

House District   49  

Senate District   48  

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

Log No:   2-0  

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"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: Affordable Housing Alliance

Db/a: Affordable Housing and Homeless Alliance

Street Address: 46-217 Kahuhipa St. #3, Kaneohe, HI 96744

Mailing Address: 46-217 Kahuhipa St. #3, Kaneohe, HI 96744

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name DORAN J. PORTER

Title Chief Executive Officer

Phone # (808) 845-4565 x.501

Fax # (808) 845-4569

e-mail Doran@hawaiihomeless.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:**

SAVE MY HALE SUPPORTIVE HOUSING PROGRAM

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FY 2012-2013: \$ 462,040

**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 \$511,857

FEDERAL \$0

COUNTY \$0

PRIVATE/OTHER \$393,183

TYPE NAME TITLE OF AUTHORIZED REPRESENTATIVE

AUTHORIZED SIGNATURE

DORAN PORTER

CEO  
NAME & TITLE

1/30/2012  
DATE SIGNED

## Application for Grants and Subsidies

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

### I. Background and Summary

People living at 50% or below the median income face several challenges when trying to attain and retain permanent housing. Assisting people to overcome those challenges and live independently in affordable market rent housing will require a case management program that addresses all aspects of a person's sustainability, and a property management program that relieves property owners of the burden of tenancy and alleviates the risks associated with tenants with low-income, poor credit, and /or poor rental history.

The Affordable Housing Alliance (AHHA) has been in operation since 1988. With a dedicated Board of Directors and Staff as well as connections within the community, AHHA has a history of service and program management. Our experience has been in working with clients with incomes below 30% of area median income who have been experiencing homelessness. Our targeted community for the Save My Hale program is homeless persons, people at risk of becoming homeless and homeless persons who have been recently sheltered. All persons served will be low and moderate income with no one above 50% of median income as indicated in the City and County of Honolulu income limits. However, the average individuals and families that utilize our services will most likely be below 30% of area median income, representing the most vulnerable of Hawaii's citizens. This is the profile of the community that will be served through this grant is the community we are currently working with. We are very familiar with their needs, strengths and limitations.

The Save My Hale program will involve Affordable Housing and Homeless Alliance master leasing a variety of housing units in various parts of Oahu in order to develop as wide a selection of space and locations as possible to provide clients with affordable and appropriate housing. By master leasing rental units that meet HUD guidelines and subsequently sub-leasing to clients, AHHA can absorb the risk to the landlord and alleviate concerns regarding poor credit and poor rental history. This process will address two of the goals in the 10 Year Plan to End Homelessness by decreasing barriers to housing (2) and ensuring access to appropriate, affordable, safe, and decent housing (3). AHHA will not pursue large master leases (such as high unit count apartment buildings) as it is not in the community's interest to encourage class segregation by building "ghettoes". We will master lease units in a wide variety of neighborhoods to avoid condensing clients in one area, as well as to provide the greatest amount of locational options to meet client's needs.

As the Master Leaser, AHHA will pay the deposit and guarantee rent, therefore accepting the burden of tenancy for a 12 month lease. AHHA will also take on the responsibility of regular maintenance and cleaning of the unit in between tenants (major repairs and capital improvements will remain the landlord's responsibility). Save My Hale will screen applicants and qualify them based on program requirements and goals.

The goals of case management in the Save My Hale program are to reduce recidivism of formerly homeless clients who have transitioned into housing, and to prepare clients to be self-sufficient within 12 months. This supports the goal in the 10 Year Plan to end Homelessness of providing appropriate support services (5).

## **II. Service Summary and Outcomes**

*Property Coordination:* The Property Coordinator will act as agent of the landlord (AHHA). They will develop a master-leased inventory of rental units that are inspected and in move-in condition. Clients will not be disqualified for poor credit, poor rental histories, or lack of income. Appropriate rentals will be selected based on the needs and desires of the client. Clients sub-lease the unit from AHHA for 30% of their total household income.

*Client Evaluation:* Clients participating in Save My Hale will have a Placement Profile based on the following factors: financial situation, rental history, necessary services, existing social support, size of family, available transportation, and criminal history.

