

House District \_\_\_\_\_

Senate District \_\_\_\_\_

**THE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS AND 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):

DEPARTMENT OF HEALTH

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

MENTAL HEALTH KOKUA

Dbas:

Mental Health Kokua

Street Address:

1221 Kapiolani Blvd. #345, Honolulu, Hawaii 96814

Mailing Address:

Mental Health Kokua

1221 Kapiolani Blvd. #345

Honolulu, Hawaii 96814

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

Name MARYELLEN MARKLEY, PH.D.

Title Development & Communications Officer

Phone # (808) 561-8096

Fax # (808) 734-1208

e-mail mmarkley@mhkhawaii.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:**

COST SAVING SERVICES & HOUSING CENTER FOR HOMELESS WITH MENTAL HEALTH CHALLENGES

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

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

FISCAL YEAR 2015: \$ 418,000

**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 \$ 0

COUNTY \$ APPLICATIONS PENDING

PRIVATE/OTHER \$ 1,151,567.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]  
AUTHORIZED SIGNATURE

GREG PAYTON, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

1/31/12  
DATE SIGNED

Project Title: **COST SAVING SERVICES & HOUSING CENTER FOR HOMELESS WITH MENTAL HEALTH CHALLENGES**

## **Application for Grants and Subsidies**

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

### **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:

#### **A brief description of the applicant's background;**

Established 1973 as "The House", Mental Health Kokua (MHK) is the oldest, private non-profit mental health organization in the state of Hawaii providing recovery-based services including housing, case management, homeless outreach and shelter, and psychiatry and counseling services on behalf of Hawaii citizens, especially those with severe and persistent mental illness and co-occurring conditions. MHK serves more than 1600 people each year, with 250 employees in 28 locations on Kauai, Oahu, Maui, Hilo and Kona. MHK is accredited by the internationally respected Commission on Accreditation of Rehabilitation Facilities (or CARF - [www.carf.org](http://www.carf.org)), MHK is the only organization in Hawaii to ever receive a perfect CARF evaluation score, and one of only a few in the world that has ever received two consecutive perfect CARF survey scores. MHK has a 35 year history of successfully managing grants as well as city, state, and federal contracts, including HUD 202, 811 and Hearth. MHK services have been consistently rated in the 90% satisfaction level by persons served for more than a decade.

#### **The goals and objectives related to the request;**

Mental Health Kokua (MHK) is seeking to move and expand its current Safe Haven Facility on Beretania Street to a larger location, and is proposing the addition of a One-Stop, Multi-Service Center for people in downtown Honolulu who are homeless and mentally ill. Planning for MHK's Multi-Service Center includes on-site support services including permanent housing, jobs, psychiatry, primary health care, chemical dependency treatment, and case management.

In addition, a sub-acute medical facility (a mini-emergency room for the mentally ill— the first of its kind in Hawaii) will be co-located for evaluation and treatment as an alternative to expensive emergency room visits and to provide diversion options for the Honolulu Police Department. MHK's Multi-Service Center will seek collaboration with Waikiki Health Center, Helping Hands Hawaii, Catholic Charities, Salvation Army, and other like-minded non-profits to serve 100 people per day to: (A) provide 24/7/365 care; (B) 25 transitional beds; (C) six emergency sub-acute beds; and (D) five permanent housing rooms, and (E) an area set aside specifically to meet the needs of disabled veterans. The Multi-Service Center is (F) staffed by nurses and paraprofessionals; (G) two homeless outreach care coordinators; (H) a housing placement specialist; (I) Peer Coaches (consumer-to-consumer advocacy); (J) a vocational placement counselor; (K) showers for homeless individuals, with additional public restrooms and a locker area; and (L) daily meals.

