

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:
FAMILY PROMISE OF HAWAII N/A

Amount of State Funds Requested: \$ 180,000

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

FAMILY PROMISE OF HAWAII WILL BE LAUNCHING A NEW WAHIAWA FAMILY CENTER TO SUPPORT FAMILIES IN CENTRAL OAHU/NORTH SHORE WHO ARE EXPERIENCING HOMELESSNESS OR ARE ON THE BRINK OF HOMELESSNESS. THE CENTER WILL PROVIDE DIVERSION, EMERGENCY SHELTER, AND AFTER CARE PROGRAMS.

Amount of Other Funds Available:

State: \$ _____
Federal: \$ _____
County: \$ \$335,000
Private/Other: \$ \$70,000

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

\$ \$52,328 (FY16)
Unrestricted Assets:
\$ \$615,856.97

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

245 N. KUKUI ST. #101

City: State: Zip:
Honolulu HI 96817

Contact Person for Matters Involving this Application

Name: SAMANTHA CHURCH	Title: EXECUTIVE DIRECTOR
Email: sam@familypromisehawaii.org	Phone: 808-548-7478

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

Samantha Church, Executive Director

Name and Title

01/17/2019

Date Signed

received
1/17/19 12:02p JR

Application Submittal Checklist

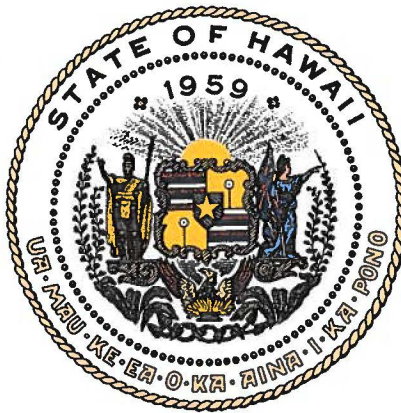
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

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


AUTHORIZED SIGNATURE

SAMANTHA CHURCH, EXECUTIVE
DIRECTOR
PRINT NAME AND TITLE

1/17/19
DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

FAMILY PROMISE OF HAWAI'I

was incorporated under the laws of Hawaii on 04/11/2005 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 15, 2019

Director of Commerce and Consumer Affairs



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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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 is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Family Promise of Hawaii

(Typed Name of Individual or Organization)



(Signature)
Samantha Church

1/17/19

(Date)
Executive Director

(Typed Name)

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2018.

2. Declaration Statement

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

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Family Promise of Hawaii (FPH) provides a community-based, holistic approach to ending family homelessness on Oahu. Our mission is to mobilize existing community resources to aid families with children experiencing homelessness and help them transition to sustainable independence. In 2006, we launched our first Emergency Shelter for families in Windward Oahu through a partnership with interfaith congregations. The following year we opened a second shelter based in Chinatown. These two shelters continue to operate and have served 354 families (1,350 parents and children) over the past thirteen years. Our shelter model is unique as we harness community support to help solve the complexity of homelessness in our neighborhoods. Our staff provides housing-focused case management, financial literacy, employment support, and access to basic needs such a food, showers, and hygiene products through our Family Center located in Chinatown. At night, families are transported to one of our interfaith partners who host the families overnight within their facilities. On average, 80% of families exit our shelters into permanent housing. Experiencing a

consistent waitlist for our shelters, in 2009 the agency opened up our Family Center to allow those who were waiting for shelter the ability to access case management, receive referral to resources, and take care of their basic needs during the day. We have served an additional 254 families (848 parents and children) through our day program over the past ten years. In 2018, we formalized our day program into what is now called Diversion. This program serves families on the brink of homelessness or those who are living doubled up with family and friends with the goal of helping them secure permanent housing as quickly as possible, preventing their need for emergency shelter. This allows us to reserve our limited shelter space for the most vulnerable families who are forced to sleep in parks or in their cars. In 2018, we also began our After Care stabilization program. Our After Care program continues to support families who have secured permanent housing for 6-months to a year through in-home case management. 98% of families enrolled in After Care have remained in housing. Family Promise of Hawaii has evolved to providing not just shelter, but a holistic solution to family homelessness that includes preventing homelessness, serving those in crisis, and stabilizing those who have experienced homelessness or are at risk of experiencing it. Unfortunately, the capacity of our programs cannot match the scope of the problem in our community. We work closely with partner agencies and collaborative groups such as HousingASAP, Partners In Care, and the interfaith community to identify gaps in services and ways we can get involved. Community leaders approached us last year asking for support in serving homeless families as well as families at-risk of homelessness in Wahiawa and its surrounding communities. In Summer 2019, we will be opening a new shelter and Family Center in Wahiawa to support families in the Central Oahu and North Shore area through all three of our programs: Diversion, Emergency Shelter, and After Care. This expansion will allow us to serve 35% more families annually.