Step 1: Intake – Client interview with all adult family members present. The programmatic process and goals are explained. Complete Rental Application. Begin Placement Profile.

Step 2: Placement Profile – Completed when all applicable information is attained with supporting documentation.

Step 3: Appropriate properties identified and then shown to the client.

Step 4: Move-in packet is completed. Move in date is set.

Step 5: First month's rent paid and keys received on move-in date. Client moves in and begins Case Management program.

The Program Coordinator can begin taking applications and producing placement profiles immediately, with the intention of filling our 32 client caseload by summer of 2012.

The Property Coordinator can begin accumulating inventory of rental units on a case by case basis using placement profiles generated by the SC, matching rental units to the needs of the client. This will be done by contacting landlords directly, explaining the program, and offering the benefits of master leasing to AHHA. By fall of 2012, all 32 clients will have a sub-lease.

Case Management will begin immediately. All clients will have a Stabilization Plan, and a schedule to meet with their case manager to work and track their plan.

90% of clients enrolled will remain housed for the duration of the lease.

90% of clients will show and increase in their money management skills within 90 days.  
 80% of clients enrolled will meet the minimum sustainability threshold in all applicable categories within 12 months.  
 70% of clients will meet the minimum sustainability threshold in all applicable categories within 6 months.

### III. Financial

#### Budget

1. Please see attached budget forms.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$115,510	\$115,510	\$115,510	\$115,510	\$462,040

3. We will be monitoring RFPs and Grant making foundations for further funding throughout the year and will apply for any that meet our criteria.

### IV. Experience and Capability

#### A. Necessary Skills and Experience

The agency's capacity to provide sound programmatic and fiscal oversight is reflected in its ability to obtain funding from a variety of federal, state, city, charitable foundations, and private sources. Funds we have managed in recent years include AmeriCorps (\$195,000), State Homeless stipend funding (\$1.9m), HUD (\$250,000), City and County CDBG funding (\$365,000).

Since January 2010, AHHA has trained 26 case managers. Those case managers have received a combined 788 hours of training averaging approximately 30 hours each. We have a full charge bookkeeper and a CEO with over 30 years of executive level experience.

Since January 2010, case managers at AHHA have accrued more than 6,000 hours of case management for the homeless and at-risk population on Oahu. We have assisted 95 clients transition from homelessness into permanent housing. We have a complete catalog of the available resources to make the proper referrals that help low-income people attain and retain permanent housing.

**B. Facilities**

We are operating out of 8 hub sites where we service clients on a weekly basis, as well as 35 outreach sites which serve all of the North Shore and Windward sides of the island, including Hauula, Wahiawa, Kaneohe, Haleiwa, Kailua, Waimanalo, and Kahuku. Our administrative office in Kaneohe is fully equipped for any administrative task.

## V. Personnel: Project Organization and Staffing

### A. Proposed Staffing, Staff Qualifications, Supervision and Training

Case Manager (3) – The case load for each case manager should not be less than 16 or greater than 32. Case managers will meet with each client once per month. Three CMs allows us to pilot this program with 32 clients between two CMs and one for relief as well as assisting the CM supervisor with administration, with the potential to expand the client base to a maximum of 96 clients as more funds become available.

Site / Program Coordinator (1) - This position will supervise the case managers and be responsible for the overall coordination and implementation of the case management for each client. Responsibilities will include managing schedules and caseloads, approving clients for program entry, programmatic budget management.

Property / Volunteer Coordinator (1) – This position will be responsible for managing the various properties that AHHA has master leased for the Save My Hale program. Responsibilities will include signing and managing lease agreements, building property inventory, being liaison and point of contact for landlords, ensuing regular maintenance on properties, paying and collecting rent, programmatic budget management.

#### **Staff Qualifications**

Case Manager – Minimum Education: High School Diploma or equivalent,  
Minimum Experience: 1 year experience in Human or Social Services

Site / Program Coordinator – Minimum Education: BS in Human Services, Social Work, Psychology, Sociology, or related field. Minimum Experience: 1 year experience in Human or Social Services

Property / Volunteer Coordinator – Minimum Education: High School Diploma,  
Minimum Experience: 1 year experience in management, or Associate Degree

Executive Director – Minimum Education: Bachelor Degree, Masters preferred.  
Minimum Experience: 10 years of experience in non-profit administration.

