

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:

Honolulu Habitat for Humanity

Amount of State Funds Requested: \$ 200,000

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

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ 22,578 (applied for)

Private/Other: \$ 17,789

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

\$ N/A

Unrestricted Assets:

\$ 265,278

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:

680 Iwilei Rd, Ste 675

City:

Honolulu

State:

HI

Zip:

96817

Contact Person for Matters Involving this Application

Name:

Nerine Asbel

Title:

Director of Operations

Email:

nasbel@honoluluhabitat.org

Phone:

808-777-4137



Authorized Signature

Nerine Asbel, Director of Operations

Name and Title

1/08/2025

Date Signed

THE THIRTIETH LEGISLATURE
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Nerine Asbel, Director of Operations

Name and Title

1/08/2025

Date Signed

Application Submittal Checklist

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

- ☒ 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- ☒ 2) Declaration Statement
- ☒ 3) Verify that grant shall be used for a public purpose
- ☒ 4) Background and Summary
- ☒ 5) Service Summary and Outcomes
- ☒ 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- ☒ 7) Experience and Capability
- ☒ 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

Nerine Asbel, Director of Operations

PRINT NAME AND TITLE

01/08/2025

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **HABITAT FOR HUMANITY INTERNATIONAL INC.**

DBA/Trade Name: **Honolulu Habitat for Humanity**

Issue Date: **01/04/2025**

Status: **Compliant**

Hawaii Tax#: 20399246-01
New Hawaii Tax#: GE-0046274560-01
FEIN/SSN#: XX-XXX1871
UI#: No record
DCCA FILE#: 70432

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

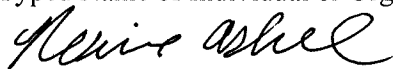
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Honolulu Habitat for Humanity

(Typed Name of Individual or Organization)



(Signature)

Nerine Asbel

(Typed Name)

01/08/2025

(Date)

Director of Operations

(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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

Attached

2. Declaration Statement

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

Attached

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](#).

1. Name: Honolulu Habitat for Humanity
2. Public Purpose: Home repairs for low-income families.
3. Services Supported: Honolulu Habitat for Humanity is applying for construction funds for critical home repair projects on O'ahu. Through community outreach, HHH identifies potential homeowners who qualify as low to extremely low income in need of home repairs. HHH coordinates repairs or ADA upgrades needed with the appropriate subcontractors and the repairs are made. If possible, volunteers are used to assist with the repair to help with labor costs. If the homeowner can afford to repay the affiliate for the repairs, they do so interest free. If the homeowner is identified as extremely low income and cannot afford a repair loan repayment, the repair amount is forgiven.
4. Target: Low-income families on O'hau
5. Grant Request and Budget: Attached

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;

Honolulu Habitat for Humanity (HHH), was founded in 1988 as an affiliate of Habitat for Humanity International, and since then has built more than 90 homes on the island of O'ahu, sheltering more than 500 people. Our vision is to eliminate poverty housing on O'ahu by building simple, decent housing in partnership with low-income families. HHH offers these families a permanent solution to their housing instability: homeownership. Homeownership benefits not only our partner families, but generations to come as it creates an asset that can be passed onto future generations and allows local families to stay in their communities. By owning their own house, families are able to increase their savings, build equity, and have a safe, affordable place to call home

2. The goals and objectives related to the request;

Through our Critical Home Repair Program, we help families stay safely in the homes they already own and in the communities they depend on, allowing homeowners to age in place.

We would like to complete 12-20 critical home repair projects, allowing homeowners to continue living safely in their own homes. We would like to use \$100,000 in revolving funds that will allow us to help 6-10 homeowners that can repay an interest free repair loan over time. As the funds are repaid, we will reuse the monies to help future homeowners. We would like to use an additional \$100,000 to complete 6-10 home repairs for extremely low-income homeowners that cannot afford to repay a repair loan.

