

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 ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



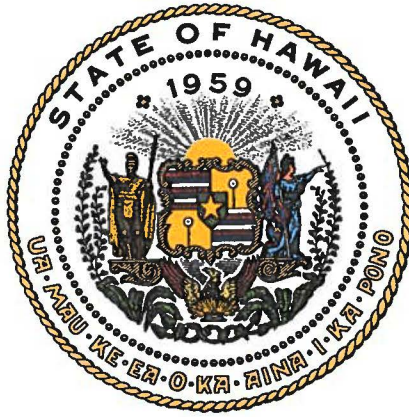
AUTHORIZED SIGNATURE

KUMI MACDONALD, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

01/18/2019

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

NATIONAL ALLIANCE ON MENTAL ILLNESS HAWAII

was incorporated under the laws of Hawaii on 06/07/1991 ; 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 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 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.

National Alliance on Mental Illness (NAMI) Hawaii

(Typed Name of Individual or Organization)



(Signature)

01/18/2019

(Date)

Kumi Macdonald

Executive Director

(Typed Name)

(Title)

**SPECIFICATION STATEMENT OF
REQUEST'S PUBLIC PURPOSE PURSUANT TO
SECTION 42-F-102, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant specifies the following:

This grant will be used for a public purpose complimentary to state government functions including health, education and social services activities that will benefit the population as a whole.

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

National Alliance on Mental Illness (NAMI) Hawaii

(Typed Name of Individual or Organization)

01/18/2019



(Signature)

(Date)

Kumi Macdonald

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.

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.

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;

The National Alliance on Mental Illness (NAMI) Hawaii, established in Hawaii in 1991 is a local nonprofit organization and is a state organization of NAMI, the largest grassroots U.S. mental health organization. NAMI Hawaii educates, supports, advocates, and promotes awareness for people living with mental illness in Hawaii. We seek to reduce the early impact and lifelong disease burden that characterize mental illness. Over 97% of donations and funds raised by NAMI Hawaii stays here locally to provide services statewide.

We train family volunteers to deliver NAMI education, support and awareness programs. In 2018 NAMI Hawaii directly served over 3,607 people using two part-time staff and over 228 volunteers. In 2019 NAMI plans to serve at least 4,000 people by delivering over 155 hours of support group meetings, over 210 hours of family education, an annual mental health conference, 24 hours of Crisis Intervention Team, training mental health topics to first responders, over 100 hours of awareness events and over 300 telephone/email supports and referrals.

NAMI Hawaii partners and networks with other mental health stakeholders such as Mental Health America Hawaii, United Self Help, HOSA-Future Health Professionals, the Hawaii Department of Health Adult Mental Health Division. We have also started a new training partnership with the Honolulu Police Department and their Crisis Intervention Team (CIT). Our role in this partnership with HPD focuses on developing and delivering programs and services that educate officers, as well as provide support services and advocacy in partnership with mental health providers for individuals with mental illness and families in a crisis situation.

2. The goals and objectives related to the request;

This request will fund the NAMI signature education programs, NAMI Family-to-Family Education, NAMI Family and Friends and support groups. The NAMI Family-to-Family Education Program is an existing program that has been recognized by the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) by inclusion in SAMHSA's National Registry of Evidence-Based Programs and Practices (NREPP). NAMI Family and Friends is a new NAMI Signature Program that serves people who commit to four hours of psychoeducation that provides information and community support for those that are experiencing the impact of mental health conditions in a loved one.

In 2019 NAMI Hawaii plans to offer seven Family-to-Family Education programs on Oahu, Kauai, Maui, and the Big Island. We will serve 105 families by offering each family member/caregiver 30 hours of psychoeducation using seven teams of two or more NAMI-trained and certified volunteer instructors for each program. Success measurements include tracking student retention with the goal of 12 graduates for each program offered and by receiving a 4.5 or higher out of 5 overall satisfaction rating from participants that complete the program.

To address Family-to-Family volunteer teacher turnover, we will offer training on Oahu to 15 new volunteers using our Hawaii-based NAMI certified teacher trainers. All volunteer teachers of the Family-to-Family Education Program commit to teach the program twice after receiving three days of free training from NAMI Hawaii. Most volunteers teach more frequently, however, to avoid burnout and respond to community demand for NAMI Hawaii services, it is important to train new volunteer teachers. We will measure the success of new teacher training by receiving a 4.5 or higher out of 5 overall satisfaction rating from participants and by adding seven new teachers per year over the next two years to our existing cadre of 14 active Family-to-Family volunteer teachers.

