

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

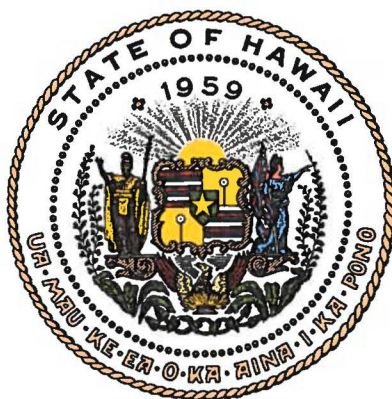

AUTHORIZED SIGNATURE

Brandee Menino, CEO

PRINT NAME AND TITLE

01/16/2020

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

HOPE SERVICES HAWAII, INC.

was incorporated under the laws of Hawaii on 08/26/2010 ; 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 16, 2020

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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 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, 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 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 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.

HOPE Services Hawaii, Inc.

(Typed Name of Individual or Organization)



(Signature)

01/16/2020

(Date)

Brandee Menino

CEO

(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, 2019.

A current Certificate of Good Standing for HOPE Services Hawaii, Inc. is submitted with this application immediately after the cover page.

2. Declaration Statement

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

The Declaration Statement affirming HOPE Services Hawaii, Inc.'s compliance with Section 42F-103, Hawaii Revised Statutes, is submitted with this application immediately after the cover page.

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](#))

The grant will be used for public purposes. HOPE Services Hawaii, Inc. (HOPE) provides a provision of free programs and services for those at imminent risk of and experiencing homelessness in Hawaii County.

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;

HOPE Services Hawaii, Inc. (HOPE) delivers on its mission to “*Bring to life the gospel values of justice, love, compassion and hope through services, empowerment and advocacy*” through a continuum of services including mobile outreach, street medicine, emergency and transitional shelter, housing location and placement, rental assistance, permanent supportive housing, and case management. Beginning in 1986, the Roman Catholic Church in the State of Hawai‘i, doing business as the Office for Social Ministry, pioneered the charitable response to families and individuals experiencing homelessness on Hawai‘i Island.

As the need for housing and support services grew alongside persistent rates of homelessness, HOPE was created – sustaining our relationship with faith-based organizations while employing a secular and non-denominational service approach. Since our inception as a nonprofit affiliate organization in 2010, we have expanded our service capacity, and evolved to identify and serve the most economically- and socially-disadvantaged populations: delivering data-informed, evidence-based programs and services with both compassion and outcome-based efficiency, and building a robust system response to homelessness.

2. The goals and objectives related to the request;

In January 2019 during the Point-In-Time Count, 690 people were counted as living homeless on a single given night in Hawaii County. While overall homelessness decreased in Hawaii County by 50% in 5 years (from January 2015 to January 2019), indicating the effectiveness of HOPE in responding to this vulnerable population, the problem of homelessness is still persistent. The most recently published Homeless Service Utilization Report (herein referred to as the “HSUR”, published by DHS and the Center on the Family, 2018) indicates that there have been more new users of homeless services than in previous years, with more than 40% of users considered newcomers to the system. Thus, while we have been servicing our most vulnerable community members more effectively and ending rates of homelessness more expeditiously, housing has become out of reach to many more people and homelessness remains persistent.

Housing First principles and philosophy guide our work in ending homelessness on Hawai‘i Island. This includes the belief that we must help those experiencing homelessness move into housing as quickly as possible, and once housed connect those we serve with the supports they need to keep them housed. We are our counties largest homeless service provider, and by implementing a system-wide response to homelessness we have played an integral role in assuring the leadership development and staff capacity both internally, and among agencies Statewide through coordinating

Housing First training to staff and partners across the islands. This assures that practices are implemented consistently and effectively throughout the state, impacting beyond our rural island community, and shaping leadership across the state to embrace and practice a Housing First approach.

The most recent data provided within HSUR also indicates that Hawaii County had the lowest rate of return to homelessness in the State, at 12.2%, demonstrating HOPE's effectiveness in providing the necessary supports for our most vulnerable community members. HOPE staff assist participants to end their episode of homelessness through accomplishing the following service delivery goals:

- Establish meaningful and accomplishable housing-focused goals.
- Increase positive social capital through coordinating outside services and resources appropriate to each person's needs, strengths and goals.
- Obtain greater financial stability and independence through earned income, and by maximizing mainstream benefits.
- Become "document ready" - ensuring that all documents needed to enter into a traditional lease are accessible.
- Locate housing and provide advocacy on behalf of participants with landlords and property managers.
- Maintain a supportive relationship with participants to support them in retaining permanent housing once they have been successfully housed.

While we have a proven track record in significantly impacting the incidence of homelessness on our island, we know that more work is needed to contend with persistent rates of homelessness, particularly among first-time utilizers of homeless services. Provided adequate resources, we believe that our commitment to ending homelessness is achievable by bringing our current programs to scale to assure that homelessness is rare, brief, and nonrecurring.

In alignment with the Housing First model, there are three (3) service delivery outcome objectives that are critical to HOPE:

- 1) Increase access to permanent housing for those at imminent risk of and experiencing homelessness;
- 2) Remove barriers to program entry and provide assistance to quickly locate and access housing options in the community, thus decreasing the length of the homeless episode, and;
- 3) Provide home-based case management services to promote stability, prevent evictions, and reduce recidivism, or returns to homelessness.

3. The public purpose and need to be served;

HOPE provides a provision of free, public programs and services for those at imminent risk of and experiencing homelessness in Hawaii County. To end homelessness on Hawaii Island, this grant will support bringing to scale the following services:

- Identifying individuals experiencing homelessness, and establish or strengthen connection and rapport;
- Conducting an assessment utilizing the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) to determine risk and prioritization when providing assistance to homeless and at-risk of homelessness persons;
- Selecting appropriate interventions, which may include: diversion from services and prevention of homelessness OR termed rental assistance appropriate to each individuals vulnerability and need; AND (1) housing location services; (2) assisting participants in ensuring all documents needed to enter into a traditional lease are available and accessible; (3) referral and connection to outside resources to improve participant's link to appropriate vocational, educational, health, nutrition, financial empowerment, and other services, including eligibility for mainstream benefits as eligible, and informal connections that enhance positive social capital; (4) provide case management to ensure participants stabilization in their homes, thus reducing recidivism, or returns to homelessness.