The program is administered to by an Executive Director, Doran Porter. Mr. Porter brings over 30 years of experience in the nonprofit arena having worked with programs throughout the country to impact for the good those who are disenfranchised and in need of social services and community support. His extensive background in housing, volunteerism, collaboration and service delivery will help to guide the development and expansion of the Save My Hale program.

Key staff for carrying out this program includes a Site / Program Coordinator, Paul Ruddell. He will be guided by the overall supervision of the Executive Director and is qualified through his extensive background in management, volunteer coordination, and program development. He is well acquainted with the demands and responsibilities necessary to carry out the Save My Hale Program. He has worked at our daytime homeless resource center and has supervised volunteers. He has experience recruiting and supervising volunteers. The executive staff currently oversees 32 volunteers, and provides case managers with an average of 38 hours a week of direct supervision and mentoring.

**B. Organization Chart**

Organizational Chart is attached.

**VI. Other**

**A. Litigation**

AHHA has no pending litigation.

**B. Licensure or Accreditation**

None.

# ORGANIZATION - WIDE BUDGET BY SOURCE OF FUNDS

Applicant/Provider: (Period to Affordable Housing and Homeless Alliance)

RFP No.: HMS-224-11-02-HPO

Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Total Funds (a)	State Funds (b)	Privately Raised Funds (c)	Program Income (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	363,400	153,950	209,450	
2. Payroll Taxes & Assessments	56,338	40,111	16,227	
3. Fringe Benefits	26,512	9,921	16,591	
<b>TOTAL PERSONNEL COST</b>	<b>446,250</b>	<b>203,982</b>	<b>242,268</b>	
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island		0		
2. Airfare, Out-of-State	1,500	495	1,005	
3. Audit Services	8,000	8,000		
4. Contractual Services - Administrative	16,000	12,000	4,000	
5. Contractual Services - Subcontracts		0		
6. Insurance	5,000	3,000	2,000	
7. Lease/Rental of Equipment	0	0		
8. Lease/Rental of Motor Vehicle	0	0		
9. Lease/Rental of Space	343,000	235,000	108,000	
10. Mileage	12,000	7,000	1,750	
11. Postage, Freight & Delivery	500	500		
12. Publication & Printing	800	800		
13. Repair & Maintenance	28,640	28,340	300	
14. Staff Training	6,000	1,340	4,660	
15. Substance/Per Diem		0		
16. Supplies	20,000	4,000	16,000	
17. Telecommunication	6,000	5,000	1,000	
18. Transportation	5,000	0	5,000	
19. Utilities	9,600	2,400	7,200	
20.				
21.				
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>462,040</b>	<b>307,875</b>	<b>150,915</b>	
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>908,290</b>	<b>511,857</b>	<b>393,183</b>	
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) State Funds requested	511,857	Doran J. Porter <span style="float: right;">808-845-4565x501</span>		
(b) Federal Funding	259,250	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Corporate and Individual Donors	137,183	Signature of Authorized Official <span style="float: right;">Date</span>		
(d)		CEO/President		
		Name and Title (Please type or print)		
<b>TOTAL REVENUE</b>	<b>908,290</b>	For State Agency Use Only		
		Signature of Reviewer <span style="float: right;">Date</span>		