In 2019 NAMI Hawaii plans to offer a minimum of four NAMI Family and Friends programs statewide.

Objectives include:

- Training a minimum of two active Family-to-Family volunteer teachers in delivering and expanding the new Family and Friends curriculum on the neighbor islands communities currently planning to implement this new program.
- Marketing the new program as widely as possible, securing suitable locations for service delivery, delivering the program, and then conducting an evaluation of implementing this new program at a minimum of 12 locations statewide.

In 2019 NAMI Hawaii plans to offer a minimum of 12 NAMI Support Groups across the state to give confidential support to individuals living with mental illnesses and family caregivers, to improve coping skills, to learn from collective knowledge and experiences and to provide support to these people. Our goal is to increase the services we provide to rural areas on Oahu and the Big Island by 36 support hours and 100 participants served each year.

Crisis Intervention Team (CIT) is a national program in partnership with NAMI since 1988, with over 2800 law enforcement communities involved across the nation. NAMI Hawaii has started a new training partnership with the Honolulu Police Department and CIT. Our role in this partnership focuses on developing and delivering programs and services that educate officers so that they can support and advocate for families, partner with mental health providers, and provide appropriate responses to people recovering from mental health disorders in their line of work. Since April 2018 NAMI Hawaii has been a key stakeholder to bring the Crisis Intervention Team to Honolulu, Hawaii, with the amazing work of the new police psychologist, Dr. Alicia Rodriguez, and Police Chief, Susan Ballard. HPD was only one of four jurisdictions in the nation to receive a special grant for the pilot program for technical assistance from the Bureau of Justice Assistance VALOR and Policy Research Associates, a Nationally Standardized CIT program (there is no financial support).

CIT Program:

- Trains police officers on how to interact appropriately with individuals that have a mental illness. This also includes de-escalation skills to help officers bring calm to a situation.
- Connects people to treatment, not jails, by strengthening community partnerships to improve services.

NAMI Hawaii plays a key role in organizing CIT training. As part of the steering committee of community partners as well as being part of the training staff, we provide mental health education training and awareness, administrative assistance, and assist with supplies and materials. NAMI Hawaii also works on strengthening community partnerships with other mental health agencies and providers to improve services and jail diversion programs.

Our goal is to train every police officer on Oahu and to train local trainers on the neighbor islands so that this program can be expanded as widely as possible. NAMI Hawaii provides our services free of charge to HPD and the community.

In 2019 CIT will hold six sessions (40 hours) of training for the police department, including training of trainers. Training of trainers will include the top graduates of the police CIT training, and other key teacher and leaders in the mental health and criminal justice system who will be trained to train the next group of CIT police officers.

NAMI Hawaii will provide four hours of training as well as four hours of administrative support for each of these sessions. Twenty to thirty police officers will be trained during each training. Along with mental health education, NAMI Hawaii will provide police officers with the perspectives of persons living in recovery from mental illness and that of their family members who serve as caregivers. Two sessions of CIT police training was completed in January 2019.

3. The public purpose and need to be served;

Mental health disorders are the leading cause of disease burden worldwide and Hawaii is no exception. One in five U.S. adults experience mental illness in any given year. Nearly one in twenty-five U.S. adults live with a serious mental illness that results in significant functional impairment substantially limiting one or more major life activities. Based on the U.S. Census, it is estimated that Hawaii's population will be 1.4 million in 2019, of which approximately 280,000 Hawaii residents experience mental illness in a given year and over 60,000 Hawaii residents live with one or more serious mental illnesses.

Providing psychoeducation to people living with mental illness, along with their families and friends who want to support their loved ones, as well as to the community at large offers society several benefits. Increasing awareness within both families affected by mental health disorders and the general public promotes improved access to effective treatment and greater societal understanding of mental health disorders and their impact. These results will lead to reduced stigma and discrimination. As families are the first line of defense in coping with the onset and impact of mental illness, these outreach and education will lead to improvements in joblessness, homelessness, substandard housing, social integration, socioeconomic status, mental health functioning, comorbid addictive and medical illnesses and early death. These results are important from both a social justice perspective and a quality of life perspective for all our citizens.

