuring adequate accounts payable record retention.

#### **Payroll and Human Resources**

Oversee the payroll/human resources:

- Processing new hire, benefits, and employee status and termination personnel changes accurately, completely and timely.
- Collecting and data entering time accurately, completely and timely.
- Generating and controlling disbursements effectively and efficiently.
- Ensuring adequate payroll, benefits and human resources record retention.
- Yearend tax preparation and quarterly tax preparation.

#### MIS Administration (manage internet systems)

Oversee internet services:

- Administering the Habitat for Humanity Hawaii Island accounting and management systems.
- Monitoring the system links and transmissions occur accurately, completely and timely.
- Maintaining the network and system administration.
- Ensuring and testing adequate back-up and record retention practices.

#### **Financial Reporting**

Oversee financial reporting:



- Keying journal entries for the daily financial activities of Habitat for Humanity Hawaii Island.
- Performing key general ledger account reconciliations monthly.

#### As the Full Charge Bookkeeper:

- Manage the accounting for all fixed assets and accumulated depreciation.
- Review general ledger and bank account reconciliations monthly.
- Gather and prepare all Habitat for Humanity Hawaii Island financial statements, which includes the Habitat ReStore, using Generally Accepted Accounting Principles.
- Distribute monthly financial statement reporting to the Habitat for Humanity Hawaii Island Executive Director/Executive Committee/Finance Committee and the Habitat Board of Directors.
- Forward periodic financial statements and reporting to Habitat for Humanity International as required. Ex. Capacity Build Reports and Financial backups
- Compile the monthly financial records needed for NAHASDA to ensure accurate and timely requests.

#### Office Administration

- Develop and coordinate office systems to include, but not limited to, Human Resources, Health Insurance, office supplies and other duties as required by Executive and Finance Directors.
- Coordinate accounting/finance-related initiatives and activities throughout Habitat for Humanity Hawaii Island, including the annual audit.
- Educate the Habitat for Humanity Hawaii Island Executive and Finance
  Directors/Executive Committee/Finance Committee regarding Generally Accepted
  Accounting Principles and key accounting policies.

#### **Monitor Compliance**

- Ensure all federal, state and/or local tax, withholding and other government reporting is completed/maintained as required for not-for-profit organizations. Including G.E. Tax.
- Ensure compliance with all grant standards including audit guidelines for each of these. Ex. NAHASDA audit and compliance guidelines.

#### **Staff Leadership**

- Lead and motivate staff to meet their objectives via the cost-effective use of resources.
- Develop the volunteers to take on new and expanded responsibilities.
- Evaluate and recruit appropriate volunteer candidates for the finance and office roles.
- Ensure all associates receive adequate training to perform their duties.
- Provide on-going feedback and prepare annual performance evaluations.
- Participate in periodic strategic planning sessions and activities for the future of Habitat for Humanity Hawaii Island.



• Attend key fundraising and networking events as invited as a member of the Habitat for Humanity Hawaii Island Finance Committee.

Internal Interactions:	All Staff & Volunteers
External Interactions:	Board of Directors Habitat Volunteers Attorneys Insurance Agents Habitat Homeowners Sub-contractors & Suppliers (E.g. accts payable inquiries)
Knowledge/Education:	Accounting exposure/experience Computer skills, including database management, spreadsheet and accounting software Communication Skills Organizational Skills Attention to Detail Managing Multiple Priorities
Date of Description:	May 2, 2022
Staff signature:	Date:

# Currently vacant Contracted 3rd party assistance



# JOB DESCRIPTION JOB TITLE: DEVELOPMENT COORDINATOR

Reports to: Deputy Director

Program:

Resource Development

Agency/Division: Habitat West HI

Location:

West Hawaii

Exempt (Y/N): Y Job Code:

Full time

Work Shift:

40 Hours per week

#### INTRODUCTION:

The Development Coordinator works closely with the Deputy Director and various operational committees, and is responsible to conceptualize, strategize, and implement programs for strengthening the overall financial health and stability of the affiliate.

The Development Coordinator will be instrumental in increasing the affiliate's support from core funders, charitable foundations, corporate sponsors, local and regional business donors, the County and State and Federal government.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Develop and implement fund development policies and procedures that effectively support the execution of a comprehensive fund development plan, including corporate sponsorships, signature events, direct appeals, individual solicitations, major gifts, and planned giving.
- 2. Cultivate, maintain, and grow positive funding relationships with corporations, foundations, government agencies and individual donors.
- 3. Conduct research, identify appropriate grants, write and submit grant proposals
- 4. Oversee development of and maintenance of fund development tracking and reporting systems, including data base development and maintenance of collateral materials
- 5. Schedule meetings with corporations and donors
- 6. Respond to donor inquiries in timely and accurate manner
- 7. Prepare donor correspondence and recognition
- 8. Query and pull reports from database
- 9. Research information online and prepare donor profiles
- 10. Maintain donor prospect lists

#### OTHER DUTIES AND RESPONSIBILITIES:

- 1. Gives public speeches in order to educate and develop good relationship with both supporters and potential supporters and to inform the community of our services;
- 2. Seeks and prepares funding proposals to sustain and enhance the development program;

**QUALIFICATION REQUIREMENTS**: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>Education & Experience</u>: College degree in a related field with two years experience in the provision of services and/or grant writing.

<u>Physical & Mental Abilities:</u> Must be able to manage individuals in leadership role and to use effective and clear communication; and effectively manage multiple tasks and work under pressure to meet multiple demands and deadlines; and communicate clearly, diplomatically, and effectively both verbally and in writing.

<u>Attitudes & Attributes</u>: Must be able to relate well and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial and educational diversity of clients and co-workers; and maintain positive personal and phone contacts, projecting open, warm and positive communications (written and oral).

Other Skills & Abilities: Must have PC skills, preferably with word processing, database and spreadsheets. In addition, must have a valid driver's license. May occasionally need to be flexible with work schedule, pending the need to deliver services outside the normal work shift and have access to cell phone.

<u>Desired Experiences</u>, <u>Skills & Abilities</u>: Experience in Fund and Resource Development with proven record of increasing responsibility and achievement.

This job position is intended to indicate the kind of tasks and levels of v of the position given the title Development Coordinator and shall not be specific duties and responsibilities are. It is not intended to limit or is supervisor to assign, direct, and/or control the work of employees under particular expression or illustration describing duties shall not be held to that are of similar kind of level of difficulty.	construed as declaring what all the n any way modify the right of the r his/her supervision. The use of a
Employee's Acknowledgement	Date





# JOB DESCRIPTION

Job Title: Construction Manager Reports to: Executive Director Affiliate: Habitat Hawaii Island Job Classification: Full Time-Exempt Department/Program: Construction

Location: Waimea Office

#### Job Overview:

To oversee all aspects of Habitat for Humanity Hawaii Island construction procedures, including new home builds, home repair, deconstruction, and all construction related activities, in a way that utilizes Build Committee members, board, staff, Sub-contractors, Site Supervisors, volunteer laborers, stakeholders, vendors, and materials to produce quality homes in a safe affordable manner. Position will include managing construction staff and volunteers, overseeing all construction sites, training volunteers, assisting with plan and site development, developing construction quality assurance methods to improve long term product, and working closely with Habitat team to rehabilitate and build new residential homes.

#### Key Responsibilities:

#### **Pre-Construction Planning:**

- Lead Habitat Building Committee meetings.
- Work with Habitat Team to develop an overall construction plan.
- Develop and execute short term construction schedule in partnership with Habitat team.
- Communicate as-built drawings and help maintain working drawings.
- Develop detailed schedules for each project.
- Be familiar with Habitat requirements and suggestions regarding building.
- Advocate for accessible to Sustainable Building and Energy-Efficient housing.

#### Construction Staff Management:

- Supervise professional and volunteer construction personnel. Utilize existing skilled persons maximizing benefit.
- Identify, train and support volunteer site supervisors.
- Provide training and development opportunities for staff and long-term volunteers.
- Work closely with construction staff on weekly plan update. Communicate the plan to all staff.
- Work with Construction Staff, Volunteer Coordinator and Family Services to insure that volunteers and partner families are productively involved in the construction process. (The houses should not be built by the Construction Staff and/or a select few volunteers.)
- Apprise Volunteer Coordinator of upcoming volunteer and skill needs.
- Attend special events and conferences as appropriate.
- Work with construction personnel to follow and continuously implement safety program.

#### Construction Procedure:

- Provide contracts to subs and ensure timely and accurate completion.
- Order inspections; ensure that houses are built to code.
- Use in-kind material and labor when possible.

- Provide updates regarding project status and estimated completion dates.
- Responsible for projects until 100% complete and sold to homeowner.
- Work to develop QA methodology to ensure quality construction.
- Provide clear leadership with the safety plan to ensure understanding and full utilization.
- Work with Habitat Team to quickly handle any warranty repairs.

### Materials and Labor procurement:

- Ensure timely clear communication with contractors and vendors. Develop working relationships.
- Responsible for ordering correct quantity and having materials delivered on time.
- Maintain and develop new connections to vendors.
- Negotiate prices and timelines for subcontracted services in conjunction with the Project Manager.
- Negotiate prices for materials in conjunction with the Site Supervisors.
- Oversee tool/equipment inventory, management and repairs.

#### Management of Information:

- Approve all construction-related invoices, code appropriately.
- Estimate and report value of in-kind gifts.
- Use pre-construction meetings to help Project Sponsors and Habitat team understand responsibilities, procedures and to have a meaningful volunteer experience.
- Provide construction project budgets to Finance Director and Executive Director

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>Education & Experience</u>: College degree in related field preferred with five years experience in the provision of services and home construction and home repair with an emphasis on sustainable building.

<u>Physical & Mental Abilities:</u> Must be able to lift 25 lbs. Must be able to manage individuals in leadership role and to use effective and clear communication; and effectively manage multiple tasks and work under pressure to meet multiple demands and deadlines; and communicate clearly, diplomatically, and effectively both verbally and in writing.

<u>Attitudes & Attributes</u>: Must be able to relate well and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial and educational diversity of clients and co-workers; and maintain positive personal and phone contacts, projecting open, warm and positive communications (written and oral). Person must have an absolute commitment to job safety and work well in team.

<u>Other Skills & Abilities</u>: Must have PC skills, preferably with word processing, database and spreadsheets. In addition, must have access to a vehicle, and if driving, must have a valid driver's license, a safe and responsible driving record, plus current no-fault auto insurance, with at least the minimum State of Hawaii coverage requirements. May occasionally need to be flexible with work schedule, pending the need to deliver services outside the normal work shift and have access to cell phone.

<u>Desired Experiences, Skills & Abilities</u>: Experience in Construction and Project Management skills with proven record of increasing responsibility and achievement.



Job Title: SITE SUPERVISOR

Reports to: CONSTRUCTION PROJECT MANAGER

#### Summary:

A site supervisor is a sub-contracted position to lead volunteers in the construction of the home. The pay is based on per home completion. The goal of Site Supervisor is to get home built and maintain quality of construction. A typical schedule is as follows:

- o Friday is prep day for Saturday: volunteer build day
- o Weekday: loose ends/prep/sub-contractors.

#### The following are the primary responsibilities:

- Site supervisors organize and manage the full volunteer construction team so that goals are met by the end of the day.
- Site supervisors list tasks needed to be accomplished that day and match volunteer crew leaders with volunteer crew members to do each task.
- Site supervisors are responsible for the day's schedule, job safety and maintaining the quality of workmanship.
- A site supervisor typically will not be present on site on a day when only subcontractors are working.
- Coordinate with Volunteer Coordinator and Construction Manager for volunteer needs

#### **Additional Responsibilities**

- In accordance with Habitat for Humanity West Hawaii Plans, Specifications and quality requirements, supervises overall construction activity and provides leadership to construction activity, including all paid sub-contractors and volunteer builders.
- Under the direction of the Construction Project Manager, trains house leaders and crew leaders.
- Tool coordination and transportation
- Coordinate with Community Relations Director and Construction Project Manager volunteer needs
- Supervise volunteers on site (including crew leader)
- Layout (prepare for Construction Manager review)
- Responsible for site safety
- Work with Volunteer Coordinator to identify crew leaders
- Responsible for site log
- Gather volunteers together at the beginning to each day for safety talk and prayer
- Meet weekly with the Construction Manager (Volunteer scheduling, updates, materials, etc.)
- Works closely with purchasing manager to ensure materials and service needs are provided in a timely manner to the job sites.



- Treats pattern families with respect and dignity. Strives to make their construction involvement meaningful and reminds house leaders of this ministry requirement.
- Supervises job site on each designated workday.
- Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently good experience thus motivating them to return.
- Anticipates problems and issues typical of this ministry and personally acts on same if necessary to help ensure schedules are met and work plans are enabled.
- Evaluates and implements good safety practices and constantly stresses same with house leaders and volunteers.
- Ensures that communications to volunteers are accurate and timely.
- Identifies volunteer jobs/needs not currently filled and communicates needs to Construction Manager.
- Trains all volunteers utilizing others on his/her team.
- Suggests potential advantageous building practices and material cost saving opportunities to construction chairperson as identified.
- Supervises all site preparation and layout.
- Supervises all warranty complaints and repairs.
- Meets long and short term goals established with the Building Committee and Executive Director.

#### Skills Required:

- Considerable knowledge and experience in the construction/contracting business.
- Willingness to teach and develop construction skills of volunteers
- Construction management experience preferred.
- Team-building experience a real plus.

#### Personal Attributes:

- Must be a good listener and be able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as needs arise.
- Must be willing to understand the big picture of the Habitat Ministry and know that construction is only a part of the larger goal.

# Patrick F. Hurney

P.O. Box 437251 Kamuela, Hawaii 96743 Cell: 937-7443 E-mail: phurney@hawaiiantel.net

# **Objective**

To promote and lead a non-profit organization by providing the highest quality of standards while delivering its mission and to be an "employer of choice" for nonprofits, by using my diverse background of academia, counseling and resource management skills.

# Work experience

December 2009 – present	Executive Director Habitat for Humanity Hawaii Island	Kailua-Kona, Hawaii
September 2006- Nov. 2009	Program Director Kawaihae Transitional Housing Program	Kailua-Kona, Hawaii
February 2005 – August 2006	Program Manager Neighborhood Place of Kona	Kailua-Kona, Hawaii
September 2003-January 2005	Clinical Supervisor Personal Parenting & Assessment Services	Kailua-Kona, Hawaii
August 2002 – August 2003	Substance Abuse Counselor Big Island Substance Abuse Council	Kamuela, Hawaii
July 1999 – August 2002	Director of Religious Education St. Joseph Parish	Hilo, Hawaii
August 1997- August 1999	Teacher/Campus Minister & Parish Youth Director St. Joseph High School	Hilo, Hawaii
August 1993 – August 1997	Teacher/Junior Varsity Basketball Coach/ Golf Club Advisor St. Anthony High School	Wailuku, Maui, HI

#### **Education**

Masters of Counseling, Marriage and Family Therapy University of Phoenix, Hawaii Campus, October 2002. Honolulu, Hawaii

Bachelor of Science, Social Science, Secondary Education St. Cloud State University, February 1992, St. Cloud, Minnesota

# **Professional Memberships**

Chairperson of Community Alliance Partners Founder of Kona's Executive Directors Hui

# **Community Activities**

Coach and Church Volunteer

# CHRIS MARLETT PATULSKI

Well rounded accounting and financial background including hands on and supervisory experiences in both large and small corporate environments. Skilled in the following functions: General Ledger, Financial Analysis, Treasury Management, Risk Management, System Administration, Taxation, Accounts Payable, Accounts Receivable, Payroll and HR, Inventory Control, Corporate Procurement, Audit., and Government Grant Accounting Compliance. Experienced with Excel, Lotus 123, Microsoft Office Products, and various ERP systems.

# **Professional Experience** CELLANA INC. AND LLC

2014 to Present

#### Controller

- Responsible for all aspects of the accounting department operations including Accounts Payable, General Ledger, Budgeting, Full Financial Statement reporting packages, Fixed Asset and Intangible Asset accounting, Grant Billing and accounting for Government grant awards, and System Administration.
- Direct on site Human Resource functions including on boarding and off boarding of employees, and act as liaison for all employee related issues with PEO providers in Hawaii and California.
- Manage Risk Management and Treasury functions.
- Oversee procurement of materials and supplies necessary for all operating departments on site.

#### BETTER BAGS, INC.- HOUSTON, TX

2004 to 2014

#### Controller and Corporate Secretary

- Responsible for all aspects of the accounting department operations including Accounts Payable, Accounts Receivable and Collections, General Ledger, Commission calculations, Rebate calculations, Budgeting, Full Financial Statement reporting packages, and Fixed Asset and Intangible Asset accounting.
- Primary contact in the banking relationships, responsible for selecting appropriate Treasury Management services, negotiating the Line of Credit, Borrowing Base Reporting and Compliance, and any other banking services needed for the successful funding of the company.
- Oversee certain payroll and HR compliance functions, particularly in the area of 401K trustee functions and Taxable Fringe Benefits Compliance.
- Primary liaison for the IT needs of the company with a Third Party provider, acting as first point of resolution for any server or computer related problems.
- Acting Office Manager in the procurement of insurance products, computers, copiers, telephone services (both wireless and VOIP), and electricity services that meet or exceed the company's requirements.
- Responsible for all official recording activities as Corporate Secretary including recording of the minutes of all Board of Directors meetings and issuance and control of the Corporate Stock Ledger.
- Project manager of ERP and CRM transition.

# MEREDITH O'DONNELL, INC. - HOUSTON, TX

2003

#### Controller

- Responsible for all aspects of the accounting department functions, including General Ledger, Accounts Payable, Accounts Receivable, Commissions calculations, Payroll, Inventory Control, Financial Reporting and Analysis.
- Worked closely with Third Party IT consultants to achieve query and data manipulation results through an SOL database.

## **ROYAL WINDOW COVERINGS – HOUSTON, TX**

2001 to 2003

#### Controller

- Responsible for all accounting functions for the facility in Houston including General Ledger, Accounts Payable, Accounts Receivable, Payroll Reporting, Fixed Asset Reporting, Inventory Reporting, Intercompany transactions, and Financial Package Reporting to Corporate Headquarters.
- Key member of the ERP transition team.

#### TRITEN CORP. - HOUSTON, TX

1999 to 2001

#### Assistant Controller

- Responsible for the General Ledger, Accounts Payable, Fixed Asset Reporting, Intercompany Accounting, and Financial Statement Reporting for 3 Divisions under the Corporate Name.
- Assisted the Controller with banking relationship tasks such as Borrowing Base Reporting and Compliance, Line of Credit transactions, issuance of Letters of Credit, Bank Reconciliations, and Ratio Compliance.
- Key member of ERP transition team.

#### XETEL CORP. - DALLAS, TX

1997 to 1998

#### Plant Controller

- Responsible for all aspects of accounting for the operational transactions of the Dallas facility including General Ledger, Accounts Payable, Accounts Receivable, Inventory Reporting, and Fixed Asset Reporting, and submission of the plant's portion of pertinent information to Corporate Headquarters for the 10Q and 10K SEC filings.
- CEO Management Team Member, the team's function being to meet quarterly with the CEO to prepare him for the quarterly shareholders' meeting.

#### J.R. SIMPLOT CO. - GRAND RAPIDS, MI

1995 to 1997

#### Facility Accounting Manager

 Responsible for all aspects of accounting for the operational transactions of the Grand Rapids facility including General Ledger, Accounts Payable, Inventory Reporting, and accurate weight measurements of incoming raw product for payment to 3<sup>rd</sup> party growers.

#### ZENITH DATA SYSTEMS - ST. JOSEPH, MI

1986 to 1995

Warranty Analyst, Sales Accounting Supervisor, General Accounting Supervisor, System Administrator

- As Warranty Analyst, responsible for the updating of the warranty provision methodology and reporting for the products sold.
- As Sales Accounting Supervisor, responsible for the reporting of the sales of over 40 retail stores through a POS (Point of Sale) system into the General Ledger, maintenance of revenue segment reporting for all divisions of the company, and rebate provisions and payouts and inventory protection payouts for customers.
- As General Accounting Supervisor, responsible for the accurate reporting and consolidation of all company transactions to the general ledger, including intercompany transactions and currency translations necessary to prepare the financial reporting package for management for all domestic and international divisions.
- As System Administrator, responsible for the all maintenance functions and data integrity for the general ledger system including accurate data flow from other operating systems, user security set up, report writing, query writing, set up of key elements of system processing, and training of users to accurately perform their tasks and processes related to data entry into the system.

#### SPARTAN STORES, INC. - GRAND RAPIDS, MI

1983 to 1986

#### Retail Accountant

Responsible for the accounting and financial statement preparation for approximately 25 independent retail grocery stores whose owners were cooperative members.

#### **EUSTRATIOUS K. BACALIS & CO. – GRAND RAPIDS, MI**

1979 to 1983

#### Accountant

- Responsible for the accounting for approximately 40 small businesses supplying such services as monthly accounting services, financial statement preparation, payroll processing, payroll tax preparation, sales tax preparation, individual and basic corporate income tax account preparation, compilations, reviews, and audits.
- Transitioned record keeping from manual systems to computerized systems.

#### **EDUCATION**

AQUINAS COLLEGE — GRAND RAPIDS, MI B.S., Business Administration-Major in Accounting, 1983

**Graduated Magna Cum Laude** 

DAVENPORT COLLEGE OF BUSINESS — GRAND RAPIDS, MI Associates Degree-Major in Accounting, 1981

Graduated with Highest Honor

Documentation of 501 (C) (3) status



We build strength, stability, self-reliance and shelter.

01/12/2023

Hawai'i Island, HFH (HI) P.O. Box 4619 Kailua-Kona, Hawaii 96745

RE: Confirmation of Tax-Exempt Statue of Hawai'i Island, HFH (HI) EIN 99-0355149 and information on COVID-19 related delays in updates

Dear Sir/Madam:

The purpose of this letter is to confirm the tax exempt status of Hawai'i Island, HFH (HI) with EIN 99-0355149 is a tax exempt subordinate of Habitat for Humanity International, Inc. ("HFHI") under HFHI's Group Exemption Number 8545 ("GEN").

During the past 12 months the IRS Group Entity Division has been understaffed and/or closed as a result of the pandemic. As a result, many of the updates HFHI has requested with the IRS are still pending. We have discussed this with other charities and outside counsel who represents charities, and this experience seems to be sector-wide. The IRS themselves have posted a notice of delays going back to April 2020: <a href="https://www.irs.gov/charities-non-profits/exempt-organizations-business-master-file-extract-eo-bmf">https://www.irs.gov/charities-non-profits/exempt-organizations-business-master-file-extract-eo-bmf</a>. Furthermore, after several phone calls with the IRS, we have been told that updates are made once a month on the 2<sup>nd</sup> Monday of each month except for January. Therefore, even under normal circumstances, there may be up to a 60-day wait time for updates.

Based on the attached advice, the central organization which holds the group exemption (the "<u>Parent</u>") determines who is exempt under its group ruling. Therefore, HFHI as the Parent and holder of the GEN, is authorized to issue letters of affirmation to Affiliates and donors. Additionally, we have been told by the IRS that it relies on the Parent's ability to issue this letter to fill in the interim periods when a status is being updated. We understand that many donors and financial institutions are used to relying on the IRS' online resources for convenience, but we hope in these difficult and unique times that they will make use of the Parent's affirmation letter as requested by the IRS.

Please be assured that HFHI has provided the necessary information to the IRS. Thus, while Hawai'i Island, HFH (HI) is an exempt entity under HFHI's group exemption, as a result of the IRS' circumstances, Hawai'i Island, HFH's listing within the IRS tax exempt database is either missing or is not up to date.

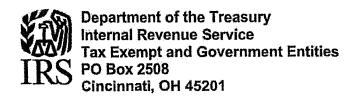
We therefore respectfully request that donors consider this a confirmation of Hawai'i Island, HFH's tax exempt status. Please do not hesitate to contact me at <u>alewis@habitat.org</u> or (404)962-3443, or 1.800.HABITAT, ext. 3443, should you have any additional questions or require further information.

Sincerely,

Aaron Lewis

Assistant Secretary & Deputy General Counsel

Enclosure



HABITAT FOR HUMANITY INTERNATIONAL INC HABITAT FOR HUMANITY INTRNL PARENT % LEGAL DEPARTMENT 322 W LAMAR STREET AMERICUS, GA 31709 Date:
December 1, 2021
Employer ID number:
91-1914868
Person to contact:
Name: K Gleason
ID number: 0203083
Telephone: 877-829-5500

Dear Sir or Madam:

This is in response to your request dated February 17, 2021, for information about your tax-exempt status.

We issued a determination letter to you on January 1987, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

For information about filing requirements visit www.irs.gov/charities. Specifically, IRC Section 6033(j) provides that if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

If you have questions, you can call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

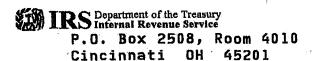
Keep a copy of this letter for your records.

Sincerely,

stephon a martin

Stephen A. Martin

Director, Exempt Organizations Rulings and Agreements



In reply refer to: 4077967774 Feb. 04, 2020 LTR 4167C 0 91-1914868 000000 00

00022612

BODC: TE

HABITAT FOR HUMANITY INTERNATIONAL INC HABITAT FOR HUMANITY INTRNL PARENT % LEGAL DEPARTMENT 270 PEACHTREE ST NW STE 1300 ATLANTA GA 30303-1246

015435

Employer identification number: 91-1914868
Group exemption number: 8545

Dear Taxpayer:

This is in response to your request dated Jan. 09, 2020, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in January 1987, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to www.irs.gov/charities for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077967774 Feb. 04, 2020 LTR 4167C 0 91-1914868 000000 00 00022613

HABITAT FOR HUMANITY INTERNATIONAL INC HABITAT FOR HUMANITY INTRNL PARENT % LEGAL DEPARTMENT 270 PEACHTREE ST NW STE 1300 ATLANTA GA 30303-1246

Sincerely yours,

stephen a martin

Stephen A. Martin Director, EO Rulings & Agreements Approval Letter CHDO Status

Mitchell D, Roth

Mayor

Lee E. Lord

Managing Director

Robert H. Command
Deputy Managing Director



Susan K. Kunz Housing Administrator

# County of Hawai<sup>4</sup>i Office of Housing and Community Development

1990 Kino ole Street, Suite 102 • Hilo, Hawai i 96720 • (808) 961-8379 • Fax (808) 961-8685 Existing Housing: (808) 959-4642 • Fax (808) 959-9308 Kona: (808) 323-4300 • Fax (808) 323-4301

December 29, 2020

Patrick Hurney, Executive Director Habitat for Humanity Hawai'i Island Attn: Shauna Falgout, Resource Dev Coordinator PO Box 4619 Kailua-Kona, Hawai'i 96745

SUBJECT: 2021 HOME INVESTMENTS PARTNERSHIPS (HOME) PROGRAM -COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO) AFFORDABLE HOMES FOR PUNA FAMILIES PROJECT

Thank you for submitting a project proposal for the 2021 HOME CHDO program year. The Office of Housing and Community Development (OHCD) has reviewed and rated your project proposal in accordance with the rating system contained in the proposal packet.

The OHCD is pleased to inform you that your project will be recommended for HOME CHDO funding in the amount of \$450,000.00 for the HOME CHDO. Affordable Homes for Puna Families Project and will be included in the 2021 County and State Annual Action Plan to the U.S. Department of Housing & Urban Development. Please note, the OHCD has not received its actual 2021 HOME allocation notification amount. Therefore, your project funding may change to accommodate the actual amount of HOME funding received. The OHCD will inform you should there be an increase or decrease in your project funding amount.

On December 28, 2020, the OHCD published a Public Notice in the Hawai'i Tribune-Herald and West Hawai'i Today. This Public Notice announced the availability of the County's Draft 2021 Action Plan and its HOME projects for public review. The comment period is from December 29, 2020 to January 27, 2021. If you wish to comment, please do so in writing before January 27, 2021, in order for the OHCD to modify its Action Plan.

For your information, the Hawai'i County Finance Committee and Hawai'i County Council will be acting on the County's 2021 Action Plan on April 6, 2021 and April 21, 2021 respectively.



The OHCD would appreciate your attendance at these meetings to support and answer any questions on your project. We will contact you to confirm the dates and times for these meetings.

Should you have any questions on the 2021 Action Plan, its process, schedule, or need further information, please call my office at 961-8379.

Thank You,

Susan K Kunz

Housing Administrator

MOU with the Department Of Hawaiian Homelands (DHHL)

# Memorandum of Understanding Between Hawaii Habitat for Humanity Association, Incorporated and Department of Hawaiian Home Lands Regarding Habitat for Humanity Affiliate(s) (Supercedes MOU dated <u>Feb. 15,2002</u>)

#### I. PURPOSE

Properties known as Hawaiian home lands set aside under the Hawaiian Homes Commission Act, 1920 as amended (HHCA), are administered by the Department of Hawaiian Home Lands (Department) and may be occupied and developed by eligible individuals holding homestead leasehold interests. Section 208(6) of the HHCA, Conditions of leases, requires that a loan secured by a mortgage on a homesteader's leasehold interest be insured or guaranteed by the Federal Housing Administration, the Department of Veterans Affairs, or any other federal agency and their respective successors and assigns, which are authorized to insure or guarantee such loans. Section 214(b)(2) of the HHCA, authorizes the Department to guarantee the repayment of loans made by government agencies or private lending institutions to eligible lessees.

