

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

Type of Grant Request:

Operating

Capital

Legal Name of Requesting Organization or Individual: DbA:

Hawaii Habitat for Humanity Association, Inc.

Amount of State Funds Requested: \$ 170,750

Brief Description of Request (Please attach word document to back of page if extra space is needed):

These funds will be used to market and administer Hawaii Habitat's "Hawaii Village Build" program. The program allows four local Habitat for Humanity direct service organizations to host volunteer tourist groups from around the world to help income qualified Hawaii families build the homes they will purchase through Habitat's program. This program will provide financial resources and volunteer labor to Habitat affiliates statewide. Habitat for Humanity International's Global Village program was our model and Habitat affiliates have successfully hosted volunteer groups on multiple islands.

Amount of Other Funds Available:

State: \$ \_\_\_\_\_

Federal: \$ \_\_\_\_\_

County: \$ \_\_\_\_\_

Private/Other: \$ 32,300

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 330,151

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

Type of Business Entity:

501(C)(3) Non Profit Corporation

Other Non Profit

Other

Mailing Address:

1730 Punahou St

City:

Honolulu

State:

HI

Zip:

96822

Contact Person for Matters Involving this Application

Name:

Erik Mann

Title:

Executive Director

Email:

emann@hawaiihabitat.org

Phone:

(360) 632-6572

Federal Tax ID#:

██████████

State Tax ID#

██████████

*Erik Mann*

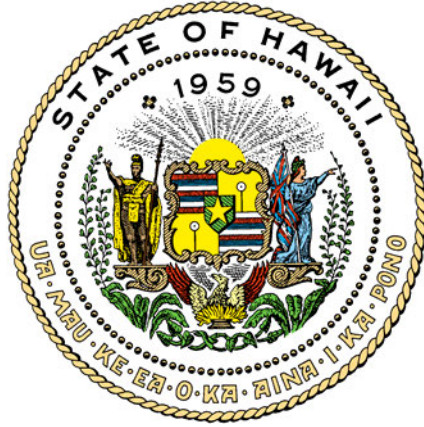
Authorized Signature

Erik Mann, Executive Director

Name and Title

1/20/23

Date Signed



## 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

HAWAII HABITAT FOR HUMANITY ASSOCIATION, INCORPORATED

was incorporated under the laws of Hawaii on 08/21/1996 ;  
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 20, 2023

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISSED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

Hawaii Habitat for Humanity Association

(Typed Name of Individual or Organization)

*Erik Mann*

1/20/2023

(Signature)

(Date)

Erik Mann

Executive Director

(Typed Name)

(Title)

## Application for Grants

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

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

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2022.

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

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

#### **3. Public Purpose**

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

Hawaii Habitat for Humanity Association attests that, if awarded, the grant will be used for public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

The (1) name of the organization is Hawaii Habitat for Humanity Association, (2) the public purpose for the grant, (3), the services to be supported by the grant, (4) the target groups, and (5) the cost of the grant and budget are all detailed in this application

### **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;**

Founded in 1996, Hawaii Habitat for Humanity Association (Hawaii Habitat) is a certified Community Development Financial Institution and resource development/support organization that connects, strengthens, and accelerates the work of local Habitat for Humanity program offices – or “affiliates” – throughout Hawaii. As a CDFI, Hawaii Habitat provides low interest loans to Habitat affiliates of Hawaii, as well as to other local, non-profit, affordable housing developers. Hawaii Habitat supports five Habitat affiliates across the state through programs that support the local affiliates’ work and

increase their capacity to serve more families through Habitat's unique self-help homeownership model. As a Habitat Affiliate Support Organization, Hawaii Habitat provides resource development, technical assistance and training opportunities, advocacy, and disaster preparedness support across the state. Habitat affiliates across the state offer new home construction, critical home repair, mortgage lending services, and financial education to partner families making below 80% Area Median Income.

2. The goals and objectives related to the request;

Our proposal is for funding support for a new program within the state of Hawaii that is replicating a program that Habitat for Humanity International has discontinued to Habitat affiliates across the US. Habitat's Global Village program provided opportunities for tourist volunteer groups to provide volunteer services and financial support to Habitat affiliates across the US. Hawaii affiliates were active in this program and found that it provided not only much needed funding but also volunteers who helped them build capacity across the board within their communities. This program has been discontinued by our headquarters company to focus internationally, but has given Hawaii Habitat the approval to replicate the program within the state.

