

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db:  
Habilitat, Inc.

Amount of State Funds Requested: \$ 263,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
To begin our three year capital improvement plan (*see attached 2021-2023 project timeline and priorities*), beginning with FY2021 projects.

Amount of Other Funds Available:

State:            \$ 0  
Federal:        \$ 0  
County:        \$ 0  
Private/Other: \$ 25,400

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

\$ 0

Unrestricted Assets:

\$ 5,220,731.00

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

Type of Business Entity:

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

Mailing Address:

P.O. Box 801

City:

Kaneohe

State:

HI

Zip:

96744

Contact Person for Matters Involving this Application

Name:  
Joan Shishido

Title:  
Controller

Email:  
jshishido@habilitat.com


Phone:  
808-235-7214

Federal Tax ID#:

[REDACTED]

State Tax ID#

[REDACTED]



Authorized Signature

Jeff V. Nash, Executive Director

Name and Title

01-16-2020

Date Signed

**received**  
01/16/2020

## 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

JEFF V. NASH, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

01-16-2020

DATE

## 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.

See attached certificate.

#### **2. Declaration Statement**

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

See attached statement.



## 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

**HABILITAT, INC.**

was incorporated under the laws of Hawaii on 06/01/1971 ; 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 06, 2020



*Catherine P. Awai-Cole*

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Habilitat, Inc.

\_\_\_\_\_  
(Typed Name of Individual or Organization)



\_\_\_\_\_  
(Signature)  
Jeff V. Nash

01-16-2020

\_\_\_\_\_  
(Date)  
Executive Director

\_\_\_\_\_  
(Typed Name)  
Rev 12/2/16

\_\_\_\_\_  
(Title)

**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 a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

The name of the requesting organization or individual	Habilitat, Inc.
The public purpose for the grant	Supporting men and women to break the cycle of addiction, homelessness and incarceration through long-term treatment and workforce development.
The services to be supported by the grant	Update living quarters for female residents, laundry services for all residents and drainage system for the facility.
The target group	Adults aged 18 and older who are overcoming chronic homelessness, addiction and incarceration and preparing for permanent community reintegration.
The cost of the grant and the budget	\$263,000

**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:**

In 1971, Habilitat opened its doors with 8 people in an older, donated Kailua home. Today, we are a state-licensed special treatment facility with a 150-bed capacity in Kaneohe, Oahu. Our mission is to guide and empower individuals to make positive choices in their own lives. Guided by our core values of integrity, accountability, education, responsibility and work ethic, our vision is to teach people to live beyond addiction, homelessness and incarceration. Ninety-four percent (94%) of our residents come to Habilitat without financial resources and are admitted to the program free of charge. We do not turn anyone away due to inability to pay. To do this, Habilitat holds several annual

fundraising events, including our annual luau, auction and benefit concert, and Christmas tree sales. The majority of our operating expenses and routine maintenance is also covered through earned income generated by our intensive workforce development programs, with remaining fiscal gaps are covered through grant support.

Habilitat is the only long-term (28 month) residential treatment center in Hawaii and only one of a few, nationally. We treat the whole person through comprehensive treatment delivered in three phases. First, 4-6 months of addiction treatment is guided by evidence-based practices, including a mix of group and individual modalities. Here, residents begin to build foundations for living right. Second, in tandem with treatment, residents are placed into one of Habilitat's intensive workforce development programs for 12-24 months. Progressive responsibilities allow residents to gain marketable skills with the promise of a livable wage and stable housing. Third, residents promote to the reentry phase (4-6 months) and are expected to meet higher expectations through increased freedoms and community interaction to prepare them to fully transition into society.

While our primary services involve comprehensive and long-term substance abuse treatment, the reality is that we address multiple target categories for which the State is trying to resolve. We provide shelter to formerly homeless adults (65% of our participants report being homeless prior to admission, 48% of whom were chronically homeless for least ten years). We provide lifestyle and life skills education, as well as behavioral modification skills to address domestic violence and mental health, including anger management and parenting classes (residents with children undergo additional parenting education). All residents undergo full medical assessments, and those with chronic illnesses and/or disabilities receive ongoing nutrition education and medical attention to manage their wellbeing.