*MHK's Multi-Service Center project will be financially sustained by existing contracts through the City-County of Honolulu, HUD Continuum of Care, Hawaii health plans, Aloha United Way, and the following State Depts.: Health/Adult Mental Health Division, Vocational Rehabilitation, and Human Services/Homeless Programs.*

Project Title: COST SAVING SERVICES & HOUSING CENTER FOR HOMELESS WITH MENTAL HEALTH CHALLENGES

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

According to the 2013 the Honolulu Homeless Point-In-Time Count (PIT, 2013), 4,556 homeless persons were identified, with 1,465 unsheltered. The Honolulu PIT data reports that 78% unsheltered homeless persons are severely mentally ill; 55% are chronic substance abusers; and 29% are both mentally ill and chronic substance abusers (PIT, 2013). *Hospital visits and charges related to mental health have risen sharply* between 2009 and 2012 according to the Hawaii Health Information Corporation ([www.HHIC.org](http://www.HHIC.org)), the States' premier healthcare data collector and analyzer. *HHIC found an increase in emergency room (ER) visits, inpatient admissions and hospital charges across the state.*

Total mental health ER visits, not including inpatient admissions, for 2012 were 13,666 (up 20% from 2009). Since 2009, there has been a 14.3% jump in total inpatient admissions via the ER (3,535 in 2009) and 4,040 in 2012. *This meant a significant increase in costs to treat patients. In 2012, Hawaii spend a total of \$98.3 million on ER charges and inpatient admissions related to mental illness, a 30% increase over \$76.1 million in 2009 ([www.HHIC.org](http://www.HHIC.org)).* Over the last three years, about one quarter of all spending in the state (23 percent) has been on treating various forms of substance abuse including alcohol, opioid, and cocaine abuse and dependence.

*Mental Health Kokua's (MHK) Safe Haven homeless shelter with 25 beds for homeless adults with mental illness is uniquely qualified to establish the collaborations and design the wrap-around-services infrastructure to make this project a success*

*Conclusion: the Honolulu Chinatown area would benefit significantly by expanding services with MHK's proposed Multi-purpose Center to serve 100 consumers per day (2000 unduplicated/year), providing 24 hour emergency psychiatric care, food, showers, peer mentoring, day activities, and vocational counseling for those living at Safe Haven as well as those homeless on the street awaiting services.*

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

Mental Health Kokua (MHK) Multi-Service Center targets adults 18 years and older who are homeless, with special services available for those with mental illness whose diagnosis includes, but is not limited to, major depression, schizophrenia, bipolar disorder, PTSD and chemical dependency.

Mental Health Kokua has served this target population for almost 20 years in Honolulu, but is now planning a move to a nearby location that will provide an opportunity to significantly expand services with multi-service center emergency evaluation and treatment capabilities, chemical dependency therapy, a daily drop-in care program, public restrooms, laundry, showers and health meals. *Vocational placement, veterans services and permanent housing location and assistance will be key parts of this full-service package with the goal of ending homelessness, rather than just supporting the homeless.*

**Describe the geographic coverage.**

This pilot project will serve the island of Oahu, with services concentrated in the greater Honolulu area. *After establishing evidence of project success and proof of state/county cost savings, similar facilities may be built on other islands struggling with similar challenges.*

**II. Service Summary and Outcomes**

Project Title: **COST SAVING SERVICES & HOUSING CENTER FOR HOMELESS WITH MENTAL HEALTH CHALLENGES**

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;**

The current Mental Health Kokua Safe Haven Facility with 25 residents and both administrative and case management staff will be moved to a new location in downtown Honolulu that is large enough to include the additional services so sorely needed to transition Oahu's homeless population to a better quality of life out of homelessness. New "wrap-around" services will be provided including hygiene services such as toilets and hot showers, lockers for personal belongings, case management, veterans services, a Housing First residential placement office, access to vocational information, and other related services. The funding requested herein is to move Safe Haven's facilities, purchase furniture and fixtures needed to provide services, and set up the physical infrastructure of the new and much-needed Sub-Acute Center.

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

Planning and preparations are currently underway, so that expenditures outlined in the budget can be accomplished quickly and the most essential infrastructure installed within 90 days of receipt of funding. Final set up work is expected to take up to six months, with all expenditures and set up completed within 9 months of initial receipt of funding.