Between FY 2019-2021, we built the infrastructure of the program with the help of an AmeriCorps Vista Volunteer, who is currently still working with us as a contractor. After a hiatus to the program due to the COVID-19 pandemic, we began the soft roll out of the program in July 2022. So far we have hosted 2 teams, secured 2 teams to travel within the upcoming months, and 2 teams pending to serve at the end of 2023. We are requesting funds so that we can launch a national marketing campaign for the program. The volunteer groups who are pending and who have served have worked with Habitat affiliates in the past and have reached out to us personally, without need for marketing.

Hawaii Habitat still plans to start a local campaign, to promote local groups to sign up for the program. We will contact the Universities and Community Colleges as well as churches and community groups across the state. This will give us a continued opportunity to administer the program with local volunteers first before marketing the program on a national scale.

The goals and objectives for this new program for Hawaii Habitat are:

**Goal 1:** Develop materials and infrastructure to support a national appeal for Hawaii Village Build volunteer groups.

Objectives:

- Develop nationwide marketing strategies and promotional materials
- Improve Hawaii Habitat website to host the portal for volunteers and Habitat affiliates for connecting
- Provide video and written testimonial's regarding the program to post on the website
- Develop social media presence across the state

**Goal 2:** Promote the program through Habitat for Humanity resources, colleges and universities, and church communities across the country

Objectives:

- Attend key events as an exhibitor or vendor to promote
- Connect with college and university student affairs office, as well as fraternities and sororities on campuses through voice, video, and face-to-face conversations
- Attend national church conferences to connect with the faith community and promote group leaders
- Attend Habitat for Humanity Affiliate Support Organization conferences as an exhibitor to introduce the program to Habitat affiliate leaders and volunteers

**Goal 3:** Host a minimum of 20 national volunteer groups throughout the state of Hawaii (five per Habitat affiliate)

Objectives:

- Groups will have 10-20 people who will work at their sites a minimum of five full days
- Each group will provide financial support for Habitat through donations that will be built into their trip costs - approximately \$600/person
- Each Habitat affiliate will show a change in production schedules of their homes, which will enable them to expedite their work
- Each Habitat affiliates will also receive donations to help expand their program - a minimum of \$180,000 in year 1.

**Goal 4:** Self-sustainability

Objectives:

- Hawaii Habitat will collect approximately \$100 per volunteer donation amounts to help cover the cost of being a sending organization, this would be a minimum of \$30,000 in the first year as the program is rolling out
- Increase the number of volunteer groups to 20 per affiliate in year two of the program, for a total of at least 2000 volunteers. Each year this will increase at 5% until the affiliates have reached their hosting capacity,
- Within the first two years, Hawaii Habitat will cover its costs for the program, which will be self-sustaining from donations received within the program

3. The public purpose and need to be served;

Hawaii Village Build will fulfill two purposes:

1. Habitat affiliates' needs for volunteers and financial support

2. Volunteer groups desires for providing meaningful work in communities of need by building homes with low-income Habitat partner families, who will become the home owner

Habitat affiliates across the state of Hawaii are challenged to find enough volunteer to build at capacity and fill the needs of the community. It is especially difficult to find volunteers who can commit to working during the week. These mid-week builds are essential for the affiliates to increase their services and their building program to serve their communities.

Not only are the volunteers important to the program, but so are the funds that the volunteer groups bring with them. Each volunteer raises a certain amount of funds to cover their costs and an additional donation to the Habitat affiliate to support the organization. These funds are essential to help leverage other funding sources that allow Habitat affiliates to provide homeownership opportunities to low-income households.

4. Describe the target population to be served; and

The population that will benefit most from this program are our local, low to very-low-income families seeking homeownership opportunities.

Habitat affiliates serve households making below 80% of the Area Median Income, with half of our partner families making below 50% AMI. Traditional home financing is not possible for the hardworking families with whom we partner. Habitat affiliates are able to provide, on average, mortgages at \$250,000 for a 3-bedroom home to our local low to very-low-income families. Our mortgage payments are significantly more affordable than many market rate rentals, without the risk of increasing rent fees. In many cases, Habitat homes are the only method for families to afford any shelter.