There are many different types of Lenders and/or Creditors who operate loan programs and offer loan products for the construction, refinance, renovation and rehabilitation (which includes additions) to eligible consumers. These loan products target a full range of consumer characteristics, including veteran's status, family income and varying degrees of credit/loan quality and risk. Department recognizes a specific need to provide homestead lessees with access to loan products targeting the lower income spectrum of the HUD median income scale, which is acknowledged to be an under-served group of families. As a result, Department seeks to establish a relationship with an alternative lender who specializes in the delivery of financial and construction resources targeted specifically at homestead lessees who fall within the 50% of median income statewide.

A Habitat for Humanity Affiliate ("Affiliate") is a non-profit affordable housing entity chartered under the laws of the State of Hawaii and certified as holding a section 501(c)(3), Internal Revenue Code tax-exempt status. An Affiliate is affiliated with both the Habitat for Humanity International organization ("International") and the statewide Hawaii Habitat for Humanity Association, Incorporated ("Association"), which serves as an umbrella organization of Affiliates. This Memorandum of Understanding ("MOU") between the Department and the Association is intended to provide uniformity in the Department's agreements with Affiliates.

At its core of operations, an Affiliate operates an affordable housing program targeting families at 80% and below of median income with an emphasis on families at or below 50% of median income. The program includes the construction of an affordable home using the self-help method of construction, homeownership counseling and the origination and servicing of its own mortgage-financing program. It is the loan origination and servicing of its own mortgage program that sets an Affiliate apart from most other affordable housing non-profit entities engaged in self-help housing programs. The most common non-profit housing agency typically provides technical assistance in constructing the home and provides homeownership counseling,

but does not operate a mortgage loan program from which the participants may obtain loan funds. Instead, such agencies usually provide assistance to the participants to qualify for mortgage loans offered by other entities, such as conventional lenders, or specialized program lenders like the USDA Rural Housing Program, or the Office of Hawaiian Affairs Self-Help Housing Program.

An Affiliate may sometimes serve as both self-help housing developer and lender. As a non-profit alternative lender the Association believes it important to ascertain the capacity of, and to assess the risk posed to, an Affiliate in originating and servicing loans made to eligible homestead lessees.

This MOU defines the basic relationship, responsibilities, agreements and requirements of Department and Affiliates in carrying out an affordable housing program on Hawaiian home lands with eligible homestead lessees. Three critical areas are defined and the procedure set forth for an Affiliate to be approved as an authorized lender to originate loans to eligible homestead lessees the repayment of which is to be secured by Department guarantees, including the minimum criteria that must be present in an Affiliate Loan Program as well as the extent of any Department guarantee and the processes for implementing and acting upon a guarantee.

For each loan guarantee, the following documents shall be used in substantially the form set forth in the attached exhibits:

Exhibit A:	Department Guarantee
Exhibit B:	Borrower's Agreement to Repay Department
Exhibit C:	Borrower's Authorization to Release Financial Information
Exhibit D:	Affiliate Loan Program Underwriting Guide
Exhibit E:	Borrower's First Promissory Note to Affiliate (the "First Promissory
	Note")
Exhibit F.	Bill of Sale
Exhibit G:	Borrower's Second Promissory Note to Affiliate (the "Second
	Promissory Note")
Exhibit H	Lender Status Application

#### II. APPROVED LENDER STATUS

At a minimum, an Affiliate must be:

- 1) A non-profit affordable housing entity;
- 2) Chartered as such under the laws of the State of Hawaii; and
- 3) Certified as holding a tax-exempt status under section 501(c)(3), Internal Revenue Code, (or its current equivalent).

In addition, it must be in good standing with both the Habitat for Humanity International and the statewide Hawaii Habitat for Humanity Association, Incorporated organizations.

#### A. Required Documents and/or Criteria

The Affiliate shall complete an application for Lender Status with the Department and provide all supporting documentation and information requested in such application as amended by the Department from time to time. Although not inclusive of every item requested in the application, the basic criteria to qualifying shall include the following:

- 1. Be an Affiliate for at least three consecutive years immediately prior to the date of application.
- 2. Show adequate capacity to operate and maintain loan systems and loan records of its portfolio. Therefore, an Affiliate must have managed a loan portfolio of at least 5 family mortgages for at least three consecutive years immediately prior to the date of application.
- 3. Show adequate capacity to deliver loan origination, loan servicing and loan counseling to its program participants.
- 4. Show Good Standing with applicable local, state and federal laws.
- 5. Show adequate financial strength.
- 6. Show Good Standing with Sponsor Organizations, both Association and International.
- 7. Show adequate management and staffing capacity to oversee all its operations, with particular emphasis on fiscal and program delivery components.
- 8. Show adequate controls, policies, implementation and enforcement of its loan program with regard to origination, servicing and counseling.
- 9. Indicate by executed agreement how and under what circumstances its loan portfolio would be transferred and serviced by another Affiliate organization.
- 10. Document and provide a copy of its Policy governing the transfer or assumption of a loan from one borrower to another.
- 11. Establish its ability to manage and provide Escrow accounts for taxes and insurance for loans in its portfolio and servicing.

The Lender Status Application shall be provided to each Affiliate by Department upon request and shall be in the form attached as Exhibit H.

## B. Department Determination of Approved Lender Status

The Affiliate must be determined have the capability to maintain and operate its loan program to the satisfaction of Department. The determination by Department will be based, in large part, upon its review of areas of operation by the Affiliate as described above and contained in its application for Lender Status. Nonetheless, Department reserves the right to request additional information as it may deem necessary to its determination of the capacity of the Affiliate to manage a loan portfolio.

The determination by Department shall be made in writing to the Affiliate within 60 days of receipt of all items required in the application and any subsequent requests for information. If approved, the Affiliate will be advised of its approved lender status and such determination shall be valid for a period of not more than three years. Thereafter, Affiliate must reapply. If denied, the Affiliate will be so advised. The Affiliate may, at any time thereafter, submit another application for approved lender status.

The Department may revoke its approved lender status of an Affiliate upon completion of its annual performance review. Such revocation shall be in writing. The Affiliate may submit a request for reconsideration within 45 days of receipt of the notice of revocation. Any outstanding guarantee of the Department shall be honored under its terms notwithstanding revocation of the Affiliate's approved lender status. Similarly, commitments to guarantee will continue to be honored except in instances where, under the circumstances, to guarantee the loan made by the Affiliate to the homestead lessee would constitute a breach of trust.

Department may amend the qualifying criteria and application forms from time to time.

#### C. Annual Performance Review Reporting Requirements

Each Affiliate shall provide Department the following reports and/or documents:

- 1. Loan Portfolio Status Report On a monthly basis, the Affiliate shall provide a complete listing of all outstanding loans carried in its portfolio which carry a Department guarantee containing the borrower's name, loan balance, delinquent amount and aging.
- 2. Affiliate Status Within 60 days of the end of each Affiliate fiscal year, the Affiliate shall provide data on the current board of directors, staffing, programs and financial statements. In addition, each Affiliate will provide the Department with a filed copy of its annual corporate exhibit within 30 days after filing.

The Department shall review the submittals and may make a determination to revoke the Approved Lender Status of the Affiliate. Failure to render such reports and/or documents shall constitute sufficient basis for revocation of the Affiliate's Approved Lender Status.

#### III. LOAN PROGRAM ELIGIBILITY & PROCESSING

Department and the Association have entered into this MOU for the purpose of providing access to capital and homeownership opportunities by lower income families holding or eligible to hold Department homestead residential leases. In general, the Affiliate Loan Program must target families with income at or below 80% of median income, with a specific emphasis on families at or below 50% of median income. The program shall provide loans to borrowers who are participating in an Affiliate self-help housing development wherein the borrower and/or family members are participating in the construction of the home or other home within a development project of the Affiliate. The issuance of a Department Guarantee on the loans originated by the Affiliate enable the targeted income group to be reached and for safe, affordable and modest homes to be developed on Department homestead residential leasehold properties.

However, the issuance of a guarantee for loans originated, funded and serviced by the Affiliate poses a financial risk to the Department. As such, Department requires that each loan presented for a loan guarantee be reviewed and assessed for credit quality, loan origination, loan servicing and loan counseling practices that are adequate to protecting Department.

#### A. Processing

## 1. Pre-qualification:

Department and Affiliate will certify Borrower's eligibility according to their respective rules and regulations. Department will provide Affiliate with a copy of Borrower's lease or proposed lease and Borrower's authorization for Department and Affiliate to mutually release Borrower's financial information to each other, including information required in the event of a default (Exhibit C).

## 2. Loan Approval

The established minimum criteria for an approved loan to receive a guarantee are described in the Affiliate Loan Program Underwriting Guide and may be amended from time to time by Department. At a minimum, the underwriting criteria must address the following:

- a. Credit History.
- b. Employment or income stability.
- c. Sufficient income for repayment.
- d. A 5% equity position of the borrower upon project completion (not including down payments and/or other contributions).
- e. Minimum down payment.
- f. Maximum Loan Term of 20 years, fully amortized at 0% interest.

The Affiliate Loan Program Underwriting Guide is attached as Exhibit D.

#### 3. Affiliate Loan Packaging

Affiliate will give written notice to Department of its approval of a Loan and will provide Department with copies of the loan application, credit report, tax returns, employment verifications, pay stubs, income verifications from other than employment, and other financial documents required by Department to approve the guarantee (collectively "Loan Application"), together with all Loan information to be included in the Guarantee. The loan package will conform to specific criteria described in the Affiliate Loan Program Underwriting Guide.

The Department shall issue a written notice to the Affiliate indicating its approval or denial of the loan submission within 45 days of receiving the loan package.

#### 4. Loan Closing

Affiliate will close the Loan, subject to the following:

a. Department Guarantee and Lessee's Instructions. Before the date of Loan closing, Department will provide Affiliate with a fully executed Guarantee in substantially the form attached as Exhibit A.

- b. Documents to Department. Borrower shall furnish Affiliate and Department with a copy of Borrower's standard policy of fire insurance with extended coverage and any other insurance policies required by Affiliate or Department, in amounts acceptable to Affiliate and Department prior to the closing of the Loan. The policies shall name both Affiliate and Department as additional insured and shall be maintained by the Borrower for the term of the Loan. After closing, Affiliate will provide Department with copies of the First Promissory Note (Exhibit E), Second Promissory Note (Exhibit G), Settlement Statement, the Truth in Lending Statement, the Agreement to Repay Department (Exhibit B), and other Loan documents.
- c. Insurance Proceeds. Department and Affiliate agree that in the event of damage or destruction of the improvements, all insurance proceeds not used for the repair or replacement of the improvements shall be applied to the balance owing on the Loan guaranteed by Department, and thereafter to the Second Promissory Note (Exhibit G).
- d. Inspection. Affiliate shall have the right to inspect the Property on a periodic basis to assure compliance with the terms of the Loan.
- e. Affiliate Loan Disbursement. Loan funds shall be disbursed according to procedures established by Affiliate.

#### IV. LOAN GUARANTEE

The parties understand that in order for homeownership programs to reach lower income families, direct subsidies, grants, interest subsidies and borrower sweat equity labor (self help development) are standard methods of reducing the overall cost, thereby making homeownership and qualification of a mortgage loan attainable by the targeted lower income group. The practice of an Affiliate in operating its mortgage loan program is very similar to other lenders in the industry serving low-income families.

An Affiliate provides two additional subsidies to participants of their housing program. The first is the recruitment and use of volunteer laborers who contribute to the value of the home and reduce the cost of the home by providing no cost labor during the construction of the home. The second subsidy is represented in the ability of an organization affiliated with a very large International organization to obtain reduced pricing in materials and appliances.

The standard practice by lenders and/or entities engaged in the delivery of subsidies and grants for affordable housing development is to provide these reductions and benefits to the participant families without repayment. A condition for repayment usually applies only when the participant family no longer owns or occupies the home. In some cases, the requirement extends to an annual income certification, wherein the participant family must repay the subsidies and/or grants if the income limit in the household increases and exceeds the low income definition, or transfers ownership of the property to a family whose income exceeds the low income definition. This policy is commonplace in order to protect against speculation sales,

and to protect against enabling a family to take windfall profits by selling a property that has equity created by the subsidies and/or grants. The most common mechanism used in the industry is referred to as a "silent" second mortgage, or to incorporate recapture language into the promissory notes executed with the participant families. In Hawaii, an Affiliate does use the silent second promissory note to accomplish the goal of preventing speculation sales and windfall profits to a participant family.

The first promissory note recorded by an Affiliate represents the cost of the finished home. This amount is funded and loaned to the family by the Affiliate, to be repaid over a twenty (20) year period and to bear 0 % interest. A second promissory note is to be executed also and is to represent the equity created by the Affiliate housing program. The equity is to be determined by the value of the home when finished, less the first promissory note, any down payment paid by the family and the equity created by the borrower for sweat equity labor or contributions. The second promissory note requires no repayment, hence it is "silent", UNLESS the Borrower defaults on the first promissory note, no longer occupies the home, sells, transfers or otherwise disposes of the property as provided in paragraph IV, B, relating to terms of a silent second.

'The parties are fully aware that a homesteader's leasehold interest is not alienable and lenders may be unwilling to lend moneys without some form of assurance or guarantee that its loan will be repaid. Because of the beneficial aspects of the Habitat for Humanity affordable housing program, the Department is willing to guarantee the repayment of the indebtedness represented by loans originated and funded by an Affiliate as hereinafter provided.

#### A. Extent of Guarantee

The guarantee applies to the repayment of all unpaid sums loaned by Affiliate to an eligible Borrower and guaranteed by Department, including outstanding principal, default interest, late fees, and subsidies represented in the First and Second Promissory Notes.

The Affiliate shall originate a single loan represented in two separate promissory notes. The first promissory note shall be for the principal balance that is amortized over the loan term, for a period of twenty (20) years, bearing no interest, to be repaid in equal monthly installments. The second promissory note shall represent an amount equal to the value of the completed home LESS the first promissory note, AND LESS any down payments and sweat equity or contributions of the Borrower. Except as otherwise herein provided, Repayment of the second promissory note is not required.

#### B. Terms of an Affiliate Silent Second

The face value of the second promissory note as determined above is to be reduced and forgiven by an equal pro-rated percentage for a term of 10 years. For example, the second promissory note be reduced at a rate of 10% per year. Another example could be to divide the face value of the second promissory note by the figure 3,652, which represents the number of days in 10 years, the resulting quotient being the daily credit to be applied in reducing the second promissory note. This pro-rata

mechanism of reduction transfers equity to the Borrower or participant family for every year or day he, she, or they maintain ownership and occupancy of the homestead.

The Affiliate silent second may be presented with addenda from other entities that have provided direct funding subsidies to the homeowner through the Affiliate. For example, an Affiliate may be eligible to receive \$9,000 in direct subsidy from the Seattle Federal Home Loan Bank (SFHLB). The SFHLB will require an addendum to an Affiliate promissory note indicating that if the home is sold or transferred within the first 5-year period of its construction, the subsidy must be repaid. For the purposes of this MOU and loan guarantee, these addenda and their values fall within the total value of the Affiliate silent second. On a case-by-case basis, the term of the silent second may be presented to the Department to exceed the 10-year term where a direct subsidy is beneficial to the homeowner. The Department may approve or deny an exception to the 10-year term of the silent second.

Repayment on the second promissory note is not required. **HOWEVER**, if at any time within the initial 10-year period the Borrower, while living, defaults on the first promissory note, no longer occupies the home, sells, transfers or otherwise disposes of the property, unless otherwise proscribed, the then unsatisfied remaining balance shall be immediately due and payable.

#### C. Guarantee Term

Any Guarantee issued by the Department hereunder shall remain in full force and effect until the entire loan obligation is paid. The Affiliate may not extend the term of its loan without the express approval of Department.

## D. Department Bound by Guarantee

The guarantee is binding upon the Department.

#### E. Maximum Guarantee

At no time shall the guarantee issued on the Loan represented by the first and second promissory notes exceed 50% of the maximum loan amount permitted by the Federal Housing Administration (FHA) for the county under which the location of the home exists or its appraised value, whichever is less.

#### F. Customary Service Area

In the event an Affiliate requests a loan guarantee for a home located outside its customary service area, the Department may, at its absolute discretion, decline the issuance of a guarantee or it may issue a guarantee of 75 % of the maximum guarantee limit otherwise described in this section.

For the purposes of this MOU, the parties acknowledge that the customary service area for each Affiliate is as follows:

Honolulu Habitat – Island of Oahu Kauai Habitat – Island of Kauai Maui Habitat – Island of Maui Molokai Habitat – Island of Molokai Hilo Habitat – Island of Hawaii

For new affiliates formed after the execution of this MOU, the location of the headquarters of any new Affiliate shall dictate the island recognized as its customary service area.

#### V. LOAN NOTIFICATION & SERVICING

#### A. Default under the Lease; Notification

Department shall monitor a Borrower's faithful performance of the terms of the Lease and may counsel and assist Borrower in curing any default thereof. Department will notify Affiliate in writing prior to scheduling a contested case hearing for a Borrower if lease cancellation is contemplated because of default. Department and Affiliate will proceed pursuant to the terms of paragraph VI, A, if the Lease is canceled. Cancellation of the Lease shall not operate to discharge the Department Guarantee.

#### B. Default under the Loan

Department understands it to be the policy of Association and its Affiliates to counsel and assist a Borrower who is in default under the Loan and to attempt to cure any delinquencies or defaults immediately. In order to put Department on notice and to enlist its assistance should a Borrower default under the terms of the Loan Document, Affiliate agrees to notify Department in writing as follows:

- 1. Notification; Cure. If a Borrower shall fail to make a monthly installment payment under the Loan Document, Affiliate will, if the delinquency is not cured, notify Department within thirty (30) calendar days of the date of such default and will continue providing this notification monthly until the delinquency is cured. Affiliate will also, every ninety (90) calendar days, include in these notifications a description of any efforts undertaken by Affiliate to assist the Borrower in curing the delinquency. Upon notification, Department may choose to advance payment on behalf of a Borrower and cure the default.
- 2. Affiliate Counseling and Servicing Program. One of the strengths of this agreement in terms of a performing loan portfolio is greatly dependent upon the effectiveness of the Affiliate in implementing its counseling and loan servicing program with each individual borrower. As a result, before an Affiliate may call upon Department to remit payment under a loan guarantee, the Affiliate must provide evidence that its counseling and servicing program has been followed as prescribed in the application which resulted in Affiliate obtaining its Approved Lender Status. Further, if the basis for repayment of the second promissory note be default under the first promissory note, then the date the

Affiliate provides Department the requisite evidence that its counseling and servicing program has been followed shall be the date repayment of the second promissory note is to commence on the then unpaid principal balance.

3. Guarantee Payment. If Affiliate determines it has exhausted all available options to cure the delinquency or default, Affiliate will give Department and the Borrower written demand that the Borrower or Department, as Guarantor, make payment in full of the principal balance of the Loan and any Loan related costs, expenses or advances. Within forty-five (45) calendar days of receipt of the written demand, Department shall notify the Affiliate as to the option it shall elect, whether to remit monthly payments for up to 12 months or to payoff the outstanding balance and any costs, expenses or advances that are related to the Loan. If the Borrower is in default and Affiliate does not request immediate payment in full or does not provide Department with a copy of formal default notice, such actions will not constitute a waiver of Affiliate's rights to pursue its remedies against Borrower in the future. An advance by Department creates a lien against Borrower's interest and improvements and establishes an obligation upon the Borrower to pay back Department. Department may pursue Lease cancellation if the Borrower does not meet this obligation.

#### C. Common Default; Notification

Department and Affiliate agree that there may be defaults common to both Department's lease and the Loan, such as non-payment of taxes or abandonment of the property by Borrower. Upon the occurrence of any such default, the party learning of the default will promptly notify the other and shall keep the other party informed of any action taken or to be taken to cure the default.

#### VI. EVENTS

### A. Cancellation, or Surrender, of Lease; Designation of Proceeds

If the Department decides to cancel a Borrower's homestead leasehold interest, for such reasons as it may deem justified under the HHCA, or if a Borrower should tender the surrender of his or her homestead leasehold interest and accepted by the Department, or if a Borrower dies leaving a duly executed and approved designation of net proceeds, it shall make such payments as required under the HHCA, including the payment of any outstanding guarantees affecting the homestead leasehold interest. In the event the consummation of the cancellation, surrender, or payout of the net proceeds to the designee occur within the ten-year time frame of the second promissory note, then, should the then appraised value of the home be less than or equal to the face value of the first promissory, the Department need only satisfy its obligation under the first promissory note. On the other hand, if in excess, then and to the extent of such excess only will the Department be obligated to satisfy the second promissory note if required by the Affiliate.

#### B. Alternatives to Cancellation

Upon receipt of written notice of a default deemed by the Affiliate to justify acceleration of the loan, Department may, upon failure of the Borrower to cure the default within sixty days after notice has been received, cancel Borrower's homestead lease. Notwithstanding the significance of the default, Department may, without canceling the lease, pay to the Affiliate the

delinquent amounts and periodic payments, as they become due and payable until the Borrower can resume payments or Borrower agrees to the transfer or surrender of the lease, or otherwise pays the outstanding balance. In no event, shall Department's right to pay the periodic payments continue for a period greater than one year after Department has received written notice of a default or delinquency. Immediately following the expiration of the one-year period, the Department shall pay the Affiliate the amount then due and outstanding in accordance with Paragraph VI, A.

#### C. Transfer

If the Borrower desires to transfer the leasehold, Department shall have the right to submit to the Affiliate for approval the name of another qualified and responsible lessee who as the transferee or the new lessee of the tract to be transferred, will assume, in accordance with the Affiliate's regulations, the obligation of the outstanding debt the repayment of which has been guaranteed by the Department.

If however, the Borrower is delinquent in loan payments to an Affiliate and, nonetheless desires to transfer his leasehold, the Department shall similarly have the right to submit to the Affiliate for approval the name of another qualified and responsible lessee who as the transferee or new lessee, will assume, in accordance with the Affiliate's regulations, the obligation of the outstanding debt the repayment of which has been guaranteed by the Department, will either make payments to the Affiliate for the delinquent amounts and periodic payments as they become payable or pay the entire amount of the outstanding debt guaranteed or until expiration of a period of one year from the date the Borrower notifies Department of Borrower's desire to transfer the leasehold, whichever occurs first. If, at the expiration of the one-year period following the request to transfer of a delinquent borrower, the leasehold has not been transferred to a qualified and responsible lessee, Department shall pay the entire amount of the outstanding debt in accordance with Paragraph VI, A.

#### D. Death of a Borrower

Upon learning of the death of a Borrower, Department shall immediately notify the Affiliate whether the Borrower has a duly designated successor in accordance with Section 209 of the HHCA.

- 1. Successor If the Borrower has properly designated a successor, the successor shall be permitted to assume in accordance with the Affiliate's regulations, the outstanding debt the repayment of which has been guaranteed by the Department and to pay the Affiliate the periodic payments as they become due and payable, or if the successor is not financially able to make the periodic payments, Department shall either pay the entire amount of the outstanding debt, or pay the periodic payments as they become due and payable for the successor until the successor is financially able to pay the periodic payments. In no event shall the Department's right to make the periodic payments continue for a period greater than one year from the date of the Borrower's death
- 2. No Successor Designated Except as provided above in paragraph VI, A, relating to the designation of net proceeds, if the Borrower has not properly designated a successor,

Department shall either pay the entire amount of the outstanding debt, or pay to the Affiliate the periodic payments as they become due and payable until Department selects a qualified individual to succeed to the Borrower's leasehold, who will assume, in accordance with the Affiliate's regulations, the obligation of the outstanding debt the repayment of which has been guaranteed by the Department. However, should the Department decide not to exercise its authority to designate a successor to the Borrower's leasehold, the lease shall be cancelled and it shall proceed as provided above in paragraph VI, A. In no event shall the Department's right to make the periodic payments continue for a period greater than one year from the date of the Borrower's death.

#### VII. STANDING INVENTORY OF AN AFFILIATE

This Memorandum is intended to cover any and all loans originated by an approved Affiliate from the date of its execution. However, an Affiliate may have a portfolio of loans originated prior to the execution of this agreement and remain outstanding, known as "standing inventory". This agreement shall extend to the standing inventory of loans that are presented to the Department for a loan guarantee, and must meet the following criteria:

- 1. Loan must not be delinquent at the time of submission to the Department; and
- 2. Loan must show a timely repayment history of the 3 consecutive months prior to the date of the submission.

The maximum guarantee amount for any "standing inventory" loan shall not exceed 70% of the original face value of the first promissory note where no second promissory note was executed, or 70% of the combined sum of the first and second promissory notes executed by the Borrower when the loan was originated. The grant or denial of an Affiliate's request to guarantee a loan in this category is at the absolute discretion of the Department.

#### VIII. INTERPRETATION, APPLICATION AND TERMINATION

#### A. Interpretation

The parties agree that the terms and provisions of this Memorandum and the attachments hereto shall be construed to fully protect the interests of the parties as well as to assist native Hawaiians to obtain decent, safe, and sanitary dwellings. To achieve their respective objectives, an Affiliate and the Department may, on a case-by-case basis and by mutual agreement in writing, further clarify or waive any term, covenant, or condition of the aforementioned documents, provided that such action does not violate any applicable statutes or binding rules or regulations.

#### B. Non-Application to Loans Made by Affiliate

The guarantees issued under this Memorandum do not guarantee repayment to other organizations or lenders, including the Office of Hawaiian Affairs, where the Affiliate may be a borrower. If an Affiliate should utilize borrowed funds to issue a loan to a Borrower that is in compliance with this Memorandum, Department guarantees shall apply.

#### C. Resolution of Issues

Association and Department recognize that situations will arise from time to time that are not covered under the terms of this Memorandum, the Underwriting Guide or the Lenders Application. When these situations occur, Department and Association agree to work in good faith and in partnership to seek a fair resolution to the situation at hand.

#### D. Termination

Department and the Association reserve the right to terminate this Memorandum upon thirty days notice to the other party. Should either party choose to terminate, guarantees issued prior to the date of termination shall remain in full force and effect.

#### E. Inconsistencies

In the event of inconsistency between this Memorandum and any attachments or exhibit thereto, the terms and provisions of this Memorandum shall control.

IN WITNESS WHEREOF, the parties hereto have duly executed these presents on this day of MAY

Authorized Representative

KAUAI HABITAT FOR HUMANITY ,INC.

Authorized Representative

KONA HABITAT FOR HUMANITY, INC.

HABITAT UMANITY, MAULINC.

By:

Authorized Representative

HONOLULU HABITAT FOR HUMANITY, INC.

MOLOKAI HABITAT FOR HUMANITY, INC.

By:

uthorized Representative

HALE ALOHA O HILO HABITAT FOR

HUMANITY INC.

Bv:

Authorized Representative

STATE OF HAWAII

DEPARTMENT OF HAWAIIAN HOME LANDS

By:

Raynard C. Soon, Chairman Hawaiian Homes Commission

APPROVED AS TO FORM:

Deputy Attorney General State of Hawaii

# Other Supplemental Attachments

FILED 07/02/2001 8:56 AM
Business Registration Division
DEPT. OF COMMERCE AND
CONSUMER AFFAIRS
State of Hawaii

# **Articles of Incorporation**

The undersigned, desiring to form a non-profit corporation under and in accordance with Chapter 415B, Hawaii Revised Statutes and other applicable laws of said State of Hawaii and to obtain the benefits conferred by said laws upon corporations, hereby execute and adopt the following Articles of Incorporation.

- 1. The name of the corporation shall be Habitat for Humanity Kona, Inc.
- 2. This corporation is organized as a nonprofit corporation under the State of Hawaii Nonprofit Corporation laws and as a tax exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Law (the "Internal Revenue Code"). The corporation shall have and exercise all rights and powers as provided for by law to a tax-exempt non-profit corporation, notwithstanding any of the purposes and powers of the corporation, but this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the charitable purposes of the corporation, or which are not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code and the regulations promulgated thereunder.
- 3. This corporation is a public benefit corporation.
- 4. The corporation shall have perpetual duration and succession in its corporate name.
- 5. The corporation shall have no members.
- 6. The purposes for which the corporation is organized are exclusively religious, charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code. Within the scope of such purposes:
- (a) To witness to and implement the Gospel of Jesus Christ in Hawaii and throughout the United States and the world by working with economically disadvantaged people to help them to create a better human habitat in which to live and work;
- (b) To cooperate with other charitable organizations, through grants and otherwise, which are working to develop a better human habitat for economically disadvantaged people;
- (c) To allow people of all faiths to participate in all capacities in the charitable goals of this ministry without prejudice or restriction;
- (d) To communicate the Gospel of Jesus Christ by means of the spoken and written word:

- (e) To enable an expanding number of persons from all walks of life to participate in this faith based ministry;
- (f) To receive, maintain, and accept as assets of the corporation, any property, whether real, personal, or mixed, by way of gift, bequest, devise, or purchase from any person, firm, trust, or corporation, to be held, administered, and disposed of exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, and in accordance with and pursuant to the provisions of these articles of incorporation; but no gift, bequest, devise, or purchase of any such property shall be received or made and accepted if it is conditioned or limited in such manner as shall require the disposition of income or principal to any organization other than a charitable organization or for any purposes other than charitable purposes which would jeopardize the status of the corporation as an entity exempt from federal income tax pursuant to the relevant provisions of the Internal Revenue Code:
- (g) To exclusively promote and carry on any other religious, charitable, or educational purposes and activities for which corporations may be organized and operated under the relevant provisions of the Internal Revenue Code and under 415B, Hawaii Revised Statutes:
- (h) To enter into and perform contracts of every sort and description with any person, entity, municipality, county, state, nation or other body politic, or with any agency of any of the foregoing;
- (i) In general, to carry on any business and to have and exercise all of the powers conferred by the laws of the State of Hawaii, and to do any or all of the things set forth above; and
- (j) To perform every act necessary or proper for the accomplishment of the objects and purposes set forth above or for the protection and benefit of the corporation.
- 7. The powers and activities of the corporation shall be limited as follows:
- (a) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to any of its members, trustees, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles of incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- (b) Anything contained in these articles of incorporation to the contrary notwithstanding, the corporation shall not carry on or otherwise engage in any activities

not permitted to be carried on or engaged in by: (1) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or any corresponding section of any future tax code; (2) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or any corresponding section of any future tax code; or, (3) a corporation organized and existing under 415B, Hawaii Revised Statutes.