4. Describe the target population to be served; and

The target population to be served by this grant are single adult and adult couple households without children who meet 1 or more categories of the criteria for defining homelessness as determined by the U.S. Department of Housing and Urban Development (HUD):

- Category 1 – Literally Homeless: Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
- Category 2 – Imminent Risk of Homelessness: Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
- Category 3 – Homeless under other Federal Statutes: Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days;

and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers

- Category 4 – Fleeing/Attempting to Flee Domestic Violence: Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

HOPE complies with all recordkeeping requirements to ensure that programs and services are for the sole benefit of people at imminent risk of and experiencing homelessness.

5. Describe the geographic coverage.

HOPE is a housing-focused agency serving Hawaii Island, with an estimated 200,000 residents living across 4,028 square miles: a distance that equals the size of all other Hawaiian Islands combined. The Aloha United Way ALICE Report identifies our county as holding the highest proportion of Asset-Limited, Income Constrained, Employed households in the state, at 55%.

HOPE is the largest provider of homeless services on Hawaii Island/County. HOPE belongs to the local Continuum of Care, Community Alliance Partners (CAP), a coalition of Hawai'i Island's homeless service providers, government representatives, and stakeholders working together to end homelessness. While additional partners are necessary and impactful within service delivery to our most vulnerable community members, HOPE is the only provider to assist single adults or adult couples without children, without preconditions for entry, and with housing in focus.

This grant will support HOPE in bringing proven service interventions and programs to scale across our island.

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;

While homeless counts in Hawaii County have declined by 50% in the past five (5) years (Hawaii Point in Time Count Reports, 2015-2019), homelessness continues to persist in our county at alarming rates. The Homeless Service Utilization Report (Department of Human Services or DHS, UH Center on the Family) corroborates that in 2018 there were more new users to the system than exits from the system, signifying a growing need for additional services as housing becomes out of reach for more and more Hawaii County residents. To meet the need of persistent homelessness island-wide, HOPE proposes to bring to scale outreach, shelter and navigation services.

Outreach and Housing Navigation to those living unsheltered is a critical component to ending homelessness. HOPE staff are trained in trauma-informed care to initiate, strengthen, and maintain relationships with those living on the streets – those who, often, have experienced accelerated trauma and multi-morbidity that negatively impacts their capacity to trust others, and often detract from their own belief that overcoming homelessness is possible. Outreach, assessment, assisting in document-readiness and housing-location in North Hawaii will operate parallel to service-enriched shelter placement in existing programs. HOPE is committed to continued work in developing an Assessment Center which brings needed services to scale in rural communities. Coordination with existing and forthcoming centers will ensure that our island community has the adequate resources to assure that every community member has a secure, adequate place to sleep and receive support to end their homeless episode.

During initial intake at Assessment Centers, HOPE staff familiarize participants with the program and facility, and provide new participants with any needed items such as basic toiletries, personal hygiene articles, clothing, and food. In the first few days of program entry, staff work together with program participants to help create meaningful goals that focus on participant strengths and are person-centered, specific, and measurable. Learning about the individual needs of participants, staff connect those we serve with services that address additional barriers which may include access to health insurance, primary healthcare, dental, and mental health services. Staff assist participants to increase their income and assets through verifying eligibility for public benefits, working on an honest budget, and connecting them to community resources for: financial literacy, banking, tax preparation and credit repair; and opportunities for literacy, educational and vocational services, computer skills classes, resume development, interview coaching, mentoring, job training, higher education, job placement and employment services.

At Assessment Centers, HOPE provides emergency shelter year-round. While we work diligently to accomplish a stay no longer than 90-days, we do not impose limits

to services. Staff receive training in data-informed best practices to ensure that our approach is aligned with Housing First, and that programs are housing-focused.

HOPE will participants to end their episode of homelessness through accomplishing the following service delivery goals:

- Staff will work together with participants to establish meaningful and accomplishable housing-focused goals.
- Staff will assist participants in increasing positive social capital through coordinating outside services and resources, including informal relationships with neighbors and community services appropriate to each participant's needs, strengths and goals.
- Staff will assist participants in obtaining greater financial stability and independence through earned income, and by maximizing mainstream benefits.
- Staff will help participants become "document ready" - ensuring that all documents needed to enter into a traditional lease are accessible.
- Staff will help participants locate housing and provide advocacy on their behalf with landlords and property managers.
- HOPE staff will maintain a supportive relationship with participants to support them in retaining permanent housing once they have been successfully housed.

Studies indicate that people formerly experiencing homelessness are at greatest risk of relapsing back into homelessness during the first two years. Continued case management offers supportive services that continues a supportive relationship to focus on financial independence, education and health. These critical supportive services help to ensure that participants have a full transition toward self-sufficiency and avoid returns to homelessness.

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

HOPE is committed to accomplishing 1) shorter lengths of stay in homelessness, 2) increased exits to permanent housing, 3) reduced recidivism on an ongoing basis. This request to bring to scale Assessment Centers to meet the needs of our island-wide community has two major benchmarks relating to Assessment Centers/Services in North Hawaii and Kailua-Kona (Kukuiola).

Date	Result
Spring 2020	Outreach, housing location and housing navigation service enhancement in North Hawaii. To begin in collaboration with other service providers within one of three potential community sites.
Summer 2020	Phase 1 construction of 32 private 12x12 micro-units at Kukuiola complete.