3. The public purpose and need to be served;

Housing affordability affects the overall well-being of our community. Housing instability has an overarching negative impact on our community – with such a large portion of people's income going towards housing, less resources are available for education, healthcare and food.

HHH addresses the public need of a lack of affordable housing on O'ahu by offering a permanent solution for families: homeownership. We do this by helping families to build a new home or by helping them stay in their existing home with a home repair.

4. Describe the target population to be served; and

HHH's target families are in the 30% (extremely low income) - 80% (very low income) range of Area Median Income (AMI) for the county of Honolulu. In general, applicants are residing in inadequate housing, living with other family members, or paying rent that overstretches their budget.

5. Describe the geographic coverage.

HHH services all of O'ahu with the exception of the Leeward area of the island (Ewa, Kapolei, Nanakuli, Waianae).

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;
 - Host an open enrollment to accept and process Critical Home Repair program applications.
 - Screen and approve applicants based on income eligibility and scope of work needed.
 - Coordinate work to be done, with subcontractors as needed.
 - Complete repair work.
 - If the homeowner will repay repair, complete the promissory note with homeowner.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
 - May 2025 – Open applications for Critical Home Repair Projects
 - Jun - Jul 2025 – Screen applicants and start coordination of projects 1 - 4
 - Aug – Sep 2025 – Complete projects 1 - 2
 - Oct – Nov 2025 - Complete projects 3 - 4 and screen for projects 5 – 8
 - Dec 2025 - Jan 2026 – Complete projects 5 – 6
 - Feb – Mar 2026 - Complete projects 7- 8 screen for projects 9 – 12
 - Apr – May 2026 – Complete projects 9-10
 - Jun – Jul 2026 – Complete project 11- 12

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

HHH holds weekly team meetings to review all our current and near-future projects. Each department highlights the status, successes and challenges of each stage of the project. At these meetings our staff decides what actions should be taken to ensure the project is complete according to HHH standards. Updates are shared with the board at monthly board meetings.

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.

HHH will track and measure its progress and accomplishments through the following metrics:

- Number of families applied
- Number of families approved for program
- Number of family members in approved project homes
- Dollar amounts each homeowner saved applying to and completing our Critical Home Repair Program (based on forgiven loan or a 0% interest loan).

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

Attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
50,000	50,000	50,000	50,000	200,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2026.

Honolulu Habitat for Humanity is also seeking funding from:

- City and County of Honolulu
- HOME Funds
- Catholic Campaign for Human Development
- Atherton Family Foundation
- HEI Foundation
- USDA
- Nareit Foundation

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.

- Employee Retention Credit 2021 \$65,477. Applied for 1/2024; not yet received
- Employee Retention Credit 2020 \$64,896. Applied for 1/2024; not yet received

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 2026 for program funding.

N/A

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

\$265,278

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.

HHH has more than 35 years of experience of making a positive impact on O'ahu. HHH's evidence-based model of self-help housing is drawn from the history and experience of its national affiliate, Habitat for Humanity International, which has over 45 years of experience as a global leader in addressing the issues of poverty housing. As part of a national network of 1,500 Habitat affiliates who have been serving with a mission of bringing communities together to build homes with low-income families, HHH has garnered invaluable experience and expertise in home building and repair. HHH's programs, services, and activities were chosen because they fit into Habitat for Humanity International's evidence-based strategies that can increase home ownership among low-income families in our community and give homeowners the skills to maintain and keep their homes.

HHH also brings strong public and private partnerships to the table. We leverage our relationships with various organizations (such as DHHL, NAHASDA, USDA, HCL, HHFDC, OHA), corporate sponsors, community foundations, individual donors, and community volunteers to help homeowners build and maintain affordable housing. In its history, HHH has completed 93 home builds, housing 500 residents. And, in the last 6 years we have completed 21 home repair projects, helping 39 residents stay in existing homes.

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.

HHH is currently located at 680 Iwilei Rd, Ste 675 in the Dole Cannery building. We have M-F business hours and have the ability to screen, qualify, and coordinate home repairs for the projects located in our service area.