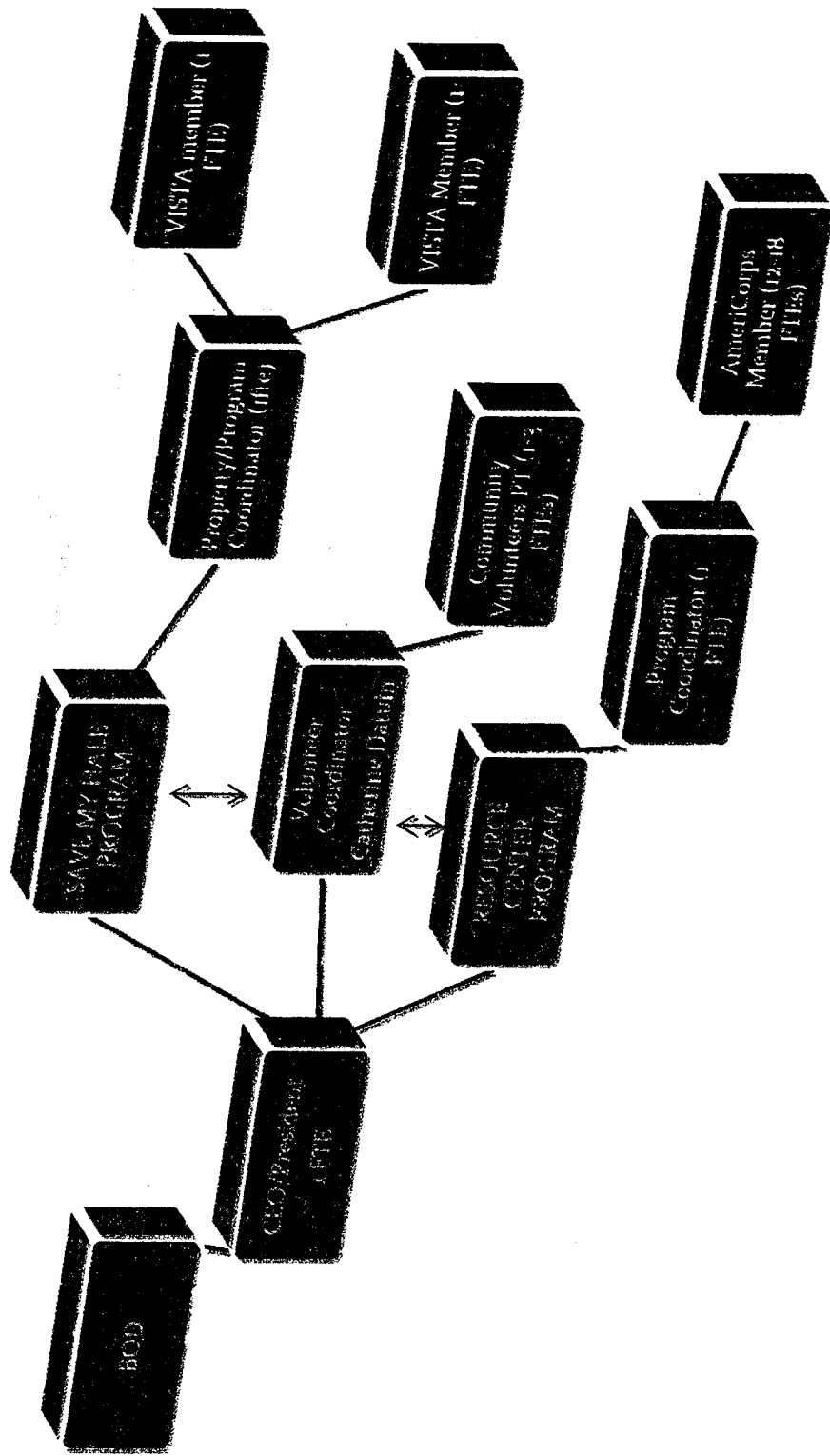
**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: *Affordable Housing Alliance*

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
CEO	1	\$72,000.00	45.00%	\$ 32,400.00
Program Coordinator	1	\$41,000.00	45.00%	\$ 18,450.00
Property Coordinator	1	\$41,000.00	100.00%	\$ 41,000.00
Case Manager/Client Advocate	14	\$169,400.00	25.00%	\$ 42,350.00
Volunteer Coordinator	1	\$40,000.00	49.17%	\$ 19,668.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				153,868.00
<b>JUSTIFICATION/COMMENTS:</b>				

# Affordable Housing and Homeless Alliance



**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 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:

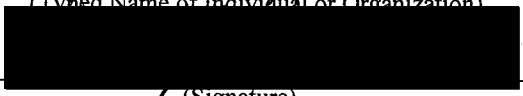
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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.

Affordable Housing Alliance

(Typed Name of Individual or Organization)



(Signature)

1-30-2012

(Date)

Doran J. Porter

(Typed Name)

CEO

(Title)