- No voluntary dissolution of the corporation or liquidation of its assets shall take 8. place without the assent of a majority of the directors of the corporation, obtained by vote at a meeting of the directors of the corporation duly called and held for the purpose of authorizing such dissolution or liquidation. Written notice, setting forth the purpose of the meeting shall be given to all directors not less than thirty (30) days in advance of the meeting. In the event of the dissolution and liquidation of this corporation, to the extent allowed or permitted under applicable laws, the property and assets of the corporation shall be, as determined by the board of directors, distributed to or sold and the proceeds of such sales distributed to: (i) Habitat for Humanity International, Inc., a Georgia Nonprofit Corporation and a corporation exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; or. (ii) any other organization(s) organized and operating for the same purposes for which the corporation is organized and operating or any organization(s), foundation(s), fund(s), or corporation(s) organized and operating exclusively for religious, charitable, scientific, educational, or other purposes permitted by Section 501(c)(3) of the Internal Revenue Code, all of which such organizations, foundations, funds, or corporations shall be exempt under Section 501(c)(3) of the Internal Revenue Code. In the event that any assets are not disposed of in accordance with the provisions of these articles of incorporation or that the corporation shall fail to act within a reasonable time in the manner provided in these articles of incorporation, the Circuit Court of the Third Circuit. State of Hawaii shall, upon application of one or more persons having a real interest in the corporation or its assets, make such distribution(s) as provided in these articles of incorporation.
- 9. The affairs of this corporation shall be conducted by a Board of Directors, who shall elect the officers as provided below. The number of directors of the corporation and the method of their election shall be as provided in the bylaws. The number of directors constituting the initial board of directors shall be \_\_7\_ and the names and addresses of the persons who shall serve as directors until their successors shall be elected and qualified are as follows:

Morty Breier
Helen Gram
Lorraine Highkin
Jocqueline Kowrach
Steve Marquis
R. Allen Robinson
Jonel Stahr-Brown

73-4548 Mahi St. 82-1021 Kaimalu Pl P.O. Box 563 77-301 Noelani Way, #21 75-5336 La'Aulu Rd. P.O. Box 383065 82-984 Paikapahu St

Kailua-Kona, HI 96740 Captain Cook, HI 96704 Holualoa, HI 96725 Kailua-Kona, HI 96740 Holualoa, HI 96725 Waikoloa, HI 96738 Captain Cook, HI 96704 10. The officers of the corporation shall be a President, one or more Vice-Presidents, a Secretary, a Treasurer and such additional officers as shall be determined in accordance with the bylaws. The officers shall have and may exercise the powers, perform the duties and be appointed in the manner set forth in the bylaws. Any person may hold two (2) or more offices of the corporation unless such practice is prohibited by the bylaws; provided that the corporation shall have not less than two (2) persons as officers. The initial officers of the corporation and their residence addresses, who shall hold their respective offices until their successors shall be elected or appointed pursuant to the bylaws are as follows:

Name	Residence Address	Office
Morty Breier	73-4548 Mahi St. Kailua-Kona, HI 96740	President
Jonel Stahr-Brown	82-984 Paikapahu St Captain Cook, HI 96704	Vice-President
Lorraine Highkin	P.O. Box 563 Holualoa, HI 96725	Treasurer
Jocqueline Kowrach	77-301 Noelani Way, #21 Kailua-Kona, HI 96740	Secretary

11. The location of the corporation and the street address of its initial principal office is c/o Church of Christ, 74–4907 Palani Rd., Kailua-Kona, HI 96740.

The mailing address of the corporation is P.O. Box 4619, Kailua-Kona, HI 96745

And the name of its initial registered agent in that office is Jonel Stahr-Brown.

- 12. No director or officer of the corporation and no heir or personal representative of any such person shall be liable to the corporation for any loss or damage suffered by it on account of an action or omission by such person as a director or officer if such person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interest of this corporation, unless with respect to an action or suit by or in the right of the corporation to procure a judgment in its favor such person shall have adjudged to be liable for willful negligence or willful misconduct in the performance of such person's duty to this corporation.
- 13. The corporation shall indemnify each present, former and future officer and director of the corporation and each person who serves at the request of the corporation, whether or not such person is also an officer or director of the corporation, against all costs, expenses and liabilities, including the amounts of judgments, amounts paid in

compromise settlements and paid for services or legal counsel and other related expenses, which may be incurred by or imposed in connection with any claim, demand, action, suit, proceeding, investigation or inquiry, civil or criminal, hereafter made, instituted or threatened in which such person may be involved as a party or otherwise by reason of being or having been such officer or director, whether or not the person continues to be such officer or director at the time of the incurring or imposition of such costs, expenses or liabilities, except in relation to matters as to which the person shall in such action, suit or proceeding be finally adjudged to be, or shall be liable by reason of his/her gross negligence or willful misconduct toward the corporation in the performance of his/her duties as such officer or director. As to whether or not a director or officer was liable by reason of gross negligence or willful misconduct toward the corporation in the performance of duties as such office or director, in the absence of such final adjudication of the existence of such liability, the Board of Directors and each officer and director may conclusively rely upon an opinion of legal counsel selected by the Board of Directors. The foregoing right of indemnification shall not be exclusive of other rights to which any such officer or director may be entitled as a matter of law or otherwise, and shall inure to the benefit of the heirs and personal representatives of each such officer or director.

- 14. The property of the corporation shall alone be liable in law for the payment of the debts and liabilities of the corporation. The directors, officers and employees of the corporation shall not be liable for the corporation's obligations. Recovery for any liability of the corporation shall be limited to the assets of the corporation, and there shall be no recourse against the directors, officers and employees of the corporation.
- 15. The corporation is nonprofit in nature and shall not authorize or issue shares of stock. No dividends shall be paid and no part of the income or profit of the corporation shall be distributed to its members, directors, or officers, except for services actually rendered to the corporation.
- 16. These Articles may be amended by the vote of a majority of the directors of the corporation. In the event any of the provisions of the Internal Revenue Code relating to tax-exempt corporations or otherwise affecting the corporation's tax status shall at any time or from time to time be amended, then and in each such instance, the directors and officers of the corporation shall then take such actions by amendment to the Articles of Incorporation or otherwise as may be necessary or appropriate by reason of said statutory amendment in order to protect the income tax exemption or other tax status of the corporation. No such amendment shall be made: (a) which would give to the corporation any purpose or purposes beyond those listed in Section 501(c)(3) of the Internal Revenue Code as it now exists and as it hereafter may be amended, or which would otherwise bring the corporation without the scope of said section; or (b) which would or might otherwise result in the loss by the corporation of its exemption from taxation under Section 501(a) of the Internal Revenue Code.

17. The initial By-Laws of the Corporation shall be approved by the Board of Directors of the Corporation, and thereafter may be adopted, amended or repealed by vote of the majority of the directors of the corporation present at any meeting of the directors duly called and held, the notice of which shall have stated that a purpose of the meeting is to consider the adoption or amendment or repeal of the By-Laws

We certify under the penalties of Section 415B-158, Hawaii Revised Statutes, that we have read the above statements and that the same are true and correct.

Witness our hands this 22 day of	20 01
Jonel Stahr-Brown, Incorporator	· · ·
Mille	
Morty Breier, Incorporator	
Helen Gram	
Helen Gram, Incorporator	
Luciu Heghler	3
Lorraine Highkin, Interporator	
Joeg mline Komerach	
Jocqueline Kowrach, Incorporator Steve Marquis, Incorporator	
PAIM Less	

R. Allen Robinson, Incorporator

# Bylaws of Habitat for Humanity Hawaii Island Inc.

# Article I: Name, Form of Organization and Purposes

Section 1.1 Name. The name of the corporation is Habitat for Humanity Hawaii Island

Section 1.2 Nonprofit and Tax Exempt Status. The corporation is organized as a nonprofit corporation under the State of Hawaii Nonprofit Corporation laws and as a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Section 1.3 No Members. The corporation shall have no members.

Section 1.4 Purposes. The purposes for which the corporation is organized, as stated in its Articles of Incorporation, are based on Christian principles as it is exclusively religious, charitable and educational within the meaning of section 50l(c)(3) of the Internal Revenue Code, as amended and under 415B, Hawaii Revised Statutes. Within the scope of such purposes:

- (a) To demonstrate the love of Jesus Christ, and to further the mission of Habitat for Humanity. Seeking to put God's love into action, Habitat for Humanity Hawaii Island brings people together to build homes, communities and hope.
- (b) To focus on shelter. We have chosen, as our means of manifesting God's love, to create opportunities for all people to live in safe and affordable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.
- (c) To advocate for affordable housing. We promote decent, affordable housing for all, and we support the global community's commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.
- (d) To promote dignity and hope. We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.
- (e) To support sustainable and transformational development. We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship

of all resources entrusted to us.

- (f) To receive, maintain, and accept as assets of the corporation, any property, whether real, personal, or mixed, by way of gift, bequest, devise or purchase from any person, firm, trust, or corporation, to be held, administered, and disposed of exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, and in accordance with and pursuant to the provisions of these articles of incorporation; but no gift, bequest, devise or purchase of any such property shall be received or made and accepted if it is conditioned or limited in such manner as shall require the disposition of income or principal to any organization other than a charitable organization or for any purposes of the charitable purposes which would jeopardize the status of the corporation as an entity exempt from federal income tax pursuant to the relevant provisions of the Internal Revenue Code, as amended; and
- (g) To exclusively promote and carry on any other religious, charitable, or educational purposes and activities for which corporations may be organized and operated under the relevant provisions of the Internal Revenue Code, as amended under the state of Hawaii Nonprofit Corporation laws.
- Section 1.5 **Geographic Area Serviced:** The geographic service area for the affiliate's activities is Hawaii Island.

Section 1.6 Affiliation with Habitat for Humanity International: The organization, being a particular affiliate of Habitat for Humanity International, recognizes that it is a party to the U.S. Affiliation Agreement (as amended from time to time) and commits to work in partnership with Habitat for Humanity International to accomplish the Habitat ministry of building homes, communities, and hope.

#### Article II: Offices

Section 2.1 Principal, Registered and Other Offices, and Agent. The principal office of the corporation and the office of its registered agent shall be located in Kailua-Kona, County and State of Hawaii. The corporation may establish other branch offices in other locations as necessary to more effectively and efficiently conduct its activities.

#### Article III: Board of Directors

- Section 3.1 Authority, General Powers and Functions of the Board. All corporate powers and affairs of the corporation shall be under the authority and direction of the Board of Directors. The Board of Directors shall perform, but not be limited to, the following functions:
  - (a) oversee the implementation and administration of policies and procedures for handling and accounting for the finances of the corporation;
  - (b) prepare an annual revenue and expense budget;

- (c) work closely with the Development Committee to coordinate development of the resources needed to meet the revenue goals of the budget;
- (d)monitor the implementation of the budget, revising the budget when necessary;
- (e) oversee the implementation and administration of policies and procedures relating to volunteers and any employees of the corporation;
- (f) co-ordinate the strategic and long range planning activities of the corporation; and, monitor and evaluate the performance of the corporation with respect to the achievement of its mission, purposes and goals.

Section 3.2 Number, Term, Qualifications and Election. The number of Directors of the corporation shall be a minimum of twelve (12). The number of Directors may be increased to a maximum of twenty-four (24) as the Directors may determine from time to time. The Board of Directors shall consist of two groups of approximately equal size. One group, on a rotational basis, shall be elected each year. Each Director shall serve for a term of two (2) years and until his or her successor is elected and qualified, or until such Director's earlier death, resignation, incapacity to serve, or removal. A Director shall not be eligible for re-election if he or she has served three (3) consecutive two (2) year terms. Directors shall reside in the West Hawaii area of the County of Hawaii. Directors shall be elected each year at the annual meeting from a slate presented by the Nominating Committee. Nominations may also be made by Directors from the floor. The nominees who receive a plurality of the votes cast shall be elected. There shall be no secret ballots. The constituting Board of Directors, as stated in the Articles of Incorporation, shall serve until the first annual meeting when it shall elect a new Board of Directors whose terms of office shall be one (1) or two (2) years.

Section 3.3 Resignation. A Director may resign by delivering written notice to the Board of Directors. A resignation is effective when the notice is received unless the notice specifies a later effective date. If a resignation is made effective at a later date, the Board of Directors may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date.

Section 3.4 Removal. A Director may be removed, with or without cause, by vote of two-thirds (2/3) of the Directors then in office. Such action shall be taken at a regular meeting of the Board of Directors or at a special meeting called for such purpose. In addition, a Director may be removed by the affirmative vote of a majority of the Directors then in office for failing to attend three (3) consecutive, regular meetings of the Board of Directors.

Section 3.5 Vacancies. Any vacancy occurring on the Board of Directors, including a vacancy resulting by increasing the number of Directors, may be filled by the Board of Directors. A Director elected to fill a vacancy shall hold office until the end of the unexpired term, and will be considered to have served the full term of office.

Section 3.6 No Compensation. The Board of Directors shall not permit compensation of

Directors for their services as Directors of the corporation.

## Section 3.7 Director Conflict of Interest Transaction

- (a) A conflict of interest transaction is a transaction with the corporation in which a director of the corporation has a direct or indirect interest. A conflict of interest transaction is not voidable or the basis for imposing liability on the director if the transaction was fair at the time it was entered into or is approved as provided in subsection (b).
- (b) A transaction in which a director has a conflict of interest may be approved if (1) the material facts of the transaction and the director's interest were disclosed or known to the board of directors or a committee of the board and the transaction was authorized, approved, or ratified by the board or committee of the board; or (2) the material facts of the transaction and the director's interest were disclosed or known to the members and they authorized, approved, or ratified the transaction.
- (c) For purposes of this section, a director of the corporation has an indirect interest in a transaction if:
- (1) Another entity in which the director has a material interest or in which the director is a general partner is a party to the transaction; or
- (2) Another entity of which the director is a director, officer, or trustee is a party to the transaction.
- (d) For purposes of subsection (b), a conflict of interest transaction is authorized, approved, or ratified if it receives the affirmative vote of a majority of the directors either on the board or on the committee, who have no direct or indirect interest in the transaction; provided that a transaction may not be authorized, approved, or ratified under this section by a single director. If a majority of the directors on the board who have no direct or indirect interest in the transaction vote to authorize, approve, or ratify the transaction, a quorum is present for the purpose of taking action under this section. The presence of or a vote cast by a director with a direct or indirect interest in the transaction does not affect the validity of any action taken under subsection [(b)(2)]; provided the transaction is otherwise approved as provided in subsection (b).
- (e) For purposes of subsection [(b)(2)], a conflict of interest transaction is authorized, approved, or ratified by the members if it receives a majority of the votes entitled to be counted under this subsection. Votes cast by or voted under the control of a director who has a direct or indirect interest in the transaction, and votes cast by or voted under the control of an entity described in subsection (c)(1), may not be counted in a vote of members to determine whether to authorize, approve, or ratify a conflict of interest transaction under subsection [(b)(2)]. The vote of these members, however, is counted in determining whether the transaction is approved under other sections of this chapter. A majority of the voting power, whether or not present, that are entitled to be counted in a vote on the transaction under this subsection constitutes a quorum for the purpose of taking action under this section.

# **Article IV: Meetings of Directors**

Section 4.1 Place of Meetings. All meetings of the Board of Directors shall be held in Kailua-Kona, County and State of Hawaii, at such place and time as the Board of Directors may determine. The board may permit any or all directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

Section 4.2 Annual Meetings. The annual meeting of the Board of Directors, for the purpose of electing Directors, appointing officers, approving a budget for the year, and transacting other business, shall be held at such time and place as the Board of Directors may determine. Additional meetings may be called by or at the request of the president or twenty percent (20%) of the Directors then in office.

Section 4.3 Regular Meetings of the Board of Directors. Regular meetings of the board of directors shall be held at 4:30 pm on the fourth Tuesday of the month, (with the exception of the months of July, August, and December.), or at any other time as the board of directors may determine.

Section 4.4 **Special Meetings:** Special meetings of the board of directors may be called by or at the request of the board president, or twenty percent (20%) of the directors then in office. Such meetings must be held in Kailua-Kona, County and State of Hawaii.

Section 4.5 Notice of Meetings. Meetings of the Board of Directors may be held without notice if the date, time and place of the meeting has been previously fixed by the Board; otherwise, meetings must be preceded by at least two (2) days notice to each Director at his or her address as shown by the records of the corporation. Such notice shall include the date, time, and place of the meeting. Notice may be given by any usual means of communication such as oral, written, or electronic transmission. A Director's attendance at the meeting shall constitute proof of notice to that Director.

Section 4.6 Quorum and Manner of Acting. A quorum of the Board of Directors consists of six (6) or a majority of the directors in office immediately before a meeting begins, whichever is less. If a quorum is present when a vote is taken, the affirmative vote of a majority of directors present is the act of the board of directors, unless the vote of a greater number of directors is required by law or these bylaws. Representation or voting by proxy shall not be allowed.

Section 4.7 Action Without Meeting. Action required or permitted by law or these bylaws to be taken at a meeting of the Board of Directors may be taken without a meeting if the action is taken by all of the duly elected and qualified Board of Directors. The action must be evidenced by signed written consent(s) describing the action taken and recorded

in the minutes. Consent may be evidenced by electronic transaction.

## Article V: Officers

Section 5.1 Number. The officers of the corporation shall consist of a president, vice president, secretary, treasurer, and other officers as may be elected by the Board of Directors. If two (2) or more persons are at any time serving as co-presidents, the offices of vice president, secretary and treasurer can be left unfilled during that period. However, at all times there will be at least four (4) principal officers. Officers whose authority and duties are not prescribed in these bylaws shall have the authority and perform the duties prescribed by the Board of Directors. No person shall hold more than one office.

Section 5.2 Election and Term of Office. The principal officers of the corporation shall be elected by majority vote by the Board of Directors at its annual meeting. The Nominating Committee shall present a slate of nominees for election. Nominations may also be made from the floor. All nominees for the four (4) principal offices must be members of the Board of Directors. The term of office for each officer shall be one (1) year, or until such officer's death, resignation, or removal, or until such officer's successor is elected and shall have qualified, provided that person may be elected to serve for more than two (2) successive terms in the office he/she has held. The Board of Directors may appoint assistant secretaries, assistant treasurers and other officers at any time the need may arise. A vacancy occurring in an officer position may be filled at any time by the Board of Directors. The term of an officer elected to fill a vacancy shall expire at the end of the unexpired term that such officer is filling.

Section 5.3 Resignation and Removal. An officer may resign at any time by delivering notice to the Board of Directors. A resignation is effective when the notice is effective. If a resignation is made effective at a future date, the Board of Directors may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date. The Board of Directors may remove any officer at any time, with or without cause, by a two-thirds (2/3) majority vote.

#### Section 5.4 Duties.

(a) President. The president shall be the chief executive officer of the corporation and, subject to the control of the Board of Directors, shall supervise and control the management of the corporation in accordance with these bylaws. The president may sign, with any proper officer of the corporation so authorized by the Board of Directors, any deeds, leases, mortgages, bonds, contracts, or other instruments that lawfully may be executed on behalf of the corporation, except where the signing and execution thereof expressly shall be delegated by the Board of Directors to be otherwise signed and executed. The president shall serve as the chairperson of the Board of Directors and shall preside at all meetings of the Board of Directors. The president shall, in general, perform all duties incident to the office of president and such other duties as may be prescribed from time to

time by the Board of Directors.

- (b) Co-Presidents. As may be required to effectively carry out the duties of the president no more than three (3) co-presidents may be elected by the Board of Directors; the duties must be specified by the nominating committee prior to election. In the absence of a co-president, the nominating committee shall specify which of the remaining co-presidents shall perform the duties of the absent co-president. In the event of death, inability or refusal to act of a co-president, the remaining co-presidents shall divide the duties of that co-president with approval by the Board of Directors.
- (c) Vice President. In the absence of the president or all of the co-presidents, or in the event of death, inability or refusal to act of the president or all co- presidents, the vice president, unless otherwise determined by the Board of Directors, shall perform the duties of the president and, when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall also serve as vice chairperson of the Board of Directors. The vice president shall perform such other duties as may be assigned from time to time by the president or the Board of Directors.
  - (d) Co-Vice Presidents. As may be required to effectively carry out the duties of the vice president, no more than two (2) co-vice presidents may be elected by the Board of Directors; the duties must be specified by the nominating committee prior to election. In the absence of the president, when there are co-vice presidents, the president shall specify which of the co-vice presidents shall perform the duties of the president; or in the event of death, inability or refusal to act of the president, the co-vice presidents shall divide the duties of the president with approval by the Board of Directors.
    - (e) Secretary. The secretary shall perform all duties incident to the office of secretary including the following:
    - (a) approve and sign minutes of all meetings of the Board of Directors and the Executive Committee;
    - (b) authenticate records of the corporation when requested to do so;
    - (c) give all notices required by law and by these bylaws;
    - (d) have general charge of the corporate books and records and of the corporate seal, and affix the corporate seal to any lawfully executed instrument requiring it;
    - (e) sign such instruments as may require such signature;
    - (f) cause such corporate reports as may be required by state law to be prepared and filed in a timely manner; and other duties as may be assigned from time to time by the president or the Board of Directors.
- (f) Treasurer. The treasurer shall perform all duties incident to the office of treasurer

including the following;

- (a) have custody of all funds and securities belonging to the corporation and receive, deposit or disburse the same under the direction of the Board of Directors;
- (b)keep full and accurate accounts of the finances of the corporation in books especially provided for that purpose;
- (c) cause such returns, reports and/or schedules as may be required by the Internal Revenue Service and the state taxing authorities to be prepared and filed in a timely manner;
- (d) cause a true balance sheet (statement of the assets, liabilities and fund balance) of the corporation as of the close of each fiscal year and true statements of activity (support and revenue, expenses, and changes in fund balance), functional expenses, and cash flows for such fiscal year, all in reasonable detail, to be prepared and submitted to the Board of Directors; and other duties as may be assigned from time to time by the president or the Board of Directors.
- 5.5 Contract Rights and Compensation. The appointment of an officer does not in itself create contract rights. There shall be no compensation for the services provided by any officer acting as an officer of the corporation.

#### Article VI: Board of Advisors

Section 6.1 Appointment. A Board of Advisors may be appointed to provide advice and counsel to the Board of Directors. Advisors shall serve at the pleasure of the Board of Directors. There shall be no limit on the number of persons who may be appointed to the Board of Advisors, nor shall there be any limit on the number of successive terms a person may serve on the Board of Advisors.

Section 6.2 Qualifications. The qualifications for appointment to the Board of Advisors shall be:

- (a) a sincere interest in the work of the organization;
- (b) a willingness to attend at least one meeting of the Board of Advisors per year;
- (c) a desire to support the purposes and goals of the organization as set forth in Article I.

## Article VII: Committees

Section 7.1 Board Committees. The Board of Directors, by resolution adopted by the majority of the Directors, may designate one (1) or more committees of the Board, in addition to the committees established by these bylaws, each of which shall include one (1) or more Directors. The creation of a committee of the Board and appointment of members to it must be approved by a majority of the Directors in office when the action is taken. Committees, to the extent provided in said resolution and not restricted by law,

shall have and exercise the authority and act on behalf of the Board of Directors in the management of the committee; but the designation of such committees and delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed by law. A committee of the Board may not, however:

- (a) authorize distributions;
- (b)prove or recommend dissolution, merger or the sale, pledge or transfer of the corporation's assets;
- (c) elect, appoint or remove Directors or fill vacancies on the Board or on any committee of the Board;
- (d) adopt, amend and repeal the Articles of Incorporation or any bylaws.

Section 7.2 Executive Committee. The Executive Committee shall consist of no more than eight (8) Directors including the four principal officers of the corporation, co-officers elected by the Board of Directors, and any additional Directors appointed by the President and approved by a majority of all Directors then in office. Additional Directors shall serve in such capacity until the next annual meeting of the Board of Directors. The president shall serve as the chairperson of the Executive Committee and shall preside at all of its meetings. Except to the extent prohibited or limited by Section 7.1 above or by resolution of the Board of Directors, the Executive Committee may exercise the authority of the Board of Directors at such times as the Board is not in session. In addition, the Executive Committee shall perform the functions described in Section 3.1, making the appropriate recommendations for action to the full Board of Directors as required.

Section 7.3 Nominating Committee. The Nominating Committee shall consist of three (3) to five (5) members, no more than two (2) of whom currently shall be Directors of the corporation. The current president may not be a member of this committee. The committee members shall be appointed by the Board of Directors on an annual basis, to serve until the next annual meeting of the Board. A vacancy on this committee may be filled by the Board of Directors at any time. Members of the Nominating Committee may be appointed to successive terms. The committee shall be responsible for identifying and recruiting prospective Directors of the corporation and shall present a slate of nominees for election as Directors at the annual meeting. The committee shall also present a slate of nominees for appointment as principal officers of the corporation and may make recommendation for chairpersons of the operating committees. The Nominating Committee is encouraged to make recommendations for the Board of Advisors.

Section 7.4 Operating Committees. Within thirty (30) days after the annual meeting each year, the Board of Directors by majority vote shall appoint a chairperson of each of the operating committees. A vacancy occurring in the position of committee chairperson shall be filled in like manner. The chairperson of each operating committee shall appoint the members of the committee. New members of the committees may be appointed at any time. A majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. Each committee may adopt rules for its own operation that are not

inconsistent with these bylaws or with rules adopted by the Board of Directors. The operating committees shall perform the functions described below and such other functions as the Board of Directors may provide.

- (a) Development Committee. The committee shall develop a fund-raising plan for the corporation and shall develop and coordinate fund-raising activities needed to conduct the business of the organization. Its responsibilities shall include such tasks as: fund-raising campaigns, grant proposal writing, special fund-raising events, and cultivation of major donors.
- (b) Public Relations Committee. The committee shall develop an information plan and be responsible for disseminating information about the corporation and its projects. The committee shall develop and coordinate such activities as public speaking, communicating with media resources including newspapers, radio and television, and publishing a periodic newsletter. Responsibilities include working with all appropriate members of the media to educate and inform the public regarding the mission and purposes of the organization, the need for better and more affordable housing in certain areas, and the steps being taken to meet this need.
- (c) Family Selection Committee. The committee shall develop the selection criteria and application forms, screen applications, interview applicants, and recommend applicants to the Board of Directors for approval as prospective homeowners. The committee shall coordinate its activities with the Family Support, Site Selection and Building Committees.
- (d) Family Support Committee. The committee shall develop and implement a plan to provide Habitat homeowners and prospective homeowners with a mutual support system, educational opportunities, and a forum for discussions pertaining to home ownership and maintenance, all for the purpose of helping families to break the poverty cycle and become independent.
- (e) Site Selection Committee. The committee shall develop criteria for site selection of projects to be approved by the Board of Directors. The committee shall be responsible for targeting the area(s) of the community in which projects will be developed, investigating and researching the availability of property, and recommending property to the Board of Directors for acquisition. The committee shall work in conjunction with the Building Committee to evaluate the suitability of potential sites prior to acquisition.
- (f) Building Committee. The committee, working with the Site Selection Committee and the Family Selection Committee, shall develop plans for new or rehabilitated homes and buildings suitable to the sites and families selected. The committee is responsible for planning and implementing the construction projects including such tasks as obtaining house plans, soliciting professional help and donations of building materials, coordinating volunteers and supervising construction.

- (g) Finance Committee. The committee shall work with the Treasurer to develop a financial plan to assure the long-tern viability of the organization. It shall work closely with the fund-Raising Committee during fund-Raising activities and shall oversee the organization's long-term investment strategies.
- (h) Faith Relations Committee. The committee shall work with the churches, synagogues, and other religious groups in West Hawaii to obtain their input and achieve their support regarding family selection, site selection, and fund-raising activities. The committee shall provide information to and obtain information from these groups about the mission and purposes of the corporation, the need for better and more affordable housing in certain areas, and the steps being taken to meet this need.
- (i) Human Resources Committee. The committee shall develop and implement a plan to effectively and efficiently involve all volunteers in the activities and projects of the corporation. Responsibilities shall include the development and administration of policies and procedures relating to volunteers and any employees.

## Article VIII: General Provisions

Section 8.1 Seal. The corporation may have a seal whose design shall be approved by the Board of Directors.

