

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



JEFF V. NASH, EXECUTIVE DIRECTOR

01-16-2020

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

received
01/16/2020

**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: \$ 175,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
In 1997, Habilitat began building our Information Technology (IT) Infrastructure and System. For three decades, we have met our needs by piecing together five different branches in our IT network. Doing so has allowed us to prioritize our budget to meet programmatic and operational needs. Though not optimal, we have managed to function up to this point through work arounds and quick DIY fixes. In reality, Habilitat went beyond the point of repairs and workarounds years ago, and we now face the need for a complete overhaul of our IT system in order to effectively operate and provide services in the 21st century global economy. (See attached page).

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

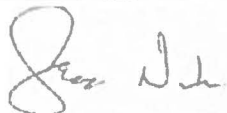
New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

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#: <div style="background-color: black; width: 100px; height: 15px;"></div>	State Tax ID# <div style="background-color: black; width: 100px; height: 15px;"></div>
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Jeff V. Nash, Executive Director

1/15/2020

Authorized Signature

Name and Title

Date Signed

received
01/16/2020

In the past 30 years, Habilitat grew from a few of workstations to eighty. Most of our computers were donated and now average 10-15 years old. Habilitat continues to operate on a landline phone system with one hundred (100) phone extensions. Because of the exponential growth in technology, we currently operate on very antiquated systems that have major implications in how we work, how we provide treatment services and how we collaborate with community. We are seeking funding support to replace our landline phone system with a new Voice Over Network (VOIP), and to replace our IT network system and install a SQL database. This will mitigate our ongoing and almost daily challenges and ongoing inefficiencies, and significantly improve Habilitat's community reach and public services.

The current phone system was installed over 10 years ago and has surpassed its lifespan. Years ago, Hawaiian Telcom informed us that our system was too obsolete to maintain and repair, because of technological advancements. Repair calls begin at \$700, and we have not serviced individual ports that failed in the last year. Consequently, extensions are being 'shared.' In addition to our operations, the phone system is heavily used in our workforce development programs. Sales, administration, construction, medical, clinical, and admissions departments all utilize the system daily. We operate Habilitat's national toll-free intervention and referral hotline to help people find treatment options in all 50 states. The outdated system has become a repair and operating liability. After extensive research, we found that a voice-over-internet system (VOIP) is a cost effective, customizable, and programmable alternative. VOIP is a superior replacement option because of its stability and service redundancy. The multi-feature system is very scalable, and offers a wide utility expansion including but not limited to: recording and reviewing training calls for workforce development, monitoring calls in real time and utilizing multiple functions not available through a landline system, including simplified conferencing, worldwide access that eliminates long distance costs, better use of bandwidth and network flexibility, fax over IP, and much more. Additionally, hardware and software costs are limited, and this will allow us to eliminate the current fiscal and operational liabilities associated with constant system failures. Here, we can further prioritize program needs and services with far less interruption and raise the bar in training our workforce development participants by preparing them with 21st century employment skills. The VOIP will provide a sophisticated, streamlined and highly reliable infrastructure that optimizes every aspect of our services. Migrating to VOIP will require upgrades to our internet capabilities, including new routers and switches. The IT system upgrade, phone system replacement and SQL database implementation are tied together.

Habilitat's IT network consists of five different branches and is over twenty-five years old. Staff and workforce development participants experience ongoing server crashes, inaccessible workstations, and costly emergency repairs almost daily. We experience major data security issues, problems with connectivity and ongoing interruptions in our workforce trainings, causing serious inefficiencies in workflow and ability to effectively train residents for with employment skills. Habilitat also recently experienced a catastrophic data loss due to Ransomware. Recovery efforts will cost us over 1000 staff hours; this will significantly affect our services. We are still recovering from the loss of our data and realize that now is the time to replace our technology to mitigate potential security risks now and in the future.

We operate using multiple databases and paper files. A SQL database will allow us to transfer and protect all of our data into one unified system, which will be accessible and relevant to today's way of doing business. After researching multiple options, we met and established a an implementation plan with a reputable and proven local company for the most cost-effective and efficient way to migrate into one database. Doing so will improve our capacity and ability to provide services, and ensure compliance state and federal confidentiality laws.

The customizable database will have multi-functions, such as tracking participant progress, including behavioral assessments, evaluations, and treatment plans. The impact that 21st century tools will be transformative for our service delivery, staff and community communication, workforce development training and collaborative partnerships.

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)

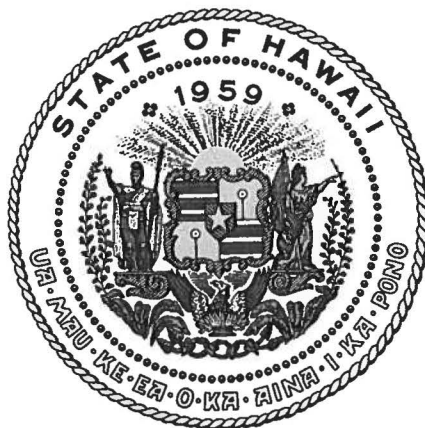
If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2019.