2. The goals and objectives related to the request;

FPH operates three programs aimed at helping families who are living in unstable environments to transition to stable housing as quickly as possible. We provide shelter and support services for families experiencing homelessness through our Emergency Shelter, help families on the brink of homelessness to maintain their current housing or search for alternative housing through our Diversion program, and ensure families remain housed through After Care. The principal goals for this request are to:

- Open a new site in Wahiawa to support families experiencing housing instability in Central Oahu and North Shore
- Provide shelter, meals, case management and financial literacy for families with children experiencing homelessness
- Assist families experiencing housing instability with securing permanent housing (preventing their need for shelter)
- Help families enrolled in our programs to access government benefits, employment, health care, and social services
- Increase volunteerism and foster community collaboration for meeting the needs of families experiencing housing instability on Oahu

These goals will be accomplished through the following objectives:

- Forming a partnership with thirteen interfaith congregations in Wahiawa/Central Oahu/North Shore who can host families experiencing homelessness within their facilities overnight
- Opening a Wahiawa Family Center
- Sheltering over 185 parents and children experiencing homelessness on Oahu
- Providing case management and housing support to an additional 140 individuals through Diversion, preventing their need for shelter
- Access to meals, hygiene products, clothing, and transportation for families enrolled in our programs
- Ongoing housing-focused case management, financial literacy, and employment support for families enrolled in all our programs

These goals and objectives are integrated into the services detailed in Section III below.

3. The public purpose and need to be served;

Unfortunately, homelessness continues to be one of Oahu's primary social concerns as families and individuals continue to fall into homelessness in our communities. The high cost of housing on Oahu and low wage jobs has led many hardworking families to homelessness. According to the 2018 Statewide Point in Time Count (PIT), 407 families (1,590 individuals) were experiencing homelessness on Oahu. Of those families, 16.5% were unsheltered. While this count shows a portion of those experiencing homelessness in our community, many homeless families go uncounted in the PIT as they are considered "hidden homeless," living night-to-night in someone's living room or in a car. Critical services to support families who have fallen into homelessness such as shelter, case management, and housing support are limited. Many homeless service providers who support these families often have a waitlist for shelter. Family Promise of Hawaii currently has 10 families identified on our waitlist for shelter who are unable to receive services because our current locations are often at capacity. In 2019, we will be expanding to a third location based in Wahiawa. This expansion will allow us to serve 35% more families a year and will provide a much needed resource for the community. In addition to the need for shelter, there is also a critical need to help families remain in their current housing or assist them in securing alternative housing prior to the family having to spend a night unsheltered. Aloha United Way's 2017 ALICE report found that nearly half of Hawaii's households have a difficult time paying for basic necessities such as child care, housing, food, transportation, and health care. It only takes one life event such as missing work for a medical problem or loss of employment for many of the families identified in this report to become homeless. Expansion of our Diversion program will allow us to divert these families from the homeless services systems. Homelessness puts a burden on individuals, families, communities, and systems of care. Providing housing-focused shelter as well as diversion activities helps families transition to sustainable independence as quickly as possible therefore preventing them from becoming chronically homeless and needing a higher level of support from our system of care. Our After Care program is aimed at keeping families housed so they do

not return back to the homeless services system once they secure permanent housing, decreasing their cost burden on our community. Our strategy to help families living in unstable situations access permanent housing as quickly as possible aligns with the State of Hawaii's Housing First approach to reduce homelessness in our community.

4. Describe the target population to be served; and

Family Promise of Hawaii serves homeless families or families at-risk of homelessness who are residents of Oahu. Families must have custody of at least one child under the age of 18 (or are pregnant). Our Emergency Shelter serves families living in a place not meant for human habitation, families who are at immediate risk of losing their primary nighttime residence or families fleeing domestic violence. Our criteria for entry into our program aligns with the Department of Housing and Urban Development as well as Housing First principals to allow families to access shelter and stable housing as quickly as possible with as few barriers to entry as possible. The Diversion program serves families who are at-risk of becoming homeless. This includes families who are staying with relatives, couch surfing, can identify a safe place to sleep for a short-time, or families who can stay in their current housing with some assistance. All families who have secured housing from our Diversion or Emergency Shelter programs are able to enroll in the After Care program.