Section 8.2 Amendments. These bylaws may be amended or repealed and new bylaws may be adopted by the Board of Directors; such action shall be preceded by at least seven (7) days written notice of any meeting of the Board of Directors at which the action may be approved. The notice must state that the purpose, or one of the purposes, of the meeting is to consider proposed action(s) regarding the bylaws and contain or be accompanied by a copy or summary of the action or state the general nature of the action. Any action must be approved by two-thirds (2/3) of the Directors in office at the time of the action.

Section 8.3 Fiscal Year. The fiscal year of the corporation shall begin on July 1 and end on June 30 of each year.

Section 8.4 Financial Reports. The books of the corporation shall be closed as of the end of each fiscal year and financial statements shall be prepared and submitted to the Board of Directors (see Section 5.4 regarding duties of the treasurer). The Board of Directors shall engage as independent certified public accountant to audit or review the financial statements.

Section 8.5 Corporate Minutes and Records. The Board shall keep as permanent records minutes of all its meetings, a record of all actions taken by the Directors without a meeting, and of any other committees of the Board of Directors. Records shall be

maintained in written form or in another form capable of conversion into written form within a reasonable time. The following records shall be kept at the principal office:

- (a) Articles of Incorporation or restated Articles of Incorporation and all amendments to them currently in effect;
- (b) bylaws or restated bylaws and all amendments to them currently in effect;
- (c) list of the names and business or home addresses of its current Directors and officers; and,
- (d) the most recent annual report delivered to the secretary of state, as required by the State of Hawaii Nonprofit Corporation laws.

The minutes and records described above, and copies of:

- (a) any application filed with and any letter or other document issued by the Internal Revenue Service with respect to the tax exempt status of the corporation; and
- (b) the annual returns filed with the Internal Revenue Service for the three most recent years (if such returns are required) provided, that the names and addresses of contributors to the corporation may be kept confidential; shall be made available for inspection by any individual during normal business hours.

Section 8.6 Investments. The corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors without being Restricted to the class of investments that a Director is or may hereafter be permitted by law to make or any similar restriction; provided, that no action shall be taken by or on behalf of the corporation if such action is a forbidden activity or would result in the denial of tax exempt status under Section 501 (c) (3) of the internal revenue code, as amended.

Section 8.7 Checks and Drafts. All checks, drafts or other orders for the payment of money issued in the name of the corporation shall be signed by an officer of the corporation; provided, that any check, draft or other order for the payment of an amount in excess of Five Hundred Dollars (\$500.00) shall require two (2) authorized signatures. No payment of money issued in the name of the corporation shall be made unless authorization to disburse such funds is initially obtained as determined by resolution of the Board of Directors.

Section 8.8 Prohibited Activities. The corporation is organized as a nonprofit corporation under the State of Hawaii Nonprofit Corporation laws and as a tax exempt organization exclusively for charitable, religious, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended. The powers and activities of the corporation shall be limited as follows:

(a) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, Directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

(b) Anything contained in these bylaws to the contrary notwithstanding, the corporation shall not carry on or otherwise engage in any activities not permitted to be carried on or engaged in by: (1) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; (2) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; or, (3) a corporation organized and existing under 415B, Hawaii Revised Statutes.

Section 8.9 No Loans To or Guarantees For Directors. The corporation may not lend money to or guarantee the obligation of a Director or officer of the corporation, but the fact that a loan or guaranty is made in violation of this section does not affect the borrower's liability on the loan.

Section 8.10 Indemnification. The corporation shall indemnify a Director who was successful, on the merits or otherwise, in the defense of any proceeding to which the Director was a party because he or she was a Director of the corporation, against reasonable expenses actually incurred by the Director in connection with the proceeding. In addition, if an individual is made a party to a proceeding because the individual is or was a Director, officer, employee or agent of the corporation, the Board of Directors may, to the extent permitted by law, authorize the corporation to advance expenses to such individual and/or indemnify such individual against liability incurred in the proceeding.

Section 8.11 Insurance. The Board of Directors shall require the purchase of and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation or who is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against and incurred by the individual in any such capacity, or arising out of the individual's status as such, whether or not the corporation would have the power to indemnify against such liability under the provisions of Section 8.10. As a minimum, the purchased insurance shall provide protection to the extent provided by the liability insurance available from Habitat for Humanity International Inc. and other similar nonprofit organizations.

Section 8.12 Dissolution. In the event of the dissolution and liquidation of this corporation, to the extent allowed or permitted under applicable laws, the property and assets of the corporation shall be, as determined by the Board of Directors, distributed to or sold and the proceeds of such sales distributed to:

- (a) Habitat for Humanity International, Inc., a Georgia Nonprofit Corporation and a corporation exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, as amended; or
- (b)any other organization(s) organized and operating for the same purposes for which the corporation is organized and operating, or any organization(s), foundation(s), fund(s), or corporation(s) organized and operating exclusively for religious, charitable, scientific, educational, or other purposes permitted by Section 50l(c)(3) of the Internal Revenue Code, as amended, all of which such organizations, foundations, funds, or corporations shall be exempt under Section 50l(c)(3) of the Internal Revenue Code, as amended. In any event that any assets are not disposed of in accordance with the provisions of the Articles of Incorporation, the Court of Hawaii County shall, upon application of one or more persons having a real interest in the corporation or its assets, make such distribution(s) as provided in the Articles of Incorporation.

Section 8.13 Conduct of Proceedings. Robert's Rules of Order, newly revised, shall govern the proceedings of all meetings of the incorporation, except as otherwise provided in these bylaws.

Approved by the Board of Directors of Habitat for Humanity Hawaii Island on the 20th day of 2017.

Signed\_\_\_\_

**Board President** 

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www.Вивінкає Песіатнатіона.com

FORM DNP-2
7/2008
STATE OF HAWAII

FILED 06/14/2017 01:13 PM
Business Registration Division
DEPT. OF COMMERCE AND
CONSUMER AFFAIRS
State of Hawaii

# DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS Business Registration Division

335 Merchant Street
Meiling Address: P.O. Box 40, Honolulu, Hawali 96810

s: P.O. Box 40, Honolulu, Hawali 95810 Phone No. (808) 568-2727

# ARTICLES OF AMENDMENT TO CHANGE CORPORATE NAME (Streitling 4140-155, Harwaii Revision)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

<b></b>		- 46			4 44 44
i ne ungereigneg, a	uly Bulnorized officers	of the comoration	submilling inses	Articles of Amendment	comiy as follows:

1.	The present name of Habitat for Hum	the corporation is: nanity West Hawaii , Inc	•		·····
2.	· · · · · · · · · · · · · · · · · · ·	poration is changed to: nanity Hawaii Island , Inc	o,		L.S
3.	The amendment to c	hange the corporation name wa	as adopted on: May 2	4lh, 2017 (Horlin Day Yan)	
	at a meeting of t	he members:			
	Designation (class) Of membership	Total Number of Memberships (votes) outstanding	Total Number of Votes Entitled to be Cest By each Class	Number of Votes Ceel by each cipss For Amendment	Number of Votes Cast by each class Against Amendment
		,			
	OR				
	by Willen conse	nt of the <i>members</i> holding at le	east eighly per cent of the	e voting power.	
			OR		
	X by a sufficient vo	ite of the Board of Directors or	Incorporatora bacause	member approval was i	not required.
4.	Check one:	oval of a specified person or pa	ersons named in the entic	les of incorporation was	oblained.
	The written app	roval of a specified parson or po	ersons is not required.	•	
The abo	undersigned certifies ve statemente, i/we si	under the penalties of Section of authorized to make this chan	414D-12, Hawali Revise ge, and that the stateme	d Statutes, that the unde nic are true and correct.	rsigned hea read the
\$lg:	ned this second	_gay or _June		017	•
St	eve Machesky, F	President Perfol Name à Tide)	Isobel Dono	yan, Deputy Direct	
	SHU,	Masky	Jon	Popular (1990)	

SEE INSTRUCTIONS ON REVERSE SIDE. The articles must be aigned by at least one officer of the corporation.



# Enclosures for State of Hawaii GIA CIP Grant FY 2023-2024:

- 1. Cover Page
- 2. Checklist
- 3. Certificate of Good Standing
- 4. Statement of Declaration Form
- 5. Grant Application with Narrative Response to Sections I-VII
- 6. Budget Sheets (1-5)
- 7. IRS Form 990 (Most Recent)
- 8. Board Roster and Composition 2023
- 9. Organizational Chart
- 10. Job Descriptions & Resumes
- 11. Documentation of 501 (C) (3) status
- 12. Approval Letter CHDO Status
- 13. MOU with the Department Of Hawaiian Homelands (DHHL)
- 14. Other Supplemental Attachments

# **COVER PAGE**

# THE THIRTIETH LEGISLATURE APPLICATION FOR GRANTS

## **CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request: Capital Operating Legal Name of Requesting Organization or Individual: Dba: Habitat for Humanity Hawaii Island, Inc. Habitat for Humanity Hawaii Island Amount of State Funds Requested: \$500,000.00 Brief Description of Request (Please attach word document to back of page if extra space is needed): Currently, Habitat Hawai'i Island is planing to build 14 homes In partnership with 14 Low-income families, the Department of Hawaiian Homelands (DHHL) funding 6 of the 14 homes total cost of \$1,950,000 and the State of Hawai' i funding 8 of the 14 homes total cost \$2,6000,000 through the 2023-2024 GIA grant program request for gap funding of \$500,000 (pending). The total cost to complete the construction of 14 homes is \$4,550,000. Amount of Other Funds Available: Total amount of State Grants Received in the Past 5 Fiscal Years: State: \$365,000.00 Federal: **Unrestricted Assets:** County: Private/Other: \$1,950,000.00 \$1,521,026.00 \$ Existing Service (Presently in Operation): New Service (Presently Does Not Exist): Type of Business Entity: Mailing Address: 501(C)(3) Non Profit Corporation P.O. Box 4619 Other Non Profit City: State: Zip: Other Kailua Kona 96745 HI Contact Person for Matters Involving this Application Patrick F. Hurney Name: Title: Executive Director Patrick F.Hurney Email: Phone: pat@habitathawaiiisland.org 808-331-8010 ext. 103 Federal Tax ID#: State Tax ID#

Authorized Signature

Patrick F. Hurney, Executive Director

01/17/2023

Name and Title

Date Signed

# Checklist

# **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.

$\overline{\checkmark}$	1) Certificate of Good Standing (If the Applicant is an Organization)
$\overline{\mathbf{V}}$	2) Declaration Statement
Ø	3) Verify that grant shall be used for a public purpose
V	4) Background and Summary
V	5) Service Summary and Outcomes
	<ul> <li>6) Budget</li> <li>a) Budget request by source of funds (<u>Link</u>)</li> <li>b) Personnel salaries and wages (<u>Link</u>)</li> <li>c) Equipment and motor vehicles (<u>Link</u>)</li> <li>d) Capital project details (<u>Link</u>)</li> <li>e) Government contracts, grants, and grants in aid (<u>Link</u>)</li> </ul>
$\square$	7) Experience and Capability
$\square$	8) Personnel: Project Organization and Staffing

Patrick Hurney, Executive Director

01/16/2023

AUTHORIZED SIGNATURE

DATE

# Certificate of Good Standing



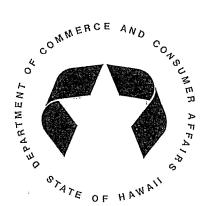
# **Department of Commerce and Consumer Affairs**

## CERTIFICATE OF GOOD STANDING

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

HABITAT FOR HUMANITY HAWAII ISLAND, INC.

was incorporated under the laws of Hawaii on 07/02/2001; 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 10, 2023

Nadiniflendo

Director of Commerce and Consumer Affairs

# **Declaration Statement Form**

# 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; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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

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

## Habitat for Humanity Hawaii Island

(Typed Name of Individual or Organization)	01/16/2023
(Signature) Patrick Hurney,	(Date) Executive Director
(Typed Name)	(Title)
Rev 12/14/22	5Application for Grants

# Grant Application Form Narrative Response to Sections I-VII

# **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, 2022.

Please See Attached-Certificate of Good Standing issued by the Director of Commerce and Community Affairs.

## 2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with <u>Section 42F-103</u>, Hawai'i Revised Statutes.

Please See Attached-Signed copy of the Declaration Statement Form.

# 3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102. Hawai'i Revised Statutes.

Yes, all funds received through the awarding of the GIA-CIP Grant program for FY 2023-2024 will be used for public purposes as specified in Section 42F-102, Hawai'i Revised Statues. More specifically, the funds will be used for the construction of affordable single-family housing for low-income, hardworking, families residing in Hawai'i County on Hawai'i Island.

# 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;

Habitat for Humanity has had a presence on Hawai'i Island since 1989 when Habitat for Humanity Hale O Aloha Hilo was founded. Habitat for Humanity West Hawai'i was founded in 2002, and in 2017 the two affiliates merged to become Habitat for Humanity

Hawai'i Island . Habitat Hawai'i Island is a 501 (C) (3) non-profit, a faith-based organization.

## Our Mission:

"Seeking to put God's love in action, Habitat for Humanity brings people together to build homes, community, and hope".

## **Our Vision:**

Our vision is "A world where everyone has a decent place to live."

Habitat for Humanity Hawaii Island (HFHHI) serves the geographic area of the entire Big Island of Hawai'i. To date, HFHHI has built 61 new homes, completed 58 critical home repairs, and undertaken a neighborhood revitalization project in Waimea.

HFHHI is a designated Community Housing Development Organization (CHDO), recognized by the State and County of Hawai'i to be a non-profit organization with the capacity to develop affordable housing opportunities in our community. This designation allows us exclusive access to certain governmental funding opportunities available only to organizations receiving this designation.

Habitat for Humanity Hawai'i Island strives to break the cycle of poverty and homelessness by providing affordable homeownership opportunities to low-income families on the Big Island of Hawai'i.

# Organization's Experience and Accomplishments:

As noted, HFHHI has completed the construction of 61 new affordable homes and 58 critical home repairs for families in need in Hawai'i County. Other noted points of accomplishment and responsibility include:

- Merger with Hale O Aloha Hilo Habitat for Humanity in 2017 expanded the geographic service area of our affiliate to serve all of Hawai'i Island.
- 3 ReStore locations in Kona, Hilo, and Waimea contribute more than \$800,000 dollars annually in revenue to our operations and affordable housing programs, as well as keep reusable items that can be resold from entering the landfill.
- 2012 Blitz Builds- 5 homes in 10 days
- 2017 Blitz Build 10 homes in 10 days
- 2018 Kilauea Disaster Response -
  - Participated in 30 micro-transitional shelters build
  - 28 home repairs during disaster recovery
  - Involved in ongoing disaster recovery efforts in affected neighborhoods
  - Awarded County of Hawai'i Kilauea Recovery Grant of \$500,000 to build 5 homes in Nanawale Estates for families who were displaced by the volcanic eruption
- 2020 Habitat Hawai'i Island was forced to make unprecedented adjustments to operate with challenges presented by the Covid-19 Pandemic. One significant change was the addition of Habitat's participation in mortgage and rental assistance programs. Typically, Habitat does not participate in these programs

but the pandemic caused shutdowns of construction projects, ReStore operations, and fundraising activities. Also, the pandemic hit Hawai'i's overall economy hard as tourism and travel were shut down with a slow return as seen today. As a result, HFHHI was only able to build: 4 units in 2020, 1 unit in 2021, and 1 unit in 2022.

Currently, Habitat Hawai'i Island is planing to build 14 homes In partnership with 14 Low-income families, the Department of Hawaiian Homelands (DHHL) funding 6 of the 14 homes total cost of \$1,950,000 and the State of Hawai'i funding 8 of the 14 homes total cost \$2,6000,000 through the 2023-2024 GIA grant program request for gap funding of \$500,000 (pending). The total cost to complete the construction of 14 homes is \$4,550,000.

The Habitat model helps families build homes with low monthly mortgage payments so they may use the remainder of their income for nutritious food, adequate health care, education, and reliable transportation. The mortgage payments help fund Habitat to build more homes. This also allows Habitat homeowners to "pay it forward", creating more affordable housing opportunities for future families in need.

Habitat Hawai'i Island strives to empower and strengthen low-income families by providing them with a solid foundation from which to build a better life. Habitat's vision is a world where everyone has an affordable, safe, place to live; and our mission is to bring people together to build homes, communities, and hope.

# 2. The goals and objectives related to the request;

# To Help Build Strength and Stability:

At Habitat for Humanity, we build. We build because we believe that everyone, everywhere should have a healthy, affordable place to call home. When a family helps build or improve a place they can call home, they are also building a better community, and a better life for themselves.

Habitat's purpose is to provide affordable homeownership opportunities for low-income families. Evidence-based, best practices guide the services provided for affordable, sustainable home ownership. Habitat staff and volunteers work to build new homes with families and then offer an affordable mortgage along with support such as training in home maintenance, home repair, budgeting/financial literacy, and more.

#### Goal FY 2023-2024

Habitat for Humanity Hawai'i Island has an overall goal of building 14 new, affordable, sustainable homes with low-income families earning between 30% and 80% of the Area Median Income (AMI).

# Intended Outcomes FY 2023-2024

This project will lead to the following intended outcomes:

- 1. 14 new affordable homes constructed with 14 hardworking low-income families, Habitat volunteers, and staff.
- 2. 14 Habitat families close on respective homes, pay an affordable mortgage and move into new, safe, affordable homes.
- 3. Strong partnerships and a multi-sector collaboration with foundations, corporations, small businesses, and the county, state, and federal government lessens the burden on government and social services agencies.
- 4. 14 hardworking deserving families (an estimated 42-70 individuals depending on family size of 3-5) move out of the inescapable cycle of poverty/homelessness and into safe affordable homes leading to family stability and prosperity.

To achieve this goal habitat Hawai'i Island has outlined the following objectives:

- 1. Increase monetary and in-kind resources to meet the costs of building 14 new homes in FY 2023-2024.
- 2. Develop partnerships and collaborate with foundations, corporations, local businesses, and county, state, and federal agencies to build safe, affordable single-family homes for low-income families on the Island of Hawai'i.
- 3. Recruit and coordinate teams of volunteers to assist with the construction of the 14 homes.
- 4. Family Selection Committee: Provide mentorship to the 14 (qualified) low-income families earning between 30%-80% of the AMI for Habitat homes to be constructed.
- 5. Habitat families, staff, contractors, and teams of volunteers work together to build 14 new affordable homes.
- 6. All 14 Habitat families close on their respective homes, move into new, safe homes and begin paying an affordable mortgage.

# 3. The public purpose and need to be served;

The state of Hawai'i has long experienced a housing crisis with one of the highest rates of homelessness in the country. Residents of Hawai'i are also seeing the highest increase in the country for cost of living, one of the costliest housing markets, and a rapid increase in the rate of poverty.

Due to stagnant wages, heavy taxes, and the high cost of food and necessities, home ownership is a distant dream for most families on the Big Island. Even the average salaries of workers critical to Hawai'i's economy, teachers, emergency responders, and construction workers are unable to afford fair market value rent and homes for sale.

Statistics show, 51% of the population of Hawai'i is cost-burdened by housing expenses spending more than 50% of their income on housing (HUD standard is

spending no more than 30% of income). When families pay, too much for their housing, it means sacrifices in other areas of their lives, like nutritious food, healthcare, childcare, and solid transportation.

All of these factors create a cycle of poverty and/or homelessness that is inescapable no matter how hard a family works. In Hawai'i, 1 in 5 households is at risk of homelessness. Over half of the families that are homeless or in transitional housing have jobs. The high cost of living and homelessness is not only felt by those it directly affects-each year: The public cost of someone who is homeless (the most vulnerable and disabled) can range between \$35,000 and \$150,000 in services funded by public assistance. Many of these services are temporary solutions to the problem.

Habitat Hawai'i Island offers the *permanent solution* of homeownership as a cost-effective and efficient way to impact this issue. Building and owning a home provides the foundation for families to realize their true potential. Studies show that students with a stable home environment have higher grades in school, and increased participation in social activities. Children are healthier and safer. There is a great benefit to local, State, and Federal agencies, because homeownership means that families are less likely to rely on those agencies for funding and services, therefore, improving the entire community.

Building 14 new homes creates the potential to improve the lives of an estimated 42-70 individuals (depending on family size of 3-5) living in poverty and unhealthy, unsafe, and overcrowded conditions.

# 4. Describe the target population to be served;

# Habitat for Humanity Hawai'i Island serves the following target population:

- 1. Hardworking low-income families earning between 30% and 80% of the Area Median Income (AMI) with priority to families making less than 60% AMI and residing in Hawai'i County.
- 2. Native Hawai'ian families eligible for land through Hawai'ian Homelands and earning between 30% and 80% of the Area Median Income (AMI) with priority to families making less than 60% AMI and residing in Hawai'i County.
- 3. Habitat has also determined that it will give priority to families that are the following:
  - a. homeless or at risk of homelessness
  - b. have young children that need safe and stable housing
  - c. elderly in need of a safe home.
  - d. Families willing to share in the responsibility of building their own home through Habitat for Humanity's sweat equity program and meeting Habitat criteria.

The number of persons served for FY 2023-2024: The intended result is to serve 14 hardworking low-income families. The actual number of individuals depends on the size

of each household. For example, a household of 3-5 members serves between 42-70 individuals.

The specific age range of persons served depends on the final selection of the qualified families. Individuals served by this project typically range from infants to senior citizens.

### 5. Describe the geographic coverage.

### Service Area-Geographic Coverage

Following the merger between the Habitat West Hawai'i affiliate and the Habitat Hilo affiliate, HFHHI began serving families, island-wide. Habitat families and construction project(s) will all be located in Hawai'i County, Hawai'i.

For the purposes of this grant, the specific location of the land is to be determined depending on the needs of the families selected and served. The property identified for construction is a combination of private and public land. Some of the property available is through Habitat's partnership agreement with the Department of Hawai'ian Homelands for families who qualify and are determined eligible. Also, Habitat Hawai'i Island owns a number of parcels donated to be used for home construction on behalf of Habitat Families in need.

## 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;

#### Scope of work:

The primary focus of this project is to give a "hand up" not a "hand out" to 14 hard-working, low-income families who are affected by the nearly inescapable cycle of poverty and homelessness. Many of the families served would not be able to own a home otherwise and are families impacted by several critical factors as follows:

- The devastating destruction of the Kilauea Volcano eruption and subsequent lava flow.
- The Covid-19 pandemic.
- and the rapid inflation of the cost of living and housing.

Each year, Habitat Hawai'i Island grows and strives to build capacity in alignment with the growing need for affordable housing. Habitat Hawai'i Island is committed to increasing significantly its impact on the gap between affordable homes, the needs of working families, and the crisis of homelessness and poverty on the Island of Hawai'i.

Each new habitat home begins with fundraising by the Habitat Hawai'i Island Board of Directors, Habitat Hawai'i Island's Executive Director, and Staff for 100% of the cost associated with construction. Confirmation of adequate funding is the first step that begins the building process.

In FY 2023-2024, Habitat committed to constructing 14 new homes with 14 families in need island-wide. Working in partnership with local and state agencies, the Department of Hawai'ian Homelands (DHHL), (through which leasehold property and construction loans are provided on behalf of native Hawai'ians), and our corporate and community partners, we will achieve this goal. 6 out of the 14 families will receive assistance through DHHL in FY 2023-2024 to build their new affordable homes in partnership with HFHHI. For purposes of this grant HFHHI is making this request for funding \$500,000 through CIP/GIA grant for gap funding to help serve the remaining 8 families in need of assistance.

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

#### Tasks and Responsibilities:

Under the general direction of the Building and Construction Committee the Executive Director, Finance Director, and Construction Site Supervisor will begin project planning on March 1, 2023. Meetings are scheduled for project planning and will include the Family Services Manager, and a Volunteer Coordinator.

Habitat Family Services staff will deliver orientations for prospective Habitat homeowners in locations across our services area, on the Big Island. After orientations, the Habitat Family Selection Committee meets and selects families based on need, ability to pay an affordable mortgage, and **willingness to work 500** hours of sweat equity on the construction of their home.

The Marketing and Community Outreach Coordinator and Construction Site Supervisor recruit volunteers and sub-contractors to keep the costs of construction as low as possible to insure the home is affordable for Habitat families.

The Construction Site Supervisor puts together a construction schedule and plans are drawn up. The schedule includes site preparation, installation of the foundation, acquiring building materials and all supplies, framing, roofing, and finishing. The Executive Director, Construction Site Supervisor and the Board of Directors Building/Construction Committee oversees the schedule and tasks to complete.

These tasks have already been identified and assigned for the 8 GIA funded homes beginning July 1, 2023. Although it is sometimes challenging to raise sufficient funds, Habitat staff and board members are committed to doing so and providing homeownership opportunities for hardworking, low-income, deserving Habitat families during FY 2023-2024.

The project is scheduled to begin with Habitat's fiscal year, *July 1, 2023 and completed by June 30, 2024.* The chart below is an estimated timeline of construction activities.

Construction Timetable	Start Date	End Date
Pre-Construction  Building Permits Fees, etc. Site Prep temporary electric utilities Materials on Site	Jul.1, 2023	Oct. 31, 2023
Construction:	Oct. 15, 2023	Dec. 15, 2023
Plumbing and electrical	Dec. 15, 2023	Jan. 30, 2024
Interior finish work	Feb. 1, 2024	Mar. 31, 2024
Additional Site work	Apr. 10, 2024	Apr. 30, 2024
Walkways installed	May 1, 2024	May. 15, 2024
Project Complete	June 30, 2024	

## **Anticipated Results:**

The result of this project will be 14 newly constructed affordable homes including 6 homes with funding from DHHL and 8 home with funding from GIA for habitat-qualified low-income families. These homeownership opportunities will be sustainable due to the low, no-interest mortgage payments and through the service delivery model perfected by Habitat, which emphasizes homeownership development and training, and includes ongoing case management, life, and soft skills training supported by financial literacy education.

3. Describe its quality assurance and evaluation plans for the request.

Specify how the applicant plans to monitor, evaluate, and improve their results; and

# **Quality Assurance:**

Quality assurance is one of the building blocks of the Habitat for Humanity Risk Prevention and Response Program. This program includes the annual Habitat Affiliate Agreement to conduct business according to the principles established by Habitat International for all facets of the organization, ranging from family selection, service delivery, governance, human resources, and financial and legal practices.

All Habitat for Humanity affiliates must adhere to Habitat International's specific criteria.

Additionally, each Habitat affiliate is required to report quarterly to Habitat International on progress towards approved targets for the number of homes built, outputs/outcomes for homeowners, human resource practices, and board governance.

For this project, home construction inspections will be regularly scheduled and performed at each phase of construction assuring the quality of work. Site supervisors closely monitor the work of volunteers where appropriate and volunteers attend a required online safety course.

Once a home is completed, the homeowner must fill out a buyer's checklist for each room of the interior and general exterior. All (if any) deficiencies are noted and a plan is made to rectify them.

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.

#### **Evaluation:**

Early and robust evaluation is a key aspect of Habitat Hawai'i Island's homebuilding program and Habitat has adopted several planning, monitoring, and evaluation tools.

Habitat's evaluation process starts with setting the vision of what is to be achieved, defining the results, selecting the tools, implementing the monitoring activities, and then using the resulting data to determine whether the right approach is being taken or what adjustments might be necessary because of what is learned.

Contributing to both quantitative and qualitative data collection, several tools are used. First, we measure the number of low-income families that respond to our outreach efforts, to ascertain our effectiveness in serving the target population. Second, we monitor the number of families that qualify as Habitat homeowners according to the program criteria set.

We also consider the number of families who may not qualify in the short term but may benefit from a plan to qualify in the future, such as starting a savings account or becoming a part of an "incubator" program set up to assist families to qualify and become homeowners or work to help them improve their credit scores. In the longer term, we monitor and evaluate the family's responsiveness to the mandatory financial literacy training and the Family Support Representative's assessment of their progress

as potential sustainable homeowners. This allows us to take timely action to remedy any problems that might arise.

Habitat Hawai'i Island also administers an annual Habitat family survey in order to track each family's overall satisfaction with the process of becoming a homeowner. The survey delves into what they learned from the experience, and how they compare the quality, affordability, and size of their new space with that of their prior housing. The survey also asks questions that gauge the experience that each family had with Habitat for Humanity Hawai'i Island staff and volunteers.

Habitat implemented a sophisticated system of evaluation known as "Success Measures" provided by Habitat for Humanity International to evaluate its' new home construction program. Success Measures is the only national effort of its kind to support the collection of outcomes and impact data from the community development field and consists of various survey tools, focus groups, and observation formats. Using this information, Habitat Hawai'i Island can determine the impact of the actions and then act on the findings.

Finally, in addition to local data collection, analysis, and evaluation programs, Habitat International has aggregated research that shows that affordable housing brings great benefits to communities and to individuals in the areas of economic stability, wealth accumulation, safety, health, education, and civic participation.

This information establishes a template for longitudinal evaluation of each affiliate's home building and critical repair program.

Measurable Results: Habitat for Humanity measures effectiveness in several ways. Habitat Hawai'i Island will measure the completion of the overall goal of completing the construction of 8 out of 14 homes within the timeframe outlined. Habitat will report on the number of families participating in the orientation process as well as the number of low-income families qualified for the homes. Other data reported: a survey of families regarding improvement of quality of life.