Habitat partner families qualify through the local Habitat affiliate based on their need, ability to pay a monthly mortgage and their willingness to partner with Habitat. Habitat Partner families submit applications that are similar to traditional mortgage applications and must meet certain standards to qualify. Family members are required to provide sweat equity, which includes financial and homeownership education, construction work alongside volunteers on their own home as well as other Habitat homes, or other responsibilities that fit within their schedules or physical abilities. Habitat affiliates will then sell the home to the Partner families for the cost of construction of the home, a much-reduced cost because of the volunteer labor for most of the construction.

Hawaii Village Build will support the Habitat affiliates by providing much needed labor, as well as funds to help cover the construction costs. Volunteer groups of 10-20 people visit an affiliate for a week to 10 days and provide construction labor, which substantially decreases the time for the construction because of the consistent labor for their entire

visit. These groups may be college students on a spring or summer break who want to provide community service while visiting places they have not been to before. They could also be church groups as well as groups within the Habitat family across the country who want to expand their community of service to Hawaii. We hope to eventually promote this program to volunteers in other countries, making it a more international program, and providing Hawaii visitors a chance to work within and learn from our communities.

In addition to our usual build cycle and including these groups in the ongoing plans, we will also use Hawaii Village Build program for special appeals for groups to work with us in disaster recovery, such as the flooding in April 2018 in Kauai and the lava flow during the summer on Hawaii Island of 2018. Habitat remains active in the long-term recovery for both of these disasters.

5. Describe the geographic coverage.

This program is a statewide program and will benefit all the islands of Hawaii through services provided by Hawaii Habitat, as well as our five local Habitat affiliates:

- Kauai Habitat for Humanity;
- Habitat for Humanity Leeward Oahu;
- Honolulu Habitat for Humanity;
- Habitat for Humanity Maui (which includes Lanai and Molokai); and
- Habitat for Humanity Hawaii Island.

### **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 and Tasks

While Habitat's Global Village program has a 20-year history of providing volunteer groups experiences both within the US and on a global scope, Habitat affiliates in Hawaii have been destination sites through the program for only five years - some affiliates less. Habitat for Humanity International discontinued the domestic Global Village program in December 2018, which has had an impact on Hawaii's affiliates' both financial and labor needs. With the ongoing challenges of finding enough volunteer labor within their service areas, Habitat in Hawaii was reliant upon the extra help they received through this program. The five affiliates



approached Hawaii Habitat as the affiliate support organization and asked if there was something similar that we could offer together.

In partnership with four of these affiliates, Hawaii Habitat has committed to taking the lead in becoming a "sending organization" for volunteer groups to provide services across the state. We have already established a name for the program "Hawaii Village Builds", volunteer funding portal for interested parties, and have developed policies, procedures, insurance requirements. In light of the current Covid-19 pandemic, we worked on the policies related to the safety of the volunteers and staff of the affiliates, as well as each affiliate's liability, as modeled by the instructions of Habitat for Humanity International.

The local Habitat affiliates already have volunteer leaders through Habitat's Global Village program, who still want to bring groups to Hawaii. We have been working with these experienced groups to fine tune the program to be fully operational. Since our roll out in July 2022, we have hosted 2 teams, plan to host 2 teams in the upcoming months, and have 2 teams pending to serve by the end of 2023.

The past and current scope of work for the program includes the following list:

- Developed policies and procedures, including collecting funds and distributing them to the affiliates
- Developed handbook for volunteer groups as pilot groups are selected
- Trained participating Habitat affiliates
- Tested volunteer portal on Hawaii Habitat for Humanity's website for information for each affiliate's program and what the groups can expect at specific locations
- Developed forms for group leaders to build their teams
- Developed a business plan for the program
  - Collect cost budgets from each affiliate for hosting groups, - including housing, local transportation, construction tools and safety gear, additional insurance costs, etc.
  - Collect specific information from each affiliate as site host and what groups need
  - Determine promotional wear needed for the groups: t-shirts, hats, water bottles, etc., costs included with the funds collected from the group
  - Determine Hawaii Habitat's costs to include in the group volunteer budgets
- Assess Marketing needs
- Administering the program

The scope of work that we propose for funding will be the national marketing campaign for the project. While we hope to develop a significant national market, for US groups, we will also plan for expansion into the international market.