2. The goals and objectives related to the request:

To begin our three-year capital improvement plan (see attached 2021-2023 project timeline and priorities) with FY2021 projects.

	<b>What</b>	<b>Cost</b>	<b>Scope of work</b>	<b>Narrative</b>
1	Three (3) Female Dorms	\$45K total	Replace flooring and fixtures, paint Replace vinyl windows Update lighting to led	For optimal use and sanitary/health conditions; carpet tearing, floors cracking
2	Female bathroom	\$125K	Change (6) sinks to in counter type. Retile walls (use large tiles). Change showers to 4 individual shower heads (reroute from gym-style heads). Move drains. Ceiling mold (requires fixing roof ventilation)	See #2 below Hanging sinks are falling. Large tiles are easier to clean.  Showers stalls allow more privacy.  Mitigate health issues.
3	Male Dorm	\$80K	New vinyl windows.	(Vinyl last longer than aluminum because our proximity to the ocean.) The windows mentioned are all corroded due to salt air and proximity to the ocean. The windows are not sealed, the leak with heavy rains etc... other damage occurs due to that as well and to the living/office spaces.
4	Sales training office	\$30K	Replace with new vinyl windows	The windows mentioned are all corroded due



				to salt air and proximity to the ocean. The windows are not sealed, the leak with heavy rains etc... other damage occurs due to that as well and to the living/office spaces.
5	Two (2) staff trainee dorm bathrooms	\$14000 total	Materials=\$7k Labor=\$7k	
6	Two (2) transitional resident dorm bathrooms	\$14000	Materials=\$7k Labor=\$7k	
7	Laundry equipment	\$63000	(2) washers (2) dryers Incl installation	See Waltz bid.
8	Kitchen	\$75000	Wrap stainless steel around all walls (easier maintenance.  Add new floor drain (current issue with ponding water)  New chilled serving table  New warmer	Habilitat's food service workforce development programs are perhaps the most comprehensive in the addiction treatment industry. Our institutional kitchen prepares and provides more than _____ meals a year for our program participants. Our kitchen is also used for Habilitat's Catering department

				<p>which provides upscale meals for weddings, corporate events and parties to help sustain our organization. Our aging equipment is reaching the end of its life, incurring expensive repair bills to keep them in operation. We need to secure funding for the following replacements: food warmer, dishwasher, cold line table and a point-of-sale system along with other smaller items necessary to operate a functional institutional kitchen. We have researched manufacturers and have secured discounted, non-profit pricing for most of these items.</p>
9	100 banquet chairs	\$5000		<p>The banquet chairs we use for residential meals and program participation</p>

Three-year capital improvement plan

Habilitat, Inc.

				were purchased three years ago and are at the end of shelf life, even after many years of DIY repairs. Requesting funding for 100 new banquet chairs.
10	Main building walkway	\$7,500		Strip and reseal l-cracking, slippery when raining because of flooding
11	Pier replacement	\$175,000		
12	Drainage system by wall next to park	\$75,000	Reroute parking lot drain flow. Add flood gate to double door gate to park Reroute down spouts and install gravel pits (14) where water is heaviest. Pits are 2x2x2. Reroute water curbs to run into new pits to slow water flow.	

Timeline / priorities

FY 2021	FY2022	FY2023
#2 Female Bath/Roof Ventilation \$125k	#1 Female Dorms \$45k	#3 Male Dorms \$80k
#7 Laundry Equipment \$63k	#8 Kitchen \$75k	#4 Enterprise windows \$30k
#12 Drainage \$75k	#10 Walkway \$7.5k	#5 Staff Trainee baths \$14k
	#11 Pier \$175k	#6 Transitional dorm bath \$14k
		#9 Chairs \$5k
FY Total \$263k	FY Total \$302.5k	FY Total \$143k

3. The public purpose and need to be served:

Habilitat serves some of Hawaii's most vulnerable populations through comprehensive residential treatment services. Primarily, we treat people with substance use disorders. However, we address residents' struggle with multiple public purposes that come with substance use, including chronic homelessness, poverty, domestic violence and incarceration (see description of target population below). While in treatment, residents change *all* the factors that led them to treatment in the first place. Prior to graduation, residents must meet all four of Habilitat's success measures: 1) full-time employment; 2) live in stable housing; 3) no arrests; and, 4) no incidences of substance use. Five (5) years post-graduation, sixty-three percent (63%) of Habilitat's graduates report continued success in each of the four measures. Our success is three times the national average (National Institute on Drug Abuse).