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

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	Build a 21 st century IT infrastructure to optimize service delivery, workforce development trainings and collaborate partnerships.
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	\$175,000

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:

The goals and objectives related to our request for funding support include: installing and implementing a VOIP Phone System, conducting a IT Network Replacement (including switches, routers, hardware and software), and implementing a SQL database infrastructure to enable Habilitat to function on a cloud system. The VOIP system, IT upgrade and SQL database implementation are all tied together. Habilitat currently operates on a landline phone system with one hundred shared extensions, and our IT Network consists of five branches that were built over the past 30 years. Our data are housed on five different networks and in paper format, increasing our security risk. The IT overhaul will enable Habilitat to conduct workforce development trainings using 21st century tools, allow staff to access one unified database, and significantly decrease security risks and increase operational efficiencies and service delivery.

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 Habilitat helping thousands of people overcome and live beyond addiction, homelessness and incarceration for almost fifty years. As a non-profit organization helping some of Hawaii's most vulnerable populations, we are very familiar with the need to "make it all work," regardless of obstacles. As such, our responses to challenge are marked by

resilience and a “step up to the plate” attitude. Our creativity and outside the box thinking, tenacity to meet ongoing demands and ability to operate frugally and sustainably serves us in many ways. Due to the rapid changes in 21st century technology, however, we understand the current need to abandon our DIY, piecemeal and paper file approaches. Although sheer determination has underpinned the foundation of our success, the current age of technology now requires an overhaul of our phone, database and IT systems. We are seeking funding to install and implement a VOIP Phone System, IT Network Replacement (including switches, routers, hardware and software), and SQL database infrastructure to function on a cloud system. The VOIP system, IT upgrade and SQL database implementation are all tied together.

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

Outcome	Timeline	Quarter
Install VOIP phone system	3 months	Q1
Replace IT network	3 months	Q1
SQL Database customization and implementation	6-9 months	Q2 and Q3
Staff/workforce participant trainings	6-9 months	Q2 and Q3
Develop new IT curriculum	3-4 months	Q4

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

Current State	Improvement/Outcome	Monitoring and Evaluation
On average, it takes twenty (20) calls to bring in one resident, because five of the twenty are missed calls due to our current phone system.	Reduce number of calls between 5-10% over six months.	1. Maintain a call tracking system that will match to inductee counts using the new system.
Enterprise-wide connectivity and collaboration through technology is minimal, if not, non-existent.	1. Real-time clinical access to client history and progress for effective treatment delivery. 2. Clinical and other data will be accessible to all departments through one unified database system,	1. Compare current charting processes to new processes upon installation of database system.

	<p>increasing operational efficiencies.</p> <ol style="list-style-type: none"> 3. Streamlined monitoring and reporting (internally and externally, i.e. Court and probation reports). 4. Sophisticated data collection and analyses for recruitment and services to target populations. 5. Increased collaboration between staff and with community partners. 	
<p>Fundraising events, sales and donation networking operates on a stand-alone database.</p>	<p>Increased connectivity between departments and in community; decreased redundancies.</p>	<ol style="list-style-type: none"> 1. Fundraising events, sales and donations totals will be collected and compared annually for strategic improvements. 2. The new database will include automated systems to track problem areas and growth patterns.
<p>Security risks due to data warehoused in paper format and on five different networks.</p>	<p>Decreased security risks, including an up-to-date server and software, allowing for a adequate backup system to be implemented.</p>	<ol style="list-style-type: none"> 1. Creation of IT logs to log, monitor and evaluate weekly. 2. Software updates logged, monitored and implemented monthly.
<p>Data collection and analysis.</p>	<ol style="list-style-type: none"> 1. Increased data collection and analyses, including trends to target populations in need and implement cutting edge, research-based protocols. 2. Seamless information dissemination. 3. Improved monitoring and reporting. 4. Increased evidence-based decision making and service delivery. 	<ol style="list-style-type: none"> 1. Create new and sophisticated statistical reports. 2. Track recruitment and service improvements.
<p>Workforce development</p>	<p>Workforce development</p>	<ol style="list-style-type: none"> 1. Comparative

<p>training participants are not trained using 21st century tools.</p>	<p>participants will access and building 21st competencies to further prepare for full-time employment, competitive salaries and a livable wage; increased 21st century competencies among staff and workforce development participants; new areas of curriculum to include research, data collection and statistical analysis.</p>	<p>curriculum will demonstrate improvements in workforce development training. 2. Monitoring and reporting of increased competencies among workforce development program participants. 3. Track best practices implementation afforded with up-to-date tools and system.</p>
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4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

1. Maintain a call tracking system that will match to inductee counts using the new system;
2. Compare current charting processes to new processes upon installation of database system;
3. Fundraising events, sales and donations totals will be collected and compared annually for strategic improvements;
4. The new database will include automated systems to track problem areas and growth patterns;
5. Creation of IT logs to log, monitor and evaluate weekly;
6. Software updates logged, monitored and implemented monthly;
7. Create new and sophisticated statistical reports;
8. Track recruitment and service improvements;
9. Comparative curriculum will demonstrate improvements in workforce development training;
10. Increased 21st century competencies among staff and workforce development participants;
11. New areas of curriculum to include research, data collection and statistical analysis;
12. Monitoring and reporting of increased competencies among workforce development program participants; and,
13. Track best practices implementation afforded with up-to-date tools and system.