The following is the proposed scope of work for funding this program:

- Identify and contract with marketing consultant
  - Develop marketing campaign with detailed plan and national rollout timeline
  - Develop marketing materials: printed collateral, web collateral, exhibits and displays. media releases. etc,
- Contact organizations that would provide volunteers and volunteer leaders for Hawaii Village Builds program
  - Colleges and Universities (student and faculty)
  - Churches and faith communities
  - Habitat conference planners (regional and national)
  - Others as identified in plan
- Contact event coordinators
  - Gather appropriate information for exhibitors
  - Prioritize and budget events for most impact
  - Send appropriate materials and information needed
  - Develop and exhibition plan
- Determine internal needs and improvements needed to manage the program
  - Hand off project implementation to staff from contract worker
- Compensation for contract work
- Software needs
  - Develop a sustainability plan
- Goal for self-sustainability expected within the first year of the program

### Responsibilities

Hawaii Habitat for Humanity is the "sending" organization for this program. Hawaii Habitat provides the business plan, supporting documents, receives and processes applications, provides an online portal to match affiliates with volunteer groups and administer the ongoing program.

Four of the five Habitat affiliates In Hawaii are the "host" organization providing the jobsites, project management, liability insurance, accommodations, transportation and coordinate cultural and visitor experiences within their visits. They introduce the volunteer groups to the families who have partnered with Habitat to own the homes, as well as other key volunteers, staff and community leaders.

Volunteer group leaders connect with both Hawaii Habitat as the sending organization and the Habitat affiliate where they will receive group leader orientation and their responsibilities for the group and what they need to communicate with their group members regarding the requirements of a volunteer at the site (appropriate attire, footwear and safety gear), what to expect, what their costs will cover, etc.

Volunteers provide construction labor and jobsite responsibilities based on their skills and knowledge (though no experience is necessary). Volunteers also guide the group leader on activities they would most be interested in doing or seeing in the communities they will be working.

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

The following chart shows a visual timeline for a 12-month period expected to cover the marketing and national rollout of the Hawaii Village Builds program. We anticipate that the outcome will be that we will have groups from all over the country participate in the program across the state. These groups will access the program through our QGiv portal on the homepage on Hawaii Habitat for Humanity Association's website. All materials needed, including payment instructions for groups to sign up will be available. The outcomes will be a result from the marketing campaign suggested above, in groups showing interest in working in Hawaii's communities alongside Hawaii's families and community volunteers to build homes for Hawaii's low-income residents. The timeline tasks are described in the above Scope of Work.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Step 1: Identify and contract with a marketing consultant												
Step 2: Develop a national marketing campaign with a detailed schedule to rollout the marketing of the program												
Step 3: Develop collateral materials needed, update website information and access, create display and exhibit items, write media releases for phases of the program												
Step 4: Project rollout – implementing the plan. Schedule events, send marketing information and promote the web portal for signing up groups												
Step 5: Provide services needed to both volunteer groups signing up and affiliates hosting them – tweak the program as needed for more efficiency												
Step 7: Train staff to manage and administer program												
Step 8: Develop sustainability plan for program.												

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

While we are replicating an existing program offered by Habitat for Humanity Internationally, we are borrowing many of the materials that they have developed for their global program. One of the great pieces in this program is the evaluation process. Hawaii Habitat will be in a unique situation to objectively evaluate the experience of both the volunteer groups and individuals, as well as the affiliates' experiences with these groups. We offer evaluation forms, either online or via mail (depending on the volunteer preferences) to participating volunteers in our program. We review the evaluations and contact volunteer leaders if necessary to clarify any issues, and will then assess the situation for changes or tweaks needed. We will also have quarterly evaluations with the Habitat host affiliates for review of the program and changes that will accommodate their needs as well. Part of the full evaluation process will be to share the feedback we have received from volunteers with the host affiliates. Together we will work to make the program most efficient, effective and an educational and purposeful experience for both the host affiliate and the volunteer groups.

Additionally, we will keep track of metrics to monitor the effectiveness of the marketing campaign that include increased trends in trip proposal requests, volunteer applicant requests, team leader applicant request, volunteer hours of Hawaii Village Build volunteers, and social media and ad engagement from our marketing campaign.

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.

Hawaii Habitat will provide quarterly reports to the State agency regarding the activities of the program and the results. Our report will include the number of volunteer groups committing to Hawaii Village Builds trips, the amount of funds they provide through the program and the number of return volunteer group leaders who will sign up in the future. Already we have groups asking about our program and already our hosting affiliates are finding ways to accommodate the groups until this program is up and running.

Hawaii Habitat will adjust the budget as needed based on the funding level provided.