5. Describe the geographic coverage.

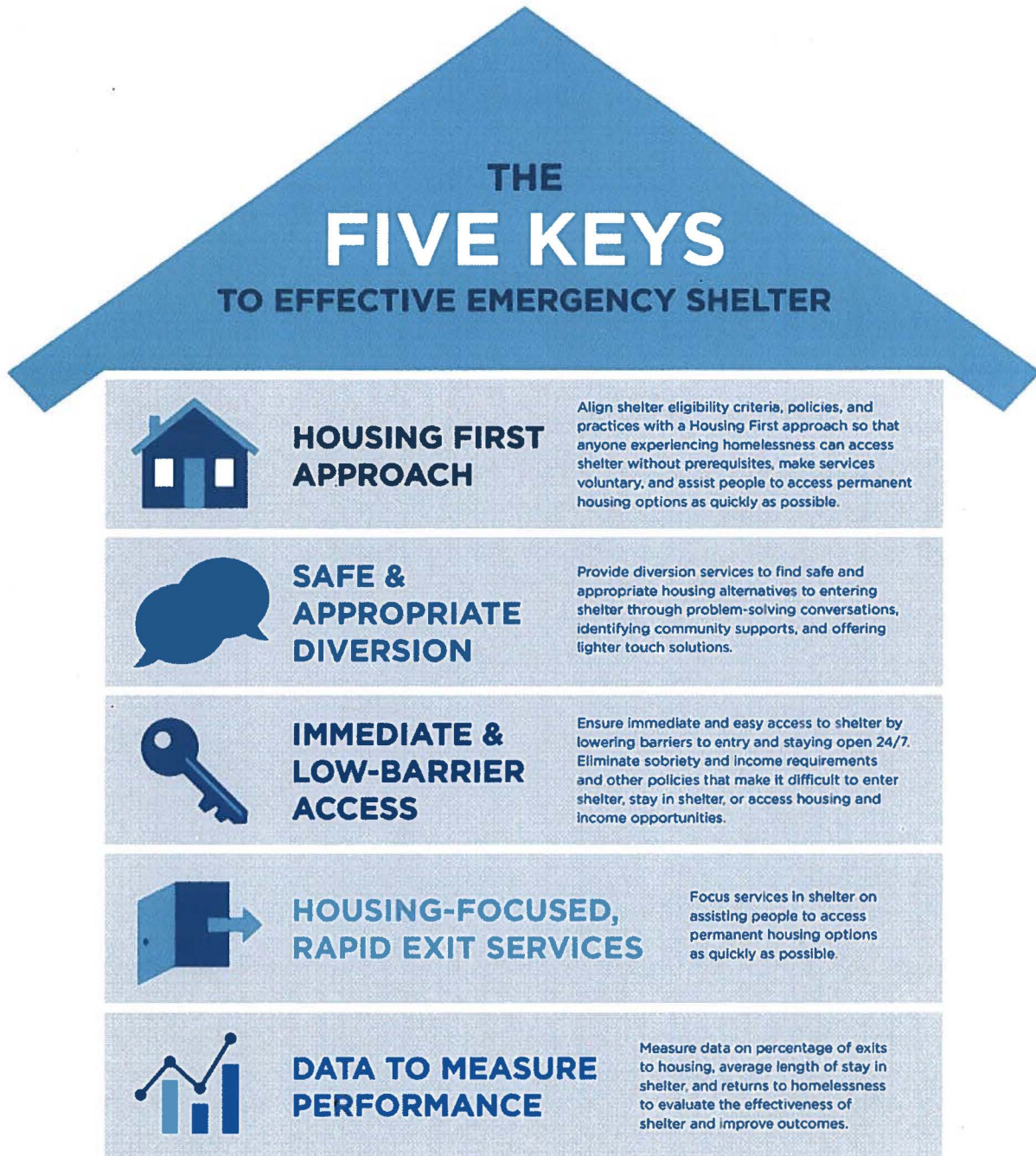
We serve families from all over the island of Oahu with locations in Windward Oahu, Honolulu (Chinatown), and Wahiawa (opening Summer 2019).