4. Describe the target population to be served;

The target population of the NAMI Signature Programs, Family-to-Family Education and Family and Friends is primarily adult family members and caregivers of people living with the impact and consequences of mental health disorders. The curriculum is based on the powerful dynamic of using shared experience and psychoeducation to promote increased readiness and capacity to cope effectively with the impact of mental illness, to promote increased empathy and improved communication among family members, and to reduce social isolation and sense of aloneness.

An additional target population for the NAMI Family and Friends Program are friends, coworkers, educators and other members of the public interested in providing support to people living with mental illness.

We also target individuals and their families for our services through NAMI support groups. The target population for the CIT initiative is police officers, HPD management, the criminal justice system, community providers and the general public.

5. Describe the geographic coverage.

NAMI Hawaii's Signature Programs, including Family-to-Family and Family and Friends will be offered statewide. The 12-week Family-to-Family Education Program is offered yearly on all four major islands, typically in locations convenient for more densely populated areas. The projected offerings of the new half-day Family and Friends Program will initially be made on three of the four major islands and NAMI Hawaii plans to implement the new program statewide in 2019. As a shorter, one-time offering Family and Friends can be offered over a wider geographic area promoting awareness and access to NAMI Hawaii's programs in urban and small rural areas alike. NAMI support groups are offered statewide on a monthly basis. The CIT initiative is currently offered on Oahu with the potential for statewide implementation.

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;

NAMI Hawaii implements all NAMI Signature programs in accordance with standards and specifications established by NAMI National to ensure the fidelity of established models for program and service delivery and to comply with our commitment to be responsive to the needs of participants while providing quality education, support and advocacy. With the assistance of our community partners, we assess the service needs in the different geographic areas of our state. Using our established structure of county NAMI affiliates, we incorporate input from participants in the variety of other NAMI Hawaii programs such as our family support groups, consumer support groups, NAMI on Campus chapters, speakers' bureau, NAMI Ending the Silence, Annual Conference, Mental Health Awareness Events and Workshops, NAMIWalks fundraiser, and warm lines (phone and email support).

Description	NAMI Family-to-Family	NAMI Family and Friends	Responsibility
Scope of work	Offer seven 12-week, 30 hour psychoeducation program to 15 participants statewide	Offer 12, 4-hour education & support program to 15 participants statewide	Volunteer leadership of affiliates and teaching teams
Tasks		Complete new online program training for volunteer teachers	Volunteer teachers
	Determine dates and general location of program offerings	Determine date and general location of program offerings	Teaching teams
	Secure location	Secure location	Teaching teams
	Develop and implement marketing plan for recruiting participants	Develop and implement marketing plan for recruiting participants	Teaching teams & NAMI Hawai'i staff
	Secure course materials and supplies for teachers and participants	Secure course materials and supplies for teachers and participants	Teaching teams & NAMI Hawaii staff
	Deliver training	Deliver training	Teaching teams
	Evaluate training and report on course goal achievement, statistics, and	Evaluate training and report on course goal achievement, and statistics	Teaching teams & NAMI Hawaii staff

	assessment of fidelity to program model		
Scope of work	Offer three-day volunteer teacher training on Oahu		Hawaii teacher trainers, NAMI Hawaii staff
Tasks	Determine dates and training location		Hawaii teacher trainers, NAMI Hawaii staff
	Secure location		NAMI Hawaii Executive Director
	Recruit and select prospective volunteer teacher trainees		NAMI Hawaii Executive Director and Affiliate Leadership
	Secure training materials and supplies for trainer and prospective volunteer teacher trainees		Hawaii teacher trainers, NAMI Hawaii staff
	Deliver training		Hawaii teacher trainers
	Evaluate training and report on goal achievement and statistics		Hawaii teacher trainers, NAMI Hawaii staff
	Track new volunteer teacher activity and retention		NAMI Hawaii staff

Description	NAMI Support Groups	CIT Training	Responsibility
Scope of work	Offer 12 monthly Support Groups statewide	Offer four hours of training and four hours of administrative assistance for each of six sessions to 120 to 180 police officers	NAMI Hawaii facilitators, volunteer leaders and staff
Tasks	Market support groups to ongoing and new participants in geographic area		

	Arrange location for support group meetings		
	Facilitate support group meeting each month		
	Report participant data to NAMI Hawaii and National		
	Conduct outreach to participants between scheduled meetings		