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

This proposed Multi-Service Center (the Cost Savings Services & Housing Center Project for Homeless with Mental Health Challenges) fits within and has been an integral part of the mission of Mental Health Kokua since 1973. Through specially designed services and settings, MHK assists people with mental health and related challenges to achieve optimum recovery and functioning in the community. Since 1973 MHK was created to provide housing and recovery opportunities for people with mental illness, most of whom would be homeless without MHK. In 1995, MHK created Safe Haven Honolulu to assist homeless people with serious and persistent mental illness off the streets and into recovery from mental illness. MHK's Safe Haven has consistently, since 2008, had a waiting list of 75 people waiting for residential services.

The Proposed multi-service center project will assist MHK's Safe Haven waiting list to receive multi-services center outpatient treatment (e.g., showers/lockers/meals; psychiatric care, care coordination, vocational rehabilitation, chemical dependency treatment), and supported permanent housing.

Each year, a minimum of 50 homeless participants with major mental illness will move into Safe Haven/Mental Health Kokua's safe, secure, non-threatening, traditional housing. At least 70% of those moving in will remain 90 days or more. At least 50% of participants will show significant improvement in skills/functioning including self-care, social interactions/communications, and decreased severity of symptoms within 6 months of residential program entry. At least twelve participants annually will access permanent community housing upon program completion.

Supporting data will be supplied and accessed from agency and centralized databases, plus manual tallies. Supporting data will be identified on the Brief Psychiatric Rating Scale, Independent Living Skills Survey and/or participant progress reports in agency databases. Supporting data regarding relocation to permanent housing is supplied and accessed from agency databases, alumni participation reports (or case managers' reports) and manual tallies.

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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.

**Project Goals. Outcome Goals Of Multi-Service Center**

Measure	Outputs
<b>Utilization/ Efficiency</b>	
# of unduplicated homeless people served per day by Multi-Service Center.	100
# of meals served per day by Multi-Service Center.	150
# of homeless people placed to permanent housing annually.	50
# of homeless people assisted for primary health care monthly.	10
# of homeless people receiving vocational assessments annually.	35
# of homeless people in vocational placements annually.	25
# of alternative psychiatric bed days (sub-acute facility) annually.	2190
# of homeless people diverted from psychiatric hospitalization and/or jail monthly.	25
# of homeless mentally ill people stabilized on psychiatric medications monthly.	30
# of homeless people receiving dual diagnosis treatment annually.	80
# of homeless people receiving case management outreach per month (duplicated).	35
# of unduplicated homeless people contracted annually.	100
% of homeless people transitioned from General Assistance to Social Security.	30
<b>Measures</b>	<b>Outcomes</b>
<b>Access to Services</b>	
% of homeless people receiving intake within 24 hours.	
<b>Effectiveness</b>	
<b>Before Services</b>	
% of homeless people receiving Quality Of Life Inventories conducted at baseline	95%
% of homeless people receiving mental health LOCUS acuity scales conducted at baseline.	95%
<b>During Treatment/Care</b>	
% of homeless people receiving improved Quality Of Life Inventories	75%
% of homeless people receiving mental health improved LOCUS acuity scales.	75%
<b>At Discharge</b>	
% of homeless people receiving improved Quality Of Life Inventories.	85%
	85%

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<b>% of homeless people receiving improved mental health LOCUS acuity scales.</b>	
<b><u>Satisfaction</u></b>	<b>85%</b>
<b>% of homeless people rating satisfaction with Multi-Service Center at average or higher.</b>	

**III. Financial**

**Budget**

The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. - See Budget Attached

The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$200,000	\$175,000	\$25,000	\$18,000	\$418,000

**The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.**

- City & County CDBG Funding
- Contract support through Hawaii State Adult Mental Health Division of the Department of Health
- City & County Grant in Aid Funding
- Miscellaneous private grants and both financial and in-kind donations

**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.**

None

The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013

Response: \$4,254,474.