Many social and fiscal challenges the state grapples with can be linked to chronic homelessness, addiction and crime. This translates into huge costs. For instance, 58% of traffic fatalities, 67% of trauma-related injuries, 33% of all murders or manslaughter incidents and over 50% of spousal murders are related to illicit drug and alcohol use. In the U.S., addiction accounts for more than \$740 billion annually in lost workplace productivity or unemployment, healthcare expenses, crime-related activity and increased incarceration. In Hawaii, positive methamphetamine drug results in the workplace is 410% greater than the national average. And, 90% of federal cases are drug-related and 79% of drug related crimes are associated with meth use. Hawaii's crystal methamphetamine and related socio-legal-health crises are now in its third generation, with estimated meth-related costs at over \$500 million each year. Recent numbers further reveal an increased use of amphetamine and cocaine among Hawaii's workers. In 2019, Diagnostic Laboratory Services (DLS) recently found a 27% increase from the previous year in the use of amphetamines in the workplace. DLS found a 46% jump in cocaine use, and a 70-percent increase in the use of synthetic urine used to mask the presence of drugs.

Among Hawaii's chronically homeless, women are the fastest growing segment of the population. Many women report domestic violence, unemployment and addiction as leading causes in their homelessness. Women are particularly vulnerable to sexual or violent assault when homeless. They also face gender inequality in the workplace, making livable wages and stable housing even more challenging. Among major ethnic groups in Hawaii, Native Hawaiians are disproportionately homeless, incarcerated and addicted. The average life expectancy for Hawaii's homeless is 53 years old, three decades less than the general population. In a recent poll, the majority of Hawaii voters surveyed agreed that homelessness and addiction has gotten worse. This is validated by rising costs, including: chronically homeless individuals are the highest utilizers of Medicaid in Hawaii, with 4% consuming 61% of our 2 billion dollar budget, and

the highest utilizers spend an average of \$82,000 per year. In contrast, stable housing decreases Medicaid costs by 43-73% and potentially results in an annual Medicaid savings of \$300,000,000.

Hawaii's admission for drug treatment is more than four times the national average, yet most services remain inaccessible, are short-term and/or outpatient based. People seeking treatment, then, are ill-prepared to fully overcome and live beyond their addiction and reintegrate successfully to community. For every \$1 invested in substance abuse treatment, taxpayers save at least \$7 in education costs. \$11.54 is saved in combined medical and social costs and \$5.60 is returned in reduced public assistance. The costs that are offset by treatment are significant when considering the amount of monies funneled into the criminal justice system. Nationally, if ten percent of eligible prisoners are diverted to treatment \$4.8 billion annually would be saved. Hawaii is on par with other states, where large numbers of incarcerated adults have been convicted non-violent, drug-related crimes and are classified and eligible for low level or community supervision, including treatment.

The average cost to incarcerate someone for 29 months in Hawaii is \$113,000. Fully, 60-75% parolees are violated for technical reasons, particularly drug use. Substance use disorders represent clinically significant impairment caused by the recurrent use of alcohol or illicit drugs (or both), including poor health, disability, and failure to meet major life responsibilities. Consequences are often associated with involvement in the justice system, chronic health conditions, domestic violence and homelessness. The overall health of a community is improved to the extent by which the population has access to use treatment (SAMSHA). In the long run, the long-term cost benefits offer greater promise for successful reintegration and community well-being.