The following are the measurable results expected by the end of the project/grant period.

- 1. 14 families (42-70 invividuals) selected who qualify as a Habitat homeowner.
- 2. 14 families complete a minimum of 500 sweat equity hours.
- 3. 14 Families complete homeownership training.
- 4. Construction of 14 new, safe, affordable homes completed on schedule.
- 5. 14 families participate in a survey to report on the quality of life changes after becoming an affordable homeowner.

# IV. Financial

### **Budget**

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

Construction Costs 14 Homes	Total Cost
HFHHI Construction Costs for 8 homes at \$325,000.00 per homes in partnership with State of Hawaii GIA grant. (8 of 14 homes PENDING)	\$2,600,000.00
HFHHI Construction Costs for 6 homes at \$325,000.00 per home in partnership with DHHL (NHHBG) for families qualified by both DHHL and Habitat Hawaii Island. (6 of 14 homes FUNDING COMMITTED)	\$1,950,000.00
HFHHI Construction Costs for 14 homes at \$325,000.00 per homes	\$4,550,000.00

a. Budget request by source of funds (Link)

### Please See Attached

b. Personnel salaries and wages (Link)

### Please See Attached

c. Equipment and motor vehicles (Link)

#### Please See Attached

d. Capital project details (Link)

### Please See Attached

e. Government contracts, grants, and grants in aid (Link)

#### Please See Attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	arter 2 Quarter 3 Quarter 4		Total Grant
\$150,000	\$ \$150,000	\$150,000	\$50,000	\$500,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2024.

As funding opportunities become available Habitat Hawai'i Island will apply for additional funding to meet the project finance goal for 14 homes. For the purposes of this grant \$500,000 is being requested to assist with 8 out of 14 homes.

HFHHI submitted a request to the County of Hawaii for the amount of \$240,000 for the Homelessness and Housing Support Grant- FY 2023-2024 (Pending). Additionally an application for the County of Hawaii Non-Profit grant requesting \$25,000 will be submitted on or before January 31, 2023.

Habitat Hawai'i Island grants awarded:

- 2018-Home Grant Funds in the amount of \$450,000 and has received an extension for FY 2023-2024 to expend the remaining \$60,000
- 2019-Kiluea Recovery Grant funds awarded in the amount of \$500,000 extended to during Covid-19 to expend beyond the closing date.
- 2021-Home Grant Funds Awarded in the amount of \$450,000
- FY 2022-2023-DHHL qualified 6 Families to Fund construction of the low cost affordable Habitat Homes.

Note: Through a Memorandum of Understanding, Habitat Hawaii Island has a partnership with DHHL to assist eligible Habitat for Humanity families build low cost affordable homes. The depart men to Hawaiian Homelands (via a Federal NHHBG Grant) for homes built on Hawaiian homelands for qualified families.

#### See attached MOU with DHHL for more information.

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

Not Applicable

Habitat Hawai'i Island did not received any state or federal tax credits for any capital projects. Additionally, Habitat Hawai'i Island has not applied and does not intend to apply for state or federal tax credits at this time.

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 the fiscal year 2024 for program funding.

Habitat Hawai'i Island grants awarded:

- 2018-Home Grant Funds in the amount of \$450,000 and has received an extension for FY 2023-2024 to expend the remaining \$60,000
- 2019-Kiluea Recovery Grant funds awarded in the amount of \$500,000 extended to during Covid-19 to expend beyond the closing date.
- 2021-Home Grant Funds Awarded in the amount of \$450,000
- FY 2022-2023-DHHL qualified 6 Families to Fund construction of the low cost affordable Habitat Homes.

For the last two years (2020-2022) Habitat for Humanity Hawaii Island was a subrecipient to the County of Hawaii contracts awarded to HCL (Hawaii Community Lending). Under these contracts, a hui of several non-profits coordinated to distribute assistance to qualified applicants, first under the Rental and Mortgage Assistance

Program, then under the Emergency Rental Assistance Program. Both programs were funded through the Federal CARES Act.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

Habitat for Humanity Hawai'i Island has a balance of \$1,521,026 in unrestricted assets as documented in the *preliminary* Balance Sheet dated December 31, 2022.

## 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.

Habitat for Humanity Hawai'i Island has the backing and support of Habitat for Humanity International's 40+ years of experience in building safe affordable homes for families all over the world, with a well-documented record of positive results.

Extensive levels of experience reside with Habitat Hawai'i Island's Board of Directors. The Board of Directors consists of 12 (9 Regular member and 3 Advisory Members) dedicated volunteers from various sectors of the local professional business network. With their expertise and guidance, they work together with staff to ensure the mission of HFHHI is being met, as well as have a fiduciary responsibility to the organization.

Habitat Hawai'i Island Board members actively participate in committees. The following is an outline of committees, the duties they are charged with, and the skills required to help with the work at hand.

**Building Committee**: The Building Committee is responsible for all aspects related to the actual construction of Habitat homes. Including but not limited to: scheduling, permitting, design, and structural issues. Members include Habitat staff, outside building contractors, Habitat board members, and industry representatives. Skills and experience include prior contracting/building experience, knowledge of the County of Hawai'i permitting process, working relationships with County of Hawai'i representatives, and architecture and engineering experience.

**Development Committee:** The Development Committee is responsible for raising additional in-kind and cash resources necessary to complete Habitat projects as well as operate the Habitat office and ReStore. It is also responsible for researching new programs, events, and approaches that will increase the capacity of the affiliate to serve more families. Members include staff, professional fundraisers, and community representatives. Skills include prior fundraising experience, event management/planning

skills, community connections/networks, restaurant experience and/or connections, and small business owners.

**Finance Committee:** Responsible for the fiscal health of the Habitat Hawai'i Island organization through the development of an annual budget by monitoring monthly and annual income statements. Members include Habitat staff, Habitat board members, bankers, accountants, and those knowledgeable of finances and accounting. Skills include accounting, banking, and or legal experience.

**Family Selection Committee**: Responsible for screening family applications and selecting qualified partner families based on a variety of criteria, the most important of which are:

- 1. A family's level of need for affordable housing (Habitat helps those who are living in substandard housing)
- 2. Household income between 30%-80% AMI (with specific priorities)
- 3. Willingness to partner with Habitat Hawai'i Island as a Habitat Partner-Family (including the performance of 500 hours of 'sweat equity').

Skills and experience include prior involvement with Habitat Family Selection, knowledge of fair housing laws, knowledge of home mortgages and/or finances, as well as a willingness to commit to the sometimes-lengthy process of family selection.

Habitat has served families on the Big Island since 1989 and has gained recognition as the only affordable homebuilder that addresses the holistic needs of low-income families in such a way as to create actual housing, sustainability, and stability. This extensive experience coupled with Habitat's model for the construction of safe, affordable, decent homes makes Habitat Hawai'i Island uniquely qualified for this project.

#### 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.

Habitat for Humanity Hawai'i Island operates out of the main office located at 73-4161 Ulu Wini Place, Bay 1 Kailua-Kona, Hawai'i, 96740. The office is co-located with the Kona ReStore, which operates on the lower level of the warehouse.

The construction office is located at 65-1259 Kawaihe Road in Waimea, HI, and is co-located with the Waimea ReStore.

A third ReStore facility is at 871 Iolani Street, Hilo, HI 96720.

Offices and ReStores have access to office equipment, internet, phone, as well as adequate meeting space for administration and Planning.

## 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.

#### **HFHHI Personnel:**

Each staff person hired to work at Habitat Hawai'i Island goes through the process of recruitment, application, interview, and selection based on Habitat's HR policies and procedures. In general, we make staff selections based on minimum qualifications, experience, skills, and a "passion for the mission".

Once hired, each staff person enrolls in Habitat-designed training aligned with his or her particular area of responsibility.

HFHHI has a top management team consisting of the Executive Director (who has been with the affiliate 13 years) and the Director of Finance (who has been with the affiliate 5 years), who in tangent oversee the day-to-day operations. The Executive Director and Director of Finance work directly with the Board of Directors and all committees responsible for all HFHHI critical home repair and home build projects.

The following are the roles and qualifications of administrative personnel who will be executing the project and managing funds and will work collaboratively as a team toward success and meet the goal of building 14 new homes:

The Executive Director of Habitat for Humanity Hawai'i Island is responsible to provide general oversite of the entire Habitat for Humanity Hawai'i Island organization and be administratively involved to ensure achievement of the overall goal of 8 Homes as planned. The Executive Director reports to the HFHHI Board of Directors and meets regularly with the, Construction Manager, Finance Director, and the Construction/Building Committee.

# Patrick Hurney, Executive Director—employed with HFHHI since 2009 Education

- Bachelor of Science in Social Sciences, Secondary Education; St. Cloud State University, St. Cloud, MN;
- Master of Counseling, Marriage & Family Therapy; University of Phoenix, Hilo, Hawaii;

## **Community Engagement**

Hawaii Habitat Affiliate Support Organization Board Member

- Hope Service Board Member (homeless programs)
- Hale O Hawaii Board Member (community land trust)
- Vibrant Hawaii Housing Coalition
- Voluntary Organizations Active in Disaster (VOAD) Board Member
- Kilauea Hui (Long Term Recovery Group)- Board Vice Chair
- Hawaii Island Disaster Assistance Response and Recovery Team (HIDARRT)
- HUD Continuum of Care: Community Alliance Partners (CAP) Vice-Chair
   & Advocacy Chair
- HFHI COM Advisory Group Member
- HFHI ACCES Leadership Program (UNCS)
- Weinberg Fellow

The Finance Director is responsibility for the overall financial management of the organization and specific construction projects. The Finance Director oversees all financial activities and ensures that the financial management is within the policies, procedures, and guidance set forth in auditing requirements, and government and grant requirements with internal/external controls.

Chris Patulski, Finance Director- employed with HFHHI since 2018

#### Education

- Bachelor of Science in Business Administration, Accounting;
   Aquinas College, Grand Rapids, MI (1983) Magna Cum Laude
- Associate in Accounting; Davenport College of Business, Grand Rapids, MI (1981) – Highest Honors

## **Work Experience**

• 40+ Years of Accounting Experience in various industries

### **Community Engagement**

 Secretary and Board Member, Hawaii Habitat Affiliate Sponsored Organization

Bookkeeping/Executive Assistant is responsible for bookkeeping functions of the affiliate (preparing payment vouchers, paying bills, tracking unpaid invoices, payroll, including 941 reporting) pay bills every two weeks, others invoices as needed. Preparation and printing of regular monthly and other financial reports as needed. Answer incoming calls and respond to public inquiries about program requirements, donations of funds and materials daily. Collect, record and deposit all monetary and in-kind donations, payments, and other revenue daily. Handle sponsor correspondence and monitor sponsor payments as needed.

Anita Stalb, Bookkeeping/Executive Assistant- employed with HFHHI since 2017

#### Education

2-year Foreign Certification in Accounting & Business

#### **Work Experience**

- 12+ years experience in Accounting & Business
- 6 years direct bookkeeping experience with HFHHI

The Family Services Manager/Mortgage Specialist-Kailua Kona is responsible for working with families throughout the application and selection process. In addition, the Family Services Manager coordinates and facilitates the Homeowner Education component of the program providing classes in home repair, soft/life skills training, and financial literacy setting the stage for long-term success and sustainability. This position also assists with details of purchases for project materials, tracking project status, and overseeing the preparation of closing documents for sale of completed homes to homeowners.

Jane Mireles, Family Services Manager, Mortgage Specialist -employed with HFHHI since 2018.

#### **Expert Training:**

Qualified Mortgage Loan Originator since 2018

#### Licensing:

12 years experience Licensed Hawaii Realtor

## **Community Engagement**

Family Services Committee HFHHI since 2018

**Family Services Supervisor-Hilo** is responsible for family services provided to Low income families in Hilo, HI and works closely with the Family Services Manager/Mortgage Specialist in Kailua Kona, HI.

Adrienne Eisele, Family Services Supervisor – employed with HFHHI since 2018

#### Education

• Bachelor of Arts in Psychology from the University of Hawai'i, Hilo, Hawaii

#### **Qualifications/Certifications**

- Disaster Case Management
- Habitat Competent Person
- Habitat for Humanity Loan Originator
- Competent Person Training
- 14+ years experience with HFH on Hawai'i Island
- Former Habitat Volunteer
- Home Builds
- Community Events
- Fundraisers

- Former Board Secretary for Hale Aloha O Hilo Habitat for Humanity
- Transitional Board Member (during 2017 merger)

Community Outreach and Marketing Manager is responsible for the affiliate's public relations activities so that media coverage and communication with partner families, volunteers, donors, and the general public is effective. A special emphasis of this position is supporting volunteerism at every level of the organization. Primary job duties include, but are not limited to the following: public relations, community outreach, event planning, volunteer coordination and graphic design. This position also provides a variety of literature, marketing materials, and volunteer outreach and coordination.

Margo Takata, Community Outreach and Marketing Manager—employed with HFHHI since 2009.

## **Training and Qualifications**

- Good communicator; interpersonal and organizational skills; attention to detail
- Public speaking and writing skills
- Strong computer skills; publishing, presentation software
- Experience in managing multiple priorities
- Experience in dealing with printers and audio/visual houses
- Background in dealing with the media
- Strong commitment and calling to Habitat, its mission and its philosophy of Christian outreach

#### Education

 Bachelor of Business Administration, University of Hawaii at Manoa, Honolulu, Hawaii

#### Experience

- 13 years experience with Habitat Hawaii Island
- Former HFHHI Family Services Manager (2015-2018)
- Former HFHHI Community Relations/Volunteer Manager (2009-2015)

#### Construction Manager-Vacant position: See Job Description

The Construction Manager is responsible to oversee all aspects of the construction process in a way that utilizes staff, sub-contractors, Site Supervisors, volunteer labor, and materials to produce quality homes in a safe and affordable manner.

Construction management includes the following duties: managing construction staff and volunteers, overseeing residential construction sites, training volunteers, assisting with plan and site development, and developing methods for construction quality assurance to improve the long-term product. The Construction Manager also provides oversite of the logistics of coordinating sub-contractors, and suppliers, scheduling of

delivery of building materials/supplies, and working with inspectors at each phase of construction.

#### **Construction Site Supervisor**

Under the direct supervision of the HFHHI Executive Director, Site Supervisors are placed at each home and responsible for coordinating and managing volunteer construction teams to meet the daily goals. Site Supervisors also create tasks and match volunteer crew leaders with other volunteers as appropriate. The Supervisors monitor each task, assuring job safety and quality workmanship, as well as communicate any issues, concerns or needs to the Project Manager and/or Construction Manager.

#### Additional Responsibilites

- In accordance with Habitat for Humanity Hawaii Plans, Specifications and quality requirements, supervises overall construction activity and provides leadership to construction activity, including all paid sub-contractors and volunteer builders.
- Under the direction of the HFHHI Executive Director and Construction Project Manager, trains house leaders and crew leaders.
- Supervises all site preparation and layout.
- Supervises all warranty complaints and repairs.
- Meets long and short term goals established with the Building Committee and Executive Director.

**Construction Site Supervisor**—Stephanie Acevedo-Coit with HFHHI since September 20, 2022 and has 8 years of construction experience.

#### **Skills and Qualifications:**

- Considerable knowledge and experience in the construction/contracting business.
- Teaching and development of volunteers construction skills.
- Construction management experience.
- Team-building experience.

Grant Writing and Resource Development Consultant: The HFHHI Resource Development Coordinator position is currently vacant. The Grant Writing and Resource Development is provided through a contract-for-services basis. The independent contractor works with the Executive Director and the Finance Director to implement the annual fundraising plan based on the Habitat-approved strategic plan and goals set for each year. The Grant Writing and Resource Development Consultant as an independent contractor has responsibility for grant writing and fund-development as assigned. The independent contractor's overarching goal is to generate funds creating diversified sources of revenue and allowing for adequate financial support of the home construction program.

Board of Directors Building/Construction Committee: The Board of Directors formed the Building/Construction Committee for oversight of all aspects of financial planning, scheduling, and evaluating the completion of homes as outlined in the annual goal, in this case, 8 new homes. The Committee meets monthly and more often as needed to keep projects on target and within the budget and timelines.

#### 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.

The placement of this grant request is under the general stewardship of the Habitat Hawai'i Island Board of Directors and the direct administrative responsibility of the HFHHI Executive Director. The Executive Director is supported by the Finance Director, and the Construction Site Supervisor/Manager for the execution of the project as well as other the key Habitat personnel. The Executive Director is the main contact for the coordination of grant writing and reporting with the assistance of the Habitat Finance Director and Grant Writer/Resource Development Consultant (independent contractor).

### 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, <u>not</u> employee name.

The current salaries of the top three highest-paid employees for FY 2023-20204 at HFHHI range from \$55,984 to \$88,026 as outlined below:

- 1. Executive Director \$88,026
- 2. Finance Director \$67,090
- 3. Marketing and Community Outreach Manager \$55,984

# VII. Other

# 1. Litigation

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

## Not Applicable

#### 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.

Habitat for Humanity Hawai'i Island is a registered 501 (C) (3) non-profit organization in the State of Hawai'i. A letter documenting Habitat Hawai'i Island's 501 (C) (3) status is included as an attachment.

HFHHI is a designated Community Housing Development Organization (CHDO), recognized by the State and County of Hawai'i to be a non-profit organization with the capacity to develop affordable housing opportunities in our community. This designation allows us exclusive access to certain governmental funding opportunities available only to organizations receiving this designation.

The Family Services Managers are qualified Mortgage Loan Originators and have several years experience with Habitat on the Big Island of Hawaii.

All construction related areas requiring licensing, i.,e., electrical, plumbing, roofing, solar, etc. will be contracted with experts licensed in the State of Hawai'i.

Please See Attached 501 (C) (3) Documentation Please see attached CHDO Letter of Approval

### 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 <u>Article X, Section 1, of the State Constitution</u> for the relevance of this question.

#### Not Applicable

If awarded, the 2023-2024 GIA/CIP State of Hawai'i Grant Funds will not be used for sectarian or non-sectarian private educational institutions.

# 4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

The financial stability of the organization is achieved through several revenue streams. ReStore revenue from the 3 locations in Kailua Kona, Hilo, and Waimea on the Big Island. The 3 ReStores generate income by accepting donated building materials and home furnishings and selling these items at a drastically reduced price.

Another key source of revenue for Habitat Hawai'i Island is the Development Team's solicitation of Federal, State, County grants. The team also applies for Foundation and Corporate grants. Habitat receives funding in the form of direct individual and corporate donations as well as sponsorships.

When mortgage and repair recovery payments are received and deposited, Habitat in turn uses these funds to build or repair more homes. The more homes we build, the more low-income families we can help with the opportunity of affordable housing on Hawai'i Island.

This specific funding request is for 8 out of 14 homes to be built in funding year 2023-2024. Upon completion of the project Habitat families will close on the low cost mortgage and move into their new affordable homes. Once a family takes ownership of their new home and begin to make mortgage payments they remain a partner with Habitat Hawaii Island through out the duration of the life of the mortgage (a 30 year partnership).

On an annual basis, Habitat Hawai'i Island works on fundraising efforts as part of the overall sustainability of future construction projects. Funding comes from a variety of revenue sources and partnerships through Habitat's *multi-sector approach*.

# **Budget Sheets**

# **BUDGET REQUEST BY SOURCE OF FUNDS**

Period: July 1, 2023 to June 30, 2024

Applicant: Habitat for Humanity Hawaii Island

U D G E T A T E G O R I E S	Total State	Total Federal	Total County	Total Private/Other
	i i ulius Neuucsicul	Funds Requested	Funds Requested	Funds Requested
	(a)	(b)	(c)	(d)
PERSONNEL COST				*
1. Salaries	23,712			
2. Payroll Taxes & Assessments	2,338			·
Fringe Benefits	4,698			
TOTAL PERSONNEL COST	30,748			
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				
9 Building Costs	469,252		1,010,000	68,000
11				
12				,
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	469 252		1 010 000	68,000
<u> </u>	100,202		1,010,000	00,000
·				
	500,000		1 010 000	68,000
TAL (A.D.O.D.L)	300,000			00,000
1		Budget Prepared	By:	
URCES OF FUNDING				•
(a) Total State Funds Requested	500,000	Chris Marlett Patulski		808-331-8010
			print)	Phone
<del></del>		1/4/3	/	1/16/2023
		Signature of Authorize	d Official	Date
(a) Total i maco other i unus resquested	00,000			
TAL BUDGET	1,578,000			
	2. Payroli Taxes & Assessments 3. Fringe Benefits  TOTAL PERSONNEL COST  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 9 Building Costs 10 11 12 13 14 15 16 17 18 19 20  TOTAL OTHER CURRENT EXPENSES EQUIPMENT PURCHASES MOTOR VEHICLE PURCHASES CAPITAL  TAL (A+B+C+D+E)  URCES OF FUNDING (a) Total State Funds Requested	2. Payroll Taxes & Assessments       2,338         3. Fringe Benefits       4,698         TOTAL PERSONNEL COST       30,748         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       9 Building Costs         9 Building Costs       469,252         10       11         12       13         14       15         16       17         18       19         20       TOTAL OTHER CURRENT EXPENSES         EQUIPMENT PURCHASES       469,252         EQUIPMENT PURCHASES       AG9,252         EQUIPMENT PURCHASES       AG9,252         WOTOR VEHICLE PURCHASES       CAPITAL         TAL (A+B+C+D+E)       500,000         URCES OF FUNDING       (a) Total State Funds Requested       500,000         (b) Total Federal Funds Requested       1,010,000         (c) Total County Funds Requested       68,000	2. Payroll Taxes & Assessments 2,338 3. Fringe Benefits 4,698 TOTAL PERSONNEL COST 30,748  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 9 Building Costs 469,252 10 11 12 13 14 15 16 17 18 19 20  TOTAL OTHER CURRENT EXPENSES EQUIPMENT PURCHASES MOTOR VEHICLE PURCHASES CAPITAL TAL (A+B+C+D+E) 500,000  Budget Prepared URCES OF FUNDING (a) Total State Funds Requested (b) Total Federal Funds Requested (c) Total County Funds Requested (d) Total Private/Other Funds Requested (c) Total County Funds Requested (d) Total Private/Other Funds Requested (e) Total County Funds Requested (f) Total Private/Other Funds Requested (g) Total Private/Other Funds Requested (h) Total Private/Other Funds Requested (g) Total Private/Other Funds Requested (h) Total Private/Other Funds Requested (g) Total Private/Other Funds Requested	2. Payroll Taxes & Assessments 3. Fringe Benefits 4,698 TOTAL PERSONNEL COST 30,748  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 9 Building Costs 469,252 1,010,000 10 11 12 13 14 15 16 17 18 19 20  TOTAL OTHER CURRENT EXPENSES AGPITAL TAL (A+B+C+D+E) 500,000 Budget Prepared By:  URCES OF FUNDING (a) Total State Funds Requested (b) Total Federal Funds Requested (c) Total County Funds Requested (d) Total Private/Other Funds Requested (c) Total County Funds Requested (d) Total Private/Other Funds Requested (e) Patrick Hurney, Executive Director

This budget is for the costs for constructing homes only, and is not inclusive of operating or administrative expenses of the organization. Furthermore, this budget is for the 8 homes that we will be building that will NOT be built for DHHL lessees.

### **BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2023 to June 30, 2024

Applicant: Habitat for Humanity Hawaii Island, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Construction Site Supervisor	1	\$41,600.00	57.00%	\$ 23,712.00
				\$ -
				\$ -
			-	\$ -
				\$ -
-				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
,				\$ -
TOTAL:				23,712.00

JUSTIFICATION/COMMENTS: Site Supervisor position directly works at the various construction job sites throughout the island and oversees that supplies needed are on site, oversees and instructs volunteers on performing tasks needing completion, and works along side volunteers to complete construction tasks. The allocation stated above is the portion of salary we estimate for the next year that the site supervisor would be working on the 8 projects where are requesting GIA funding to help Habitat complete the projects.

# Applicant: Habitat for Humanity Hawaii Island

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	·
TOTAL:				
JUSTIFICATION/COMMENTS:				

# Applicant: Habitat for Humanity Hawaii Island

FUNDING AMOUNT REQUESTED								
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	†	EQUIRED IN NG YEARS		
	FY: 2021-2022 FY: 20		FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026		
PLANS	0	0						
LAND ACQUISITION	0	0			`			
DESIGN	0	0						
CONSTRUCTION .	287673.1	442221.58	500000	1101197	2682000	4875000		
EQUIPMENT	- 0 0		0	0	. 0	0		
TOTAL:	0	0	500,000		2,682,000	4,875,000		

JUSTIFICATION/COMMENTS: For equitable comparative purposes, this spreadsheet is reflective of construction activities and awards only, and does not reflect operating

funds and awards received by the operation. Funding provided to build for DHHL lessees IS included in prior year Activities for the last 2 fiscal years, as spreadsheet indicates to include ALL sources of funds. Activities for the last 2 fiscal years stagnated due to COVID pandemic.

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

Applicant: Habitat for Humanity Hawaii Island

Contracts Total:

1,401,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE			
1	2018 HOME Funds	2018-ongoing (1)	Office of Housing & Community Development	Hawaii County	451,000			
2	2004 HOME Funds		Office of Housing & Community					
3	2021 HOME Funds Kilauea Recovery	(2) 2020-ongoing (3)	Development Planning Deparment	Hawaii County Hawaii County	450,000			
4	Kliauea Recovery	2020-origoing (3)	Planning Deparment	nawaii County	500,000			
5								
6		-						
7								
8								
9								
10								
11								
12								
13								
14								
15								
16	,							
17								
18								
19								
20								
21								
22								
23								
24					×			
25								
26				<u> </u>				
27	(1) Because of COVID pandemic, contract exte	ended until funds are	e expended. Funds anti	cipated to be exhau	sed first			
	quarter of fiscal year 2023-2024	LIONE C.						
	(2) Awardedcontract will be signed when 2018							
30	(3) Because of COVID pandemic and house plans held up in permitting, contract extended							

# IRS FORM 990

# Form **990**

# Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

Department of the Treasury Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Ar	or the	2020 calendar year, or tax year beginning 000 1, 2020 and	ending U	ON SO' YORT			
Вс	heck if pplicable	C Name of organization		D Employer identific	cation number		
	Addres	HABITAT FOR HUMANITY HAWAII ISLAND, IN	1C.				
	Name change		99-0355149				
	Initial return	Number and street (or P.O. box if mail is not delivered to street address)	E Telephone number				
	Final return/	P.O. BOX 4619		(808)331			
	termin- ated	City or town, state or province, country, and ZIP or foreign postal code		G Gross receipts \$	1,800,173.		
	Amenc			H(a) Is this a group re	eturn		
	Application			for subordinates?Yes X No			
	pendin	SAME AS C ABOVE		H(b) Are all subordinates in	icluded? Yes No		
		empt status: X 501(c)(3) 501(c)( )◀ (insert no.) 4947(a)(1) 0	or 527	If "No," attach a	list. See instructions		
JV	Vebsit	e:▶ WWW.HABITATHAWAIIISLAND.ORG		H(c) Group exemption			
K F	orm of	organization: X Corporation Trust Association Other ►	L Year	of formation: $2001$ N	A State of legal domicile: HI		
Pa	irt I	Summary		•			
Φ	1	Briefly describe the organization's mission or most significant activities: $\mathtt{HABI'}$	PAT FC	R HUMANITY	HAWAII		
anc.	ļ .	ISLAND WORKS IN PARTNERSHIP WITH PEOPLE :	IN NEE	D TO BUILD .	AND		
ru:	2	Check this box 🕨 🔲 if the organization discontinued its operations or dispos	sed of more	than 25% of its net as	ssets.		
Š	3	Number of voting members of the governing body (Part VI, line 1a)		3	10		
α Ω	4	Number of independent voting members of the governing body (Part VI, line 1b)		4	10		
es.		Total number of individuals employed in calendar year 2020 (Part V, line 2a)		34			
viti	I	Total number of volunteers (estimate if necessary)		0			
Activities & Governance	7 a	Total unrelated business revenue from Part VIII, column (C), line 12		7a	0.		
	b	Net unrelated business taxable income from Form 990-T, Part I, line 11		7b	194.		
				Prior Year	Current Year		
9	8	Contributions and grants (Part VIII, line 1h)		506,870.	628,032.		
enr	9	Program service revenue (Part VIII, line 2g)		109,570. 4,137.	280,829. 4,122.		
Revenue	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	VIII, column (A), lines 3, 4, and 7d)				
1	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		405,946.	492,917.		
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		1,026,523.	1,405,900.		
	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0.	279,440.		
	1	Benefits paid to or for members (Part IX, column (A), line 4)		0.	0.		
S.	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		496,802.	481,940.		
Expenses				0.	0.		
cbe	ь	Professional fundraising fees (Part IX, column (A), line 11e)  Total fundraising expenses (Part IX, column (D), line 25)  348,7	57.				
ш		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		622,760.	429,912.		
		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		1,119,562.	1,191,292.		
	19	Revenue less expenses. Subtract line 18 from line 12		-93,039.	214,608.		
oc Ses			Be	ginning of Current Year	End of Year		
set	20	Total assets (Part X, line 16)		3,045,917.	4,067,029.		
t As	21	Total liabilities (Part X, line 26)		1,405,354.	2,162,367.		
Net Assets or Fund Balances	22	Net assets or fund balances. Subtract line 21 from line 20		1,640,563.	1,904,662.		
-	STATE OF STREET	Signature Block			v		
		lties of perjury, I declare that I have examined this return, including accompanying schedule			y knowledge and belief, it is		
true	, correc	t, and complete. Declaration of preparer (other than officer) is based on all information of wi	nich preparei	has any knowledge.			
			·····				
Sig	n	Signature of officer		Date			
Her	e	PATRICK HURNEY, EXECUTIVE DIRECTOR		,			
		Type or print name and title		Doto	and I DTIN		
		Print/Type preparer's name Preparer's signature		Date Check L	X PTIN		
Paid		ALEX J. SMITH		self-employ			
	parer	Firm's name ALEX J. SMITH, CPA		Fìrm's EIN ▶	46-5002021		
Use	Only	Firm's address 1403 FRANK STREET		- 22	0 000 1000		
		HONOLULU, HI 96816		Phone no.80	8-927-1725		
Mar	/ the IF	RS discuss this return with the preparer shown above? See instructions			X Ves No		