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

HOPE conducts quality assurance and evaluation regularly, and at various levels in the organization to assess the integrity of both data and service delivery. Data evaluation reviews are conducted through field shadowing, as well as reviews of Homeless Management Information System (HMIS) client records and reports, program agreements, forms, and participant surveys. HMIS Data is evaluated to ensure data entry is completed in a timely manner, and that null, missing, refused, or unknown fields are less than 5% for both universal data elements and program specific data elements, assuring that outcomes are measurable.

Each month, data is analyzed by the Directors to provide for continuous quality improvement efforts aimed at increasing participant income, decreasing length of homelessness and recidivism rates, rapidly securing permanent housing placements, and assisting participants in retaining housing. Training is conducted and adjustments to practice are implemented, as needed. Management personnel conduct quarterly reviews of participant records utilizing established review criteria methodology, and provide a summary of findings and recommendations for corrective action. The Team Leader uses the summary to train team members and improve effectiveness, efficiency, and appropriateness of care.

Service delivery evaluation is conducted to ensure the use of trauma-informed, low-barrier, culturally competent engagement strategies with participants. Individual Housing Plans are reviewed and updated at least once per month to ensure that 1) clear and achievable housing goals are defined, including action steps, respective persons accountable, and action deadlines; 2) housing goals are person-centered, promote participant strengths, and alleviate housing barriers; 3) diligent but reasonable progress toward established housing goals is achieved and thoroughly documented. Case record reviews are also conducted to ensure that 1) service needs assessments using the SPDAT, VI-SPDAT are completed in a timely manner and within twenty-one (21) days of program entry; 2) assessments are updated at least once per month utilizing the SPDAT tool; and (3) assessments are consented upon by the participant, direct service staff, and Team Leader. These measures for quality assurance and evaluation ensure that service delivery is person-centered, and that staff have support in ending homelessness for participants.

Over our tenure implementing and managing similar social service intervention programs, HOPE has developed and modified its program guidelines to promote a housing-based mindset among participants. HOPE has sought consult with world-renowned expert, OrgCode Consulting, to align its program guidelines with the strategies and practices of Housing First – focusing on rapid housing placement, shortening lengths of homelessness, and assisting participants in maintaining housing stability. We are committed to continued capacity-building and development to ensure our practices are aligned with Housing First.

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.

As providers of choice by the State of Hawaii's Homeless Programs Office (DHS), Continuum of Care (CoC) Rental Assistance, and other core homeless service initiatives by the State of Hawaii, HOPE is experienced in developing and meeting meaningful outcomes, tracking service level data, and refining practices as needed to meet the needs of our most vulnerable community members.

From July 1, 2018-June 30, 2019, HOPE served 1,110 people throughout its programs, across Hawaii Island/County. Bringing proven programs and services to scale will significantly impact the following metrics:

The three (3) Data Metrics that matter	FY19 System performance outcomes for neighbor islands (Hawaii, Maui and Kauai Counties)	FY19 Agency performance outcomes (HOPE Services)
Exit rate to Permanent Housing	48%	70%
Average length of stay in emergency shelter	108	109 days
Successfully remained housed for 2+ years	79%	78%

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 ([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](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$663,350 (50%)	\$398,010 (30%)	\$199,005 (15%)	\$66,335 (5%)	\$1,326,700.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

HOPE will seek funding from the U.S. Department of Housing and Urban Development; State of Hawaii DHS Homeless Programs Office and DOH Adult Mental Health Division; County of Hawaii Nonprofit Grants Program; Hawaii Island United Way; U.S. Vets; Hawaii Community Foundation and other private, philanthropic funders.

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, HOPE has not received state or federal tax credits.

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 2021 for program funding.

Funding	Funder	Description	Amount	Fiscal Year
County	County of Hawaii	CDBG Shelter Improvements	\$ 68,455.00	FY16-17
County	County of Hawaii	East Hawaii Emergency Housing Program	\$ 22,500.00	FY16-17

Funding	Funder	Description	Amount	Fiscal Year
County	County of Hawaii	Friendly Place	\$ 22,500.00	FY16-17
County	County of Hawaii	Interim/Bridge Housing	\$ 11,500.00	FY16-17
County	County of Hawaii	Kihei Pua Emergency Shelter	\$ 21,250.00	FY16-17
County	County of Hawaii	Outreach	\$ 20,000.00	FY16-17
County	County of Hawaii	Representative Payee	\$ 17,500.00	FY16-17
County	County of Hawaii	Tenant Solutions	\$ 16,250.00	FY16-17
County	County of Hawaii	West Hawaii Emergency Housing Program	\$ 20,000.00	FY16-17
Federal	ESG	Emergency Solutions Grant - Rapid Rehousing	\$ 172,839.58	FY16-17
Federal	ESG	Emergency Solutions Grant - Shelter	\$ 56,407.00	FY16-17
Federal	HUD	CoC II	\$ 402,630.84	FY16-17
Federal	HUD	CoC II	\$ 157,133.00	FY16-17
Federal	HUD	CoC Planning Grant	\$ 18,000.00	FY16-17
Federal	HUD	Continuum of Care	\$ 21,250.00	FY16-17
State	Adult Mental Health	Outreach and Case Management	\$ 172,462.74	FY16-18
State	Adult Mental Health	Representative Payee	\$ 213,607.16	FY16-19
County	County of Hawaii	Elder Abuse	\$ 35,131.28	FY17-18
County	County of Hawaii	Friendly Place	\$ 7,500.00	FY17-18
County	County of Hawaii	Hale Kikaha	\$ 8,250.00	FY17-18
County	County of Hawaii	HOPE Resource Center	\$ 10,000.00	FY17-18
County	County of Hawaii	Representative Payee	\$ 8,000.00	FY17-18
County	County of Hawaii	West Hawaii Emergency Housing Program	\$ 15,500.00	FY17-18
Federal	County of Hawaii	Continuum of Care	\$ 11,250.00	FY17-18
Federal	EFSP	EFSP	\$ 22,978.00	FY17-18
Federal	ESG	EFSP	\$ 141,520.60	FY17-18
Federal	HUD	CDBG Shelter Improvements	\$ 54,455.33	FY17-18
Federal	HUD	CoC BTG Planning	\$ 46,395.85	FY17-18