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.

Director of Operations – Nerine Asbel - Nerine assists with the day-to-day management and oversight of HHH. Nerine assumes responsibility for the overall direction, coordination and evaluation of the affiliate. She will manage the construction and oversee the completion of the Home Repair projects.

Director of Finance - Jennifer Pasion – Jennifer is experienced in accounting and finance and ensures accurate, complete and timely financial reporting. She will ensure the projects are paid for, tracked and reported on properly.

Homeowner Services Manager – Shana Petelo- Shana manages the recruitment, processing and development of homeowner families for HHH build programs including Critical Home Repairs. She will ensure that we are selecting homeowners who meet our qualifications and have repair needs within our scope and abilities.

2. Organization Chart

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

Attached

3. Compensation

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

- Executive Director - \$95,000
- Director of Operations - \$90,000
- Director of Finance - \$85,000

VII. Other

1. Litigation

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

N/A

2. Licensure or Accreditation

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

N/A

3. Private Educational Institutions

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

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

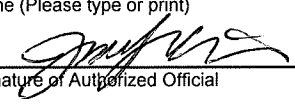
- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

We currently have 8 homeowners who are paying on past home repair projects. The repayments will be set aside for future home repairs. Adding an extra \$100,000 in home repair loan repayments will help our construction account grow at a faster rate allowing us to help more people more often. We will continue to look for other grant support to help us fund projects that cannot be repaid by homeowners. Past support has come from USDA home preservation monies, Hawaii City and County GIA and other local foundations.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: _____ Honolulu Habitat for Humanity

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries			16,267	16,208
2. Payroll Taxes & Assessments			1,281	1,297
3. Fringe Benefits			853	284
TOTAL PERSONNEL COST			18,400	17,789
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance			1,350	
3. Lease/Rental of Equipment				
4. Lease/Rental of Space			2,175	
5. Staff Training				
6. Supplies				
7. Telecommunication			525	
8. Utilities				
9. Mileage			128	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES			4,178	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	200,000			
TOTAL (A+B+C+D+E)	200,000		22,578	17,789
SOURCES OF FUNDING		Budget Prepared By: Jennifer Pasion 808-380-8016 Name (Please type or print) Phone <div style="display: flex; justify-content: space-between; align-items: center;"> <div> (a) Total State Funds Requested 200,000 (b) Total Federal Funds Requested (c) Total County Funds Requested 22,578 (d) Total Private/Other Funds Requested 17,789 </div> <div style="text-align: center;">  Signature of Authorized Official Date 1/6/2024 </div> </div>		
TOTAL BUDGET	240,367	Jennifer Pasion, Director of Finance Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Honolulu Habitat for Humanity

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:					
JUSTIFICATION/COMMENTS:					

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Honolulu Habitat for Humanity

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

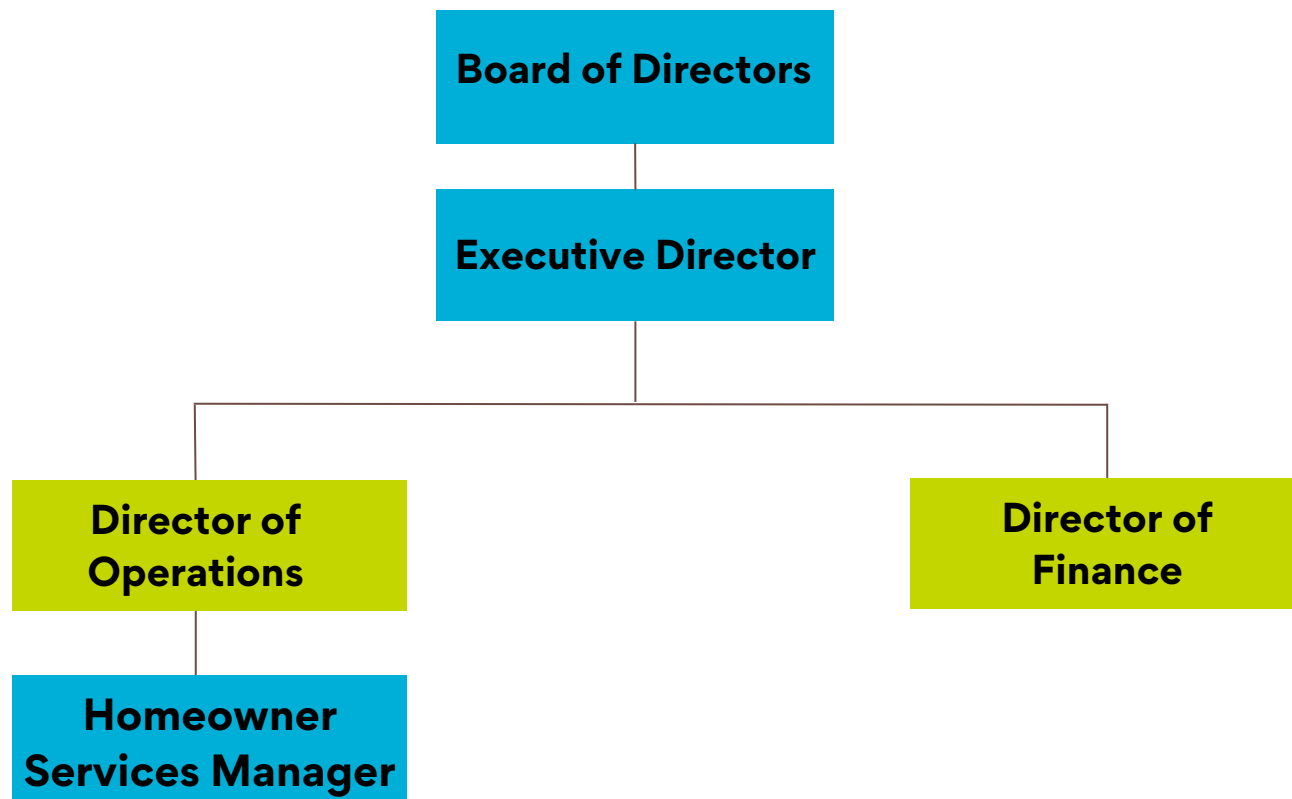
DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Honolulu Habitat for Humanity

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	77,000.00		200,000		75,000	75,000
EQUIPMENT						
TOTAL:	77,000.00		200,000		75,000	75,000
JUSTIFICATION/COMMENTS: If a portion of our repair projects result in loans being repaid to our organization for future home repair projects, we foresee only needing to seek funding for homeowners who are extremely low income and cannot repay a repair loan, but still need a repair in order to stay safely in their homes.						








HonoluluHabitatforHumanity_200000_CIP

Final Audit Report

2025-01-08

Created:	2025-01-08
By:	Nerine Asbel (build@honoluluhabitat.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAACUufjMYqljA3rNy9lyAnBxk-_jWBcZcG

"HonoluluHabitatforHumanity_200000_CIP" History

-  Document created by Nerine Asbel (build@honoluluhabitat.org)
2025-01-08 - 10:27:07 PM GMT- IP address: 72.253.156.59
-  Document emailed to Nerine Asbel (nasbel@honoluluhabitat.org) for signature
2025-01-08 - 10:27:50 PM GMT
-  Email viewed by Nerine Asbel (nasbel@honoluluhabitat.org)
2025-01-08 - 10:28:01 PM GMT- IP address: 104.47.66.126
-  Document e-signed by Nerine Asbel (nasbel@honoluluhabitat.org)
Signature Date: 2025-01-08 - 10:29:12 PM GMT - Time Source: server- IP address: 72.253.156.59
-  Agreement completed.
2025-01-08 - 10:29:12 PM GMT



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