

House District _____
Senate District _____

**THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 18-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

REC'D JAN 25 2011

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Family Life Center, Inc.

Dba:

Street Address:
95 S. Kane St. Kahului, HI. 96732

Mailing Address:
95 S. Kane St. Kahului, HI. 96732

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MAUDE L. CUMMING

Title Executive Director

Phone # (808) 877-0880

Fax # (808) 877-4443

e-mail maude@flcmaui.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

EMERGENCY SHELTER EXPANSION PROJECT FOR HOMELESS INDIVIDUALS ON MAUI

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 165,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

MAUDE L. CUMMING, EXECUTIVE DIRECTOR
NAME & TITLE

1/20/11
DATE SIGNED

Application for Grants and Subsidies

I. 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. Include the following:

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

Family Life Center, Inc. (FLC) is a 501(c) (3) non-profit organization, whose mission is to stabilize the lives of people in their time of need with shelter, food, clothing and access to life changing support services that provide hope for a better future. Our action plan includes providing access to the basic necessities through outreach services, an emergency shelter, rental assistance, and housing placement services in addition to other support services. One of the primary target groups served by FLC is the homeless population on Maui.

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

In 2005, as part of its strategic plan, FLC embarked on an ambitious building expansion project to address the health and shelter needs of its homeless clients. The plan included the following: (1) Phase One - the renovation of 1,000 square feet of pantry space into a 15-bed emergency shelter, (2) Phase Two - the construction of a free standing 800-square foot shower facility, and (3) Phase Three - the renovation of 4,000 square feet of the second floor of the existing shelter and office space to increase the shelter capacity by an additional 35 beds.

At the outset of this project, the total cost for the project was estimated at \$839,500; however, unforeseen structural, and additional infrastructure requirements increased the cost of the project by \$236,235 for a total project cost of \$1,075,735. FLC was able to secure \$839,500 in funding from various sources including the State of Hawaii, the County of Maui, and private foundations. Through various fund raising efforts, Family Life Center will raise \$71,235 of the additional \$236,235 needed to finish the project. The balance of ***\$165,000 is being requested in this grant application.***

The first phase of the strategic plan was completed in October 2006 and culminated in the opening of Ho'olanani, a 15-bed emergency shelter. The second phase of the project (shower facility) was completed in July 2010. The third phase of the project is now 90% complete. At this point in the third phase, the exterior of the building has been fully completed and weather sealed, thus only the interior remains to be completed.

3. State the public purpose and need to be served;

The purpose of the project is to complete the building project in order increase our capacity to serve the health and shelter needs of homeless individuals.

4. Describe the target population to be served;

The target population are both sheltered at risk and unsheltered homeless individuals and families.

5. Describe the geographic coverage.

The shelter will serve individuals and families on the island of Maui.

II. Service Summary and Outcomes

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

Building Activities

To date, Family Life Center has been successful in completing the first two phases of its Building Expansion Project. When this project was conceptualized it was designed to be completed in phases to enable financing to be in place before each phase was initiated. FLC consulted with structural engineers, architects and other building experts to determine the feasibility of the plan as well as estimated costs including contingencies. It was estimated that a total of \$800,000-\$850,000 would be needed to complete the project. Family Life Center was able to secure \$839,500 in funding, throughout the course of this building project.

In 2006, construction was started with an initial award of \$90,000 from the County of Maui. The first phase of the plan was completed and Ho'olanani, a 15 bed emergency shelter was opened in October 2006.

In 2007, \$717,000 in funding was received - \$317,000 from the County of Maui, and \$400,000 in a legislative grant from the State of Hawaii. An additional amount of \$32,500 was raised from private foundations and private donors. After a lengthy permitting process, construction on the second phase – the construction of an 800 square foot cinder block structure housing four toilets and four showers - was started in July 2008. The second phase was completed in July 2009.

The third phase, renovations to 4,000 square feet of the second floor above the existing emergency shelter and FLC offices, was initiated in February 2010. As construction progressed several unforeseen problems occurred that increased the cost of the project. The problems include extensive termite damage, inadequate structural supports and additional requirements by the County of Maui, Fire and Water departments.

These changes required total demolition of the existing 2nd floor, increasing structural supports, adding fire protection to both the first and second floors, replacement of the existing roof system, and both offsite and onsite water improvements. The changes resulted in added costs of approximately \$237,000.

The third phase is now 90% complete. The exterior of the building is fully completed; however renovations to the interior of the second floor remains incomplete. This includes plumbing (50% complete), electrical (75% complete), drywall and finish carpentry.