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

In alignment with local and national best practices, FPH is focused on utilizing Housing First principles to help families locate permanent housing as quickly as possible. The elements in the graphic below from the National Alliance to End Homelessness guide our work towards ending family homelessness in Hawaii:



All of our services quickly locate and provide access to housing for homeless families with children as well as families on the brink of homelessness. We house families by: 1.) screening and assessing families in crisis to determine which program is most appropriate for their needs; 2.) providing temporary shelter (if applicable), meals, showers, and hygiene products to ensure the families' basic needs are being taken care of; 3.) entering eligible families into the Coordinated Entry System (CES); 3.) creating a

housing-focused case plan with families to identify their barriers to housing; 4.) connecting families to needed services such as housing search support, public benefits, health care, employment training, mental health support, etc.; 5.) ongoing meetings to track, monitor, and execute the housing-focused case plan; 6.) providing financial assistance (if the family qualifies) to help families access housing as quickly as possible; 7.) offering After Care to families who have secured housing so they can continue working on goals identified in their housing-focused case plan such as budgeting, savings, employment, etc.; 8.) exit planning with the families to set long-term goals to help the family maintain housing; 9.) staff documenting all interactions with families to increase program impact; 10.) staff utilizing data to evaluate program outcomes.

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

Our proposed work for the twelve months includes:

MONTH	RESULT	PERSON RESPONSIBLE
One	Opening of the Wahiawa Family Center	Executive Director, Wahiawa Site Coordinator, Wahiawa Van Driver, Resource Development Manager, interfaith partners
Ongoing	Sheltering 185 parents and children 140 parents and children served through Diversion Housing-focused case management, financial literacy, and employment support Engaging landlords to encourage them to rent to FPH clients Recruitment of new volunteers and congregation hosts Monitoring and evaluation of program outcomes	Wahiawa Site Coordinator, Wahiawa Van Driver, interfaith partners, Housing Specialist, Case Manager, Resource Development Manager, Executive Director

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

FPH utilizes a variety of tools to track and measure impact. In collaboration with Partners In Care, we input all client data into the State of Hawaii's Homeless

Management Information System (HMIS). This system tracks all client demographic information, their length of stay in our shelter, their eligibility for housing support services, and ensures we are not duplicating services that a client might be receiving from other service providers. We are actively involved in the family Coordinated Entry System (CES), which matches families who have come through our shelter doors with available community housing resources. Each family enrolled in our program has a case file that is kept securely in our office. Their file includes the family's goals, weekly case notes, a housing search log and employment search log (if applicable). In addition to HMIS, we internally utilize excel to measure our impact on a monthly basis. We track number of meals provided, total individuals and families served, average length of stay for all families served, percentage of families who have secured permanent housing, average amount of money each families saves per month while in the program, employment rate, housing retention, and number of families we are able to prevent from entering the homeless services system. We review our program data monthly to monitor our impact and discuss ways to improve our services. One measure we consistently look at is families' length of stay in our programs. We regularly try to lower their length of stay in our Emergency Shelter and Diversion program by transitioning them into permanent housing as quickly as possible. We also monitor the number of families housed and housing retention on a monthly basis to identify strategies for improving both the number of families who are able to get into housing as well as the percent of families who have maintained their housing.

	Average Length of Stay in Emergency Shelter	Number of Families Housed from Emergency Shelter	Average Length of Stay in Day/Diversion Program	Number of Families Housed from Day/Diversion Program	Housing Retention Rate for After Care
2016	100.6	26	63.15	7	
2017	67.67	28	61.62	8	
2018	63.85	30	74.70	31	98%*

*We did not start tracking the housing retention rate until 2018.

- 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 measures include:

- # of families and individuals served through Emergency Shelter (HMIS reporting)
- # of families and individuals served through Diversion (FPH reporting)
- # of families served through After Care (FPH reporting)
- Average Length of Stay for Emergency Shelter (HMIS reporting)
- Average Length of Stay for Diversion (FPH reporting)

- Housing Retention Rate for After Care (FPH reporting)
- # of families and individuals housed through Emergency Shelter (HMIS reporting)
- # of families and individuals housed through Diversion (FPH reporting)
- % of families enrolled in Diversion who did not need to enter shelter (FPH report compared against HMIS shelter enrollments)

Measures of Effectiveness:

- 45 families (185 individuals) served through Emergency Shelter
- 35 families (140 individuals) served through Diversion
- 30 families served through After Care
- Average Length of Stay in Emergency Shelter under 70 days
- Average Length of Stay in Diversion under 75 days
- 90% of families who received After Care services retained in housing
- 35 families (140 individuals) housed through Emergency Shelter
- 27 families (108 individuals) housed through Diversion
- 75% of families served through Diversion prevented from needing shelter

IV. Financial

Budget

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

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$45,000	\$45,000	\$45,000	\$45,000	\$45,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

CITY GIA FY20	125,000.00
Emergency Solutions Grant	210,000.00
Private Foundations	70,000.00

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.