**IV. Experience and Capability**

**A. 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.**

MHK has demonstrated the ability to provide recovery based services to the people of Hawaii with serious and persistent mental illness through many years of successful contracts with HMSA, Department of Health Adult Mental Health Division, US Department of Housing and Urban Development, Hawaii Public Housing Authority, the Social Security Administration, City & County of Honolulu, and all United Ways in Hawaii.

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MHK has provided 24-hour supervised group services and 8-16 hour supervised care since 1973. MHK provides case management in Kauai, Oahu, Maui, Hilo and Kona, and homeless outreach on Kauai, Oahu and Maui. MHK has purchased 13 housing units in partnerships with the HUD Section 811, and MHK has purchased/leased another 10 units independently. MHK provides housing locations statewide as follows:

Safe Haven – for persons who are homeless and living with the challenges of mental illness, Safe Haven offers outreach, medical and psychiatric care, case management, 24-hour residential services, and social rehabilitation activities. Chemical dependency outpatient groups serve Safe Haven consumers before, during and after their stay at Safe Haven to provide support and continuity of care. MHK currently operates this unique project in downtown Honolulu, and plan to add additional Safe Haven facilities in Kona and Maui this year.

Therapeutic Living Program (TLP) – MHK offers 24-hour supervised group residential facilities and on-site individualized social rehabilitation services in transitional housing settings. Agency projects in this category that serve consumers with serious mental illnesses are located on Oahu, East Hawaii, and West Hawaii, on Maui and Kauai.

Supportive Living Housing Sites – 8-16 hour supervised group homes are provided on a less intense level, with recovery services and consumer support on site and on-call. Residences are located on Oahu, on Maui, in East Hawaii and West Hawaii, and on Kauai.

MHK has been accredited since 1997 by the Commission on Accreditation of Rehabilitation Facilities (CARF) for the provision of Community Rehabilitation Programs, including Case Management, Crisis Stabilization, Psychosocial Rehabilitation and Community Housing Services. Mental Health Kokua received back-to-back perfect survey scores from CARF in 2009 and again in 2012. MHK is the only organization in Hawaii to ever receive a perfect CARF score and one of only a few in the world that has ever received 2 consecutive perfect CARF survey scores.

MHK has the necessary skills and the clinical, financial and management infrastructure to oversee the effective and proficient delivery of services. Program staff members are in place and approximately 70% of residential staff have been employed with MHK for over a year. In addition, MHK financial procedures and statements have been reviewed by independent auditors since 1976, and since 2007, MHK has produced unqualified financial audits (no management letters). Finally, the composition of MHK's Board of Directors reflects the needs of the organization, including real estate, financial, legal, legislative, faith-based community, clinical and public relations.

## **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. The applicant shall also describe how the facilities meet ADA requirements, as applicable.**

Mental Health Kokua is proposing renovations of a building located in the Chinatown area of Honolulu to provide a multi-service program including outreach services, intake and assessment services, case management, and housing placement services for low income, homeless adults with mental health challenges. Renovations are needed to make the location ADA-compliant and habitable, and suitable as the new location for MHK's 25-bed Safe Haven homeless shelter, providing 24/7/365 care for those with severe and persistent mental illness. MHK's Multi-Service Center will collaborate with other experienced non-profits currently providing services to the homeless population in order to serve 100 people per day –and including 25 transitional bedrooms; six emergency care sub-acute beds; and five permanent housing apartments. Also provided will be on-site psychiatry and medication management, chemical dependency counseling; beds and services specifically for homeless veterans; staffing by nurses and paraprofessionals; two homeless outreach care coordinators; a housing placement specialist; Peer Coaches (consumer-to-consumer advocacy); and a vocational placement counselor.

Applicant MENTAL HEALTH KOKUA

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In addition, this facility will provide daily meals, showers to allow homeless people to clean up along with additional public restrooms, laundry facilities, and a locker area to store possessions safely.