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

NAMI Family-to-Family	FY20Q1 – July to September '19	FY20Q2 – October to December '19	FY20Q3 – January to March'20	FY20Q4 – April to June '20
Seven statewide programs offered	Offering on Oahu	Offering on Oahu Offering on Maui	Offering on Oahu Offering on Kauai	Offering on Oahu Offering on Big Island
15 participants recruited per program	15	30	30	30
12 participants complete per program	12	24	24	24
Participant satisfaction	4.5 or higher out of 5	4.5 or higher out of 5	4.5 or higher out of 5	4.5 or higher out of 5
Teacher team retained	One	Two	Two	Two
New volunteer teacher training offered			Offering on Oahu for 15 new teachers	
Trainee satisfaction			4.5 or higher out of 5	
New teachers active and retained				Seven new teachers added to

				teams
NAMI Family and Friends	FY20Q1 – July to September '19	FY20Q2 – October to December '19	FY20Q3 – January to March'20	FY20Q4 – April to June '20
6 new teachers trained online	Three new teachers trained	Three new teachers trained		
12 new programs offered statewide	Three programs offered	Three programs offered	Three programs offered	Three programs offered
Offerings evaluated and lessons learned implemented	Three programs evaluated	Three programs evaluated Lessons learned implemented for three programs	Three programs evaluated Lessons learned implemented for three programs	Three programs evaluated Lessons learned implemented for three programs

NAMI Support Groups	FY20Q1 – July to September '19	FY20Q2 – October to December '19	FY20Q3 – January to March'20	FY20Q4 – April to June '20
12 monthly groups offered	36 meetings	36 meetings	36 meetings	36 meetings
Five to 8 participants attend each group	180 to 288 participants	180 to 288 participants	180 to 288 participants	180 to 288 participants
12 facilitators retained	12 facilitators retained	12 facilitators retained	12 facilitators retained	12 facilitators retained

CIT Training	FY20Q1 – July to September '19	FY20Q2 – October to December '19	FY20Q3 – January to March'20	FY20Q4 – April to June '20
40 hour trainings offered	2 – 40 hour trainings offered	1 – 40 hour training offered	2 – 40 hour trainings offered	1 – 40 hour training offered
20 to 30 officers and trainers trained	20 to 30 officers and trainers	20 to 30 officers and trainers trained	20 to 30 officers and trainers	20 to 30 officers and trainers

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

NAMI Family-to-Family quality assurance and evaluation plans include formal program evaluation using the three-page NAMI course evaluation form that requests demographic and outcome measures using a Likert Scale and open comment section from all participants completing the program. In addition to securing responses from participants, volunteer teachers also complete a one-page NAMI teacher evaluation that similarly requests outcome measures and invites information on retention to aid in planning for new teacher training needs.

Due to the nature and content of the curriculum volunteer teachers routinely seek informal feedback from course participants so they can respond to individual needs and concerns and promote participant retention and satisfaction with their learning experience. Volunteer teachers are trained in delivering a manualized curriculum, how best to involve participants in both the content-rich and process-rich modules of the course and the need to preserve fidelity to the model of the program as a SAMHSA NREPP. This enhances consistent delivery of a quality educational experience to participants.

Quality assurance and evaluation of the new teacher training includes formal program evaluation by trainees and by the teacher trainer. The training program is developed by NAMI National and improved and updated as necessary by NAMI National staff. This enhances quality and fidelity to the model and NAMI educational standards.

Quality assurance and evaluation of CIT Police Training program is developed by Bureau of Justice Assistance, VALOR and Policy Research Associates and improved and updated as necessary by the Honolulu CIT staff and steering committee. This enhances quality and fidelity to the model and educational standards.

All NAMI Signature Program formal evaluations are submitted to both NAMI Hawaii and NAMI National for reporting and incorporation in ongoing program quality assurance and improvement.

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.