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

Contract #: CT-DCS-1800153
Agency: Dept. of Community Services (ESG FY18)
Contact Person Info: Amber Itokazu
Amount: \$135,342
We have also been awarded FY19 ESG funds.

Contract #: CT-DCS-1900021
Agency Dept. of Community Services (GIA FY19)
Contact Person Info: Crysttal Steiner
Amount: \$120,119

Contract #: CT-DCS-1800197
Agency: Dept. of Community Services (CDBG FY17)
Contact Person Info: Pamela Agena
Amount: \$82,000

Contract #: CT-DCS-1800016 (completed September 2018)
Agency: Dept. of Community Services (GIA FY18)
Contact Person Info: Crysttal Steiner
Amount: \$103,000

Contract #: CT-DCS-1700103 (completed September 2017)
Agency: Dept. of Community Services (CDBG FY16)
Contact Person: Pamela Agena
Amount: \$81,000

Contract #: DHS-16-HPO-3133 (completed April 2017)
Agency: DHS (State GIA)
Contact Person: John Gibo
Amount: \$52,328

Contract #: DHS-14-HPO-1002-SA04 (completed January 2017)
Agency: DHS - HPO
Contact Person: Paul Ruddell
Amount: \$37,996

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

\$615,856.97

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

For the past thirteen years, FPH has been helping families experiencing homelessness and at-risk of homelessness get back on their feet through our support services and resources for permanent housing. Since 2006, we have served 608 families (2,298 parents and children). Our average rate of families transitioning to permanent housing upon exit from our program is 80%. FPH believes that the best way to combat family homelessness is through a collaboration of services and community involvement. It's part of our mission statement to mobilize existing community resources and is embedded in our organizational values. We partner with 65 interfaith congregations and a volunteer corps of 1,000 members who host the families enrolled in our Emergency Shelter overnight. This allows us to maximize a community resource to help families receive free shelter while being connected to permanent housing. We are an active member of two collaborative planning groups aimed at creating system-level change to improve access to services for those experiencing homelessness, HousingASAP and Partners in Care (PIC). We participate in the family Coordinated Entry System (CES), allowing clients to access services based on vulnerability and severity of need. We also collaborate with organization partners to ensure that families enrolled in our programs have access to all of the resources they may need to reach sustainable independence. As we expand to Wahiawa, we are partnering closely with Alea Bridge, the Wahiawa Homeless Alliance, and Wahiawa Health. We have extensive experience executing both government and private foundation grant contracts. A listing of our government grant contracts for the past three years is referenced in the section above.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Family Promise of Hawaii currently partners with 65 interfaith congregations who host families enrolled in our Emergency Shelter program overnight within their facilities.

During the day, our Honolulu Family Center (located at 245 N. Kukui St. Suite 101 Honolulu, HI 96817) accommodates the following:

- Staff offices
- Fully stocked kitchen with food storage areas
- Free laundry
- Showers and restrooms
- Phone, fax, computer, and internet access
- Lounge area with TV
- Playroom
- A mailing address for clients to receive mail
- Secure cabinets for clients to store their belongings
- Conference room for staff and client meetings

We will also be opening a Wahiawa Family Center in Summer 2019, which will include all of the accommodations listed above. We are currently in the process of looking for a facility to lease.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Our new Wahiawa Family Center will be staffed full-time by our Wahiawa Site Coordinator as well as a .75 FTE Van Driver. The Executive Director, Resource Development Manager, Housing Specialist, and Case Manager will support the site through their roles. In addition, a Program Director oversees the operation of all FPH program activities. All staff participate in on-going professional development training. Staff support execution of the goals, objectives, and activities of this proposal as outlined below.

Executive Director (ED)

The ED is responsible for the overall developmental, financial, and administrative duties of the organization. The ED supervises the Program Director and Resource Development Manager. Samantha Church, MSW, joined Family Promise of Hawaii as its Executive Director in May 2017. She previously served as the Executive Director of the Epilepsy Foundation of Hawaii and has over twelve years of experience working in the social service sector.