Once in place, Mental Health Kokua's Multi-Service Center project will be financially sustained by existing contracts through the City and County of Honolulu, HUD Hearth Act, Hawaii health plans, the State of Hawaii Department of Health / Adult Mental Health Division, Aloha United Way, and the Hawaii State Departments of Vocational Rehabilitation and Veterans Services.



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**V. Personnel: Project Organization and Staffing**

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

Mental Health Kokua staff members are trained to understand that all citizens should have an opportunity to live and participate in and contribute to their communities. Through specially designed services and settings, Mental Health Kokua helps those in Hawai'i who are in mental distress, emotional crisis or recovering from serious mental illness achieve their optimum level of recovery and ability to function in the community.

Qualified Mental Health Professionals (QMHP) are available to residential sites to provide clinical supervision and consultation. QMHP's review cases, provide consultation, host trainings and provide resources for evidence based best practices.

Project Service Managers (PSM) are required to have a Masters' degree in psychology, social work, behavioral health or a behavioral health related field and two years of supervisory/management experience.

Residential Services Coordinators, Residential Rehabilitation Specialists and Residential Assistants provide direct care to consumers and work under the supervision of a MHP. Residential Services Coordinators and Residential Specialists have a bachelor's degree in human services or a related field and/or commensurate, related experience. Residential Assistants are required to have a minimum high school diploma or equivalent. Additional program oversight will be provided by the County Service Director and the Chief Quality Officer. MHK administrative staff and senior leadership will provide ongoing management and support.

As necessary, MHK recruits staff members that have the educational and experience requirements necessary to meet AMHD standards for this proposal. To ensure compliance with educational and experience requirements MHK performs credential checks, a criminal record review and reference calls prior to hiring new staff, verifies employment experience with previous employers and require employees to submit official college transcripts and copies of his/her diploma/degree. Once hired, orientation to the position and agency occurs. MHK will submit education and experience qualifications to AMHD as requested.

MHK continuously strives to meet all standards for staffing, as evidenced by accreditation reviews and monitoring by funding sources. A personnel data system has been set up with Ceridian, wherein human resource staff members enter input education information, licensure expiration dates, training certificates, and other relevant information. Reports can be generated to show renewal dates, training attendance, experience/competency, and other personnel information.

**Staff Qualifications for this project:**

<i>Greg Payton, Chief Executive officer</i>	<ul style="list-style-type: none"> <li>▪ MA psychology/MBA</li> <li>▪ 40 years of experience</li> <li>▪ 24 years as CARF surveyor</li> </ul>	<i>Legal and CARF compliance.</i>
<i>Jim Carter, Chief Quality Officer</i>	<ul style="list-style-type: none"> <li>▪ 35 years of experience</li> <li>▪ 15 years as CARF surveyor</li> </ul>	<i>CARF and quality management.</i>
<i>Summer Uwono, CFO</i>	<ul style="list-style-type: none"> <li>▪ BBA in Business</li> <li>▪ CPA</li> </ul>	<i>Authorization and reimbursement.</i>
<i>Dennis Koo, Chief Operating Officer</i>	<ul style="list-style-type: none"> <li>▪ MS Technology</li> </ul>	<i>Data collection and electronic billing/ reporting; HR.</i>
<i>Cassandra Tokoro,</i>	<ul style="list-style-type: none"> <li>▪ Licensed APRN</li> </ul>	<i>QMHP</i>

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<i>APRN, Clinical Director</i>	<ul style="list-style-type: none"> <li>▪ 25 years of experience</li> <li>▪ MS Nursing</li> <li>▪ Board Certified Clinical Nurse Specialist in Adult Psychiatric &amp; Mental Health</li> </ul>	<i>Clinical records review Clinical supervision</i>
<i>Les Gusman, Oahu County Services Director</i>	<ul style="list-style-type: none"> <li>▪ BA Human Services</li> <li>▪ 25 years of experience.</li> </ul>	<i>Staffing recruitment, training and scheduling compliance for Oahu housing.</i>
<i>David Chew</i>	<ul style="list-style-type: none"> <li>▪ BA Sociology</li> <li>▪ 10 years of experience</li> </ul>	<i>Staffing recruitment, training and scheduling compliance for Oahu housing.</i>

**B. 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 organizational chart that illustrates the placement of this request.