Program	Measure of effectiveness for reporting
Family-to-Family	Annual number of offerings statewide
	Number of family/caregiver participants completing program statewide
	Number of teachers retained
	Satisfaction rating of participants & reaction of

	teachers
Family and Friends	Number of new teachers trained online
	Annual number of offerings statewide
	Number of participants attending training statewide
	Number of teachers retained
	Satisfaction rating of participants & reaction of teachers
Family-to-Family New Teacher Training	Number of new teachers trained
	Number of new teachers active during following 24 months
	Satisfaction rating of new teachers and reaction of teacher trainer(s)
Support Groups	Number of Support Groups active
	Number of meetings offered statewide
	Total Number of participants each year
	Number of active Support Group facilitators
CIT Training	Number of Training Sessions offered
	Number of hours of training offered by NAMI Hawaii
	Total number of police officers trained on Oahu

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 – see attached
 - b. Personnel salaries and wages – see attached
 - c. Equipment and motor vehicles -N/A see attached
 - d. Capital project details – N/A see attached
 - e. Government contracts, grants, and grants in aid – N/A see 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
\$24,650	\$22,650	\$18,650	\$20,650	\$86,600

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

Hawaii Community Funding Flex Grant (Small) - \$20,000
 NAMI Walks Fundraiser - \$80,000
 Memberships and donations - \$40,000

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.

Not applicable.

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.

None as yet.


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

The balance of NAMI Hawaii’s unrestricted current assets as of December 31, 2018 was \$139,191.42.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: NAMI Hawaii Family-to-Family, Family and Friends, Support Groups and CIT

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 and Payroll Costs	39,000			21,000
2. Fringe Benefits	3,000			9,000
TOTAL PERSONNEL COST	42,000			30,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,600			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	18,000			
5. Staff Training (includes volunteers)	10,000			
6. Supplies	15,000			
7. Telecommunication				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	44,600			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	86,600			30,000
SOURCES OF FUNDING	86,600	Budget Prepared By:		
(a) Total State Funds Requested		NAMI Hawaii 808-591-1297		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	30,000	Signature of Authorized Official Date		
TOTAL BUDGET	116,600	Kumi Macdonald, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: NAMI Hawaii _____ Not Applicable

A EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: NAMI Hawaii

Not applicable

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	NA					
LAND ACQUISITION	NA					
DESIGN	NA					
CONSTRUCTION	NA					
EQUIPMENT	NA					
TOTAL:						
JUSTIFICATION/COMMENTS:	NA					

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.

NAMI Hawaii has implemented and delivered public service educational, support and awareness programs related to mental health advocacy since 1991. As the state organization of NAMI national we have access to nationwide expert technical support for implementing and delivering NAMI Family-to-Family and NAMI Family and Friends and other NAMI Signature Programs.

Our Executive Director has over 12 years of experience in business and non-profit management. NAMI Hawaii benefits greatly from staff skills in leading volunteers, managing diverse programs, fundraising, and managing grants and financial resources.

NAMI Hawaii has been teaching Family-to-Family classes since 1994. Our cadre of active teachers and support group facilitators are trained and certified by NAMI National. As past participants of the NAMI Family-to-Family Education Program and/or Support Groups themselves, they serve as role models for participants seeking emotional understanding, healing, insight and the capacity for effective action in helping their loved ones living with mental health disorders.

During 2018 NAMI Hawaii provided the following services:

- 6 Family-to-Family 12-session education programs to 49 family members/caregivers.
- 14 Family and Peer Support group monthly meetings with 682 participants.
- Raised \$73,761 and increased mental health awareness with 994 participants and over 150 volunteers during our Signature NAMIWalks 2018 fundraiser.
- Held the Annual NAMI Hawaii State Conference on Oahu with 159 participants.
- Participated in 22 awareness and informational events and fairs in the community. reaching out to 1177 individuals.
- Provided individual support and referral to families and peers by phone and email over 336 times.
- Provided volunteer opportunities to 228 individuals interested in supporting NAMI Hawaii initiatives, programs and activities.

NAMI Hawaii has managed the following related projects or contracts for the last three years:

- Hawaii Community Foundation FLEX Grant – (2016, 2017, 2018; \$51,219 raised)
- NAMIWalks Fundraiser – (2016, 2017, 2018; \$215,082 raised)
- Crawford Idema Kauai Grant – (2016, 2017, 2018; \$19,000 raised)

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.