4. Describe the target population to be served:

At any given time, our program averages 110-120 adults, aged 18 or older. The following is a snapshot of our current residential population: 1) 65% report being homeless prior to admission and of those, 48% report chronic homelessness of ten or more years; 2) 72% report prior incarceration, and of those, 65% are convicted of one or more felonies; 3) 30% of participants are court- mandated; 4) 77% are male and 23% are female; 5) 31% of all participants report having at least one child; 6) 57% are Oahu residents with the remaining residents from off island. The majority choose to remain on Oahu to live and work after graduation; 7) At least 37% were unemployed for at least one year prior to admission; and, 8) Of Hawaii's major ethnic groups, 39% are Hawaiian or other Pacific Islander, 36% are White and 11% are Asian; and, 9) Ages range from 21-53 years old with the average age at 32.9 years old. 18% of residents are 25 years old and below, 63% are 26-40 years old and 19% are 41 years and older.

Most of our participants have spent decades living in severe crisis. After many failed attempts to break chronic cycles of substance abuse, incarceration and homelessness, most they have gone without some of the most basic of human needs including food, shelter and clothing. Ninety-four percent (94%) come to Habilitat without any form of financial support and we do not turn anyone away due to their inability to pay. The vast majority has had long-term addiction to methamphetamine (57%), and many are addicted to heroin (33%) and/or alcohol (11%). Thirty percent are court-mandated and referred to as some of Hawaii's toughest cases. Habilitat is often seen as the last resort because of our exceptionally high standards. We understand the severity of substance disorders and the associated costs and consequences. Chronic substance use and related conditions require a high level of accountability, responsibility and work ethic if a person is to experience long-lasting and transformational change. The program is designed to challenge the individual at every level and it is not easy. Graduates often claim that it was the hardest, yet most rewarding experience of their lives. By the time a resident graduates, they will have undergone a minimum of: 72 group sessions and hundreds of hours of individual therapy, 2,000 workforce development hours, 1680 hours of lifestyle education including nutrition and exercise education, anger management and parenting, and 192 reentry and post group sessions. Sixty-three percent of Habilitat's graduates report continued success with employment, stable housing, and sobriety five years after graduation.

5. Describe the geographic coverage:

Currently, fifty-seven percent (57%) of our residents are from Oahu and 43% are from off island. During treatment, residents establish deep community, personal and professional relationships and consequently, the majority choose to live and work on Oahu after graduating from the program.

**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:

From inception, Habilitat has prioritized itself as a mission-, service- and program-centered organization. This has resulted in almost 50 years of helping thousands of Hawaii's most vulnerable populations to overcome and live beyond addiction, homelessness and incarceration. We cover two-thirds of our operating budget and routine maintenance through annual fundraising events (Christmas tree sales and luau) and earned income through workforce development programs. Ten of our eleven buildings were constructed between 1979 and 1986.

In the next three years, Habilitat hopes to undertake a three-year major construction plan that addresses required and deferred maintenance. (See attached 2021-2023 table of priorities and timelines). We are seeking funding support to meet the following FY2021 priorities:

1	Female bathroom	\$125,000	Change (6) sinks to in counter type. Retile walls (use large tiles). Change showers to 4 individual shower heads (reroute from gym-style heads). Move drains. Ceiling mold (requires fixing roof ventilation)	Hanging sinks are falling.  Large tiles are easier to clean.  Showers stalls allow more privacy.  Mitigate health issues.
2	Laundry equipment	\$63,000	(2) washers (2) dryers Incl installation	Bid secured.
3	Drainage system by wall next to park	\$75,000	Reroute parking lot drain flow. Add flood gate to double door gate to park Reroute down spouts and install gravel pits (14) where water is heaviest. Pits are 2x2x2. Reroute water curbs to run into new pits to slow water flow.	Mitigate run off.