Please see attached Organizational Chart

**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

██████████, CEO - \$ 125,827  
 ██████████ - \$ 101,714  
 ██████████ - \$ 114,566

VI. Other

**A. 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.

None

**B. Licensure or Accreditation**

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


- Certification/ Accreditation. MHK’s 24-hour and 8-to-16 hour group homes are annually certified by AMHD in accordance with the Housing Quality Standards. HUD conducts annual REAC inspections of HUD funded properties, while MHK staff members conduct internal inspections quarterly and external inspections of all properties biannually in compliance with CARF Health and Safety Standards (CARF, 2013).

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- Personnel Requirements. The MHK residential program staff members meet AMHD personnel requirements in both education and experience. MHK recruits for open positions immediately via the internet and local newspapers and cross-train employees to provide services while the position is vacant. The Residential Specialists, Residential Services Coordinators, Program Services Managers and County Services Directors are trained to serve as a back-up to program staff to ensure there is never a disruption in service delivery.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2014 to June 30, 2015)

Applicant: MENTAL HEALTH KOKUA

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>City &amp; County of Honolulu (b)</b>	<b>Fee-for-Service Income (c)</b>	<b>Other Funding or In-Kind (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries			744,752	
2. Health Insurance			5,760	
3. Fringe Benefits			134,055	
<b>TOTAL PERSONNEL COST</b>			<b>884,567</b>	
<b>B. OTHER CURRENT EXPENSES</b>				
1. Safe Haven Moving Expenses	45,000			18,000
2. ADA Accommodations/elevator	55,000			20,000
3. Lockers for Homeless Individual use	25,000	15,000		
4. Lease - First FI Services Center Space	24,000		36,000	
5. Clinical and exam furniture/fixtures	37,000	15,000		25,000
6. Medical and Treatment Supplies	45,000		15,000	20,000
7. Telecommunication/IT Installation	18,000			18,000
8. Hygiene Services Fixtures	55,000	20,000		8,000
9. Security Installation	12,000			10,000
10 Commercial Kitchen	15,000	55,000		10,000
11 Commercial Dining Room fixtures	12,000	12,000		20,000
12 Commercial Laundry Facilities	38,000	14,600		30,000
13 Transition Housing Center Furnishings	25,000	25,000		25,000
14 Veterans Center Furnishings	12,000			12,000
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>418,000</b>	<b>156,600</b>	<b>51,000</b>	<b>216,000</b>
<b>C. EQUIPMENT LEASE</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>418,000</b>	<b>156,600</b>	<b>935,567</b>	<b>216,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	418,000	Maryellen Markley, Ph.D.	(808) 529-4567	
(b) City & County of Honolulu	156,600		Phone	
(c) Fee for Service Income	935,567		1/31/14	
(d) Other Funding/ In-Kind	216,000	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>1,726,167</b>	Greg Payton, CEO		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant:           Mental Health Kokua                Period: July 1, 2014 to June 30, 2015

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

**JUSTIFICATION/COMMENTS:**

Mental Health Kokua is not seeking funding for equipment leasing. See primary Budget Request.

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

**JUSTIFICATION/COMMENTS:**

Mental Health Kokua is not seeking funding for the purchase of any vehicles.

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: \_\_\_\_\_Mental Health Kokua \_\_\_\_\_

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>  <p style="text-align: center;">Mental Health Kokua is not seeking funding for Capital acquisition.</p>						

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED 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, 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 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, 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 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, 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.

Pursuant to Section 42F-103, Hawai'i 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.

Mental Health Kokua

(Typed Name of Individual or Organization)

(Signature)

(Date)

1/31/14

Greg Payton

(Typed Name)

Chief Executive Officer

(Title)





**AGENCY ORGANIZATIONAL CHART  
JUNE 2013**