NAMI Hawaii has a classroom/resource library/meeting space as part of its two-room downtown Honolulu office that is used for some Oahu Family-to-Family program offerings. The office was newly renovated in 2018. We typically secure additional classroom space in community buildings owned or administered by community organizations with whom we have developed relationships and lower rental fee agreements. When feasible we will use these facilities for Family and Friends Programs. For Family-to-Family new teacher training we will seek out suitable training space through networking with local hotels or educational institutions that support NAMI's mission and training objectives. All locations are accessible to the handicapped and meet ADA requirements.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

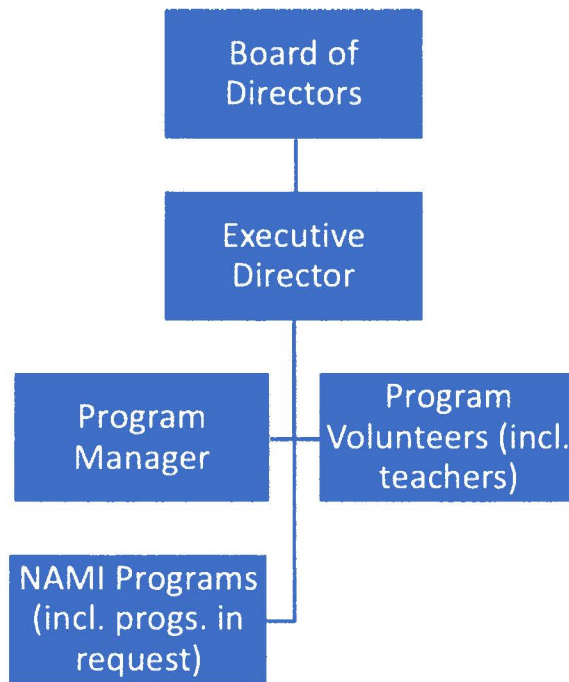
The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative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

The NAMI Family-to-Family Education, NAMI Family and Friends, and NAMI Support Group programs are staffed primarily by NAMI trained volunteer family members/caregivers and/or peers. Supervision and administrative support of their efforts is provided by NAMI Hawaii paid staff and NAMI Hawaii affiliate volunteer leadership. Volunteer teachers are qualified to lead these programs due to their NAMI National 20-hour training and certification and by participating in the class prior to being trained as volunteer teachers. Their most important qualification is having lived the shared experience of supporting a loved one living with mental health disorders.

NAMI Hawaii plans to dedicate 0.6 FTE of both staff members' time to supervising and administering the programs covered by this request. Paid staff qualifications include a combined 13 years of non-profit management, supervision and volunteer training. The NAMI Signature education programs for family members/caregivers and peers covered by this request are a very high priority for NAMI Hawaii and function as an integral part of our family and peer education and support initiatives. Some participants in educational programs are recruited from support programs and participants in educational programs are also encouraged to participate in support programs to supplement their educational experience. NAMI Hawaii has demonstrated its commitment to developing in-State program capacity by investing in, developing and maintaining both a cadre of volunteer teachers and support group facilitators as well as training two Hawai'i-based teacher trainers for deployment as needed.

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.



3. Compensation

Executive Director \$42,150 / year (30 hours a week)
Program Manager \$9,270 / year (10 hours a week)

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.

Not applicable.

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.

NAMI Hawaii reaffiliates bi-annually with NAMI National. NAMI Hawaii received a small award for being a national reaffiliation success story as one of nine states completing reaffiliation under Model B requirements. We follow national NAMI guidelines for standards of operation and quality assurance. We report progress on goals achieved and State data to NAMI National using the online portal, NAMI 360, supporting program improvement and new program development.

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.

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution. Any rental payments for locations owned by sectarian or non-sectarian private educational institutions will be made using other funds available to NAMI Hawai'i.

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.*

NAMI Hawaii has a proven track record since 1991 of securing alternative funding sources by fundraising, securing donations, or grant writing to ensure that NAMI Signature Programs are continued whenever funding sources are not available year after year. NAMI Hawaii is committed to responding flexibly to this reality by seeking alternative funding, controlling costs and motivating its volunteer base.

We rely on reducing costs by using only volunteer teachers and trainers, securing in-kind or reduced fee contributions to cover the cost of course locations and course materials, using free e-books as supplemental course materials for NAMI Family and Friends, and leveraging curriculum development, updating, resource, and retraining initiatives offered by NAMI National rather than developing these in state. NAMI is a high-value, cost-effective investment for funding sources interested in supporting our organization's mission of improving the quality of life for individuals and families affected by mental illnesses, through support, education, advocacy, and awareness.