## **IV. Financial**

### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds (Link)
  - b. Personnel salaries and wages (Link)
  - c. Equipment and motor vehicles (N/A)
  - d. Capital project details (N/A)
  - e. Government contracts, grants, and grants in aid (Link)
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$57,023	\$37,909	\$37,909	\$37,909	\$170,750

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

Hawaii Habitat has no other sources of funds they are seeking to administer the Hawaii Village Build Program other than individual donations.

As for our Community Development Financial Institution work, we are seeking the following funds for our lending programs:

\$500,000 from Hawaii Pacific Health

\$1,000,000 from Hawaii State's Affordable Homeownership Revolving Loan Fund – Pending administration rules release and CDFI eligibility

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

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

HHFHA a contract with the US Dept. of Treasury through our CDFI. The amount of the Contract is \$450,000 of which \$300,000 is to provide financial products to developers and builders of low income (under 115% AMI) homeownership projects. \$30,000 is for

a loan loss retention account and \$120,000 for operations, training and equipment for the loan fund. The name of the program is the CDFI Rapid Response Program, effective dates 8/2021-8/2023.

See Page 21

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

See Page 22-24

## **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.

Since its founding, Hawaii Habitat has worked in partnership with the affiliates to secure funding and provide financial and administrative infrastructure as well as technical expertise. Because we represent Hawaii's cadre of Habitat for Humanity program offices in their entirety, we have been able to facilitate partnerships with organizations and agencies seeking impact on a statewide—rather than local—scale. Hawaii Habitat has successfully administered grants from state, federal, and foundation funders in support of the affiliates' work and provided services that help them build capacity and respond to their communities.

In the last three years, Hawaii Habitat has provided the following services in support of Habitat affiliates across the state:

- Hawaii Village Build Program: In the past 6 months of the program's soft roll out, Hawaii Habitat has facilitated 2 successful trips as a "sending" organization to Habitat for Humanity Kauai, the host organization. There are 2 Hawaii Village Build trips planned for the upcoming months, and 2 pending for later in the 2023 calendar year.
- Hawaii Habitat for Humanity received its certification as a Community Development Financial Institution in 2015. Since that time, we have received a technical assistance grant from the Department of Treasury to grow our lending practices and expand our current loan fund with \$2.5 million revolving to support

the construction activities of affiliates across the state. The funds were originally grants from State GIA funds in 2007 and 2008, as well as from the Office of Hawaiian Affairs in 2008 and 2009. They continue to revolve as loans of up to \$40,000, 0% interest, 20-year loans specifically for the construction of homes. Affiliates repay the fund through the homeowner payments they receive. We have also received \$1,000,000 in social impact fund from local foundations and banks for our CDFI loan fund.

- **Mortgage Securitization Program:** Hawaii Habitat in partnership with Krambo Corporation, has developed and implemented a mortgage sales program. Habitat affiliates currently carry 0% mortgages with up to a 30-year terms. This program allows the affiliates to turn those mortgages into cash, whereas the mortgages are sold to Hawaii Habitat, who in turn sells the mortgages to banks who are willing to purchase them at a discount. To date, affiliates have sold \$1.3 million in mortgages, which increase their cash flow with funds they can use at their discretion. Monthly mortgage payments are still collected by the affiliates, but transferred to the bank for payment on the program
- **Disaster relief and support:** Three of our affiliates are still involved in working with victims of disasters from 2018. The island of Kauai, from flooding in April 2018; Hawaii Island from a summer lava flow and Maui from flooding and fires due to hurricane aftermath. Hawaii Habitat worked with the affiliates in connecting them with other service providers and finding much needed resources to help families rebuild their homes and their lives. We are still working with the state to develop properties and support for all victims of disaster throughout the state, and continue to be involved in programs like FEMA's Voluntary Organizations Active in Disasters (VOAD) group.

## **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.

Hawaii Habitat for Humanity Association has an office space at 1730 Punahou St within the Care of Lutheran Church of Honolulu. This space is needed for effective management of the expanded programs, which will also financially support the office expenses, which have been a challenge in the past.

## **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.

Hawaii Habitat has two full-time employees, an Executive Director and Program Manager. Hawaii Habitat also has a part time Resource Development Coordinator contract employee. The Resource Development Coordinator started as an AmeriCorps VISTA volunteer developing the Hawaii Village Builds Program. After the completion of her volunteer service, the Resource Development Coordinator continues to work on the development and implementation of the program. Both the Program Manager and the Resource Development Coordinator work on administering the program.