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

Outcome	Timeline
Complete female bathroom	3 months
Complete updates and installation to laundry services	3 months
Complete drainage system	6-9 months



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

<b>Current State</b>	<b>Improvement/Outcome</b>	<b>Monitoring and Evaluation</b>
<p><b>Female Bathroom:</b></p> <p>Hanging sinks are falling; small tiles are difficult to maintain and clean; showers stalls do not allow for privacy; mold creates health issues.</p>	<p>Change (6) sinks to in counter type to stop from breaking/falling; Walls retiled (use large tiles) for cleaning and sanitary upkeep; Showers heads will be rerouted from gym-style heads to allow for more privacy; Drains will be moved for proper drainage; Ceiling mold will be mitigated by fixing roof ventilation.</p>	<p>Project will be supervised our Responsible Management Employee staff (licensed contractor).</p>
<p><b>Laundry Services:</b></p> <p>Equipment has reached the end of its lifecycle and repairs are frequent (3-4 times per year).</p>	<p>Totally functioning laundry service with no repairs expected 10 years; workforce development participants (particularly construction residents) will have clean uniforms to perform on-site jobs.</p>	<p>Purchase equipment, annual service and maintenance of equipment; completed purchase and installation.</p>
<p><b>Drainage system:</b></p> <p>Water flow from the downspouts need to be rerouted to manage run off.</p>	<p>Rerouted downspouts and new drainage system will mitigate run off and subsequent damage.</p>	<p>Project will be supervised by our Responsible Management Employee staff (licensed contractor); drainage system will be monitored for effective use.</p>

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.

Our Responsible Management Employee (licensed contractor) will review contractors' work for completion, including punch list items for all three projects.

**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](#))

See attached forms.

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
\$188,000	\$25,000	\$25,000	\$25,000	\$263,000

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

City and County of Honolulu Grant-in-Aid to provide direct services, including treatment and workforce development (pending).

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 2021 for program funding.

- Received a City and County of Honolulu Grant-in-Aid in 09/2019;
- Submitted 2021 Honolulu City and County GIA application to provide direct services, including treatment and workforce development (pending).

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

\$5,220,731.00

**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.

Our staff are experienced and equipped to provide services at every level of the program. Construction services is one of our major workforce development programs. We specialize in remodeling, landscape maintenance, masonry, fencing and drain maintenance. Our Responsible Management Employee is a licensed contractor with decades of experience overseeing large-scale construction projects, locally and internationally. Our Construction Manager and Remodeling Supervisor has over seven years of experience in the construction field. Both employees will work closely with our Executive Director to complete the project listed in this proposal.

Habilitat is in good standing with the State of Hawaii's Office of Health Care Assurance. We are licensed by the State of Hawaii Health Department's Alcohol and Drug Abuse Division (ADAD) as a Special Treatment Facility, and are audited and inspected annually by the Office of Health Care Assurance (OHCA) and ADAD.

**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.

We began with 8 residents in a donated Kailua home. In 1971, we purchased our current facility, which sits on 1.5 acres in Kaneohe, Oahu. At the time of purchase, the property had one usable building. Between 1979 and 1986, Habilitat built ten more buildings consisting of residential living spaces, staff offices, and workforce development programs. Nearly all maintenance has been done by our workforce development maintenance department. We have a three-year capital improvement plan to address required and deferred maintenance. Our workforce development programs provide on- and offsite on-the-job experiences to prepare residents with marketable skills toward a livable wage, gainful employment and stable housing. Habilitat's major workforce programs include:

**Services & Maintenance Department:** Residents learn the construction trade. Specialty skills are taught including carpentry, commercial and residential remodeling, masonry, vinyl fencing, tile setting, plumbing, landscaping, equipment maintenance, painting, and heavy equipment operation. Every workforce development participant learns the skill set needed to maintain a large facility, and as they progressively gain more freedoms, work at outside job sites.

**Enterprise Department:** Participants are trained in sales techniques, telemarketing, computer skills, event coordination, shipping logistics, and telephone etiquette. The department acquires facility operating supplies and personal incidentals for residents, and they oversee Habilitat's fundraising projects, which has included serving as one of the largest suppliers of Christmas trees on Oahu for decades.

**Food Service Department:** Responsible for preparing over 300 meals a day for program participants. Our onsite institutional kitchen allows for a food service training department that teaches participants the skills required for work in the industry. Residents learn basic food preparation skills, cooking methods, inventory control, menu planning, preparing special diets for people with medical issues and certified food safety training. Residents in the department also runs a food truck, All Kine Grindz, and catering operation.