Par	t III Statement of Program Service Accomplishments
	Check if Schedule O contains a response or note to any line in this Part III
1	Briefly describe the organization's mission: THROUGH THE USE OF ORGANIZATION RESOURCES, COMBINED WITH VOLUNTEER
	LABOR, BUILD DECENT, SIMPLE, AFFORDABLE HOUSING OR MAKE CRITICAL
	REPAIRS TO EXISTING HOUSING. THE NEW HOUSES ARE THEN SOLD TO THOSE IN
	NEED AT NO PROFIT AND WITH NO INTEREST CHARGED, WHILE HOMEOWNERS OF
2	Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes X No
	If "Yes," describe these new services on Schedule O.
3	Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes X No  If "Yes," describe these changes on Schedule O.
4	Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.
4	Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.
42	(Code: ) (Expenses \$ 29,032. including grants of \$) (Revenue \$)
40	CONSTRUCTION CONTINUED ON HOMES - COMPLETED 0 HOMES AND 1 CRITICAL HOME
	REPAIRS DURING FY 21, BRINGING THE TOTAL OF NEW HOMES COMPLETED SINCE
	2002 TO 60, AND OVER 55 HOUSEHOLDS SERVED WITH CRITICAL HOME REPAIRS TO
~	ADDRESS ISSUES OF HEALTH AND SAFETY. COVID-19 PANDEMIC HALTED PROGRESS
	OF CONSTRUCTION FOR THE FISCAL YEAR.
	OF CONDINUCTION FOR THE FIDEAU THAR.
	210 000
4b	(Code: ) (Expenses \$ 142,360 • including grants of \$ ) (Revenue \$ 3,485 • )
	WORK CLOSELY WITH FAMILIES FROM SELECTION, THROUGH BUILD PROCESS, AND
	CONTINUING THROUGH MORGTGAGE PAY OFF, OFFERING SUPPORT AND EDUCATION TO
	SELECTED FAMILIES FOR THEIR ENTIRE FIRST TIME HOME OWNERSHIP
	EXPERIENCE. HOMEOWNERS PARTICIPATION INCLUDES 500 SWEAT EQUITY HOURS
	WITH THE ORGANIZATIOIN AND EDUCATIONAL CLASSES INCLUDING HOMEOWNER
	FINANCIAL LITERACY EDUCATION.
4c	(Code: ) (Expenses \$ 279,440 • including grants of \$ 279,440 • ) (Revenue \$
	ADDITIONALLY IN THIS FISCAL YEAR, THE ORGANIZATION ASSISTED IN
	ADMINISTERING THE COUNTY OF HAWAII RENTAL & MORTGAGE ASSISTANCE PROGRAM
	(RMAP) BY PROCESSING 323 APPLICATIONS, OF WHICH 191 QUALIFIED AND
	RECEIVED ASSISTANCE THROUGH THE PROGRAM. IN APRIL, THE ORGANIZATION
	ALSO STARTED TO ASSIST IN ADMINISTERING THE COUNTY OF HAWAII EMERGENCY
	RENTAL ASSISTANCE PROGRAM (ERAP).
	75
<u></u>	Other was war any isaa (Describe on Cabadula O.)
40	Other program services (Describe on Schedule O.)
40	(Expenses \$ including grants of \$ ) (Revenue \$ )  Total program service expenses ▶ 450,832.
-70	rotal program control expended pr

Form 990 (2020) HABITA'I FOR
Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)?			
	If "Yes," complete Schedule A	1	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for		:	
	public office? If "Yes," complete Schedule C, Part I	3		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or			
	similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	5	-	X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to			
	provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6	-	X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space,			۱,
	the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		x
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for			
	amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services?			
	If "Yes," complete Schedule D, Part IV	9	X	
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments			
	or in quasi endowments? If "Yes," complete Schedule D, Part V	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X		N.	Alarin.
	as applicable.		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
а	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D,		7.7	
	Part VI	11a	X	ļ
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total	و د د		x
_	assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	11b		
С	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	11c		x
Ч	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in	110		<del> </del> -
u	Part X, line 16? /f "Yes," complete Schedule D, Part IX	11d	х	
ė	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses			
	the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	11f	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete			
	Schedule D, Parts XI and XII	12a	<u> </u>	X
b	Was the organization included in consolidated, independent audited financial statements for the tax year?			
	If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional	12b	ļ	X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13	ļ	X
	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business,		l	
	investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV	14b		x
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any	1-410		+
	foreign organization? If "Yes," complete Schedule F, Parts II and IV	15		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to			<b> </b>
	or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV	16	ļ	X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX,			
	column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I	17		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines			
	1c and 8a? If "Yes," complete Schedule G, Part II	18		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes,"	1		
	complete Schedule G, Part III	19	<u> </u>	X
20a		20a	├	X
ь 21	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?  Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or	20b	<del>                                     </del>	-
21	domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21		x
	The state of the first of the f			

INC.

Form 990 (2020) HABITA'1 FOR HUMAN1
Part IV Checklist of Required Schedules (continued)

C. Section .	The official of frequired official objects for the objects of the		1	
00	District and the second and the seco		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22	х	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current			
20	and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete			
	Schedule J	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the			
	last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete			
	Schedule K. If "No," go to line 25a	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
С	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease	<u> </u>		
	any tax-exempt bonds?	24c		
	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit			37
	transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a	-	X
d	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete			
	Cahadula I. Dart I	25b		Х
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current	200		
	or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35%			
	controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee,			
	creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled			
	entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV			
	instructions, for applicable filing thresholds, conditions, and exceptions):	Act (		Sign His Sign
а	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If			17
1.	"Yes," complete Schedule L, Part IV	28a		X
	A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV	28b	<del> </del>	
·	"Yes," complete Schedule L, Part IV	28c		x
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation			
	contributions? If "Yes," complete Schedule M	30		Х
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete			
	Schedule N, Part II	32	'	X
33.	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations			
	sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I	33		<u> X</u>
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and	١.,		
350	Part V, line 1  Did the organization have a controlled entity within the meaning of section 512(b)(13)?	34 35a	<del> </del>	X
	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity	33a		
-	within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2	35b		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization?			
	If "Yes," complete Schedule R, Part V, line 2	36		Х
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization			
	and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?			
DA	Note: All Form 990 filers are required to complete Schedule 0	38	X	<u> </u>
Fa	Statements Regarding Other IRS Filings and Tax Compliance			
	Check if Schedule O contains a response or note to any line in this Part V		T	
10	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable 127	/ <u>60808</u>	Yes	No
b				
	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming	1		ŝāń.
	(gambling) winnings to prize winners?	1c		1.00 %

| Part V | Statements Regarding Other IRS Filings and Tax Compliance (continued)

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements,		117	
	filed for the calendar year ending with or within the year covered by this return 2a 34			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
	Did the organization have unrelated business gross income of \$1,000 or more during the year?	За		X
	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a			37
	financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country			
_	See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	-	13.50	x
	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	-	X
b	1 , 1	5b 5c	-	- 22
	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	50		
ба	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit	60		x
h	any contributions that were not tax deductible as charitable contributions?  If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts	6a	$\vdash$	
D		6b		
7	were not tax deductible?  Organizations that may receive deductible contributions under section 170(c).	OD		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required			
	to file Form 8282?	7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year			The second
е	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the	70.75	100	
	sponsoring organization have excess business holdings at any time during the year?	8		
9	Sponsoring organizations maintaining donor advised funds.		100	
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a	-	
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	Source Se	0.00
10	Section 501(c)(7) organizations. Enter:			
a				
11	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	53.0		
	Gross income from members or shareholders		1.1	
-	Gross income from other sources (Do not net amounts due or paid to other sources against		1	
	amounts due or received from them.)	19/2/		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year			-
13	Section 501(c)(29) qualified nonprofit health insurance issuers.	140.6		
а	Is the organization licensed to issue qualified health plans in more than one state?	13a		
	Note: See the instructions for additional information the organization must report on Schedule O.	1.7		-
b	Enter the amount of reserves the organization is required to maintain by the states in which the			
	organization is licensed to issue qualified health plans			
	Enter the amount of reserves on hand			177
	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	-	-
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or			Х
	excess parachute payment(s) during the year?	15	-	A
16	If "Yes," see instructions and file Form 4720, Schedule N.  Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16	N. B.	X
10	If "Yes," complete Form 4720, Schedule O.	10		21
				-

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

	Check if Schedule O contains a response or note to any line in this Part VI			X
Sect	ion A. Governing Body and Management			
			Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year			
	If there are material differences in voting rights among members of the governing body, or if the governing	M		
	body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	-31		
b	Enter the number of voting members included on line 1a, above, who are independent 1b			
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other		44	
	officer, director, trustee, or key employee?	2		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision			
	of officers, directors, trustees, or key employees to a management company or other person?	3		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6	Did the organization have members or stockholders?	6		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or			
	more members of the governing body?	7a		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or			
	persons other than the governing body?	7b		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		Sector La	
а	The governing body?	8a	X	
b	Each committee with authority to act on behalf of the governing body?	8b	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the			
	organization's mailing address? If "Yes," provide the names and addresses on Schedule O	9		X
Sec	tion B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)			
			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates,			
	and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			4 10
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
С	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe			
	in Schedule O how this was done	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent			
	persons, comparability data, and contemporaneous substantiation of the deliberation and decision?	477		
	The organization's CEO, Executive Director, or top management official	15a	X	77
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		- %	
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a	200	-	37
	taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation			
	in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's	1.		1
	exempt status with respect to such arrangements?	16b		_
	tion C. Disclosure		-	
17	List the states with which a copy of this Form 990 is required to be filed ▶HI			
18	Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3	s only	/) avai	lable
	for public inspection. Indicate how you made these available. Check all that apply.			
	Own website Another's website X Upon request Other (explain on Schedule O)			
19	Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, are	d fina	ncial	
	statements available to the public during the tax year.			
20	State the name, address, and telephone number of the person who possesses the organization's books and records ► THE ORGANIZATION - (808)331-8010			
	73-4161 ULU WINI PLACE, BAY 1, KAILUA-KONA, HI 96740			

Form	aan	(2020)	

HABITA' FOR HUMANITY HAWAII ISLAND, INC.

99-0355149

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# Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

- 1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.
- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

  See instructions for the order in which to list the persons above.

Check this box if neither the organization ne	or any related	orga	niza	tion	cor	nper	nsat	ed any current officer, o	director, or trustee.	,
(A)	(B)			(0	<del>-</del> )			(D)	(E)	(F)
Name and title	Average	(do	not c	Posi heck	more	than o	one	Reportable	Reportable	Estimated
	hours per	box,	, unle	ss pe	rson i	is boti or/trus	n an	compensation	compensation	amount of
	week		Jei aii	uau	1 6616	778.03	iccy.	from	from related	other
	(list any hours for	irecto						the organization	organizations (W-2/1099-MISC)	compensation from the
	related	or d	tee		l	sated		(W-2/1099-MISC)	(44-2/1099-141190)	organization
	organizations	ruste	nstitutional trustee		8	mpen		(***27**1055**111100)		and related
	below	fual t	itiona	_	lodu	st co	H			organizations
	line)	ndividual trustee or director	nstitu	Officer	Key employee	Highest compensated employee	Forme			
(1) FATHER RICHARD TARDIFF	1.00	_	_							
PRESIDENT		X		X				0.	0.	0.
(2) TONY CANN	0.30									
VICE-PRESIDENT		X		X				0.	0.	0.
(3) DR. ANN MARIE MURAMOTO	0.30		Г							
SECRETARY	· · · · · · · · · · · · · · · · · · ·	X		х				0.	0.	0.
(4) HOBBS LOWSON	0.30									
TREASURER		Х		X				0.	0.	0.
(5) LEIOLA AUGUSTINE	0.30									
DIRECTOR		X					ĺ	0.	0.	0.
(6) EDWINA FUJIMOTO	0.30									
DIRECTOR		Х	ļ					0.	0.	0.
(7) NAPUA KEKAUOHA-CHARTRAND	0.30									
DIRECTOR		Х	ĺ		ĺ			0.	0.	0.
(8) GAIL NOEAU	0.30									
DIRECTOR		X			L			0.	0.	0.
(9) APRIL BATES	0.30		1		ĺ					
DIRECTOR		X		L	<u> </u>			0.	0.	0.
(10) LINDEN POHLAND	0.30					ĺ				
DIRECTOR		X						0.	0.	0.
(11) PATRICK HURNEY	40.00									
EXECUTIVE DIRECTOR		<u> </u>		X			<u> </u>	81,726.	0.	2,386.
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Page 8

Section A. Officers, Directors, Trus	stees, Key ⊨m	ploy	ees	, and	a HI	gne	st C	ompensated Employe	es (continuea)				
(A)	(B)			_ ((	-			(D)	(E)			(F)	
Name and title	Average	Average Position (do not check more than one box, unless person is both a						Reportable	Reportable		Estimated		
	week	box	, unle cer an	ss pe ıd a d	rson irecto	ls bot or/trus	h an tee)	compensation from	compensation from related			ount o	ot
	(list any	ctor						the	organizations	1		pensa	tion
•	hours for	or dire	ф.			ited		organization	(W-2/1099-MISC)	,		om the	
-	organizations	ustee	truste			Suadi		(W-2/1099-MISC)			•	anizati I relati	
;	below	halt	Institutional trustee		ploye	st con	<u></u>					nizatio	
	(list any hours for related organizations below line)	Indivi	Institu	Officer	Key employee	Highest compensated employee	Form			ightharpoonup			
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,	·	1_	<u> </u>	_	_	_				4			
1b Subtotal								81,726.		9.		2,3	
c Total from continuation sheets to Part V	II, Section A				,			0.		2.		<del>^</del> ~	0.
d Total (add lines 1b and 1c)								81,726.		0.		2,3	86.
<ul> <li>Total number of individuals (including but compensation from the organization</li> </ul>	not limited to ti	nose	) IIST	ed a	Voa	e) w	no r	eceived more than \$10	U,UUU of reportable				(
												Yes	No
3 Did the organization list any former officer line 1a? If "Yes," complete Schedule J for					_			•				11 (1949 ) 1 (1949 )	X
4 For any individual listed on line 1a, is the s	um of reportab	ole c	omp	ens	atio	n an	d ot		the organization		3		2 <u>5</u> 25%
and related organizations greater than \$15	50,000? <i>If</i> "Yes	," cc	mpl	ete l	Sch	edul	e J i	for such individual	****************		4		X
5 Did any person listed on line 1a receive or	•				-	_		= ' '				7+(V.)	X
rendered to the organization? If "Yes," cor Section B. Independent Contractors	прієїє оспеаи	ie J	ror s	ucn	per	son	*****	***************************************		لت	5		Λ
Complete this table for your five highest c	ompensated in	dep	end	ent d	cont	ract	ors 1	that received more than	\$100,000 of comp	ens:	ation f	from	-
the organization. Report compensation for	the calendary	/ear	end	ing v	vith	or v	/ithi		year.				
(A) Name and busines	s address	N	ON:	E				(B) Description of	services	C	Ompe	>) nsatio	n
												*	
Company of the Compan													
,													
								**************************************					
												<del></del>	
2 Total number of independent contractors	(including but	20+1	imit:	vd +-		200 1	into	d about of what received	more than	<del></del>			
\$100,000 of compensation from the organ		ו זייָר ו		JU EC		0	stec	andve) wito tecetived t	note triatt				Age. Bar

INC. 99-0355149 HABITA'I FOR HUMANITY HAWAII ISLAND, Page 9 Form 990 (2020) Part VIII Statement of Revenue Check if Schedule O contains a response or note to any line in this Part VIII (B) (D) Unrelated Revenue excluded Related or exempt Total revenue from tax under function revenue business revenue sections 512 - 514 Contributions, Gifts, Grants and Other Similar Amounts 1 a Federated campaigns 1a **b** Membership dues 1b c Fundraising events ..... 10 d Related organizations ..... 1d e Government grants (contributions) 1e f All other contributions, gifts, grants, and similar amounts not included above 628,032. 1f 1,089 g Noncash contributions included in lines 1a-1f 1g \$ 628,032. h Total. Add lines 1a-1f **Business Code** 2 a ORIGINAL DISC. ON NOTE 522292 271,063 271,063. Program Service Revenue AMORT. OF NOTE DISC. 522292 9,766. 9,766. C d f All other program service revenue 280,829. g Total. Add lines 2a-2f Investment income (including dividends, interest, and 4,122 4,122. other similar amounts) 4 Income from investment of tax-exempt bond proceeds 5 Royalties ..... (i) Real (ii) Personal 41,402 6a 6 a Gross rents Ō. b Less: rental expenses ... 41,402. c Rental income or (loss) 41,402. 41,402. d Net rental income or (loss) (i) Securities (ii) Other 7 a Gross amount from sales of assets other than inventory 7a b Less: cost or other basis Other Revenue and sales expenses 7b c Gain or (loss) 7c d Net gain or (loss) 8 a Gross income from fundraising events (not including \$ contributions reported on line 1c). See 520 Part IV, line 18 62 b Less: direct expenses 458 458. c Net income or (loss) from fundraising events 9 a Gross income from gaming activities. See Part IV, line 19 b Less: direct expenses c Net income or (loss) from gaming activities 10 a Gross sales of inventory, less returns 10a 841,783 and allowances 106394,211 b Less; cost of goods sold \_\_\_\_\_ 447,572. 447,572. c Net income or (loss) from sales of inventory **Business Code** Viscellaneous Revenue 11 a OTHER INCOME 900099 3,485. 3,485.

3,485.

3,485.

405,900.

b

d All other revenue

Total revenue. See instructions

e Total. Add lines 11a-11d

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

clude amounts reported on lines 6b, b, and 10b of Part VIII.  Its and other assistance to domestic organizations domestic governments. See Part IV, line 21 mits and other assistance to domestic viduals. See Part IV, line 22 mits and other assistance to foreign anizations, foreign governments, and foreign viduals. See Part IV, lines 15 and 16 mits and 1	Total expenses	Program service expenses	Management and general expenses	(D) Fundraising expenses
nts and other assistance to domestic riduals. See Part IV, line 21 Ints and other assistance to domestic riduals. See Part IV, line 22 Ints and other assistance to foreign anizations, foreign governments, and foreign riduals. See Part IV, lines 15 and 16	279,440.	279,440.		
nts and other assistance to domestic riduals. See Part IV, line 22 nts and other assistance to foreign inizations, foreign governments, and foreign riduals. See Part IV, lines 15 and 16	279,440.	279,440.		<u>Mersikia turkila</u>
riduals. See Part IV, line 22  nts and other assistance to foreign  inizations, foreign governments, and foreign  riduals. See Part IV, lines 15 and 16	279,440.	279,440.	나이가 집사자 그렇게 하다셨다네?	
nts and other assistance to foreign inizations, foreign governments, and foreign viduals. See Part IV, lines 15 and 16	279,440.	279,440.		
nizations, foreign governments, and foreign riduals. See Part IV, lines 15 and 16				
riduals. See Part IV, lines 15 and 16	1			
efits paid to or for members				
pensation of current officers, directors,	00 667	40 001	22 666	27 200
tees, and key employees	90,667.	40,801.	22,666.	27,200.
pensation not included above to disqualified	,			
ons (as defined under section 4958(f)(1)) and				
ons described in section 4958(c)(3)(B)	211 712	40 AFE	200 022	E4 22E
er salaries and wages	311,712.	48,455.	209,022.	54,235.
sion plan accruals and contributions (include				
on 401(k) and 403(b) employer contributions)	42 240	1/ 552	21 000	6 607
er employee benefits	42,248. 37,313.	14,553. 5,898.	21,008. 25,624.	6,687. 5,791.
roll taxes	37,313.	3,090.	23,024.	3,131.
s for services (nonemployees):				
agement	750.	750.		
al	5,060.	750•	5,060.	
ounting	5,000.		3,000.	
bying		er Astolik Astonio istolik sakas (nastolik silik sakas)	V - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	····
essional fundraising services. See Part IV, line 17				
er. (If line 11g amount exceeds 10% of line 25,				
mn (A) amount, list line 11g expenses on Sch O.)				
ertising and promotion	5,958.	36.	5,039.	883.
ce expenses	31,936.	7,586.	9,877.	14,473.
rmation technology	7,507.	209.	3,291.	4,007.
alties				
upancy	211,124.	19,782.	37,532.	153,810.
vel	3,142.	531.	1,184.	1,427.
ments of travel or entertainment expenses				
any federal, state, or local public officials	1 400		F04	750
ferences, conventions, and meetings	1,407.	66.	591.	750.
rest	14,/20.	13,304.	1,422.	
· · · · · · · · · · · · · · · · · · ·	<u> </u>	4 000	11 072	40 700
				42,700. 14,659.
irance	43,040.	3,5±8.	5,409·	14,009·
ve (List miscellaneous expenses on line 24e. If 24e amount exceeds 10% of line 25, column (A)				
	25 322	1 012	2/1 2/61	115.
				18,942
			<u> </u>	10,542
			284	1,846.
			I I	1,232
·				348,757
i ianononai expenses. Aud intes i unough 246	1,134,434.	E30 70.3.2.4	331,703	<u> </u>
t costs Complete this line only if the organization				i
t costs. Complete this line only if the organization			]	
t costs. Complete this line only if the organization orted in column (B) joint costs from a combined cational campaign and fundraising solicitation.				
me re re 24 un E H N	ents to affiliates eciation, depletion, and amortization ence expenses. Itemize expenses not covered (List miscellaneous expenses on line 24e. If the amount exceeds 10% of line 25, column (A) at, list line 24e expenses on Schedule 0.) ES AND SUBSCRIPTIONS EICLE EXPENSE ESTRUCTION/RENOVATION ER PROGRAM EXPENSES THE PROGRAM EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES THE EXPENSES	ents to affiliates eciation, depletion, and amortization ance conce  ents to affiliates  acciation, depletion, and amortization ance  23,646.  23,646.  3,518.  expenses. Itemize expenses not covered (List miscellaneous expenses on line 24e. If the amount exceeds 10% of line 25, column (A) at, list line 24e expenses on Schedule 0.)  ES AND SUBSCRIPTIONS  ICLE EXPENSE  ISTRUCTION/RENOVATION  TO RESPONSE  STRUCTION/RENOVATION  TO RESPONSE  TO RESPONS	ents to affiliates  acciation, depletion, and amortization  ance  23,646.  3,518.  5,469.  23,646.  3,518.  5,469.  23,646.  3,518.  5,469.  23,646.  3,518.  5,469.  23,646.  3,518.  5,469.  24,261.  25,388.  1,012.  24,261.  3,518.  24,261.  3,518.  5,469.  25,388.  1,012.  24,261.  3,7682.  7,682.  7,682.  7,682.  7,682.  7,682.  7,358.  1,012.  24,261.  3,012.  3,012.  3,012.  3,012.  3,012.  3,012.  3,013.	

Check if Schedule O contains a response or note to any line in this Part X (A) Beginning of year End of year 1,669,200. 134,617. 1 Cash - non-interest-bearing Savings and temporary cash investments Pledges and grants receivable, net 3 19,479 18,312. Accounts receivable, net Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons 5 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) 1,139,176. 620,103. Notes and loans receivable, net 82,500. 82,500. Inventories for sale or use 46,013. 31,373. Prepaid expenses and deferred charges 10a Land, buildings, and equipment: cost or other 650,273. basis. Complete Part VI of Schedule D \_\_\_\_\_\_ 10a 401,268. 278,033. 249,005. b Less: accumulated depreciation 10b Investments - publicly traded securities 11 Investments - other securities. See Part IV, line 11 12 12 Investments - program-related. See Part IV, line 11 13 13 Intangible assets 14 1,346,099. 1,396,536. Other assets. See Part IV, line 11 15 15 3,045,917. 4,067,029. Total assets. Add lines 1 through 15 (must equal line 33) 16 16 318,875. 166,418. Accounts payable and accrued expenses 17 17 18 Grants payable 18 14,500. 844,714. 19 19 Deferred revenue Tax-exempt bond liabilities 20 26,844. 22,135. 21 Escrow or custodial account liability. Complete Part IV of Schedule D 21 Loans and other payables to any current or former officer, director, Liabilities trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons 445,948. 520,495. 23 23 Secured mortgages and notes payable to unrelated third parties Unsecured notes and loans payable to unrelated third parties 25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X 603,896. 603,896. 1,405,354. 2,162,367. Total liabilities. Add lines 17 through 25 ... Organizations that follow FASB ASC 958, check here X Vet Assets or Fund Balances and complete lines 27, 28, 32, and 33. 1,721,379. 1,388,563. Net assets without donor restrictions 27 183,283. 252,000. Net assets with donor restrictions Organizations that do not follow FASB ASC 958, check here and complete lines 29 through 33. Capital stock or trust principal, or current funds Paid in or capital surplus, or land, building, or equipment fund 30 Retained earnings, endowment, accumulated income, or other funds 1,640,563. 1,904,662. Total net assets or fund balances 32 32 3,045,917. 4,067,029. Total liabilities and net assets/fund balances

Form 990 (2020)

Form 990 (2020)

or audits, explain why on Schedule O and describe any steps taken to undergo such audits

# **SCHEDULE A**

(Form 990 or 990-EZ)

Department of the Treasury Internal Revenue Service

Name of the organization

# Public Charity Status and Public Support Complete if the organization is a section 501(c)(3) organization or a section

4947(a)(1) nonexempt charitable trust.