Funding is required for the continual work of the Resource Development Coordinator. We anticipate her continued efforts in Hawaii Habitat's marketing and communications responsibilities to match with the needs of the Hawaii Village Builds program. She also provides services in social media communication, as well as traditional communications services.

Hawaii Habitat's program manager was hired in July 2021 to work on advocacy with government lawmakers to provide resources and policies that will support the work of affordable housing developers and builders. A third of her duties include administering and trying to expand the Hawaii Village Build Program.

Hawaii Habitat's Executive Director oversees all the programs, administration, fundraising and communications of the organization. He works our board of directors (including representatives from each of the five affiliates), to provide services and support that will help the affiliates meet their needs. Her capacity to provide services and support to the affiliates is limited by Hawaii Habitat's small team.

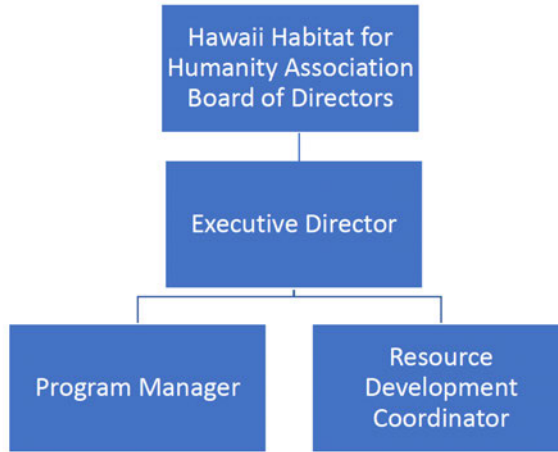
Thus, the need to find programs that will support affiliates and sustain Hawaii Habitat is critical. Hawaii Village Builds has the capacity to provide such a formula.

### **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.



## Hawaii Habitat Organization Chart



### 3. Compensation

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

Executive Director: \$100,000 annual salary

Program Manager: \$55,000 annual salary

Part-time Resource Development Coordinator: \$25/hr, 50hrs/month (\$15,000 annually)

## VII. Other

### 1. Litigation

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

N/A

### 2. Licensure or Accreditation

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

Hawaii Habitat is accredited Community Development Financial Institution through the US Department of Treasury.

### 3. Private Educational Institutions

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

N/A

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

The applicant shall provide a plan for sustaining after fiscal year 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.


With our current operational funds, Hawaii Habitat developed the business plan, policies and procedures and the basic infrastructure of this program with the help of staff from Habitat affiliates across the state.

Hawaii Habitat intends to use the funds from this grant for marketing and implementing this program during Fiscal Year 2024. We intend that the program will be self-sustaining from the fees we receive from the volunteer groups that participate in the program. A small percentage of the donation amount made by each volunteer will be used by Hawaii Habitat to cover our expenses and help us expand the program to the capacity of the hosting affiliates. The plans that are created and implemented from these grant funds, will include expanding our reach from domestic US groups to international groups. We believe it will be a popular program, based on the numbers of groups hosted in the past by our affiliates through the now international-only Habitat for Humanity International Global Village program.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawaii Habitat for Humanity Association, Inc

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	33,150			22,000
2. Payroll Taxes & Assessments	4,500			
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>37,650</b>			<b>22,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,500			2,500
2. Insurance	10,000			
3. Lease/Rental of Equipment				300
4. Lease/Rental of Space				
5. Staff Training	5,000			2,500
6. Supplies				
7. Telecommunication	600			
8. Utilities				
9. Printed Marketing Materials	5,000			
10. Website Enhancements	10,000			
11. Marketing Campaign Contractor	20,000			
12. Online Training and Orientation	5,000			
13. Program Marketing Products	10,000			
14. Videos and Advertisements	25,000			
15. Vendor Fees	5,000			5,000
16. Event Sponsorship	10,000			
17. Promotional Group Stipend	25,000			
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>133,100</b>			<b>10,300</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>170,750</b>			<b>32,300</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	170,750	Susan Le   Program Manager		
(b) Total Federal Funds Requested	0	Name (Please type or print) <span style="float: right;">808-947-7676</span>		
(c) Total County Funds Requested	0	 <span style="float: right;">Phone</span>		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official <span style="float: right;">1/20/2023</span> Date		
<b>TOTAL BUDGET</b>	<b>170,750</b>	Erik Mann   Executive Director Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2023 to June 30, 2024

Applicant: Hawaii Habitat For Humanity Association, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager	1	\$55,000.00	33.00%	\$ 18,150.00
Resources Development Coordinator Contractor	0.25	\$15,000.00	100.00%	\$ 15,000.00
Executive Director	1	\$100,000.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				33,150.00
JUSTIFICATION/COMMENTS:				

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

Applicant: Hawaii Habitat for Humanity Associatio, Inc.