Program Activities

Family Life Center has continued all of its programs throughout construction. During the intense periods of construction some services were reduced or relocated to areas unaffected by construction. FLC currently receives Shelter Stipend operational funds from the State of Hawaii-DHS to partially support its 15-bed emergency shelter. In the three years that the Ho'olanani shelter has been in operation, 415 unduplicated individuals have utilized the shelter. Currently we are at full capacity and are having to turn away individuals on a daily basis due to limited space availability.

Participants are allowed entry to Ho'olanani on a first come-first served basis. Most of the participants come in as a result of FLC's outreach efforts and referrals from other agencies. These participants benefit from the proposed project in numerous ways. First, they are provided with a safe place to sleep, access to shower and restroom facilities, and a hot meal. Secondly, and more importantly, they have access to support services provided by FLC. Such services include comprehensive needs assessment, chemical-dependency support programs, facilitated and streamlined access to state mental health services, in-house housing placement services with related classes (e.g. budgeting, goal-setting, and understanding landlord-tenant issues), and case-management services.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

It is estimated that this project can be completed within 90 days. Thus, if funding is received or assurance of funding received by June 1, 2011 renovations can be completed by August 31, 2011. Furnishing and staffing the shelter could be accomplished in 30 days so that given a June 1st start date, the newly renovated shelter space could be occupied and fully operational by October 1, 2011.

All work will be completed by under the supervision of a licensed contractor including licensed subcontractors. At this point, preliminary bids have been received; however, final award of contracts have not been made pending availability of funding. Family Life Center employs an experienced part-time Project Manager to provide project oversight. The cost of his salary is covered through other funds raised by Family Life Center and is not included in this grant request.

3. **The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and**
4. **The applicant shall 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.**

The following addresses items 3 and 4. Success and measure of effectiveness of this project will be accomplished in several ways.

Building Activity:

Success would first be measured by completion of the renovations to the building. All work will be subject to inspection by the appropriate building inspectors. Upon satisfactory inspection and awarding of a Certificate of Occupancy, Family Life Center would then be able to proceed with furnishing and staffing

Program Activity:

Secondly, success would be measured by the subsequent addition of 35 beds to the existing shelter and the shelter being filled to capacity or near-capacity on a daily basis. Finally, and most importantly, success will be measured by the number of individuals and/or families who are moved out of homelessness and into permanent housing.

Program activity data is captured by the Homeless Management Information System (HMIS), a centralized electronic data system. All service providers that receive State and Federal Department of Housing and Urban Development funds for their programs enter intake and exit data on those that are served. A six page intake questionnaire is completed on each client. Each encounter or service is recorded into the system as well. Data is utilized both in house as well as collected by the UH Center on the Family for compilation and analysis to promote informed decision-making and action on issues related to homelessness in Hawaii. This Utilization Report provides current data and information that policy makers, service providers, and advocates can use to monitor trends and gain a better understanding of the individuals and families who access services for the homeless.

III. Financial

Budget

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

See attached Budget Forms

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2011-2012.

Quarter 1 July-Sept 2011	Quarter 2 Oct-Dec 2011	Quarter 3 Jan-Mar 2012	Quarter 4 April-June 2012	Total Grant
\$82,500	\$82,500			\$165,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2011-2012.

Attached is a worksheet (Attachment 1) itemizing project expenses to June 30, 2010 as well as projected costs to complete the project. To date, Family Life Center has raised approximately \$40,000 of the \$237,000 needed to complete the project. \$20,000 of the \$40,000 was received from two small foundations. In addition, \$20,000 was raised in small donations, ranging from \$25 to \$1,500 through a grassroots effort campaign to the general public. Family Life Center fully expects to be able to raise the balance of \$30,000 through its ongoing fundraising efforts.

IV. Experience and Capability

A. Necessary Skills and Experience

As previously mentioned, Family Life Center has an extensive and successful history of completing both state and county contracts, including building projects. Additionally, FLC has an extensive history of receiving other grants and successfully meeting all goals and outcomes. Following is a list of contracts and grants for the last fiscal year indicating amount of contract, contracting agency and purpose of the contract. Annual renewals are an indication that FLC has successfully completed the program, meeting all goals and accomplishments as planned. Numerous other grants of less than \$25,000 from private foundations are not included in the table.

FY 09-10	Length of contract	Contracting Agency	Purpose
\$303,600	Annual contract since 2005	*State of Hawaii-HPHA	Housing Placement for TANF eligible families- Security deposit, 1 st month's rent, utilities deposit for homeless, at-risk of homelessness
\$300,000	3 year contract received July 2009	*State of Hawaii-HPHA	ARRA funds - HPRP-Homeless Prevention and Rapid Rehousing- Security deposit, rental assistance for homeless, at-risk of homelessness
\$96,300	Annual contract since 2006	*State of Hawaii-HPHA	Shelter Stipend & ESG (Emergency Shelter Grant)-Emergency shelter for women and children
\$114,000	Annual contract since 2006	*State of Hawaii-HPHA	Outreach Contract-for outreach services to the homeless
\$72,180	New contract received Jan 2009	County of Maui	Recovery with Hope-Substance Abuse program for homeless, at-risk of homelessness
\$93,650	Annual contract since 2005	County of Maui	Rental Assistance Program – Security deposit, rental assistance for homeless, at-risk of homelessness
\$101,150	New 5 yr contract received Jan 2010	*State of Hawaii-HPHA	Shelter Plus Care-Housing with services for chronically homeless
\$50,000	New contract received May 2010	Hawaii Community Foundation	Funds to increase the utilization rate of \$300,000 ARRA funds
			Food and clothing distribution-Every Wednesday from 10-1pm. Funded through various sources including privately raised funds.

*Contracting agency – State of Hawaii, HPHA-Hawaii Public Housing Authority, Homeless Programs Division. In May 2010, the responsibilities of this division were moved to the DHS-Department of Human Services, BESSD, Homeless Programs Division.

B. 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. Also describe how the facilities meet ADA requirements, as applicable.

Family Life Center occupies one of two buildings on approximately one acre at 95 S. Kane St., in Kahului, Maui. In October 2006, renovations were completed to convert a 1,000 square foot section of the building to create Ho'olanani, an overnight emergency shelter to accommodate 15 women and children. The remainder of the site is paved in concrete and asphalt and utilized as sidewalks, driveways and open parking areas or landscaped with mixed foliage. All areas have ground floor accessibility other than the second floor of the two-story building. The facility was inspected for ADA compliance in 1997 and improvements and modifications were made in accordance with the inspection review.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Personnel costs have not been included in this application as the request is for a capital project. All construction work will be completed by licensed contractors including licensed subcontractors. Family Life Center employs an experienced part-time Project Manager to provide project oversight. The cost of his salary is covered through other funds raised by Family Life Center and is not included in this grant request.

The Executive Director of Family Life Center, Maude Cumming is responsible for the integration and coordination of the service delivery team and all administrative functions. Ms. Cumming holds a BA in sociology and psychology as well as a Masters in Business administration from the University of Hawaii.

B. Organization Chart

See attachment

VI. Other

A. Litigation


There are no current or pending litigation issues.

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2011 to June 30, 2012)

Applicant: _Family Life Center, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	165,000			
TOTAL (A+B+C+D+E)	165,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	165,000	Maude L. Cumming	(808) 877-0880	Phone
(b)				
(c)				
(d)		Signature of Authorized Official	Jan. 24, 2011	Date
TOTAL BUDGET	165,000	Maude L. Cumming, Ex. Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Family Life Center, Inc.

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
None				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Family Life Center, Inc.

Period: July 1, 2011 to June 30, 2012

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii'i Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Family Life Center, Inc.

(Typed Name of Individual or Organization)



(Signature)

January 21, 2011

(Date)

Maude L. Cumming, Executive Director

(Typed Name)

(Title)

FAMILY LIFE CENTER, Inc.
SHELTER RENOVATION PROJECT
Expenses and Projections

ATTACHMENT 1			
	Total Cost to 6/30/2010	Projected to complete project	Total Project Cost
Personnel			
Project Management	\$22,488		\$22,488
Construction Related			
Architectural/Engineering	\$24,535	\$3,560	\$28,095
Consulting	\$25,753		\$25,753
Permits	\$5,252	\$330	\$5,582
Driveway/Approach	\$1,917		\$1,917
Fencing	\$5,016		\$5,016
Termite treatment	\$4,141		\$4,141
New water meter		\$31,951	\$31,951
Site work(Excavation, backfill, Archaeologic)	\$67,670	\$32,209	\$99,879
Masonry	\$22,938		\$22,938
Solar		\$30,000	\$30,000
(Carpentry/Concrete/Doors/Plumbing/Sprinkler Systems/Electrical)	\$644,057	\$121,185	\$765,242
Parking lot/landscaping	\$15,228		\$15,228
Floor coverings		\$12,000	\$12,000
Painting	\$505	\$5,000	\$5,505
Subtotal Construction Related	\$817,012	\$236,235	\$1,053,247
TOTAL EXPENDITURE	\$839,500	\$236,235	\$1,075,735