**Administration Department:** Habilitat's Administration Department is responsible for record keeping, operating a high volume 100-extension phone system, database management and handling all incoming and outgoing mail. The training in this department is geared toward preparing each participant for work in a fast-paced office environment. By learning computer skills, information technology, telephone etiquette, and HIPAA compliant record keeping, each graduate is ready for employment in administrative and executive professional fields. Our graduates have gone on to secure full-time employment as executive assistants, office managers and more.

**Medical Department:** The Medical Department trains participants under a full-time registered nurse. The participants support the nurse's role in maintaining the overall health of the entire Habilitat population. Scheduling doctor appointments, record keeping, supervised administering of prescription medication and certifications in CPR, AED and First Aid are all important parts of the department's training. Upon completion, each graduate is prepared for a seamless transition into the medical professional field, including office management in doctor offices, hospitals, community health centers and beyond. Many of our medical department graduates have gone on to become registered nurses working in Honolulu's hospitals.

**Clinical Department:** Habilitat's Clinical Department is staffed with program graduates who receive additional years of training in the field of behavior modification. The department is augmented with senior program participants who

support the clinical efforts of the staff. They learn evidence-based practices, the daily scheduling for a 100 plus resident population, group facilitation and more. This department places each participant on a path to employment in the field of social services, including substance abuse treatment. Habilitat's graduates can be found working in many other treatment programs across the state.

**Admissions Department:** The Habilitat Admissions Department is responsible for screening prospective clients, fielding phone calls from the toll-free hotline, making referrals and maintaining relations with the local judiciary. Each participant is trained in the nuances of the Hawaii judicial system, often visiting inmates, standing before the Courts to negotiate the release of drug offenders, producing ongoing progress reports for participants, and running prevention seminars to high school students throughout the Hawaiian Islands.

## **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.

#### **Primary staff for this project include:**

- Executive Director, Jeff Nash, has 23 years of experience in clinical and administrative operations of addiction treatment and behavioral health programs. Habilitat has long-term staff retention. Leadership teams consists are structured into therapeutic, vocational and administrative lines of authority. Many of the staff are themselves recovered addicts; passionately dedicating their lives to helping others overcome addictions through Habilitat's program. The Board of Directors consists of ten community members, ranging from a retired Hawaii Supreme Court Justice to social workers to investment analysts and business owners. Each board member brings a wealth of expertise and unique community experience. We are recognized nationally, including by the National Institute on Drug Abuse that found our success rates are three times the national average. Many of our local partners, including the Hawaii State Judiciary, recognize Habilitat as the "gold standard" and a "highly effective model that reduces incarceration recidivism and homelessness." Partners continually express amazement at Habilitat's success with some of Hawaii's toughest cases.
- Douglas Corbett, our Responsible Management Employee, has managed Habilitat's construction work force development programs for three years. He is the former Vice-President of a large, international company, Ledcor Construction, Inc. Douglas holds an ABC level general engineering and general building contractors license in Hawaii (License # CT-2024700) since