Contracts Total: 450,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	CDFI Rapid Response Program	8/2021-8/2023	US Dept. of Treasury	US	450,000
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4					
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# Hawaii Habitat for Humanity Association

## Balance Sheet

As of December 31, 2022

	JUL 2019 - JUN 2020	JUL 2020 - JUN 2021	JUL 2021 - JUN 2022	JUL - DEC, 2022
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
Bank of the Orient Escrow..3002		9,218	0	0
FHB Checking ..7332	87	913	5,421	17,270
FHB Checking...3633	32,801	52,315	135,180	72,902
FHB Savings...7805	58,636	115,915	246,519	200,304
Schwab Brokerage Account	423,986	689,922	572,190	39,675
MMF SNOXX – Unrestricted Funds				721,294
MMF SNVXX – Revolving Funds				883,412
<b>Total Schwab Brokerage Account</b>	<b>423,986</b>	<b>689,922</b>	<b>572,190</b>	<b>1,644,382</b>
TIAA 0810004763 (Old Everbk)	207,723	468,824	757,408	18,960
<b>Total Bank Accounts</b>	<b>\$723,233</b>	<b>\$1,337,106</b>	<b>\$1,716,717</b>	<b>\$1,953,818</b>
Accounts Receivable				
CDFI Bridge Loan	200,000	400,000	0	0
Current Portion of Loans Receivable	(625,121)	(77,863)	0	0
Current Portion of Loans Receivable - Reclass		(547,258)	0	0
Discount On N/P HFHMFC	(85,994)	0	0	0
Honolulu Consolidated Loan			325,000	123,144
Loans Receivable HFHMFC	938,371	896,536	854,701	854,701
Loans Receivable HFHMFC -4th		674,868	651,597	651,597
Loans Receivable HFHMFC -5th		842,347	813,549	813,549
Loans Receivable HFHMFC-2nd	314,430	298,317	282,203	282,203
Loans Receivable HFHMFC-3rd	1,501,468	1,450,596	1,399,724	1,399,724
Loans Receivable-Mortgages Refinanced-Hawaii Island		990,122	953,086	953,086
<b>Total Accounts Receivable</b>	<b>\$2,243,154</b>	<b>\$4,927,665</b>	<b>\$5,279,861</b>	<b>\$5,078,005</b>
Other Current Assets				
Current Portion of Loans Receivable.	625,121	625,121	0	0
Due From Affiliates	<b>346,585</b>	<b>175,937</b>	<b>166,447</b>	<b>133,542</b>
Grants Receivable		6,800	7,904	7,904
Unamortized Discount HFHMFC	(372,213)	(357,174)	(342,135)	(342,135)
Unamortized Discount HFHMFC-2nd	(85,994)	(82,519)	(79,045)	(79,045)
Unamortized Discount HFHMFC-3rd	(527,920)	(510,125)	(492,329)	(492,329)
<b>Total Other Current Assets</b>	<b>\$ (14,420)</b>	<b>\$ (141,961)</b>	<b>\$ (739,159)</b>	<b>\$ (772,064)</b>
<b>Total Current Assets</b>	<b>\$2,951,967</b>	<b>\$6,122,811</b>	<b>\$6,257,419</b>	<b>\$6,259,759</b>
Fixed Assets				
Computer Equipment	0	0	2,325	2,325
<b>Total Fixed Assets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,325</b>	<b>\$2,325</b>
Other Assets				
CDFI Kauai Land Purchase Loan		550,000	550,000	550,000