Funding	Funder	Description	Amount	Fiscal Year
		Grant		
Federal	HUD	CoC II	\$ 157,133.00	FY17-18
Federal	HUD	CoC Rapid Re-housing	\$ 142,452.00	FY17-18
Federal	HUD	Kukui	\$ 483,157.00	FY17-18
State	Homeless Programs Office	Housing First	\$ 750,000.00	FY17-18
State	Homeless Programs Office	Housing Placement Program	\$ 1,014,000.00	FY17-18
State	Homeless Programs Office	Outreach	\$ 1,254,000.00	FY17-18
State	Homeless Programs Office	Rapid Re-housing	\$ 500,000.00	FY17-18
State	Homeless Programs Office	Shelters	\$ 1,440,071.00	FY17-18
State	Homeless Programs Office	West Hawaii Emergency Housing Program	\$ 71,638.00	FY17-18
County	County of Hawaii	Friendly Place	\$ 5,800.00	FY18-19
County	County of Hawaii	Hale Maluhia	\$ 5,300.00	FY18-19
County	County of Hawaii	Homeless Outreach	\$ 5,300.00	FY18-19
County	County of Hawaii	Housing	\$ 5,800.00	FY18-19
County	County of Hawaii	Representative Payee	\$ 4,800.00	FY18-19
County	EFSP	EFSP	\$ 123,498.00	FY18-19
Federal	VA (via US Vets)	Support Services for Veterans Families	\$ 21,818.16	FY18-19
State	Homeless Programs Office	Housing First	\$ 100,000.00	FY18-19
State	Homeless Programs Office	Housing First	\$ 937,500.00	FY18-19
State	Homeless Programs Office	Housing Placement Program	\$ 500,000.00	FY18-19
State	Homeless Programs Office	Outreach	\$ 990,000.00	FY18-19
State	Homeless Programs Office	Rapid Re-housing	\$ 625,000.00	FY18-19
State	Homeless Programs Office	Shelters	\$ 960,048.00	FY18-19
State	Homeless Programs Office	West Hawaii Emergency Housing Program	\$ 71,757.00	FY18-19

Funding	Funder	Description	Amount	Fiscal Year
State	HUD	Kukui	\$ 508,237.00	FY18-19

HOPE has experience in meeting performance measure outcomes pertinent to the respective contracts listed above. While funding for FY21 is not yet secured/encumbered, HOPE is confident in our ability to secure continued funding for these critical services because of our track record in delivering services that meet or exceed benchmarks of service.


6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

\$25,000.00

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: HOPE Services Hawaii, Inc.

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	568,675.69			
2. Payroll Taxes & Assessments	50,782.74			
3. Fringe Benefits	295,340.83			
TOTAL PERSONNEL COST	914,799.26			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	9,910.00			
3. Lease/Rental of Equipment	3,611.12			
4. Lease/Rental of Space	10.00			
5. Staff Training	5,000.00			
6. Supplies	29,566.99			
7. Telecommunication	5,133.75			
8. Utilities	55,915.41			
9. Mileage	3,500.00			
10. Postage, Freight and Delivery	1,300.00			
11. Publication, Printing and Advertising	1,000.00			
12. Repair and Maintenance	13,420.00			
13. Administrative Costs	122,536.87			
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	250,904.14			
C. EQUIPMENT PURCHASES	25,996.60			
D. MOTOR VEHICLE PURCHASES	135,000.00			
E. CAPITAL				
TOTAL (A+B+C+D+E)	1,326,700.00			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,326,700.00	Shelly Toledo 808-933-6008		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official 01/16/2020 Date		
TOTAL BUDGET	1,326,700.00	Brandee Menino, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: HOPE Services Hawaii, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Housing Navigator	1.00	\$33,280.00	100.00%	\$ 33,280.00
Director of Operations	1.00	\$77,250.23	20.00%	\$ 15,450.05
Clinical Director	1.00	\$82,400.00	20.00%	\$ 16,480.00
Deputy Director	1.00	\$62,830.00	20.00%	\$ 12,566.00
Team Leader	1.00	\$56,675.84	100.00%	\$ 56,675.84
Housing Navigator	1.00	\$39,720.10	100.00%	\$ 39,720.10
Shelter Monitor	1.00	\$39,205.92	100.00%	\$ 39,205.92
Shelter Monitor	1.00	\$32,136.00	100.00%	\$ 32,136.00
Shelter Monitor	1.00	\$16,068.00	100.00%	\$ 16,068.00
Shelter Monitor	0.50	\$16,068.00	100.00%	\$ 16,068.00
Shelter Monitor	0.50	\$34,706.88	100.00%	\$ 34,706.88
Housing Navigator	1.00	\$39,720.10	100.00%	\$ 39,720.10
Shelter Monitor	1.00	\$39,205.92	100.00%	\$ 39,205.92
Shelter Monitor	1.00	\$32,136.00	100.00%	\$ 32,136.00
Shelter Monitor	1.00	\$16,068.00	100.00%	\$ 16,068.00
Shelter Monitor	0.50	\$16,068.00	100.00%	\$ 16,068.00
Shelter Monitor	0.50	\$34,706.88	100.00%	\$ 34,706.88
Diversion Specialist	1.00	\$34,706.88	25.00%	\$ 8,676.72
HMIS Data Specialist	1.00	\$42,848.00	40.00%	\$ 17,139.20
Facilities Manager	1.00	\$53,217.22	40.00%	\$ 21,286.89
Maintenance Assistant	1.00	\$37,662.39	50.00%	\$ 18,831.20
Receptionist	1.00	\$31,200.00	40.00%	\$ 12,480.00
				\$ -
TOTAL:				568,675.69
JUSTIFICATION/COMMENTS: Assessment centers direct staff salaries				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: HOPE Services Hawaii, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Microsoft Surface Pro 7	14.00	\$1,856.90	\$ 25,996.60	25,996.60
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	14		\$ 25,996.60	25,996.60

JUSTIFICATION/COMMENTS:

Computers for new staff to be able to get their work completed in a timely and efficient manner.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
4x4 SUV	3.00	\$45,000.00	\$ 135,000.00	135,000.00
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	3		\$ 135,000.00	135,000.00

JUSTIFICATION/COMMENTS:

Staff take participants to potential units to be housed. HOPE currently does not have the fleet capacity for these specific programs. It allows staff to meet participants where they are, sometimes our participants do not have transportation. It will also allow those that we serve to be able to receive services quicker.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: HOPE Services Hawaii, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS		STATE FUNDS	OF	FUNDING REQUIRED IN	
	RECEIVED IN PRIOR YEARS		REQUESTED	FUNDS REQUESTED	SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN			N/A			
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: HOPE Services Hawaii, Inc.

Contracts Total: 9,345,584.95

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Outreach - East Hawaii	06/15/2019 - 06/14/2020	State of Hawaii, Homeless Programs Office	State	514,300.00
2	Outreach - West Hawaii	06/15/2019 - 06/14/2020	State of Hawaii, Homeless Programs Office	State	425,700.00
3	Emergency Shelters - Hale Maluhia	07/01/2019 - 06/30/2020	State of Hawaii, Homeless Programs Office	State	197,380.00
4	Emergency Shelters - Kihei Pua	07/01/2019 - 06/30/2020	State of Hawaii, Homeless Programs Office	State	440,190.00
5	Emergency Shelters - West Hawaii	07/01/2019 - 06/30/2020	State of Hawaii, Homeless Programs Office	State	322,478.00
6	State Rapid Re-housing	06/15/2019 - 06/14/2020	State of Hawaii, Homeless Programs Office	State	625,000.00
7	Housing Placement Program	07/01/2019 - 06/30/2020	State of Hawaii, Homeless Programs Office	State	500,000.00
8	State Housing First	06/27/2019 - 06/26/2020	State of Hawaii, Homeless Programs Office	State	825,000.00
9	Emergency Solutions Grant - Rapid Re-ho	07/01/2019 - 06/30/2020	State of Hawaii, Homeless Programs Office	Federal	120,076.00
10	Support Services to Veteran Families	11/01/2019 - 10/31/2020	U.S. Vets	Federal	30,000.00
11	Emergency Housing for Homeless Veteran	09/14/2019 - 09/13/2020	U.S. Vets	Federal	127,750.00
12	Kukui	05/01/2019 - 04/30/2020	U.S. Dept. of Housing and Urban Development	Federal	518,329.00
13	CoC Rapid Re-housing	12/01/2019 - 11/30/2020	U.S. Dept. of Housing and Urban Development	Federal	72,102.00
14	CoC II	12/01/2019 - 11/30/2020	U.S. Dept. of Housing and Urban Development	Federal	166,853.00
15	Emergency Solutions Grant - Shelters	07/01/2019 - 06/30/2020	State of Hawaii, Homeless Programs Office	Federal	117,000.00
16	West - Emergency Housing for Homeless Veter	10/01/2019 - 09/30/2020	U.S. Vets	Federal	322,478.00
17	Representative Payee Services	04/01/2019 - 03/30/2020	Dept of Heath; Adult Mental Health Division	State	66,521.25
18	Keolahou	06/01/2019 - 05/30/2020	County of Hawaii	State	645,811.45
19	West Hawaii Emergency Housing Program	07/01/2019 - 06/30/2020	County of Hawaii	County	6,075.00
20	Representative Payee Services	07/01/2019 - 06/30/2020	County of Hawaii	County	5,325.00
21	Varies	Varies	Hawaii Community Foundation	Private	345,000.00
22	Family Homelessness	None	Private	Private	2,754,000.00
23	Interim Outreach and Case Management	04/01/2019 - 03/31/2020	Dept of Heath; Adult Mental Health Division	State	100,000.00
24	Emergency Food and Supplemental Program	10/01/2019 - 03/31/2020	United Way	Federal	8,000.00
25	Friendly Place	07/01/2019 - 06/30/2020	Hawaii Island United Way	Private	8,000.00
26	Representative Payee Services	05/01/2019 - 04/30/2020	Ohana Health	State	82,216.25
27					
28					
29					
30					

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.

In 2015, HOPE began its organizational transformation through implementing a Housing First approach. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. With intentional staff and leadership development, we have witnessed our agency culture transform, profoundly impacting our agency, and community's, system performance outcomes.

Our increased capacity includes the implementation of a community-wide Coordinated Entry System; adopting the use of standardized assessment and case management tools (SPDAT, VI-SPDAT, and F-SPDAT) which assesses the vulnerability of individuals, and tailor meaningful, respectful interventions to those we serve; and integrating diversion and prevention techniques in all programs. Beginning in 2019, with the recruitment of a Clinical Director, HOPE has initiated further advancing our practices to help the most vulnerable in our community by implementing more robust Trauma-Informed Care through the Institute on Trauma and Trauma-Informed Care *Trauma-Informed Organizational Change Manual*. Trauma-Informed Care understands and considers the pervasive nature of trauma and promotes environments of healing and recovery rather than practices and services that may inadvertently re-traumatize.

Our commitment to implementing best practices have secured our role as an agency that produces results in ending homelessness, and who can meet measurable outcomes to assure that homelessness is rare, brief, and nonrecurring.

The following are verifiable contracts held for (3) years or longer with State/County of Hawaii agencies relating to this request:

State/County	Funder	Contract
State	County of Hawaii	Keolahou 'ohana zone Assessment Center
State	Dept of Health; Adult Mental Health Division	Interim Outreach and Case Management
State	Dept of Health; Adult Mental Health Division	Representative Payee Services
State	Ohana Health	Representative Payee Services
State	State of Hawaii, Homeless Programs Office	Emergency Shelters - Hale Maluhia

State/County	Funder	Contract
State	State of Hawaii, Homeless Programs Office	Emergency Shelters - Kihei Pua
State	State of Hawaii, Homeless Programs Office	Emergency Shelters - West Hawaii
State	State of Hawaii, Homeless Programs Office	Housing Placement Program
State	State of Hawaii, Homeless Programs Office	Outreach - East Hawaii
State	State of Hawaii, Homeless Programs Office	Outreach - West Hawaii
State	State of Hawaii, Homeless Programs Office	State Housing First
State	State of Hawaii, Homeless Programs Office	State Rapid Re-housing
County	County of Hawaii	Representative Payee Services
County	County of Hawaii	West Hawaii Emergency Housing Program

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.

Assessment Centers provide service-enriched shelter utilizing trauma-informed, low barrier service entry to those living unsheltered: on the streets, in their cars, and in other places not suitable for human habitation. HOPE proposes two facilities, Sacred Heart and Kukuiola, which incorporate on-site services that include hygiene facilities, 24/7 staffing, and intensive case management. These programs offer highly marginalized people the opportunity to regain safety and engage in helping relationships that support them in moving forward with rebuilding their lives, and develop pathways to permanent housing, income, healthcare, and stability. HOPE also proposes adequate staffing for a facility-in-development in rural North Hawaii, where few services exist to combat homelessness.

Sacred Heart Shelter Program, Akeakamai Loop, Pahoa, 96778

Sacred Heart Shelter (SHS) was erected during the Governor of Hawaii and Mayor of Hawaii County's emergency disaster proclamation, in response to the Lower Puna lava eruptions, providing refuge to senior citizens displaced by the lava eruptions. Effective April 2019, this 20-unit facility provides private shelter and storage accommodations for single individuals, or senior adult couples experiencing homelessness. Bedroom units are private and secure, accessible only by its respective resident(s). The facility is equipped with 8 private restrooms, 6 private shower stalls and a handicapped accessible restroom with a walk-in shower. A common area pavilion provides a central gathering space, and access to cooking equipment. By Summer 2020 a fully-equipped indoor kitchen will be complete for participant access. By Spring 2021, Sacred Heart Shelter will neighbor the Pahoa Affordable Housing community, consisting of twelve

micro-unit permanent housing units available to kūpuna, or senior citizens, formerly experiencing homelessness to ensure dignity and community connection, and aging in place.

Kukuiola Ohana Zone Emergency Shelter Program, Located at the corner of Kealakehe Pkwy and Ane Keohokalole Hwy, Kailua-Kona 96740

Responding to the magnitude of the growing homeless problems across the State of Hawaii, Governor David Ige issued the Homeless Emergency Proclamation, which was subsequently extended by supplements dated February 12, April 12, and June 7, 2019. The Proclamation suspended the procurement code (HRS Chapter 103D) for the purposes of establishing long-term housing, temporary shelter, and services for homeless individuals, provided that the housing and shelter units made under this Proclamation be safe, sanitary, and suitable for human habitation.

Kukuiola consists of two subprojects: an Assessment Center service-enriched emergency shelter, and a permanent supportive housing (PSH) component. Kukuiola will implement a multi-organizational approach to reduce the number of individuals and couples without children experiencing homelessness in the West Hawaii region. HOPE Services will manage Kukuiola, providing social service programs to help transition sheltered individuals to PSH and/or affordable housing programs.

In Phase 1, Kukuiola will provide 32 private 12x12 micro-units to the community experiencing homelessness in West Hawaii. Together with other health and social service providers, HOPE will coordinate ongoing programming and support services at the Pavilion, adjacent to the microunits.

North Hawaii Assessment Center

A facility is not presently secured to erect a Assessment Center in North Hawaii. However, work being done with community stakeholders in Waimea and North Kohala have established the critical need to enhance service delivery in North Hawaii, ensuring that homelessness is rare, brief, and nonrecurring in the Hawaii County districts of North and South Kohala, and Hāmākua. The community working group, consisting of community association members, faith-based partners, real estate professionals, and other nonprofit social service agencies, has committed to identifying appropriate building, office, and meeting space to engage with those at imminent risk of and experiencing homelessness, establish and strengthen rapport, conduct a vulnerability assessment, provide assistance in obtaining all necessary documents to enter into a traditional lease, provide assistance in locating affordable housing options and in housing placement, and case management services to ensure stability in housing. Three (3) potential sites have been identified, including an office space operated by a partner agency, a multi-purpose gym, or offices owned and operated by two separate, respective local churches.

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.

Key personnel are currently in place to implement and manage the proposed service. HOPE has competent, sufficient and above-adequate incumbent management and professional staff structure to successfully implement and manage the programs through providing ongoing training and supervision, and ensuring the outcomes of the program. The following are experience summaries of key personnel assigned to implement and manage the Program:

- *Brandee Menino, MA, Chief Executive Officer* – A national expert panelist and speaker of Substance Abuse and Mental Health Services Administration (SAMHSA), National Alliance to End Homelessness (NAEH) and statewide leader on a mission to ending homelessness, Brandee possesses the skill and knowledge as chief executive to keep and manage the vision of HOPE, and secure the necessary support, resources and assets to enhance and align service delivery capacity with the core principles of Housing First, Coordinated Entry Systems, and Housing Prioritization. She has been the change agent in the community and within the organization, leading the cultural shift from managing homelessness to ending homelessness through evidence-based practices. Brandee has 20 years of institutional knowledge and experience in mental health and crisis services, as well as homeless and housing programs.
- *Denise Oguma, MA, CSAC, Director of Operations* – Denise joined HOPE in 2009 and has since achieved a baccalaureate degree in Psychology, certification in substance abuse counseling (Hawaii Community College) and her Master of Arts degree in Professional Counseling with an emphasis in Marriage and Family Therapy (Argosy University). Denise has evolved in her capacity at HOPE, from Care Coordinator of the community reintegration program, to Program Manager for the East Hawaii Emergency Men's Emergency Shelter program, to East Hawaii Director, and to her current role as Director of Operations. Denise has attended the OrgCode Leadership Academy (October 2016, November 2017, October 2018), annual attends the National Alliance to End Family Homelessness Conference, Housing First Partners Conference, and serves on the HousingASAP leadership team, a coalition of homeless service providers convened by Hawaii Community Foundation's Strengthening Results initiative. In her capacity as an agency leader, she has been instrumental in aligning organizational efforts with Housing First practices.
- *Kalani Spain, PhD, LMFT, Clinical Director* – Kalani joined HOPE in 2019, with more than 16 years in providing training support, supervision, and trauma-informed care to vulnerable populations. Kalani is licensed in the State of Hawaii

to deliver therapeutic care, including diagnosing and treating disabilities. In his capacity at HOPE, Kalani leads the ongoing training of HOPE staff, including more than 60 direct service staff, and assures our service delivery practices are aligned with Housing First and trauma-informed care approaches.

- *Reinette "Ipo" Morgan, BA, CSAC, Deputy Director* – Ipo joined HOPE in 2015. Ipo achieved her undergraduate degree in Sociology (minor in Administration of Justice and Women's Studies) from the University of Hawaii at Hilo. Ipo attended the OrgCode Leadership Academy (October 2016, November 2017, October 2018), and direct service delivery trainings, including the use of the VI-SPDAT, SPDAT, Motivational Interviewing, Housing First, Assertive Engagement, Housing Based Case Management, and Promoting Health & Wellness. Ipo is also the agency trainer for Non-Violent Crisis Intervention services (a curriculum through the Crisis Prevention Institute) that teaches the art of non-violent crisis intervention techniques.
- *Madeline "Kauai" Alexander, BA, Shelter Team Leader* – With more than ten years of experience in working with vulnerable populations, leadership development, program planning, and collaboration with community network, Kauai has extensive management and team leader abilities. She has served HOPE in various capacities since 2008, demonstrating the ability to advance within the organization while maintaining outside volunteer experience and professional affiliations. Kauai participated in the 2016, 2017, and 2018 Leadership Academies, annual OrgCode Trainings, and the Coordinated Entry Leadership Summit. Kauai provides direct supervision and coaching to direct-service staff at all HOPE shelters and Assessment Centers.

Direct-service staff at Assessment Centers fall under the immediate direction of the Shelter Team Leader (1 FTE) who supervises, provides coaching, training, and field shadowing to the staff bi-monthly. Staff are provided additional guidance from the Deputy Director (1 FTE), direction from the Director of Operations (1 FTE), trauma-informed training from the Clinical Director (1 FTE), with policies set forth by the Chief Executive Officer (1 FTE) and Board of Directors.

New Hire Orientation

HOPE has an established new hire orientation pathway which prepares incoming staff to deliver programs and services utilizing a Housing First Approach. Team Leaders and Directors utilize several tools to assist with on-boarding and ongoing training, which include: Relias online modules, webinars, videos, Policy and Procedures Manual, Excellence in Housing First Case Management Workbook, field shadowing, and in-service training, which includes Homeless Management Information Services, Crisis Prevention Institute (CPI), Cardio Pulmonary Resuscitation (CPR), and First Aid trainings. The Team Leader and Directors also introduce new staff to multi-disciplinary community meetings where they begin to network and form relationships with representatives from government and non-profit social service agencies. A training record is maintained and updated in staff personnel file.

Ongoing Trainings

In addition to the new hire orientation pathway, staff meet monthly to participate in on-going and in-service training provided by local service providers. These professional development opportunities add to staff's knowledge and application of critical practices such as harm reduction and advocating for participant's gainful employment while simultaneously building upon their understanding of the importance of community partnerships and linking participants to community-based resources and services to enhance social capital and help in successfully remaining housed.

Supervision and Coaching

The Shelter Team Leader is initially responsible for ensuring quality service delivery by meeting a minimum of one hour, twice monthly, with all full- and part-time assigned staff to observe, evaluate, and provide coaching and feedback. Monthly supervision is accomplished through field shadowing, direct supervision of each staff performing assigned duties and interactions with participants, and record reviews of each participant Individual Housing Plan, Description/Assessment/Plan (DAP) notes, HMIS record reviews, and review of the HOPE internal coordinated entry database. Weekly case-conferencing team meetings also provide team leaders, direct service staff, and Directors the opportunity to problem-solve challenges in case management and discuss strategies and interventions in a supportive environment.

Leadership Development

HOPE intentionally and regularly invests in leadership capacity building through a wide-range of initiatives. At the local level, Team Leaders and Directors participate in several community-based roundtables including the Hoowaiwai Network Weavers, and Community Alliance Partners, the local Continuum of Care. At the state-level, the Director of Operations participates in Hawaii Community Foundation's HousingASAP Network. Directors and team leaders regularly attend OrgCode Consulting trainings including the Leadership Academy to End Homelessness and train-the-trainer opportunities, and attend annual national conferences such as the National Conference on Ending Family and Youth Homelessness, and Housing First Partners Conference. Throughout the year, HOPE leadership attend training seminars in the community including: Carbo Grant Accounting, Employment Law Seminar, workshops presented the convener of the State of Hawaii HMIS system, and others. These opportunities ensure HOPE leadership are trained and capable to supervise, train and provide administrative direction relative to the delivery of the proposed services.

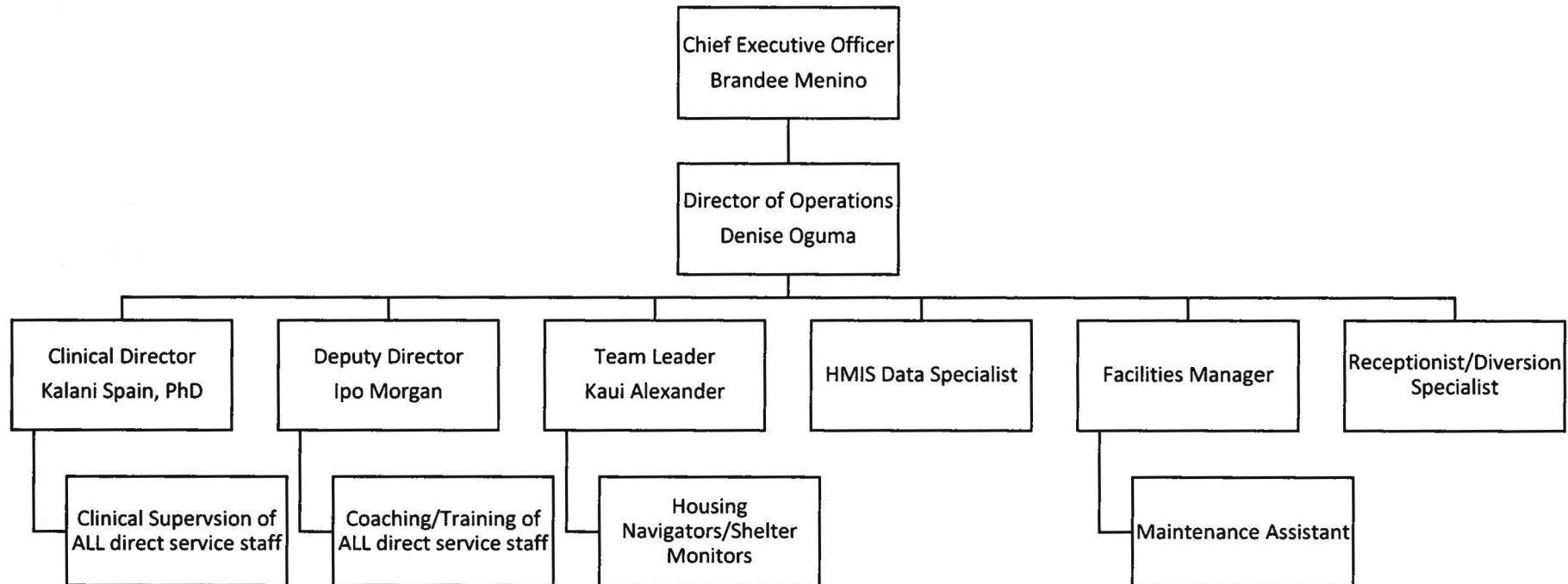
2. Organization Chart

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.

An organization chart illustrating the position of each staff and line of responsibility/supervision is submitted with this application directly following this section, Section VI. 2.



Organization Chart



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.

HOPE is led by a volunteer governing board of directors who do not receive compensation for their service.

The three highest paid employees of the organization are as follows:

Position	Annual salary range
Chief Executive Officer	\$110,250.00
Clinical Director	\$ 80,000.00
Director of Operations	\$ 75,000.00

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.

HOPE Services Hawaii, Inc. is not party to any pending litigation.

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 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but**
- (b) Not received by the applicant thereafter.**

In October 2019, HOPE was awarded a significant grant from the Day 1 Families Fund to end family homelessness. The invitation-only grant opportunity was made available to HOPE after the funder carefully reviewed HOPE's accomplishments in ending homelessness, and our operationalizing of evidence-informed best practices. The result is bolstered programming and service delivery for families with children. We are seeking GIA funding to increase service delivery and programming for single adults and adult couples experiencing homelessness. We know that the additional staff capacity will significantly impact the incidence of homelessness on Hawaii Island/County, making homelessness rare, brief, and non-recurring for those experiencing homelessness without children.

In the past two years, HOPE has successfully advocated at the State level to ensure our community received funding for an Ohana Zone assessment shelter program, come to life as Keolahou in Hilo. Our data consistently indicates that adult men make up the

highest proportion of those we serve, and there simply were not enough shelter beds available to meet their needs. More deeply persistent are higher-need, more vulnerable adults experiencing homelessness, including senior citizens and those with developmental and physical disabilities. This funding will provide HOPE the opportunity to track outcomes of ending homelessness when adequate staffing is available, thus being able to advocate for a sustained level of core homeless service dollars.

Ending homelessness is not simple, and needs vary from person to person. But we know that providing a safe, clean, permanent home is the most effective way to help people stabilize, and upon stabilization, to identify other needs to help create better quality of living, person by person. We are grateful for rental assistance resources provided to our community, but our ability to work one-on-one with our population, in assessing their needs, strengths, and vulnerabilities, identify and secure units in a tight housing market, and provide quality case management under effectual client ratios prolong homelessness that, **given adequate resources**, should be much briefer.

Our service delivery outcomes measured through the “three metrics that matter” demonstrate HOPE and Hawaii County’s ability to steadily improve the 1) exit rate to permanent housing, 2) length of stay in shelter, 3) rate of successfully remaining housed. Our current resources are not adequate to make significant strides in ending homelessness among adults without children who are experiencing homelessness. Ending homelessness for those without children, and helping them to remain stable, is urgent.

With these funds, HOPE will be able to track in a relatively short amount of time how efficiently our community can end homelessness given adequate resources. We intend to utilize the outcomes we accomplish to leverage these funds with other federal, state, county and philanthropic resources.