➤ Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Employer identification number

		HAB1'	LAT FOR HOL	MANITY HAWAL	T TRY	AND, .	INC.	33-0322T42	1
Pai	rt I	Reason for Public C	Charity Status. (	All organizations must co	omplete th	is part.) S	ee instructions.		
he r	organi	zation is not a private found:							
1		A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).							
2	一	A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)							
	一						:\		
3	믐	A hospital or a cooperative						andra franciscia de la	<b></b>
4	L	A medical research organiza	ation operated in cor	ijunction with a nospital	described	in sectioi	170(b)(1)(A)(III). Ente	er the nospital s hai	me,
		city, and state:							
5	<u></u>	An organization operated for the benefit of a college or university owned or operated by a governmental unit described in							
		section 170(b)(1)(A)(iv). (C	omplete Part II.)					*	
6		A federal, state, or local gov	ernment or governm	nental unit described in s	ection 17	0(b)(1)(A)	(v).		
7	X	An organization that normal	lly receives a substar	ntial part of its support f	rom a gov	ernmental	unit or from the gener	al public described	d in
		section 170(b)(1)(A)(vi). (Co							
8		A community trust describe		1)(A)(vi). (Complete Part	113				
9		An agricultural research org				d in coniu	nction with a land-gra	nt college	
J		or university or a non-land-g							
			rant college of agric	ulture (see il istructions).	Litter tite	Harrie, City	, and state of the con	sge of	
		university:	D	11 : 00 -1 /00 / 1 /1		1.2211.			
10	L	An organization that normal							
		activities related to its exem	•	•	• •		• •	=	
		income and unrelated busing	ness taxable income	(less section 511 tax) fro	om busine	sses acqu	ired by the organization	on after June 30, 19	<i>3</i> 75.
		See section 509(a)(2). (Cor	•						
11		An organization organized a	and operated exclusi	vely to test for public sa	fety. See s	section 50	9(a)(4).		
12		An organization organized a	and operated exclusi	vely for the benefit of, to	perform 1	he functio	ns of, or to carry out t	he purposes of one	e or
		more publicly supported or	ganizations describe	d in section 509(a)(1) o	r section (	509(a)(2).	See <b>section 509(a)(3)</b>	. Check the box in	
		lines 12a through 12d that	describes the type o	f supporting organizatio	n and com	plete lines	s 12e, 12f, and 12g.		
а		Type I. A supporting orga	nization operated, s	upervised, or controlled	by its sup	ported org	anization(s), typically	by giving	
		the supported organization	on(s) the power to re	gularly appoint or elect a	majority	of the dire	ctors or trustees of the	e supporting	
		organization. You must c						11 9	
b		Type II. A supporting org	•		tion with it	e eunnorte	ed organization(s) by	having	
	<u> </u>								
		control or management o			ame perso	nis that co	Altior of manage the s	ирропец	
		organization(s). You mus	-						
С	L	☐ Type III functionally inte		• •				ated with,	
		its supported organization							
d	L	☐ Type III non-functionally							
		that is not functionally int	<del>_</del>		-		-	intíveness	
		_ requirement (see instruct	•	•					
е		Check this box if the orga	anization received a	written determination fro	m the IRS	that it is a	Type I, Type II, Type	III ,	
		functionally integrated, or	Type III non-function	nally integrated support	ing organi	zation.			
f	Ente	er the number of supported o	organizations				*******************************		
g	Prov	vide the following information		d organization(s).					
	(	i) Name of supported	(ii) EIN	(iii) Type of organization	(iv) Is the orga in your governi	nization listed ng document?	(v) Amount of monetar		
		organization		(described on lines 1-10 above (see instructions))	Yes	No	support (see instruction	s) support (see instr	uctions)
		· · · · · · · · · · · · · · · · · · ·	ð						***************************************
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Schedule A (Form 990 or 990-EZ) 2020 HABITAT FOR HUMANITY HAWAII ISLAND, INC. 99-0355149 Page 2

#### Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi) Part II

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

tails to qualify under the tests listed below, please complete Part III.)							
	Section A. Public Support						
Cale	ndar year (or fiscal year beginning in) 📂	(a) 2016	<b>(b)</b> 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1	Gifts, grants, contributions, and		- 1		•	1	
	membership fees received. (Do not			0.64 550	E06 080	240 500	
	include any "unusual grants.")	935,707.	2,198,882.	961,570.	506,870.	348,593.	4,951,622.
2	Tax revenues levied for the organ-						w.
	ization's benefit and either paid to		·				
	or expended on its behalf						
3	The value of services or facilities						
	furnished by a governmental unit to						
	the organization without charge					0.10 500	
4	Total. Add lines 1 through 3	935,707.	2,198,882.	961,570.	506,870.	348,593.	4,951,622.
5	The portion of total contributions						
	by each person (other than a						
	governmental unit or publicly						
	supported organization) included						
	on line 1 that exceeds 2% of the						
	amount shown on line 11,		A A SHE BOOK				
	column (f)	No. AV. Land					
	Public support. Subtract line 5 from line 4.						4,951,622.
	tion B. Total Support		· · · · · · · · · · · · · · · · · · ·			<del></del>	
Cale	ndar year (or fiscal year beginning in) ➤	(a) 2016 935, 707.	(b) 2017	(c) 2018 961,570.	(d) 2019 506,870.	(e) 2020 348,593.	(f) Total
	Amounts from line 4	935,707.	2,198,882.	961,570.	506,870.	348,593.	4,951,622.
8	Gross income from interest,				:		
* /	dividends, payments received on						
	securities loans, rents, royalties,	4 400	F 400	4 4 6 17	4 4 0 17	4 100	00 106
	and income from similar sources	4,197.	5,483.	4,167.	4,137.	4,122.	22,106.
9	Net income from unrelated business						
	activities, whether or not the	FOE 04E	400 040	F00 046	405 040	400 400	
	business is regularly carried on	785,215.	489,313.	538,216.	405,218.	489,432.	2,707,394.
10	Other income. Do not include gain						
	or loss from the sale of capital		252	17 040		2 405	10.011
	assets (Explain in Part VI.)	-554.	-960.	17,242.	728.	3,485.	
11							7,701,063.
12	Gross receipts from related activities		,				,095,924.
13	First 5 years. If the Form 990 is for the	-	irst, second, third,	fourth, or fifth tax	year as a section !	501(c)(3)	
<u></u>	organization, check this box and sto	·					<b>D</b>
	ction C. Computation of Pub		<del></del>		<del></del>	1 1	64 30
14	Public support percentage for 2020 (					14	64.30 %
	15 Public support percentage from 2019 Schedule A, Part II, line 14						
16a	16a 33 1/3% support test - 2020. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and						
	stop here. The organization qualifies as a publicly supported organization						
D	b 33 1/3% support test - 2019. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization						
4-7 -							
1/8	17a 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more,						
	and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization						
٠	·	_			-	170 and line 15 is	
t	10% -facts-and-circumstances tes	_					10% or
	more, and if the organization meets t						
40	organization meets the facts-and-circ			•			
18	Private foundation. If the organization	эн аіа посспеск а	DOX ON IIDE 13, 16	oa, 100, 17a, or 17	<del></del>		
	Schedule A (Form 990 or 990-EZ) 2020						

Schedule A (Form 990 or 990-EZ) 2020 HABITAT FOR HUMANITY HAWAII ISLAND, INC. 99-0355149 Page 3

# Part III | Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support							
Calendar year (or fiscal year beginning in) 📂	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total	
Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")							
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose			,	ı			
3 Gross receipts from activities that are not an unrelated trade or business under section 513							
Tax revenues levied for the organ- ization's benefit and either paid to or expended on its behalf							
5 The value of services or facilities furnished by a governmental unit to the organization without charge							
6 Total. Add lines 1 through 5							
7a Amounts included on lines 1, 2, and 3 received from disqualified persons b Amounts included on lines 2 and 3 received from other than disqualified persons that							
exceed the greater of \$5,000 or 1% of the amount on line 13 for the year  c Add lines 7a and 7b							
8 Public support. (Subtract line 7c from line 6.)				56.00 King Ang Masik			
Section B. Total Support	<u></u>				Marian di Caratin La		
Calendar year (or fiscal year beginning in)	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total	
9 Amounts from line 6  10a Gross income from interest, dividends, payments received on							
securities loans, rents, royalties, and income from similar sources							
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975		, :					
c Add lines 10a and 10b  11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						14 - 14 - 14 - 14 - 14 - 14 - 14 - 14 -	
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)				,			
13 Total support. (Add lines 9, 10c, 11, and 12.)							
14 First 5 years. If the Form 990 is for the	- ·			•		on,	
check this box and stop here	(1-0					<b>&gt;</b>	
Section C. Computation of Publ			<u>, , , , , , , , , , , , , , , , , , , </u>		1 1	<del></del>	
15 Public support percentage for 2020 (					15	%	
16 Public support percentage from 2019					16	%	
Section D. Computation of Inve		<del></del>			T.2.1		
17 Investment income percentage for 20					17	%	
18 Investment income percentage from					18	% 7 is not	
19a 33 1/3% support tests - 2020. If the more than 33 1/3%, check this box a	-						
b 33 1/3% support tests, - 2019. If the		-					
line 18 is not more than 33 1/3%, che							
	20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions						

# Schedule A (Form 990 or 990-EZ) 2020 HABITAT FOR HUMANITY HAWAII ISLAND, INC. 99-0355149 Page 4

#### Part IV | Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

#### Section A. All Supporting Organizations

- 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.
- 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).
- 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer lines 3b and 3c below.
- b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.
- c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.
- 4a .Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.
- b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.
- c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.
- 5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).
- **b** Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?
- c Substitutions only. Was the substitution the result of an event beyond the organization's control?
- 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.
- 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).
- 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).
- 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.
  - **b** Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.
  - c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.
- 10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.
  - b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)

	Yes	No
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	dule A (Form 990 or 990-EZ) 2020 HABITAT FOR HUMANITY HAWAII ISLAND, INC. 99-03	<u>5514</u>	9 Pa	ge <b>5</b>
Par	t IV   Supporting Organizations <sub>(continued)</sub>			
			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
а	A person who directly or indirectly controls, either alone or together with persons described in lines 11b and			
	11c below, the governing body of a supported organization?	11a		
	A family member of a person described in line 11a above?	11b		
C	A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide			
	detail in Part VI.	11c		
Sec	tion B. Type I Supporting Organizations		1	
			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or	14.5	3 1 3 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	
	more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s)			
	effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported			
	organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the			
	supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.	1		
2	Did the organization operate for the benefit of any supported organization other than the supported			
	organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in			
	Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated,	San San San San San San San San San San		
	supervised, or controlled the supporting organization.	2		
Sec	tion C. Type II Supporting Organizations			
			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors	ed a	200 m	
	or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control		A-AT	
	or management of the supporting organization was vested in the same persons that controlled or managed			
	the supported organization(s).	• 1		
Sec	tion D. All Type III Supporting Organizations			
			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the			
	organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax			
	year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the	\$ 134	uwith a strong	
	organization's governing documents in effect on the date of notification, to the extent not previously provided?	1_		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported			
	organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how			150
	the organization maintained a close and continuous working relationship with the supported organization(s).	2		1
3	By reason of the relationship described in line 2, above, did the organization's supported organizations have a	100 m	5. And 18.	ķī. Ar
	significant voice in the organization's investment policies and in directing the use of the organization's		52 Y	
	income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's			
	supported organizations played in this regard.	3		
Sec	tion E. Type III Functionally Integrated Supporting Organizations			
1	Check the box next to the method that the organization used to satisfy the Integral Part Test during the yea(see instructions	).		
а	The organization satisfied the Activities Test. Complete line 2 below.			
b	The organization is the parent of each of its supported organizations. Complete line 3 below.			
C	The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see in	nstructio	ns).	
2	Activities Test. Answer lines 2a and 2b below.		Yes	No
а	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of	En Fish		15.7
	the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify			
	those supported organizations and explain how these activities directly furthered their exempt purposes,			14.0 Te
	how the organization was responsive to those supported organizations, and how the organization determined			
	that these activities constituted substantially all of its activities.	2a	<u> </u>	
b	Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement,	8.00	\$100	
	one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in		1.50	
	Part VI the reasons for the organization's position that its supported organization(s) would have engaged in		P	
	these activities but for the organization's involvement.	2b		
3	Parent of Supported Organizations. Answer lines 3a and 3b below.			2 - 45
а	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or	la la la la la la la la la la la la la l	l · · ·	
	trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI.	За	L	
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each	150 L. Lev	¥.	1
	of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.	3b	ľ	1

Schedule A (Form 990 or 990-EZ) 2020 HABITAT FOR HUMANITY HAWAII ISLAND, INC. 99-0355149 Page 6 Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E. (B) Current Year (A) Prior Year Section A - Adjusted Net Income (optional) 1 Net short-term capital gain 2 Recoveries of prior-year distributions 3 3 Other gross income (see instructions) 4 Add lines 1 through 3. 4 5 Depreciation and depletion Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or 6 maintenance of property held for production of income (see instructions) Other expenses (see instructions) 7 Adjusted Net Income (subtract lines 5, 6, and 7 from line 4) 8 (B) Current Year Section B - Minimum Asset Amount (A) Prior Year (optional) Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): a Average monthly value of securities 1a b Average monthly cash balances 1b c Fair market value of other non-exempt-use assets 1c d Total (add lines 1a, 1b, and 1c) 1d e Discount claimed for blockage or other factors (explain in detail in Part VI): Acquisition indebtedness applicable to non-exempt-use assets 2 Subtract line 2 from line 1d. 3 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, 4 see instructions). Net value of non-exempt-use assets (subtract line 4 from line 3) 5 Multiply line 5 by 0.035. 6 6 Recoveries of prior-year distributions 7 Minimum Asset Amount (add line 7 to line 6) 8 Section C - Distributable Amount Current Year 1 Adjusted net income for prior year (from Section A, line 8, column A) Enter 0.85 of line 1. 2 Minimum asset amount for prior year (from Section B, line 8, column A) 3 Enter greater of line 2 or line 3. 4 5 Income tax imposed in prior year Distributable Amount. Subtract line 5 from line 4, unless subject to

Light Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see

Schedule A (Form 990 or 990-EZ) 2020

emergency temporary reduction (see instructions).

instructions).

Schedule A (Form 990 or 990 EZ) 2020 HABITAT FOR HUMANITY HAWAII ISLAND, INC. 99-0355149 Page 7

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

The state of the state of	on D - Distributions	(-)(-)	COMM	<u> 160)</u>	Current Year
	Amounts paid to supported organizations to accomplish exe	mot purposes		1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported				
_	organizations, in excess of income from activity		2		
3	Administrative expenses paid to accomplish exempt purpose	IS-	3		
4	Amounts paid to acquire exempt-use assets			4	
5	Qualified set-aside amounts (prior IRS approval required - pro	ovide details in Part VI)		5	
6	Other distributions (describe in Part VI). See instructions.			6	· · · · · · · · · · · · · · · · · · ·
7	Total annual distributions. Add lines 1 through 6.			7	
- 8	Distributions to attentive supported organizations to which the				
Ū	(provide details in Part VI). See instructions.			8	:
9	Distributable amount for 2020 from Section C, line 6			9	
10	Line 8 amount divided by line 9 amount			10	
	Ello o amount avided by mile o amount	(i)	(ii)		(iii)
Sect	ion E - Distribution Allocations (see instructions)	Excess Distributions	Underdistributio Pre-2020	ns	Distributable Amount for 2020
1	Distributable amount for 2020 from Section C, line 6				
2	Underdistributions, if any, for years prior to 2020 (reason-				
	able cause required - explain in Part VI). See instructions.				
3	Excess distributions carryover, if any, to 2020			ta ta Maria ta	
а	From 2015 -			38.85	
b	From 2016				
c	From 2017			75.00	
d	From 2018		23 See 1912年 新田道		
е	From 2019				
f	Total of lines 3a through 3e				
g	Applied to underdistributions of prior years	80.5000 0 541, Political			
h	Applied to 2020 distributable amount				
i	Carryover from 2015 not applied (see instructions)			43.44	
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			1975	
4	Distributions for 2020 from Section D,				
	line 7: \$				
а	Applied to underdistributions of prior years				
b	Applied to 2020 distributable amount				
С	Remainder. Subtract lines 4a and 4b from line 4.			4.1555 V 1864	
5	Remaining underdistributions for years prior to 2020, if				
٠.,	any. Subtract lines 3g and 4a from line 2. For result greater		:		
	than zero, explain in Part VI. See instructions.	All the second s			
6	Remaining underdistributions for 2020. Subtract lines 3h				
	and 4b from line 1. For result greater than zero, explain in				
	Part VI. See instructions.				
7	Excess distributions carryover to 2021. Add lines 3j				
	and 4c.			\$ <u></u> .	
8	Breakdown of line 7:			90. J.J	1. 数 1. 数 数 2 数 2 数 2 数
а	Excess from 2016			A. O	
-	Excess from 2017			233a Ý	
	Excess from 2018				
	Excess from 2019				
					1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

Schedule A (Form 990 or 990-EZ) 2020

Schedule A Part VI	Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)
***************************************	
4	
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	~ ·
· · · · · · · · · · · · · · · · · · ·	·
·	

# Schedule B

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury Internal Revenue Service

# **Schedule of Contributors**

➤ Attach to Form 990, Form 990-EZ, or Form 990-PF.

➤ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Name of the organization

Employer identification number

Schedule B (Form 990, 990-EZ, or 990-PF) (2020)

H	HABITAT FOR HUMANITY HAWAII ISLAND, INC.	99-0355149				
Organization type (check	cone);					
Filers of:	Section:					
Form 990 or 990-EZ	X 501(c)( 3 ) (enter number) organization					
	4947(a)(1) nonexempt charitable trust <b>not</b> treated as a private foundation					
	527 political organization					
Form 990-PF	501(c)(3) exempt private foundation					
	4947(a)(1) nonexempt charitable trust treated as a private foundation					
	501(c)(3) taxable private foundation	501(c)(3) taxable private foundation				
General Rule	(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule and the General Rule and the Special Rul					
<del>-</del>	any one contributor. Complete Parts I and II. See instructions for determining a contributor	-				
Special Rules						
sections 509(a)( any one contrib	tion described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support (1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a utor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount EZ, line 1. Complete Parts I and II.	, or 16b, and that received from				
contributor, duri literary, or educa	For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.					
year, contribution is checked, enter purpose. Don't o	For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions exclusively for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Don't complete any of the parts unless the <b>General Rule</b> applies to this organization because it received nonexclusively religious, charitable, etc., contributions totaling \$5,000 or more during the year \( \)					
but it must answer "No"	n that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (I on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its F et the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).					

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Name of organization

Employer identification number

# HABITAT FOR HUMANITY HAWAII ISLAND, INC.

99-0355149

111211 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	AT FOR HOMEWITT HIMMITT TOHME, THE		0000440
Part I	Contributors (see instructions). Use duplicate copies of Part I if additiona	al space is needed.	
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
<u> </u>	DENNIS MICHAEL STEELE  P.O. BOX 4619  KAILUA-KONA, HI 96745	\$25,500.	Person X Payroll Noncash (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
2	THE WILLIAM G. IRWIN CHARITY FOUNDATION  235 MONTGOMERY ST # 711  SAN FRANCISCO, CA 94104	\$ 25,000.	Person X Payroll  Noncash  (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
3	ATHERTON FAMILY FOUNDATION  827 FORT STREET MALL  HONOLULU, HI 96813	\$15,000.	Person X Payroll  Noncash  (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
4	FATHER RICHARD TARDIFF  81-6627 KEKAA PLACE  KEALAKEKUA, HI 96750	\$15,000.	Person X Payroll  Noncash (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person Payroll Oncash Occash (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person Payroll Noncash (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

# HABITAT FOR HUMANITY HAWAII ISLAND, INC.

99-0355149

1884, 1-124, 134-121.	cash Property (see instructions). Use duplicate copies of P		
(a) No. from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
			ı
		\$	
(a) No. from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	· · ·	\$	
(a) No from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$	
(a) No. from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
3453 11-25-20		\$	990, 990-EZ, or 990-PF)

Name of organization

Employer identification number

	AT FOR HUMANITY HAWAII ]		99-0355149				
Part III	from any one contributor. Complete columns (a) completing Part III, enter the total of exclusively religious, of	through (e) and the following line entry paritable, etc., contributions of \$1,000 or les	tion 501(c)(7), (8), or (10) that total more than \$1,000 for the year. For organizations ss for the year. (Enter this info. once.) \$\Bigsir \frac{\sqrt{\text{Enter this info. once.}}}{\text{Once.}}\$				
Ja) No	Use duplicate copies of Part III if additional s	space is needed.					
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held				
		-					
		(e) Transfer of gift					
.							
	Transferee's name, address, an	d ZIP + 4	Relationship of transferor to transferee				
(a) No. from							
from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held				
		Name of the Control o					
		(e) Transfer of gift					
İ	le) Hansier or guit						
-	Transferee's name, address, an	d ZIP + 4	Relationship of transferor to transferee				
		<u></u>					
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held				
**							
l							
	(e) Transfer of gift						
	Transferee's name, address, ar	nd ZIP + 4	Relationship of transferor to transferee				
	1/4-30-1-4-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5-5		· · · · · · · · · · · · · · · · · · ·				
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held				
	(e) Transfer of gift						
	Transferee's name, address, ar	nd ZIP + 4	Relationship of transferor to transferee				

# **SCHEDULE D**

(Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public

OMB No. 1545-0047

Inspection

Name of the organization

HABITAT FOR HUMANITY HAWAII ISLAND, INC.

Employer identification number 99-0355149

Par	Organizations Maintaining Donor Advised	Funds or Other Similar Funds	or Accounts. Complete if the
	organization answered "Yes" on Form 990, Part IV, line	6.	
		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		
5	Did the organization inform all donors and donor advisors in w	riting that the assets held in donor advise	d funds
•	are the organization's property, subject to the organization's ex	_	
6	Did the organization inform all grantees, donors, and donor ad		***************************************
O	for charitable purposes and not for the benefit of the donor or		
		uono auvisor, or for any other purpose o	[——]
Pai			
1	Purpose(s) of conservation easements held by the organization		
'	Preservation of land for public use (for example, recreating	· —	historically important land area
	Protection of natural habitat		certified historic structure
	Preservation of open space	L Preservation of a	certified Historic structure
•	· · · · · · · · · · · · · · · · · · ·	ad a supervision assisting the forms of	for a programmation are account on the look
2	Complete lines 2a through 2d if the organization held a qualified	ed conservation contribution in the form o	Held at the End of the Tax Year
	day of the tax year.		
	Total number of conservation easements		1 1
	Number of conservation easements on a certified historic structure.		
d	Number of conservation easements included in (c) acquired af		4 1
	listed in the National Register		
3	Number of conservation easements modified, transferred, rele	ased, extinguished, or terminated by the	organization during the tax
	year -		•
4	Number of states where property subject to conservation ease		
5	Does the organization have a written policy regarding the period		
	violations, and enforcement of the conservation easements it l		
6	Staff and volunteer hours devoted to monitoring, inspecting, h	andling of violations, and enforcing conse	ervation easements during the year
7	Amount of expenses incurred in monitoring, inspecting, handli	ing of violations, and enforcing conservati	on easements during the year
	<b>\$</b>		
8	Does each conservation easement reported on line 2(d) above		
	and section 170(h)(4)(B)(ii)?		
9	In Part XIII, describe how the organization reports conservation	n easements in its revenue and expense s	statement and
	balance sheet, and include, if applicable, the text of the footnot		nts that describes the
T	organization's accounting for conservation easements.		
Pa	t III Organizations Maintaining Collections of		her Similar Assets.
	Complete if the organization answered "Yes" on Form 9	990, Part IV, line 8.	
1a	If the organization elected, as permitted under FASB ASC 958	s, not to report in its revenue statement ar	nd balance sheet works
	of art, historical treasures, or other similar assets held for publ	ic exhibition, education, or research in fur	therance of public
	service, provide in Part XIII the text of the footnote to its finance	cial statements that describes these items	5.
b	If the organization elected, as permitted under FASB ASC 958	3, to report in its revenue statement and b	alance sheet works of
	art, historical treasures, or other similar assets held for public	exhibition, education, or research in furthe	erance of public service,
	provide the following amounts relating to these items:		
	(i) Revenue included on Form 990, Part VIII, line 1	***************************************	<b>&gt;</b> \$
2	If the organization received or held works of art, historical trea		
	the following amounts required to be reported under FASB AS		-
а	Revenue included on Form 990, Part VIII, line 1		<b>&gt;</b> \$
	Assets included in Form 990, Part Y		<b>•</b> •

		FOR HUMAN				The second name of the last of	100	99-03	The second secon	The second secon
Par									<b>ts</b> (continu	ued)
3	Using the organization's acquisition, accessi-	on, and other record	ls, chec	k any of the	following tha	t make si	gnificant	use of its		
	collection items (check all that apply):									
а	Public exhibition	d			nange progra	am				
b	Scholarly research	е		Other						
C	Preservation for future generations			,						
4	Provide a description of the organization's co	ollections and explai	n how tl	ney further th	ne organizati	on's exer	npt purpo	se in Par	XIII.	
5	During the year, did the organization solicit o	r receive donations	of art, h	istorical trea	sures, or oth	er similar	assets		_	
	to be sold to raise funds rather than to be ma						,		Yes	<u>l No</u>
Par	t IV Escrow and Custodial Arran		ete if the	e organizatio	n answered '	"Yes" on	Form 990	), Part IV,	line 9, or	
	reported an amount on Form 990, Pa	rt X, line 21.							<del>,</del>	·············
1a	Is the organization an agent, trustee, custod							·	7	
	on Form 990, Part X?							L	<b>⊻e</b> s	X No
b	If "Yes," explain the arrangement in Part XIII	and complete the fo	llowing	table:						
									Amount	
C	Beginning balance	***************************************		.,			1c			
	Additions during the year									
е	Distributions during the year						. 1e			
f	Ending balance						1f		.,	
	Did the organization include an amount on F							LX	Yes	L⊒ No
	If "Yes," explain the arrangement in Part XIII.									X
Pai	t V   Endowment Funds. Complete	f the organization ar								
		(a) Current year	(b) F	Prior year	(c) Two year	rs back	(d) Three y	ears back	(e) Four	years back
	Beginning of year balance	· · · · · · · · · · · · · · · · · · ·								
	Contributions									
	Net investment earnings, gains, and losses									
	Grants or scholarships		<b> </b> -							
е	Other expenditures for facilities									
	and programs									
	Administrative expenses									
_	End of year balance		L		L	1				
2	Provide the estimated percentage of the cur	rent year end baland	• •	lg, column (a	a)) held as:					
	Board designated or quasi-endowment		%							
	Permanent endowment >	%					•			
С		%								
_	The percentages on lines 2a, 2b, and 2c sho	•								
За	Are there endowment funds not in the posse	ession of the organiz	ation th	at are held a	nd administe	ered for th	ne organiz	zation	r	
	by:							*		Yes No
	(i) Unrelated organizations		· · · · · · · · · · · · · · · · · · ·		······································				3a(i)	
<b>h</b>	(ii) Related organizations	tiona liatad as you.			••••••			• • • • • • • • • • • • • • • • • • • •	3a(ii)	
4	Describe in Part XIII the intended uses of the				***************************************	<i></i>			3b	
	t VI Land, Buildings, and Equipm		owment	tunas.		·				
	Complete if the organization answere		n Dort I	V line tte S	200 Form 000	) Dort V	lino 10			
	Description of property	(a) Cost or o		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	or other		cumulate	- I	(d) Pool	· · · oli · o
	Description of property	basis (investr		1	(other)		preciation		(d) Book	value
10	Land			Dasis	(outer)	aet	, colauol I			
	Land			<del> </del>		en linet skipp	<u> </u>	[as]_bbs\t		
	Buildings Leasehold improvements		·····	37	5,636.		228,4	36.	14	7,200.
	Equipment				9,939.		17,7			2,166.
	Other				4,698.	1	55,0			9,639.
	. Add lines 1a through 1e. (Column (d) must e		X. colu		_		,0	<u> </u>	249	9,005.

Schedule D (Form 990) 2020

Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	1,396,536.
Part X Other Liabilities.	
Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.	
1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) NMTC LOAN PAYABLE	603,896.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	603,896.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII...

Sche	dule D (Form 990) 2020 HABITAT FOR HUMANITY HAWA			Page 4
Par	t XI Reconciliation of Revenue per Audited Financial Stater		enue per Return.	
	Complete if the organization answered "Yes" on Form 990, Part IV, line 12	2a.		
1	Total revenue, gains, and other support per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		ļ.:	
а	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities			
С	Recoveries of prior year grants			
	Other (Describe in Part XIII.)			
	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1			
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
·a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	Other (Describe in Part XIII.)			
	Add lines 4a and 4b		4c	
5				
	t XII   Reconciliation of Expenses per Audited Financial State			
	Complete if the organization answered "Yes" on Form 990, Part IV, line 1			
1	Total expenses and losses per audited financial statements			
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a	· ·	
b	Prior year adjustments			
c	Other losses			
d	Other (Describe in Part XIII.)			
	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1			<del></del> .
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	Migral Control	
	Other (Describe in Part XIII.)			
			4c	
5	Add lines 4a and 4b  Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)			
	rt XIII Supplemental Information.			
	ide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; P	lart IV lines 1b and 0	Ph. Bart V. line 4: Bart V. line 9: Bart V	71
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HABITAT FOR HUMANITY HAWAII ISLAND, INC.

99-0355149 Page 4

#### SCHEDULE I (Form 990)

# Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

Attach to Form 990.

► Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047
2020
Open to Public

Inspection

Department of the Treasury Internal Revenue Service

Name of the organization Employer identification number 99-0355149 HABITAT FOR HUMANITY HAWAII ISLAND, INC. General Information on Grants and Assistance Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States. Grants and Other Assistance to Domestic Organizations and Domestic Governments. Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed. (f) Method of 1 (a) Name and address of organization (b) EIN (c) IRC section (d) Amount of (e) Amount of (g) Description of (h) Purpose of grant valuation (book, or government (if applicable) cash grant non-cash noncash assistance or assistance FMV, appraisal, assistance other)

- 2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table
- 3 Enter total number of other organizations listed in the line 1 table

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) 2020

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non- cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
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ELIGIBLE.					

#### SCHEDULE O

(Form 990 or 990-EZ)

Department of the Treasury Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on

Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or 990-EZ.

Go to www.irs.gov/Form990 for the latest information.

Open to Public Inspection

Name of the organization

HABITAT FOR HUMANITY HAWAII ISLAND, INC.