# Hawaii Habitat for Humanity Association

## Balance Sheet

As of December 31, 2022

	JUL 2019 - JUN 2020	JUL 2020 - JUN 2021	JUL 2021 - JUN 2022	JUL - DEC, 2022
Clearing	0	0	0	0
Loans Due from Affiliates	1,901,750	1,733,250	1,510,500	1,470,000
Rent Deposit	700	0	0	0
Unamortized Discount L/R	(694,136)	(602,503)	(500,113)	(500,113)
<b>Total Other Assets</b>	<b>\$1,208,314</b>	<b>\$1,680,747</b>	<b>\$1,560,387</b>	<b>\$1,519,887</b>
<b>TOTAL ASSETS</b>	<b>\$4,160,281</b>	<b>\$7,803,558</b>	<b>\$7,820,131</b>	<b>\$7,781,970</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	\$6,760	\$12,495	\$11,495	\$11,495
Credit Cards				
FHB Bus CC 2382	1,165	214	117	478
<b>Total Credit Cards</b>	<b>\$1,165</b>	<b>\$214</b>	<b>\$117</b>	<b>\$478</b>
Other Current Liabilities				
Current Portion of Loan Payable	113,820	202,925	197,925	197,925
Kauai Interest Reserve		47,708	20,208	6,458
Long Term Liabilities	(113,820)	(202,925)	(197,925)	(197,925)
Payroll Taxes Payable	342	0	3,863	6,953
<b>Total Other Current Liabilities</b>	<b>\$342</b>	<b>\$47,708</b>	<b>\$24,071</b>	<b>\$13,411</b>
<b>Total Current Liabilities</b>	<b>\$8,267</b>	<b>\$60,417</b>	<b>\$35,683</b>	<b>\$25,384</b>
Long-Term Liabilities				
CDFI Loan Investment Bk of Orient		500,000	500,000	500,000
CDFI Loan Investment HCF		500,000	500,000	500,000
CDFI Loan Investment HCF (deleted)	38,905	38,905	0	0
Discount on N/P HFHMC-2nd	(85,994)	0	0	0
Loans Due - OHA	9,000	5,250	0	5,500
Loans Payable		7,723	0	0
Loans Payable HFHMFC	480,164	(58,713)	(64,341)	(64,341)
Loans Payable HFHMFC 4th		674,868	651,597	651,597
Loans Payable HFHMFC 5th		842,347	813,549	813,549
Loans Payable HFHMFC-2nd	314,430	298,317	282,203	282,203
Loans Payable HFHMFC-3rd	973,548	940,472	907,395	907,395
Loans Payable-Mortgages Refinanced HI Island Discount on N/P		(322,442)	(303,134)	(303,134)
Loans Payable-Mortgages Refinanced-Island Island		990,122	953,086	953,086
Unamortized Discount HFHMFC -5th		286,064	276,284	276,284
Unamortized Discount HFHMFC-4th		229,491	221,578	221,578
Unamortized Discount-Mortgages Refinanced Hawaii Island		314,719	303,134	303,134
<b>Total Long-Term Liabilities</b>	<b>\$1,730,053</b>	<b>\$5,247,123</b>	<b>\$5,041,351</b>	<b>\$5,046,851</b>
<b>Total Liabilities</b>	<b>\$1,738,320</b>	<b>\$5,307,540</b>	<b>\$5,077,035</b>	<b>\$5,072,235</b>

# Hawaii Habitat for Humanity Association

## Balance Sheet

As of December 31, 2022

	JUL 2019 - JUN 2020	JUL 2020 - JUN 2021	JUL 2021 - JUN 2022	JUL - DEC, 2022
Equity				
3215-TR - CDFI Rapid Response Program			140,000	140,000
3216-TR - CDFI Loan Loss Reserve			30,000	30,000
Opening Bal Equity	0	0	(500)	(500)
RESTRICTED FUNDS	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>
Retained Earnings	(147,422)	(78,739)	(135,077)	73,596
Net Income	69,383	74,757	208,673	(33,361)
<b>Total Equity</b>	<b>\$2,421,961</b>	<b>\$2,496,018</b>	<b>\$2,743,096</b>	<b>\$2,709,735</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,160,281</b>	<b>\$7,803,558</b>	<b>\$7,820,131</b>	<b>\$7,781,970</b>



## Application Submittal Checklist

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

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds (See Page 19)
  - b) Personnel salaries and wages (See Page 20)
  - c) Equipment and motor vehicles ((N/A)N/A)
  - d) Capital project details (N/A)
  - e) Government contracts, grants, and grants in aid (See page 21) page
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

*Erik Mann*

Erik Mann | Executive Director

1/20/2023

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE