

House District 24

Senate District 11

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

Log No:

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:
Catholic Charities Hawai'i

Dbas:

Street Address:
1822 Keeaumoku Street
Honolulu, HI 96822

Mailing Address:
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RONA YAGI FUKUMOTO

Title Director of Intake, Information & Referral

Phone # (808) 527-4704

Fax # (808) 527-4749

e-mail rfukumoto@catholiccharitieshawaii.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 ASSISTANCE FOR HOUSING STABILIZATION (HOMELESSNESS PREVENTION AND RE-HOUSING)

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 250,000

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 \$ 261,400

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

STELLA M.Q. WONG, VP OF PROGRAMS

NAME & TITLE

1/31/13

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

Catholic Charities Hawai'i (CCH), a 501(c)(3) non-profit social service agency, respectfully requests \$250,000 in Grant-in-Aid (GIA) funding from the Legislature to support emergency financial assistance (coupled with case coordination to promote self-sufficiency and long-term stability) for essential housing costs (i.e. rent or utility payment) to low-income households on the islands of Hawaii, Kauai and Maui. This proposal is part of a collaborative statewide approach that focuses primarily on the prevention of homelessness. Our collaborative partner in this effort is Helping Hands Hawaii (HHH), a long-time community partner of CCH, who has also submitted a proposal to the Legislature for GIA funding to address these needs on Oahu. CCH and HHH believe that a collaborative approach to the prevention of homelessness is essential to long-term success, as it then encompasses the resources and knowledge of not just one organization, but two. Both agencies provide services that empower immigrants to participate in and contribute to the community, including language access and legal assistance and both agencies provide services that address the myriad of needs faced by those individuals and households living in poverty or on the streets.

Housing instability is the result of many issues. Collaboratively, through a wide array of programs, CCH and HHH are able to address many of the causes of housing instability and help households work toward improving their overall situation. CCH, in addition to providing emergency assistance, can not only refer individuals and families to other CCH programs for further assistance including therapeutic counseling, senior housing, case management and transportation services, but can also provide transitional housing for families, youth who have aged out of foster care, and expectant mothers. HHH's array of programs includes the Community Clearinghouse and Supplemental Nutrition Assistance Program (SNAP), language access through the Bilingual Access Line (BAL), and behavioral health supports for those who may be struggling with, or have a household member struggling with, serious mental illness.

The key to the success of our efforts is to keep the individual/family housed—the emergency financial crisis must be addressed first or the greater crisis of homelessness will diminish all other efforts. We ask for GIA funding to support the work of our collaboration and the work of many other agencies providing social services to the people of Hawaii. Homelessness prevention through an emergency financial assistance program is a key part of the continuum of care needed for a healthy community.

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

Serving Hawai'i since 1947, CCH employs over 300 professionals to deliver over 30 programs in 14 different locations on 4 islands across the state of Hawai'i. CCH is nationally accredited by the Council on Accreditation and serves people of all faiths and cultures, especially those with the greatest need.

CCH is a community of hope that promotes the dignity of each person by helping others empower themselves. It provides a wide range of social services with compassion and a commitment to excellence. Within the housing services area, CCH strives to assist and empower economically and socially disadvantaged families and individuals toward self-reliance by providing financial assistance, housing placement programs, housing and community development.

CCH has six years of experience in providing a financial assistance network accessible to all the Neighbor Island counties, with an emphasis in response to short-term financial assistance payments for emergency situations. Each of the Neighbor Island Offices provides financial assistance through federal and private grants that address emergency needs (past-due rent, mortgage payments, utilities), as well as provides material assistance through community donations. Across all three islands over 200 households were served with financial assistance, in 2011, through the Community Offices. In 2012 the State Homelessness Emergency Loans and Grants (SHELG) program became the primary source of homelessness prevention funding through CCH in the counties of Hawaii, Kauai and Maui. In 2012, CCH's program assisted 237 households (representing 660 individuals) by awarding \$226,323.57 in emergency financial assistance, primarily for housing stabilization/homeless prevention but also for assistance with transitioning out of homelessness.

CCH established a reputation as a quality provider of financial assistance through the Intake, Information and Referral (IIR) program on Oahu. The Oahu program has grown significantly since its inception in 1999 and has obtained many funding resources, primarily housing related, which are renewed successively upon year after year of effective administration. These funding resources have been expanded to serve the Neighbor Islands and CCH has increased IIR capacity on Hawaii Island and Maui while strengthening an already strong Kauai presence.

In addition to direct assistance, Community Directors on each island utilize an extensive local network of partner providers, businesses and faith communities to provide assistance to clients who are struggling to find resources or services. The Community Offices function as information centers retaining current updates about community resources to provide comprehensive local referrals to persons in need. This provides the ability to help clients address emergency financial needs and also connect with additional support services that could benefit their situation.

On the island of Kauai, CCH is consistently awarded the highest percentage of Kauai United Way funds through the annual allocation process. CCH is also a mandatory

partner in the FEMA funded Emergency Food and Shelter Program, and has provided funding to the community since 2000 on both the islands of Oahu and Kauai, and most recently for the County of Maui. CCH will utilize the expertise in providing timely emergency financial assistance, along with the capacity of statewide staffing and infrastructure, and local networks to administer the program and ensure Neighbor Island Communities have access to homelessness prevention funds that are often vital to housing stability and the health of a community.

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

The primary goal of the proposed GIA services will be to prevent, avoid, or remedy homelessness for low-income households on the islands of Hawaii, Kauai and Maui, especially for those households who have experienced a direct financial impact as a result of the recent economic recession. GIA grant assistance in the form of emergency financial payments will be provided to households who meet the specific criteria in Part 4 below, outlining the target population.

CCH intends to achieve the following unduplicated and measurable objectives during the 12-month project period (July 1, 2013 to June 30, 2014):

- At-risk homeless - 45 households (180 individuals based on an average of 4 person in household) and 55 single persons (single person or couple without children) – will receive assistance and retain permanent housing for at least six (6) months without additional assistance;
- Homeless – 10 households (40 individuals in households) and 10 single persons will receive assistance, obtain permanent housing and retain for a minimum of six (6) months;
- Homeless who receive case management and assistance with referrals to other resources available – 12 households and 12 single persons; and
- Homeless who participate in and complete programs that promote self-sufficiency (e.g. job training, GED, etc.) – 10 households or single persons.

CCH estimates that the average assistance payment per household will be approximately \$1,325 (with some households needing more and some households needing less), and a total amount of \$159,057 in direct financial assistance will be expended to provide emergency financial assistance payments over the project period. Assistance will be provided for past-due rent, past-due utilities, first month's rent or deposits, and utility deposits. Multiple payments or payments in multiple categories will be allowed. Also, the following limits will apply:

# of Persons	Limit of financial assistance
1	\$1,436.00
2	\$1,959.00
3 or more	\$3,266.00

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

Addressing the issue of homelessness requires support for the entire continuum of care in order to have the most positive and sustainable impact on those struggling with homelessness or in imminent danger of becoming homeless. The continuum includes prevention, outreach, shelter, transitional housing, affordable housing, community-based support services (behavioral health services, substance abuse treatment, case management, access to affordable healthcare, financial literacy, job search and placement, etc.), and asset-building/economic self-sufficiency. Each part of this continuum is important, and one cannot work effectively without the others.

The individuals and households assisted through homelessness prevention efforts have experienced an emergency or other unexpected crisis situation that has resulted in the household falling behind on rent and/or utility payments. Most need assistance just to catch up, after which they have put themselves in a position to be financially self-sufficient in future months. Some are not able to demonstrate capacity for self-sufficiency and require more intensive case management and wrap-around services.

Prevention through emergency financial assistance is not just about handing out checks, it's about helping the individual or households to analyze their situation, determine how they ended up in the situation they are now (on the brink of homelessness), and develop a plan for how to avoid such situations in the future. Examples of emergency situations include, but are not limited to, sudden deaths in the family of an income-earner, medical emergencies/high medical bills, victims of domestic violence, multi-generational households with a senior adult suddenly taking care of grand-children, and extended unemployment despite concerted efforts to look for work. According to the 2010 Census, Hawaii has the lowest average annual salary in the nation (\$35,205/yr)^[1] and highest median rent in the nation (\$1,293/mo)^[2]. This gap between income and cost of living results in Hawaii having the third highest number of cost-burdened renters (i.e. those who pay more than 30% of their income to rent and utilities^[3]).

It is widely known that it costs less to prevent a household or individual from becoming homeless, than it does to re-house them after they have become homeless. And the longer they remain homeless, the more expensive it becomes to re-house them.

4. *Describe the target population to be served;*

The target population to be served is specific to the following criteria, as established by CCH's current work in the area of emergency financial assistance for housing stabilization/homeless prevention services:

- At-risk households must demonstrate that they are seeking assistance due to an unexpected emergency event beyond the household's ability to directly control (i.e. job layoff due to economic recession, medical emergency, etc.);
- At-risk households must demonstrate the ability to be both financially self-sufficient (i.e. household income will exceed household expenses), and able to maintain stable housing for future months after emergency assistance payment has been provided; and
- The household must either meet the HUD definition of homelessness, or be at imminent risk of losing housing (as defined by HUD, and supported by requested verification documents);
- The household has been unable to identify alternative housing options, AND the household must demonstrate that it lacks the financial resources and support network needed to obtain immediate housing or to remain in existing housing; and
- The household agrees to attend a mandatory financial literacy workshop, emphasizing basic budgeting as well as short- and long-term goal planning.

5. *Describe the geographic coverage.*

The proposed services will be provided for target population individuals and households residing on the islands of Hawaii, Kauai, and Maui.

II. Service Summary and Outcomes

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

To achieve stability in housing the program will conduct a comprehensive assessment, provide short-term service coordination and landlord liaison, provide financial assistance, and offer other services to ensure stability, either directly, or through referrals to partner agencies for each household.

Screening and Intake:

Screening and Intake – Inquiries will be screened using the CCH Screening Form to determine if the household meets the minimum program requirements. Screening will be on a first-come first served basis; this allows households equal chance of receiving assistance. Households deemed eligible to apply will be immediately scheduled for an intake appointment and will be advised of required documents to be brought to the appointment.

Intake Appointment – At a face to face meeting with the members of the household a full case assessment will be completed. The Intake Specialist (IS) will discuss the situation and review documentation to verify eligibility. Standard verification documents including but not limited to: picture identification, birth certificates or guardianship documentation will be gathered. If it is possible to make a clear determination that the client is eligible for the program, the IS will review and explain the CCH application documents, that must be completed and signed, including the CCH Consolidated Client Rights and Responsibilities document which includes information on confidentiality and grievance procedures. A household member will be designated as the primary contact, hereafter referred to as the “client.” The IS may contact other agencies to gather information on the client’s situation, missing documents, or provide information on CCH services to other stakeholders or their landlord, with the consent of the client.

Items collected for documentation:

- CCH Application for Assistance – To collect contact information and demographic information as well as situational information, including but not limited to household size, client’s situation, income level, cause of financial need, type of need, identification of risk factors, and plan for long term sustainability.
- Budget/financial summary – To verify the household demonstrates financial need, identify areas for support or referral to mainstream resources, and determine that it is a reasonable goal for the household to attain housing stability. Typically pay stubs, public benefit award letters, and bank statements will be collected to verify the financial summary.

- Standard verification documents - Including but not limited to: picture identification, birth certificates or guardianship documentation, pay stubs, public benefit award letters, and bank statements.
- Housing status – Third party verification for at-risk homeless status from the client's landlord (i.e. eviction letter) or a utility provider, for past due utilities. Third party verification of homelessness from shelter or outreach program. Self declaration can be accepted if third-party verification can not be obtained.

Financial Assistance:

Financial assistance payments will be configured to best meet the needs of the individual household and ensure long-term housing success. Multiple payments or assistance in multiple categories may be allowed. Financial assistance will be targeted at the minimum amount needed to maintain housing stability. This guiding principal will help to determine all financial assistance plans. When a client's application is deemed complete, staff on each island serve as a cross check to approve the application for financial assistance. CCH will send the payment directly to the third-party vendor, on behalf of the client. When the check is sent, the Intake Specialist will also send a Satisfaction Survey for feedback on services.

Check processing is usually within 5 days of receiving the authorized check request. Through experience with other financial assistance programs, CCH finance staff and authorized check signers understand that often landlords require payment within 1 to 2 days or the client will lose their housing. Rush checks can and have been processed within two days when necessary. Intake Specialists are also given the authority to guarantee payment to the vendor with an authorized check request. Often this practice will satisfy the vendor's quick payment concerns.

Financial Literacy:

Clients may attend a Financial Health Workshop designed by CCH staff who are certified by the National Association of Certified Financial Health Counselors. Workshops focus on the client's relationship with money specifically issues with spending/spending profiles, long and short term financial goals, importance of credit, taxes, and savings plans.

Follow-up:

When a client/household reaches three (3) months into the program, the Intake Specialist will make follow-up contact to evaluate the households' retention of their housing unit. If the household is struggling to maintain their unit during this evaluation, the Intake Specialist will assist them in finding other resources and/or counsel them on budgeting or other issues as needed.

Case Closure/Evaluation:

When the client/household has reached six (6) months into the program, a final contact is made by the Intake Specialist to assess the households' situation and make referrals as appropriate. Discharged households may receive other support (i.e. referrals to other programs), but will not receive additional financial assistance through the program. The Intake Specialist also sends the household a Client Satisfaction Survey and encourages the household to contact CCH if they encounter difficulties with remaining housed after program funds have been provided.

Referrals from other community agencies:

Referrals will be received from other community agencies. These agencies will have the option of being responsible for the Initial Screening process and the Appointment/Intake process (process listed above). They will be provided with all of the paperwork and eligibility requirements listed above. Utilizing other agencies this way, allows us to use our time efficiently and furthermore, the client is not inconvenienced by going to several agencies for financial assistance.

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

CCH will adhere to the following projected annual timeline for the implementation and delivery of the proposed services.

PERIOD	ACTIVITY
Quarter 1 (Months 1-3)	<ul style="list-style-type: none"> • Selection/award and contract execution • Coordination with state agency to review project objectives & timeline • Begin delivery of services • GOAL: 25% of funds will be expended by the end of the 1st quarter, and agreed upon outcomes will be reported to the contracting state agency.
Quarter 2 (Months 4-6)	<ul style="list-style-type: none"> • Delivery of homelessness prevention and re-housing services continues • Ongoing efforts to conduct additional awareness initiatives to increase community knowledge of this available resource • GOAL: 50% of funds will be expended by the end of the 2nd quarter, and agreed upon outcomes will be reported to the contracting state agency.
Quarter 3 (Months 7-9)	<ul style="list-style-type: none"> • Delivery of homelessness prevention and re-housing services continues • Ongoing efforts to conduct additional awareness initiatives to increase community knowledge of this available resource • Review program data from quarters 1 and 2 – analyze the effectiveness of the project and develop any

	<p>necessary additional strategies to achieve the agreed upon outcomes.</p> <ul style="list-style-type: none"> • GOAL: 75% of funds will be expended by the end of the 3rd quarter, and agreed upon outcomes will be reported to the contracting state agency.
Quarter 4 (Months 10-12)	<ul style="list-style-type: none"> • Delivery of homelessness prevention and re-housing services continues • Ongoing efforts to conduct additional awareness initiatives to increase community knowledge of this available resource • Review program data from quarters 1, 2 and 3 – Continue the analysis of program/project effectiveness and develop any necessary additional strategies to achieve the agreed upon outcomes. • GOAL: 100% of funds will be expended by the end of the 4th quarter, and agreed upon outcomes will be reported to the contracting state agency.

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

CCH evaluates its programs from an agency perspective as well as from a program perspective. Agency monitoring and evaluation tools include the following:

- Standardized client stakeholder satisfaction;
- Standardized incident/accident reporting and analysis process;
- Standardized annual short-term planning process. This process focuses on year-end reflections, strengths, challenges, opportunities, goals for the upcoming year;
- Standardized monthly performance monitoring. Key program outputs, staff performance, outcome impact analysis, and financial indicators are reported from the local program level up through the Director of IIR and Vice President of Programs to the Program Board. The Director of IIR shares the information with staff at monthly team meetings and the information is used to balance workloads and identify trends.
- Program level evaluation will take the data from the agency tools and determine the program’s impact on clients, effectiveness, efficiency, and areas for growth, from a program perspective.

A list of program evaluation tools and desired outcomes:

Evaluation Tool	Desired Outcomes
Client Satisfaction Surveys	An average score of 3.0 or higher is received (on a 4.0 scale).
Landlord /Stakeholder Satisfaction	80% of the surveys will report increased confidence in renting to or dealing with families requiring housing assistance.

Incident Report	No incidents occur.
Employee Supervision/Job Performance Evaluations	Each employee will receive supervision at least once per month. 100% of JPEs are completed within 30 days of the employee's anniversary.
Quarterly & Annual Reports funders	Meeting or exceeding proposed program outputs and outcomes for each service site.

4. Measures of effectiveness that will be reported to the State agency through which grant funds are appropriated.

For the purposes of these housing stabilization services, CCH will provide to the contracting state agency, quarterly reports covering the following primary measures of effectiveness:

- a. The number of households that are approved for financial assistance payment;
- b. The number and type of financial assistance payments provided;
- c. The average amount of financial assistance payment provided per household;
- d. The challenges encountered and potential remedies for challenges encountered during the reporting period; and
- e. The revenue and expenditures to date, including explanations of variance in the program budget.

III. Financial

1. *Proposed Program Budget*

Please refer to the State budget forms included as Attachment A.

2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$62,500	\$62,500	\$62,500	\$62,500	\$250,000

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.*

In addition to the funds being requested through this GIA application, CCH is seeking funding through the Veterans Administration's Supportive Services for Veteran Families Program (SSVF), FEMA's Emergency Food and Shelter Program (EFSP) and HUD's Emergency Solutions Grants (ESG) to address the needs of subpopulations within the group of individuals and families who are in unstable housing and need homelessness prevention assistance. SSVF targets only veteran families, EFSP is traditionally a short lived funding source with funding based on the unemployment rate that provides no operating funding, and ESG primarily targets persons in need of rapid re-housing. In addition, private funding through foundations and partnerships with other community programs will provide avenues of support for housing stabilization and homelessness prevention (i.e. local United Way organizations) that provide funding primarily for the financial assistance payments themselves, with very little allocated to staffing and program costs.

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.*

CCH has received no state or federal tax credits at anytime in the prior three years, and does not have any current pending application for such credits.

IV. Experience and Capability

1. *Necessary Skills and Experience*

In 2006, CCH implemented a networking of the agency-wide phone system, which enabled expanded community access to IIR services Statewide. This included the capacity for Neighbor Island callers to reach centralized IIR services using local access numbers for the Statewide HELP Line with no long-distance cost to the client. In 2012, IIR received between 700 and 1,000 requests per month for financial, material, or informational assistance on Oahu alone. Statistics are being gathered for the Neighbor Islands to create a statewide picture. Requests were met both through CCH programs and services, private foundation-funded grants, as well as through many referrals to community partners, other service providers in the homeless services continuum of care, and private businesses which collaborate to provide resources to clients in need.

CCH has an established reputation as a quality provider of financial assistance. The IIR program has grown significantly since its inception and has obtained many funding resources which are renewed successively upon year after year of effective administration. These funding resources have been expanded to serve the Neighbor Islands and CCH has increased IIR capacity on Hawaii Island and Maui while strengthening an already strong Kauai presence. On the island of Kauai CCH is consistently awarded the highest percentage of Kauai United Way funds through the annual allocation process. CCH is also a mandatory partner in the FEMA funded Emergency Food and Shelter Program, and has provided funding to the community since 2000 on both the islands of Oahu and Kauai, and most recently for the County of Maui.

Other Experience:

CCH has been successful in administering a Housing Placement Program (HPP) with funding from the DHS Homeless Programs Office, formerly the Hawaii Public Housing Authority (HPHA) Homeless Services Section since being awarded one of three demonstration project grants in 2004. Information on the successes of CCH's HPP is included in the "Experience" section of this proposal. In addition, CCH was awarded a Homelessness Prevention and Rapid Re-housing grant by the City and County of Honolulu. Both programs include a combination of short-term case management and financial assistance to ensure placement in and retention of permanent housing. Experienced staff who have worked on the program for eight to ten years remain on the housing team. Relationships with over 500 landlords and/or property management agents have been built and are maintained by the veteran staff.

The Kauai Island Community Director (KICD) provides in-kind services to administer HPP on Kauai. KICD is the current Chair of the Kauai Community Alliance, and is knowledgeable of the housing situation on Kauai and currently provides financial assistance for housing and housing-related needs through private and federal funding sources. The KICD regularly partners with Kauai Economic Opportunity (KEO), Alu Like, and Salvation Army. These partnerships will provide referrals to the program on

referrals to the program on Kauai.

Housing Placement Program (HPP):

CCH's HPP provides housing counseling and placement along with a security deposit or one month of rent on the island of Oahu. CCH has been successful in meeting goals in serving and placing eligible families.

The following table shows service and placement outcomes achieved by the program.

HPP	Goal:	Actual:	Goal:	Actual:
Fiscal Year	Families Served	Families Served	Families Placed	Families Placed
2004-2005	100	47	50	39
2005-2006	200	201	100	155
2006-2007	200	235	150	204
2007-2008	200	245	150	231
2008-2009	230	241	195	219
2009-2010	230	259	195	237
2010-2011	230	273	195	209
2011-2012	300	358	256	278

Homelessness Prevention and Rapid Re-housing Program (HPRP):

CCH was one of five agencies that received American Recovery and Reinvestment Act funding through the City and County of Honolulu. Funding provided short or medium term financial assistance to individuals and households having trouble paying rent or homeless individuals and households seeking housing. Multiple payments and utility assistance were possible. 317 households were provided with \$681,777.46 in financial assistance over the course of the contract.

Emergency Financial Assistance Project (EFAP):

Emergency Financial Assistance Project (EFAP), a.k.a. Emergency Shelter Grant (ESG), provides homeless prevention funds for individuals and families who face homelessness due to a sudden reduction of income and to assist homeless individuals and families with a first month's rent payment to move into permanent housing. Households who receive this assistance are required to demonstrate self-sufficiency.

FEMA – Emergency Food and Shelter Program (EFSP):

The FEMA Emergency Food and Shelter Program (EFSP) provides financial assistance to households that can show they do not have the funds or means to pay for their rent or mortgage as long as their landlord or mortgage lender commits to letting the household stay for another 30 days. CCH has been awarded an EFSP grant each year since 2004.

The following table shows service outcomes achieved by the program.

EFSP	Goal:	Actual:	Award Amount:	Assistance Amount:
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	Families Served	Families Served		
Year 2009	30	28	\$35,680	\$35,680
Year 2010	30	73	\$60,000 (original) + \$5,000 (from Salvation Army) = \$65,000 total	\$65,000
Year 2011	25	24	\$19,820	\$19,820

The CCH contact person for the HPP, HPRP, and EFSP programs:
 Rona Yagi Fukumoto, Director of Intake, Information and Referral
 Address: 1822 Keeaumoku Street, Honolulu, HI 96822
 Email: rfukumoto@catholiccharitieshawaii.org
 Phone: 527-4704
 Fax: 527-4749

2. *Facilities*

All locations meet Americans with Disabilities Act requirements or provide accommodation to offer services. Locations of service offices:

County of Hawaii

Hilo Office

214 Waianuenu Avenue, #209

Hilo, HI 96720

(808) 935-HOPE; (808) 933-HELP

Kona Office

73-5618 Maiau Street, Suite B201

Kailua-Kona, HI 96740

(808) 331-HOPE; (808) 331-HELP

County of Kauai

Kauai Office

3016 Umi Street, Suite 207

Lihue, HI 96766

(808) 241-HOPE; (808) 241-HELP

County of Maui

Maui Office

211 Kaulawahine Street

Kahului, HI 96732

(808) 873-HOPE; (808) 872-HELP

V. Personnel: Project Organization and Staffing

1. *Proposed Staffing, Staff Qualifications, Supervision and Training*

Proposed Staffing

Staffing for the program will be a .25 FTE Intake Specialist on each island, and .50 FTE IIR Supervisor, located on Oahu, who will provide coordination of services encompassing all of the counties including reports, communications affecting the program, and fiscal monitoring. A small percentage of the Director of IIR is included in addition to the Neighbor Island Community Director on each island who will provide day-to-day supervision of staff and program oversight on an in-kind basis.

Staff Qualifications

Director of Intake, Information, and Referral: 1 Full-time (5% time in program). Manages overall outcomes for the program. Coordinates implementation of program. Responsible for overseeing operations of the program including monitoring the budget. Participates in community coalitions and advocacy groups to ensure collaboration and coordination of services within the homeless services provider spectrum. Qualifications: Master's degree in Social Work or Human Services or related field. At least four (4) years related work experience, of which two (2) years have been supervisory in nature and one (1) year in program planning and administration. Prefer experience with social services and/or housing management. Must have excellent written and verbal skills and be able to relate to the needs of clients, staff, and the community.

Intake, Information, and Referral Program Supervisor: 1 Full-time (50% time in program). Responsible for overall program coordination, completing reports to the State, and disseminating communication from the State related to program delivery. Qualifications: Masters Degree in Social Work with a minimum of four (4) years related work experience to include one (1) year supervisory work and one (1) year in program planning and administration.

Neighbor Island Community Directors: 3 Full-time (in-kind for program). Directors on Kauai, Maui and Hawaii coordinate and direct services of the Intake Specialist on their island. Responsible for day-to-day operations of the local program site, coordinating/providing homeless prevention services, supervision and orientation/training of staff and volunteers, providing community leadership, and outreach to landlords to promote public awareness of housing needs and to expand resources for participants. Qualifications: Bachelors degree in Social Work or Human Services or related field. At least two (2) years related work experience, of which one (1) year has been supervisory in nature. Prefer experience with social services and/or housing management. Must have excellent written and verbal skills and be able to relate to the needs of clients, staff, and the community.

Intake Specialists: 2 Full-time and 1 Part-time (25% time for program).

Responsible for providing case coordination for eligible clients, assistance with client advocacy, social service referrals and related support services, assisting in communication/negotiations with landlords, and follow-up contact with clients. Conducts searches for housing units, coordinates dissemination of updated affordable housing and resource information to program staff. Also provides intake support for local walk-ins and for phone contacts. Qualifications: Associates Degree in Human Services or related field and two (2) years experience working in human services or a high school diploma or equivalent and four (4) years of experience working in the human service field. Desired Qualifications / Attributes: Ability to coordinate and work with staff, low-income families, landlords, and other professionals in the housing network. Ability to understand, relate to and assess the needs of the low-income families, to handle urgent / crisis situations, and to develop effective case plans. Ability to negotiate with landlords and link clients with community resources. Ability to communicate with non-English speakers.

Supervision and Training:

The Neighbor Island Community Directors will act as the Program Supervisors on each island. The Neighbor Island team will work closely with the CCH IIR Supervisor and existing housing services program staff to coordinate both start-up and continued training for staff, including HMIS data entry training, if necessary. CCH is committed to training and development to support continuous improvement and growth at all levels of the organization. Toward this end, an intentional and diverse approach is employed incorporating both internal and community-based training resources, as well as collaborative peer-to-peer training and planning. Each quarter, Neighbor Island Directors meet for a full day of consultation visits with the IIR Supervisor and other department heads to help support the continuing development of neighbor island staff leadership and programs. These sessions will provide opportunities for joint planning and continuous evaluation and improvement of the program.

2. *Organization Charts*

Please see Attachments B & C.

VI. Other

A. Litigation

CCH does not have any current or pending litigation to which it is a party.

B. Licensure or Accreditation

CCH is nationally accredited by the Council on Accreditation (COA) and serves people of all faiths and cultures, especially those with the greatest need. In November 2011, CCH received unconditional re-accreditation from COA and is currently accredited through December 31, 2015. COA is an independent not-for-profit international accreditor of the full continuum of community-based behavioral health care and social service organizations for over 30 years. The COA accreditation process involves a detailed review and analysis of both an organization's administrative operations—including financial practices—and its service delivery practices. All are "measured" against international standards of best practice. These standards emphasize services that are accessible, appropriate, based in the community, coordinated, culturally competent, evidence-based, individualized, outcomes-oriented, provided by a skilled and supported workforce, respectful of individual rights, strengths-based, supportive of partnership, child and family focused, treat all people with dignity, involve family and provider collaboration, and address child outcomes. Accreditation supports an organization in increasing its performance, being more efficient, more targeted in service delivery, and more vigilant in case management and supervision in order to achieve better outcomes.

VII. End Notes

^[1] Corporation for Enterprise Development (2012). Assets & Opportunity Scorecard – Average Annual Pay. Retrieved from <http://scorecard.assetsandopportunity.org/2012/measure/average-annual-pay?state=hi>

^[2] U.S. Census Bureau (2010). American Community Survey. Retrieved from http://hawaii.gov/dbedt/info/census/acs/ACS2010/ACS2010_1_Year/index_html

^[3] Corporation for Enterprise Development (2012). Assets & Opportunity Scorecard – Housing Cost Burden – Renters. Retrieved from <http://scorecard.assetsandopportunity.org/2012/measure/housing-cost-burden-renters>

Attachments

- A. Proposed Program Budget**
- B. Program Organization Chart**
- C. Agency Organization Chart**

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2013 to June 30, 2014)

Applicant: Catholic Charities Hawaii - Emergency Assistance for Housing Stabilization

BUDGET CATEGORIES	Total Program Cost	Total GIA Request	Other Funding Sources	
A. PERSONNEL COST				
1. Salaries	177,661.00	49,398.00	128,263.00	
2. Payroll Taxes & Assessments	20,205.00	5,635.00	14,570.00	
3. Fringe Benefits	49,413.00	13,931.00	35,482.00	
TOTAL PERSONNEL COST	247,279.00	68,964.00	178,315.00	
B. OTHER CURRENT EXPENSES				
1 Airfare, Inter-Island	735.00		735.00	
2 Airfare, Out-of-State	0.00			
3 Audit Services	0.00			
4 Contractual Services - Administrative	12.00	12.00		
5 Contractual Services - Subcontracts	0.00			
6 Insurance (Property/Liability)	295.00	165.00	130.00	
7 Lease/Rental of Equipment	490.00	160.00	330.00	
8 Lease/Rental of Motor Vehicle	0.00			
9 Lease/Office Rent	0.00			
10 Mileage	610.00	310.00	300.00	
11 Postage, Freight & Delivery	435.00	110.00	325.00	
12 Publication & Printing	125.00	125.00		
13 Repair & Maintenance	1,885.00	475.00	1,410.00	
14 Staff Training/Development	225.00		225.00	
15 Substance/Per Diem	315.00		315.00	
16 Supplies	1,195.00	180.00	1,015.00	
17 Telecommunication	2,110.00	1,160.00	950.00	
18 Transportation	0.00			
19 Utilities	2,070.00	620.00	1,450.00	
20 Depreciation (Ching Campus Office)	9,294.00	2,619.00	6,675.00	
21 Client Financial Assistance	185,057.00	159,057.00	26,000.00	
22 Indirect Cost	59,268.00	16,043.00	43,225.00	
TOTAL OTHER CURRENT EXPENSES	264,121.00	181,036.00	83,085.00	
C. EQUIPMENT PURCHASES	0.00	0.00	0.00	
D. MOTOR VEHICLE PURCHASES	0.00	0.00	0.00	
E. CAPITAL	0.00	0.00	0.00	
TOTAL (A+B+C+D+E)	511,400.00	250,000.00	261,400.00	
SOURCES OF FUNDING		Budget Prepared By:		
Total State GIA Funds Requested	250,000	Rona Fukumoto, Director of IIR 527-4704		
Other Funding Sources	261,400	Name (Please type or print) Phone		
		Signature of Authorized Official Date		
TOTAL BUDGET	511,400	Stella M.Q. Wong, VP Programs		
		Name and Title (Please type or print)		

Applicant: Catholic Charities Hawaii - Emergency Assistance for Housing Stabilization

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1 Director of Intake, Information & Referral	1.00	\$65,822.00	5.00%	\$ 3,291.00
2 Program Supervisor	1.00	\$46,253.00	50.00%	\$ 23,127.00
3 Intake Specialist - Hilo	1.00	\$36,766.00	25.00%	\$ 9,192.00
4 Intake Specialist - Maui	0.50	\$36,766.00	25.00%	\$ 4,596.00
5 Intake Specialist - Kauai	1.00	\$36,766.00	25.00%	\$ 9,192.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				49,398.00
JUSTIFICATION/COMMENTS:				

Applicant: Catholic Charities Hawaii - Emergency Assistance for Housing Stabilization
 Period: July 1, 2013 to June 30, 2014

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:

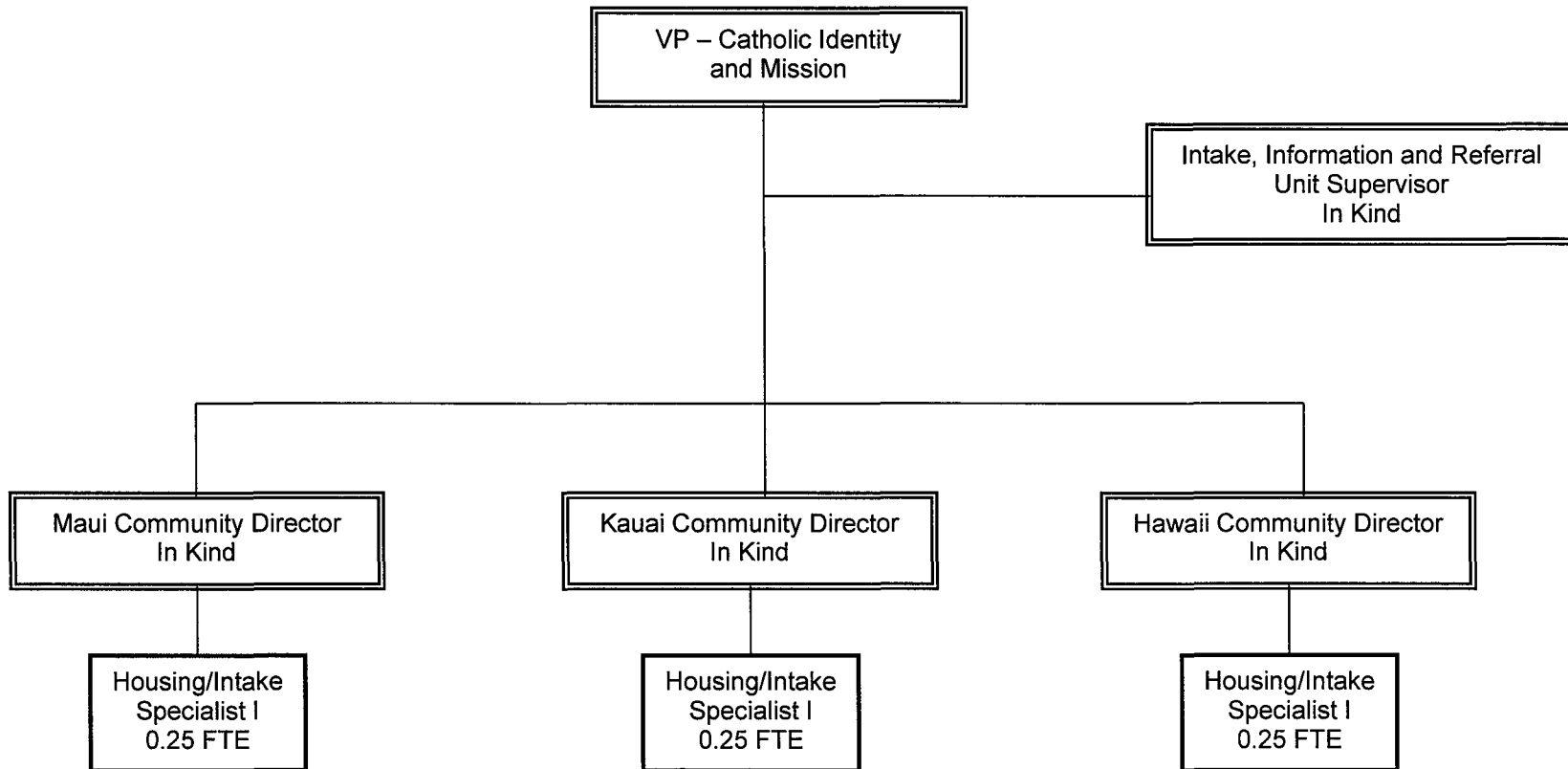
NOT APPLICABLE

Applicant: Catholic Charities Hawaii - Emergency Assistance for Housing Stabilization
 Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2010-2011	FY: 2011-2012	FY: 2012-2013	FY: 2012-2013	FY: 2013-2014	FY: 2014-2015
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

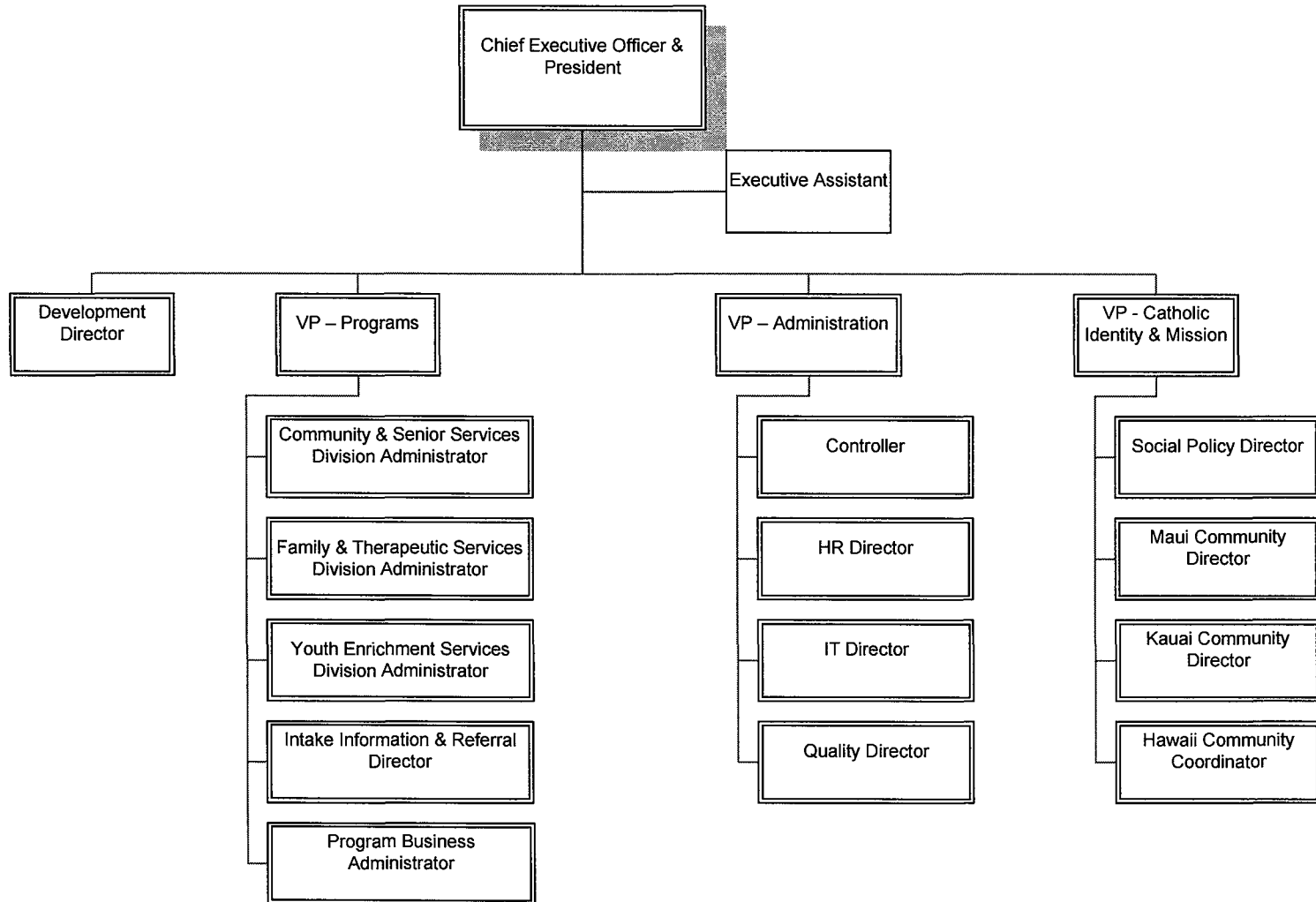
NOT APPLICABLE

Catholic Charities Hawai‘i
Intake, Information and Referral Unit
Emergency Assistance for Housing Stabilization (Homelessness Prevention and Rehousing)



Catholic Charities Hawai'i

Organization Chart – Agency Overview



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES 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 and subsidies 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 or subsidy 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 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.
- 2) 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 or subsidy is awarded shall be conducted or provided.
- 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.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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.

Catholic Charities Hawai'i
(Typed Name of Individual or Organization)


(Signature)

1/31/13
(Date)

Stella M.Q. Wong
(Typed Name)

Vice President of Programs
(Title)