Employer identification number 99-0355149

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032212 11-20-20 Sch	nedule O (Form 990 or 990-EZ) 2020

Board Roster and Composition 2023



#### **Board of Directors Official Roster 2023**

Address:

73-4161 Ulu Wini Place, Bay #1, Kailua-Kona, HI 96740

Mailing Address:

P.O. Box 4619 Kailua-Kona, HI 96745

Phone:

808-331-8010 Fax: 808-331-8020

Websites:

www.habitathawaiiisland.org or www.my.habitat.org (Affiliate # 4786-2080)

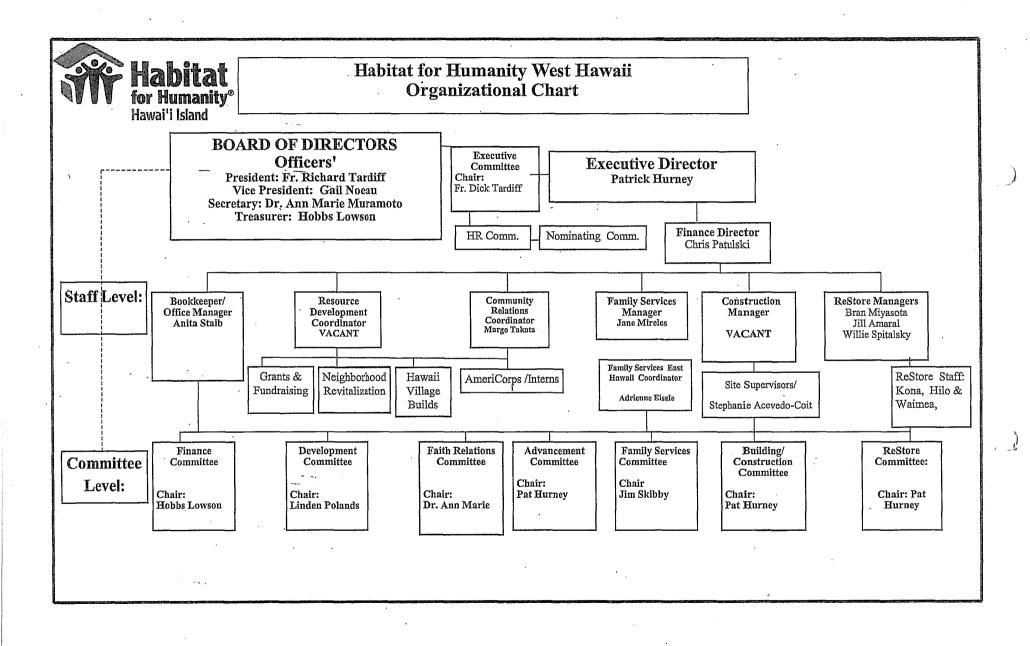
Email: info@habitathawaiiisland.org

Name	Tenure	Affiliation	Address	Email	Phone
PRESIDENT Father Richard Tardiff	Class of 2016	Pastor: Christ Church Episcopal	81- 6627 Kekaa Place Kealakekua, HI 96750	fathertardiff@me.com	H 323-8204
VICE PRESIDENT Gail Nocau	Class of 2018	Habitat Community Representative Homeowner	61-4047 Honouli Street Kawaiheae, HI 96743	agnocau@gmail.com nocaugail@gmail.com	808-315-3473
TREASURER Hobbs Lowson	Class of 2018	Bank of Hawaii Senior Vice President	75-687 Paai Place Kailua-Kona, HI 96740	Hobbs.Lowson@boh.com	C 808-315-0024 Tel/FAX 808-854-2164
SECRETARY Dr. Ann Marie Muramoto	Class of 2016	Owner: Kona Ohana Dental	73-1404 KaKau Place Kailua-Kona, HI 96740	muramotoam@gmail.com	C 896-0274 H 325-0205
Leiola Augustine	Class of 2017	Realtor, Hawaii Life Real Estate Brokers	75-370 Aloha Kona Drive Kailua-Kona, HI 96740	leiolaaugustine@hawaiilife.com	W 895-5570
April Bates	Class of 2020	Private Estate Director	75-6002 Alii Drive Kailua-Kona, HI 96740	april@dfihi.com	808-209-9029
Edwina Fujimoto	Class of 2018	Habitat Community Representative Homeowner	74 5131 Aheahea Way Kailua-Kona, Hawaii 96740	winz4jesus@gmail.com	808-895-7105
Napua Kekauoha- Chartrand	Class of 2018	Habitat Community Representative Homeowner	74-5133 Aheahea way Kailua-Kona, Hawaii 96740	napuakekauoha@gmail.com	808-896-1675
Alexander Keeley	Class of 2022	Keeley Legal, PC Attorney	73-1485 Hao Place Kailua-Kona, HI 96745	Alex.keeley@gmail.com	650-206-3964
		,	,		
,					
Board Advisory Member					
Craig "Bo" Kahui	Class of 2012	Executive Director: La'I Opua 2020	74-5146 Haleolono Place Kailua-Kona, HI 96740	bokahui@yahoo.com bokahui@laiopua.org	W 896-2252
Steve Machesky	Class of 2013	Owner: Kokua Contracting and Project Management (KCPM)	77-6447 Kuakini Hwy Kailua-Kona, HI 96740	smachesky@kcpm.net	C 960-0675 W 326-6043
Julie Ziemelis	Class of 2018	Owner, Ziemelis Communication	75-6002 Alii Drive #3101	julie@ziemelis.com	808-854-6769

2023 Meeting Schedule 4th Tuesday: Jan. 23 (Annual Mtg.), Feb. 28, March 28, April 25, May 23, June 27, July 25, Sept. 26, Oct. 24, Nov. 28 (No mtgs. In Aug. & Dec.)

Revised: 1/4/2023

# Organizational Chart



# Job Descriptions & Resumes

# Hawai'i Island

# JOB DESCRIPTION

Job Title:

**Executive Director** 

Job Classification:

Full Time-Exempt

Reports to:

President-Habitat Board

Department:

All

Affiliate:

Habitat Hawaii Island

Location:

Kona Office

#### Job Overview:

Under the guidance of the Board President, the Executive Director of the Habitat for Humanity West Hawaii, Inc. is responsible for administering the total operation of the affiliate. The Executive Director provides the overall management and leadership to the affiliate in accordance with the directives, policies, and objectives set by the Board of Directors. The Executive Director accepts the covenant of Habitat for Humanity International (HFHI) and is the leading advocate in the community of HFHWH in regard to fulfilling its' mission and vision statements.

The Executive Director is responsible for the overall success of the affiliate. This position is primarily concerned with ensuring that the affiliate is meeting the short term and long term goals of the strategic plan therein meeting its mission. Therefore, successful fulfillment of this position should be measured by:

- 1. Continued growth of the budget, allowing for additional builds.
- 2. Increased utilization of volunteers.
- 3. The effectiveness of the affiliate Board of Directors and Board committees.
- 4. Achievement of affiliate operating objectives.

#### Job Duties:

The Executive Director will be responsible for:

#### Specific Leadership Responsibilities:

#### Administration:

- Holding the chief administrative responsibility for public accountability of the affiliate.
- Working through the Deputy Director to oversee the affiliate's strategic plans, new initiatives, and establishes policy and objectives of the organization in accordance with Board directives and organizational mission.
- Oversight of the Deputy Director to administer and manage the daily operations of the affiliate and responsible for all functions of affiliate, including but not limited to construction, the ReStores, volunteer management, family services, mortgage servicing, site selection, faith relations, marketing and administration
- Oversight of the affiliate financials and expenditures within Board approved guidelines
- Oversight of all required official records and documents are properly maintained to ensure confidentiality and compliance with federal, state, and local regulations and HFHI guidelines.
- Maintain a working knowledge of significant developments and trends within the affordable

housing/homelessness realm and the broader Habitat for Humanity community

#### **Board Development:**

- Keeping the board fully knowledgeable on the condition of the affiliate and all important factors influencing it.
- Recommending all appropriate Board action and implements Board policies needed to insure that affiliate operates as a progressive Christian non-profit organization.
- Providing organizational development opportunities for board, including annual planning meetings, retreats, and recognition events.
- Recruiting and maintaining board member for the optimum number of directors for the success of the affiliate.

#### Fundraising:

- Oversight of the Deputy Director with Resource Development Committee in developing and implementing its fundraising plan and budget.
- Oversight of the Deputy Director with ReStore Operations in developing and implementing its marketing plan and budget.

#### **Public Relations & Communication:**

- Assisting the Deputy Director work with Public Relations Committee in developing and implementing a public awareness strategy
- Establishing and maintaining effective working relationships for advocacy with all governmental agencies and legislatures necessary for affiliate success.
- Representing Habitat for Humanity to interested communities, churches, businesses, groups, foundations, and community leaders.
- Serving as the primary communication link among the HFHI office, SSO office, and board members
- Providing organizational development opportunities for staff, and community volunteers, including annual planning meetings, retreats, and recognition events
- Oversight of orientation to board, staff, and community volunteers Insures positive communications and relations with constituents and staff.
- Insures positive communications and relations with constituents and staff.

#### **Education & Experience:**

- Master's degree in related field.
- Minimum of ten years with Habitat for Humanity or nonprofit management experience or equivalent in a related field.
- Background must include strong skills in human relations, budgeting, sound fiscal management, financial development, board, staff, and donor development, committee and board relations and personnel supervision.



Job Description:

Job Title:
Department:
Reports Directly To:

Finance Manager Finance, Exempt Deputy Director

**Basic Function:** Responsible for the gathering and reporting of the financial position of Habitat for Humanity West Hawaii to the Executive Director, Finance Committee, and Board of Directors in an accurate, complete, and timely manner.

#### **Dimensions:**

- Communicate effectively with people of all levels
- Oversee finance and mortgage receivables
- Ensure that HFHWH is a good steward of financials
- Be willing to learn and report on any program that would benefit the financial situation of HFHWH
- Develop and maintain relationships with volunteers, vendors, and professional service providers
- Utilize volunteers for administrative tasks, as appropriate
- Interface with all management staff to identify support needs of the organization

# **Principal Accountabilities:**

# **Budgeting/Cost Accounting**

- Provide current and forecasted reports on the financial position of HFHWH.
- Create internal financial controls and best practices.
- Provide monthly financial recap for executive leadership team.
- Provide monthly and quarterly dashboard reports.
- Collaborate with all management staff regarding implementation of best practices; staying within established budgets and guidelines, and streamlining processes.
- Lead annual budget process.
- Direct the annual audit and 990 preparations.
- Perform/review daily, weekly, and monthly account reconciliations, as appropriate.
- Approve cash transfers between accounts.
- Prepare and administer 1099's.
- Process pay-roll and all tax reporting.
- Monitor the financials of ReStore operations
- Maintain and report on all POB account transactions.
- Oversee mortgage servicing, origination, and reconciliation including late payments.
- Record foreclosed, modified, or repurchased mortgages.
- In cooperation with The Family Services Coordinator, assure organization maintains current mortgage related practices with federal regulations.

- Maintain and nurture productive relationships with third-party mortgage related financial institutions.
- Record any sale of mortgage including any loan of mortgage.
- Manage cash flow and maintain accurate forecasts of organizations cash position.

# Administration: \*\*\* these duties are to be performed in conjunction with Deputy Director and Executive Assistant\*\*\*\*

- Coordinate and oversee human resources activities with Deputy Director
- Manage confidential data including; hiring, corrective actions, terminations, and pay increases.
- Review organizations employment compensation package to be competitive with local nonprofit market.
- Oversee coordination of staff benefits, including but not limited to, health, dental, vision, retirement, and workers comp.
- Ensure that reasonable internal controls are in place to safeguard corporate assets, financial, and employee data.
- Perform other duties as assigned

#### Reporting

- Provide required monthly, quarterly, and annual financial reports and remittances to financial institutions.
- Provide monthly, quarterly, and annual financial reports to the Deputy Director and Board of Directors.
- Coordinate with the board treasurer and report financial activities and needs to the finance committee.
- Create monthly and quarterly cash flow, variance, and dashboard reports for the executive leadership team.

#### Payroll and Human Resources

- Supervise bi-weekly payroll
- Ensure all necessary tax reporting has taken place.
- Collecting and data entering time accurately, completely and timely.
- Generating and controlling disbursements effectively and efficiently.
- Ensuring benefits and human resources record retention.
- Ensure all records are prepared and filed with Deputy Director.

#### **Committee Involvement**

- Recruit and manage volunteer participants for the Finance Committee
- Provide necessary reports to any committee seeking financial forecasting with approval of the Deputy Director.
- Lead by example and take hands on approach.
- Work with development committee to advise and produce fundraising opportunities.

### **Monitor Compliance**

- Ensure all federal, state and/or local tax, withholding and other government reporting is completed/maintained as required for not-for-profit organizations.
- Ensure compliance with all grant standards including audit guidelines for each of these.
- Ensure compliance with all POB related activities.
- Ensure compliance with any future finance leveraged activities.

#### Staff Leadership

- Lead and motivate staff to meet their objectives via the cost-effective use of resources.
- Develop the volunteers to take on new and expanded responsibilities.
- Evaluate and recruit appropriate volunteer candidates for the finance and office roles.
- Ensure all associates receive adequate training to perform their duties.
- Provide on-going feedback and prepare annual performance evaluations.
- Participate in periodic strategic planning sessions and activities for the future of Habitat for Humanity West Hawaii.
- Attend key fundraising and networking events as invited as a member of the Habitat for Humanity West Hawaii Finance Committee.

**Internal Interactions:** 

All Staff & Volunteers

**External Interactions:** 

Board of Directors
Habitat Volunteers
Attorneys
Insurance Agents
Habitat Homeowners
Sub-contractors & Suppliers
(e.g. accts payable inquiries)

#### Knowledge/Education:

- Thorough knowledge of generally accepted accounting principles
- Bachelor's Degree in Accounting, Business or a related field is required.
- 5 years of experience in accounting or business related field.
- Proficiency with accounting software is required, QuickBooks Desktop is preferred.
- Proficiency with Microsoft Office, including Excel & Word.
- Ability to effectively communicate in a professional manner with vendors, staff, board members, families, and anyone associated with Habitat for Humanity.

- Strong analytical, quantitative, problem solving and technical skills.
- Ability to maintain confidential information, high ethical standards, positive attitude.

Employee Signature	Date:

PO Box 4619 Kailua-Kona, HI 96745 Phone (808) 331-8010 Fax (808) 331-8020 info@habitatwesthawaii.org www.habitatwesthawaii.org



#### JOB DESCRIPTION

JOB TITLE: Community Outreach/Marketing Manager

Reports to: Executive Director Pro

Agency/Division: Habitat Hawaii Island

Exempt (Y/N): Y

Work Shift: 40 hours per week

Program:

Community Outreach/Marketing

Location:

Kona Office Full Time, Salary

Job Code: Date:

July 20, 2022

#### Overview

Under the direction of the Executive Director, the Community Outreach and Marketing Manager will direct the affiliate's public relations activities so that media coverage and communication with partner families, volunteers, donors, and the general public is effective. A special emphasis of this position is supporting volunteerism at every level of the organization. Primary job duties include, but are not limited to the following.

### **Specific Duties**

#### General:

- Develop a thorough understanding of the goals, mission, philosophy and policies of Habitat for Humanity Hawaii Island.
- Within the scope of Habitat's mission and operating policies, understand the needs of Habitat partner families, donors, volunteers, homeowners, vendors, and staff and respond to them in an efficient, courteous, and respectful manner.
- Other duties as assigned by the Executive Director.

#### Public Relations:

- Maintain a monthly, quarterly, and annual calendar of internal and external outreach efforts. Communicate events to the partner families, volunteers, staff, committees, and Board of Directors. Display dates on the affiliate Outlook calendar, as well as the website calendar.
- Maintain the affiliate's contact list with all local media, including churches, and be aware of applicable deadlines and procedures for submitting information.
- At the direction of the Executive Director and Resource Development Director, inform local media of all activities of HFHHI, including ReStore, to obtain media coverage. Prepares press releases and follow-up stories on a timely basis.
- Coordinate submission of articles, publishing, and bulk mailing of the quarterly HFHHI newsletter, Habitat Happenings. Contribute articles as necessary to local newspapers.
- Work with volunteer photographers to maintain a database of photographs of homeowners, volunteers, donors, staff, and special events.
- Work on photo database annually to develop and distribute a calendar, which serves as a gift for volunteers and donors.
- Establish a Marketing Committee to develop, implement, and manage a Marketing Plan that aligns with the affiliate strategic plan
- Establish a Social Media Committee to develop and maintain a social media plan to advance the mission of Habitat.

#### Community Relations:

- Identify and build relations with local organizations, civic groups, associations, and media outlets.
- Update and create PowerPoint presentations for use at speaking engagements.
- Make presentations to groups throughout the county to encourage support of HFHHI mission.
- Set up opportunities to distribute information about HFHHI,
- Review the website content regularly to ensure accurate information is displayed. Communicate necessary edits to the assigned volunteer.
- Provide outreach to our NRI neighborhood(s) and under the direction of the Executive Director coordinate strategies and programs designed to build and strengthen resident involvement and better quality of life for families.
- Maintain affiliate's emergency communications action plan.

# Event Planning

- With assistance from the Development Department and applicable committees, develop and manage all affiliate events and fundraising activities, help plan the annual Christmas Event, Kokua Ohana event, Golf Tournament and other fundraising events.
- With assistance from the Volunteer Coordinator (VC), plan the annual Volunteer & Donor Appreciation Night.
- Coordinate HFHHI involvement in community events.

#### Volunteer Coordination

- Respond to all individual volunteer inquiries
- Develop and implement a strategy for actively soliciting, engaging, and maintaining new volunteers
- Act as liaison to other organizations who are sending volunteers
- Schedule volunteers to meet the volunteer needs of construction staff
- Meet with construction staff regularly to schedule volunteers
- Interview and place volunteers for specific needs such as committee, office and special events
- Coordinate the scheduling of groups and skilled volunteers
- Maintain volunteer database and keep records of volunteer activities, including numbers of teams, volunteers, number of hours worked contact information, etc
- Develop and implement formal and informal volunteer appreciation program
- Prepare job descriptions for volunteer positions
- Monitor volunteer satisfaction
- Oversee food, staging and related logistics for blitz builds
- Arrange for lunch at volunteer sites
- Ensure that volunteer liability waivers are signed and filed
- Manage community service volunteers from local jurisdictions
- Coordinate activities for youth volunteers (Boy/Girl Scouts, etc.)
- Recruit, train, and schedule site hosts, crew leaders & A Brush With Kindness leaders (ABWK)
- Plan and coordinate home dedication ceremonies
- Organize Women Build Event
- Manage AmeriCorps program for our affiliate. Act as Host site Manager.
- Contribute to Newsletter for volunteer related articles
- Coordinate volunteers for booths, fairs, ReStore and A Brush With Kindness
- Other responsibilities as assigned by Director of Operations
- Recruit and train Volunteer Coordinator candidates from AmeriCorps, SEEs Program, and supervise Volunteer Coordinator.
- In collaboration with the Volunteer Coordinator, maintain an effective database of volunteers that includes their skills, interests, and availability.

- Oversee the deployment and coordination of volunteers, including Global Village teams, corporate teams, and highschool and college teams to ensure that they have a quality experience while volunteering with the affiliate.
- Oversee the development and implementation of an annual Volunteer Recognition event

### Graphic Design

• Design and revise advertisements, posters, and pamphlets that communicate general information about HFHHI, the ReStore, and special events.

# **Training and Qualifications**

- Strong commitment and calling to Habitat, its mission and its philosophy of Christian outreach
- Good communicator; interpersonal and organizational skills; attention to detail
- Public speaking and writing skills
- Strong computer skills; publishing, presentation software
- Experience in managing multiple priorities
- Experience in dealing with printers and audio/visual houses
- Background in dealing with the media

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience**: College degree in Public Relations/Event Planning or related field with two years experience in the provision of services and grant writing experience.

<u>Physical & Mental Abilities:</u> Must be able to lift 25 lbs. Must be able to manage individuals in leadership role and to use effective and clear communication; and effectively manage multiple tasks and work under pressure to meet multiple demands and deadlines; and communicate clearly, diplomatically, and effectively both verbally and in writing.

Attitudes & Attributes: Must be able to relate well and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial and educational diversity of clients and co-workers; and maintain positive personal and phone contacts, projecting open, warm and positive communications (written and oral).

Other Skills & Abilities: Must have PC skills, preferably with word processing, graphic design, database and spreadsheets. In addition, must have access to a vehicle, and if driving, must have a valid driver's license, a safe and responsible driving record, plus current no-fault auto insurance, with at least the minimum State of Hawaii coverage requirements. May occasionally need to be flexible with work schedule, pending the need to deliver services outside the normal work shift and have access to cell phone.

<u>Desired Experiences</u>, <u>Skills & Abilities</u>: Experience in Fund and Resource Development with proven record of increasing responsibility and achievement.

- Knowledge and experience in the construction/contracting business,
- Team building a real plus.
- Should have a Christ-centered approach to leadership.
- Must be a good listener and be able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as need arises.

- Must be willing to understand the big picture of the HFHHI ministry and know that Construction is only a part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Check.
- Valid driver's license and cell phone

# **Staff Leadership**

- Evaluate and recruit appropriate volunteer candidates for different Habitat roles.
- Develop the volunteers to take on new and expanded responsibilities.
- Provide on-going feedback and prepare annual performance evaluations.
- Participate in periodic strategic planning sessions and activities for the future of Habitat for Humanity Hawaii Island.
- Attend key fundraising and networking events as invited as a member of the Habitat for Humanity Hawaii Island.

Employee Signature:	Date:
Employee Bignature.	Daic.



**Job Description** 

Job Title: Family Services Manager

**Department:** Family Services

Employee Status: Full-time, exempt, 40+ hours per week

**Reports Directly To:** Executive Director and Mortgage Compliance Manager

**Basic Function:** This position will manage the HFHHI's Family Services procedures for the recruitment, processing, selection and education of homeowner families, coordinate with Mortgage Specialist for the sale of homes, and provide direction for the programs designed to support families. This position will also coordinate the work of the Family Selection/Services Committee while working to assist and nurture homeowners.

A key element of the family selection and approval process is ensuring that the affiliate's policies and procedures remain in compliance with the State and Federal laws with all mortgage / housing regulations including income guidelines. These laws include but not limited to Fair Housing, SAFE Act, TILA, ECOA, and RESPA.

### Responsibilities:

# 1. Recruitment of potential family partners and volunteers

- To recruit homeowner candidates, provide referrals to credit counseling services and support to homeowners-in-process, teaching classes, and supervise Family Support Committee to help build minimum of 10-15 houses a year.
- Market and Recruit homeowner applicants in order to fulfill our goal of providing homeownership for 15 families a year, focusing on attaining 18 month funnel of families in line, ensuring partnership and attending Family Selection Meetings as scheduled.
- Liaison Between lending institution, like DHHL, Homeowners, sub-contractors, and HFHHI Staff
- Investigate new opportunities for HFHHI to connect with current homeowners (i.e. block watch, newsletters, meetings/potlucks)
- Present regular on-site orientations; create schedule for and host "Open Houses"
- Connect homebuyers and homeowners to HFHHI -sponsored activities: dedications, volunteer/sponsor group gatherings, publicity and media events
- Develop and maintain partner family recruitment process for offerings.
- Coordinate and implement small group and public speaking orientations to educate homeowner candidates about the Habitat for Humanity Hawaii Island program.
- Evaluate and make recommendations for changes in process, where appropriate.

# 2. Family Services and Nurturing

• Implement Family Services Policy and make sure current practices are consistent with policies.

PO Box 4619 Kailua-Kona, HI 96745 Phone (808) 331-8010 Fax (808) 331-8020 info@habitathawaiiisland.org www.habitathawaiiisland.org



- Review and update Family Services Policy to reflect current practice and new legal issues
- Manage homeowner selection process
- Review pre-applications and send appropriate acknowledgement
- Manage application orientations
- Track and screen applications before submitting to Family Selection Committee for review
- Set appropriate timelines for Family Selection Committee and notify families of their status in timely manner.
- Train and accompany Family Selection Committee members on home interviews
- Maintain homeowner files
- Keep partner families abreast of upcoming classes, events, and sweat equity opportunities
- Maintain communication with Family Representative/Mentors and keep records of specific issues on file
- Track homeowners' ongoing sweat equity
- Provide staff support to Family Selection and Support Committees, including scheduling, coordinating and attending committee meetings.
- Work with homeowners to coordinate and prepare house dedications
- Other Duties as Assigned by the Community Relations and Executive Directors

#### 3. Current Homeowners

- Develop and distribute newsletter focusing on educational and "pay it forward" opportunities
- Help inform families of mortgage payment history and post-construction education classes.
- Track families demographics for data analysis of impact
- Management of family and donor database

#### 6. Required Skills / Experience / Physical Requirements

- Must be able to lift up to 15 pounds
- Knowledge and experience in the construction/contracting business preferred.
- Management experience preferred.
- Team building a real plus.
- Must be a good listener and be able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as need arises.
- Must be willing to understand the big picture of the HFHWH ministry and know that Family Services are only a part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Check.
- Valid driver's license and cell phone

#### **Staff Leadership**

- Evaluate and recruit appropriate volunteer candidates for different Family Support roles.
- Develop the volunteers to take on new and expanded responsibilities.



- Provide on-going feedback and prepare annual performance evaluations.
- Participate in periodic strategic planning sessions and activities for the future of Habitat for Humanity West Hawaii.
- Attend key fundraising and networking events as invited as a member of the Habitat for Humanity West Hawaii.

#### **Dimensions:**

- Communicate effectively with people of all levels
- Develop and maintain relationships with families, volunteers, vendors, and professional service providers
- Perform with little supervision
- Execute organizational skills relating to routine duties
- Utilize volunteers for administrative tasks, as appropriate
- Interface with all management staff to identify support needs of the organization

Internal Interactions: All Staff & Volunteers

**External Interactions**: Board of Directors Habitat Volunteers

Attorneys

Insurance Agents
Habitat Homeowners
Credit Counselors

Sub-contractors & Suppliers (e.g. accts payable inquiries)

Knowledge/Education: Habitat exposure/experience

Computer skills, including database

management, spreadsheet and accounting

software

Communication Skills Organizational Skills Attention to Detail

Managing Multiple Priorities

**Date of Description:** June 7, 2021



Staff signature:	Date:
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**Job Description** 

Job Title: Family Services Manager (Hilo)

**Department:** Family Services

Employee Status: Full-time, exempt, 40+ hours per week

Reports Directly To: Executive Director and Mortgage Compliance Manager

Basic Function: This position will manage the HFHHI's Family Services procedures for the recruitment, processing, selection and education of homeowner families, coordinate with Mortgage Specialist for the sale of homes, and provide direction for the programs designed to support families. This position will also coordinate the work of the Family Selection/Services Committee while working to assist and nurture homeowners.

A key element of the family selection and approval process is ensuring that the affiliate's policies and procedures remain in compliance with the State and Federal laws with all mortgage / housing regulations including income guidelines. These laws include but not limited to Fair Housing, SAFE Act, TILA, ECOA, and RESPA.

### Responsibilities:

### 1. Recruitment of potential family partners and volunteers

- To recruit homeowner candidates, provide referrals to credit counseling services and support to homeowners-in-process, teaching classes, and supervise Family Support Committee to help build minimum of 10-15 houses a year.
- Market and Recruit homeowner applicants in order to fulfill our goal of providing homeownership for 15 families a year, focusing on attaining 18 month funnel of families in line, ensuring partnership and attending Family Selection Meetings as scheduled.
- Liaison Between lending institution, like DHHL, Homeowners, sub-contractors, and HFHHI Staff
- Investigate new opportunities for HFHHI to connect with current homeowners (i.e. block watch, newsletters, meetings/potlucks)
- Present regular on-site orientations; create schedule for and host "Open Houses"
- Connect homebuyers and homeowners to HFHHI -sponsored activities: dedications, volunteer/sponsor group gatherings, publicity and media events
- Develop and maintain partner family recruitment process for offerings.
- Coordinate and implement small group and public speaking orientations to educate homeowner candidates about the Habitat for Humanity Hawaii Island program.
- Evaluate and make recommendations for changes in process, where appropriate.

#### 2. Family Services and Nurturing

- Implement Family Services Policy and make sure current practices are consistent with policies.
- Review and update Family Services Policy to reflect current practice and new legal issues



Hawai'i Island

- Provide on-going feedback and prepare annual performance evaluations.
- Participate in periodic strategic planning sessions and activities for the future of Habitat for Humanity West Hawaii.
- Attend key fundraising and networking events as invited as a member of the Habitat for Humanity West Hawaii.

#### **Dimensions:**

- Communicate effectively with people of all levels
- Develop and maintain relationships with families, volunteers, vendors, and professional service providers
- Perform with little supervision
- Execute organizational skills relating to routine duties
- Utilize volunteers for administrative tasks, as appropriate
- Interface with all management staff to identify support needs of the organization

Internal Interactions:	All Staff & Volunteers
External Interactions:	Board of Directors
	Habitat Volunteers
	Attorneys
	Insurance Agents
•	Habitat Homeowners
	Credit Counselors
	Sub-contractors & Suppliers
	(e.g. accts payable inquiries)
Knowledge/Education:	Habitat exposure/experience
	Computer skills, including database
	management, spreadsheet and accounting software
į.	Communication Skills
	Organizational Skills
	Attention to Detail
	Managing Multiple Priorities
Date of Description:	June 7, 2021
<i>b</i>	Annual Control of the
Staff signature:	Date:



Job Description:

Job Title:

Bookkeeper / Office Coordinator

**Department:** 

Finance, Exempt

**Reports Directly To:** 

Finance Director

**Basic Function:** The bookkeeper/office coordinator is responsible for gathering and reporting the financial data and position of Habitat for Humanity Hawaii Island both internally to the Finance and Executive Directors and externally to the Finance Committee/Executive Committee/Board of Directors and Habitat for Humanity International (when needed) or grant representatives in an accurate, complete and timely manner.

#### **Dimensions:**

- Communicate effectively with people of all levels
- Develop and maintain relationships with volunteers, vendors, and professional service providers
- Perform with little supervision
- Execute organizational skills relating to routine duties
- Utilize volunteers for administrative tasks, as appropriate
- Interface with all management staff to identify support needs of the organization

# **Principal Accountabilities:**

# **Budgeting/Cost Accounting**

- Coordinate the annual and periodic budget preparations with the Habitat Executive and Finance Directors and Finance Committee.
- Perform monthly budget variance reviews. Seek and gather significant variance explanations from the responsible managers/directors ex. ReStore Manager.
- Distribute budget variance reporting to the Habitat Executive and Finance Directors and Finance Committee monthly and the Board of Directors as scheduled.
- Evaluate outsourcing and benefit cost/analysis for all accounting activities.

#### Cash Management

- Manage all banking and borrowing relationships.
- Oversee any accounting for staff, and responsible for:
  - Reconciling all bank accounts and debt statements monthly. Monitoring all disbursements.
- Manage deposit and revenue from sales of ReStores, donations, and grants.