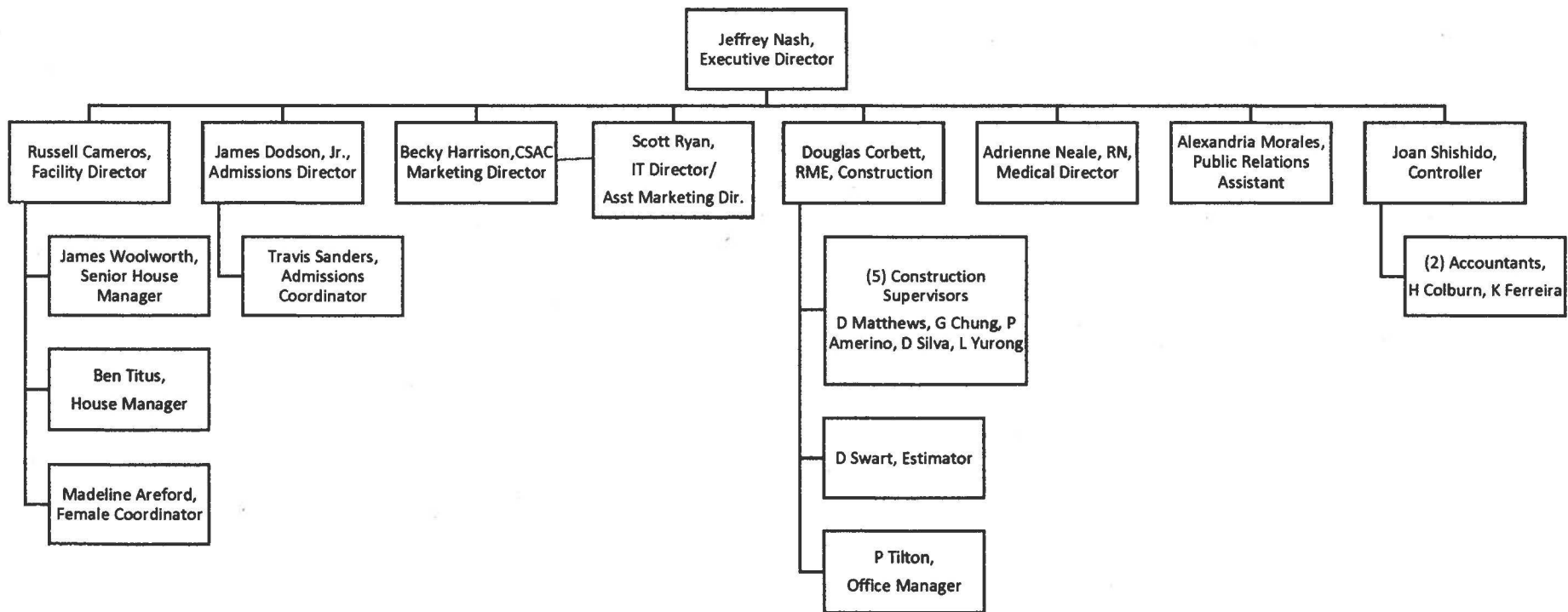
1996. He has supervised a number of large construction jobs in Hawaii including construction of new hotels, new Costco locations and condominiums. He has been in the construction field his entire life.

- David Matthews, our Construction Manager and Remodeling Supervisor, completed a four-year internship with Habilitat, then was hired to oversee Habilitat's Construction, Facilities Maintenance and supervise the remodeling workforce development participants. He is qualified for licensing and currently studying for the exam to secure a C level license.

## 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.

See attached.



**3. Compensation**

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

- Executive Director \$120,000-\$140,000
- Responsible Management Employee \$80,000-\$100,000
- Construction Manager/ Remodeling Supervisor \$35,000-\$55,000

**VII. Other**

**1. Litigation**

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

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.

We are licensed by the State of Hawaii Health Department's Alcohol and Drug Abuse Division (ADAD) as a Special Treatment Facility (150-bed capacity). We are audited and inspected annually by the Office of Health Care Assurance (OHCA) and ADAD.

**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.

Not applicable.

**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



Since 1971, Habilitat has helped thousands of people with comprehensive, long-term residential substance abuse treatment. We have successfully operated on a self-sustainable model for several decades now. The items and activities specific to this proposal are specific and based on a one-time request.

- (b) Not received by the applicant thereafter.


Our proposal is very specific and based on a one-time request.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

App

Habilitat, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>263,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>263,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	263,000	Joan Shishido	808 235-7214	
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			43,845
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>263,000</b>	Jeffrey Nash, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant:       Habilitat, Inc.      

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
n/a				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>0.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant:     Habilitat, Inc.    

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	-
			\$ -	-
			\$ -	-
			\$ -	-
			\$ -	-
<b>TOTAL:</b>			\$ -	

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant:     Habilitat, Inc.    

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	263,000	-	-	-
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>263,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant:     Habilitat, Inc.    

Contracts Total:     125,000    

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	C&C of Honolulu GIA	10/1/2018 - 9/30/2019	Dept of Community Services	Honolulu	125,000
2					
3					
4					
5					
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