Program Director (PD)

While not funded under this proposal, the PD provides all oversight of FPH's programs including providing supervision of the Housing Specialist, Case Manager, Wahiawa Site

Coordinator, and Van Driver. Joshua Gaoteote, MSW, has over sixteen years of experience working in various social service agencies on Oahu supporting families.

Resource Development Manager (RDM)

The RDM is responsible for leading our volunteer program, manages in-kind donations, and supports with development activities. The RDM organizes the logistics of our partnership with interfaith congregations, trains volunteers, and recruits new interfaith partners. Whitney Blandford has served as Family Promise of Hawaii's RDM for the past two years. She holds a Bachelor's degree in Public Administration.

Housing Specialist (HS)

The HS identifies affordable rental units, makes initial contact with landlords on behalf of clients, trains families on financial literacy as well as how to be a good tenant. The HS maintains an ongoing relationship between landlords and clients who move into permanent housing. Ashleigh Loa has served as FPH's HS since July 2017 and holds a Bachelor's degree in Business Administration.

Case Manager (CM)

The CM supports families as they transition from our programs into homes of their own. She provides in-home case management, which focuses on maintaining financial, behavioral, and physical health. She also addresses any barriers the family may experience which prevent them from maintaining their housing, and works with the family to eliminate the barrier. Jacqui Noa-Cameron, BSW, utilizes motivational interviewing to help families remain housed.

Wahiawa Site Coordinator

(Proposed)

The Wahiawa Site Coordinator will be responsible for managing the Wahiawa Family Center to include ongoing supervision of families, completing screening assessments, communicating family needs to the Housing Specialist and Program Director as well as conducting family intakes and exits.

Wahiawa Van Driver

(Proposed)

The Wahiawa Van Driver will be responsible for the safe transportation of families to and from the Family Center and the interfaith congregation they will be staying at overnight.

2. Organization Chart

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

Attached

3. Compensation

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

Executive Director - \$65,000 - \$80,000

Program Director - \$50,000 - \$65,000

Resource Development Manager - \$38,000 - \$53,000

VII. Other

1. Litigation

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

N/A

2. Licensure or Accreditation

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

N/A

3. Private Educational Institutions

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

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

No fees are assessed to program guests so all program funding comes from grants, individual donations, congregational donation, private foundations, City & County of Honolulu and the State of Hawaii. Many of our hygiene supplies (diapers, deodorant, shampoo, etc.) are donated by community service organizations. We diversify our funding as much as possible to ensure financial longevity. Our fund development committee (comprised of board members and the Executive Director) meets to continue

seeking out new avenues and funding opportunities. All board members assist annually with fundraising events, donate annually, and provide individual donor lists for our annual appeal letter. If the State GIA award is not awarded for subsequent years, we will proceed with the program while utilizing other funding streams and continue to seek out other diversified revenues. Like most nonprofits we continue to seek out new funding streams while also engaging our stakeholders in continuing to support our families.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: _____ Family Promise of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	114,560		174,612	
2. Payroll Taxes & Assessments	8,764		11,876	
3. Fringe Benefits	11,700		3,000	
TOTAL PERSONNEL COST	135,024		189,488	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance			5,000	
3. Honolulu Family Center Lease			42,000	46,000
4. Wahiawa Family Center Lease	24,000			
5. Staff Training				
6. Program Supplies (bus passes, hygiene products)			10,200	
7. Telecommunication				
8. Family Center Utilities (Water and Electricity)	976		2,428	
9. Landlord Mitigation Fund	20,000			20,000
10. Family Promise National Affiliate Dues			4,000	4,000
11. Rental Assistance (Rapid Re-Housing)			66,924	
12. Indirect Cost			12,200	
13. Transportation			2,760	
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TOTAL OTHER CURRENT EXPENSES	44,976		145,512	70,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	180,000		335,000	70,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	180,000	SAMANTHIA CHURCH 808-548-7478		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	335,000	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	70,000	1/17/19		
TOTAL BUDGET	585,000	SAMANTHIA CHURCH, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: FAMILY PROMSIE OF HAWAII

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: ____FAMILY PROMISE OF HAWAI

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: N/A						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App

Family Promise of Hawaii

Contracts Total:

337,461

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Emergency Solutions Grant FY18	February 2018 - January 2019	City - DCS	City and County of HNL	135,342
2	City GIA FY19	October 2018 - September 2019	City - DCS	City and County of HNL	120,119
3	CDBG FY17	March 2018 - February 2019	City - DCS	City and County of HNL	82,000
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FAMILY PROMISE OF HAWAII ORGANIZATIONAL CHART