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
\$75,000	\$50,000	\$40,000	\$10,000	\$175,000

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 a 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. Our Network and Systems Administrator has been employed with Habilitat for 10 years, and has over 20 years of experience in IT systems and networks. 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.

We operate on a self-sustainable model. One of the greatest strengths of the program is in the ability to have the residents maintain the facility, use workplace development to create earned income, and collaborate with community partners to supplement services not directly provided by staff. Our collaborative partners include but are not limited to: Aloha Medical Mission provides medical services, Hawaii Literacy Foundation offers tutoring services, and Hawaiian Eye Foundation performs eye exams and donates glasses for residents. Parents Inc. conducts parenting classes and the Department of Education provides educational services. YHata Food Distributors provide us with VIP pricing, Hawaii Food Bank allows us to purchase food, and Aloha Harvest delivers food donations on occasion. Two-thirds of our \$3M operating budget is funded through our construction and enterprise workforce development activities, and annual fundraising events including our annual luau and Christmas tree sales. Gaps in revenue are filled through grant funding.

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 to provide on- and offsite on-the-job experiences. Our workforce development programs prepare residents

with marketable skills toward a livable wage, gainful employment and stable housing. Our 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.

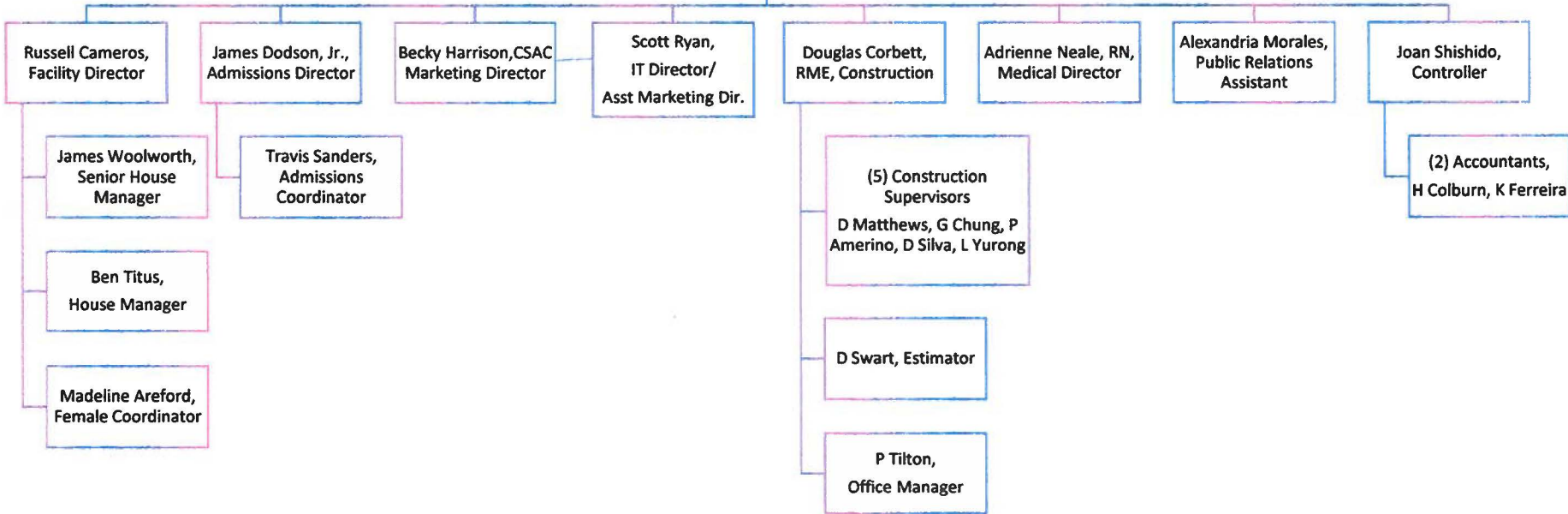
- Controller, Joan Shishido, has 30 years of experience as a Chief Financial Officer and 5 years as an auditor for a national CPA firm. Her industry experience includes construction, insurance, distribution and non-profit. Duties as a founding officer in a regional insurance start-up included design of reporting (GAAP, statutory and tax), insurance compliance statistics, banking and payment systems, claims and reinsurance systems.
- Systems and Network Administrator, Scott Ryan, has over twenty years of experience as a Network Administrator. Scott has served as Habilitat's Network Administrator for the past ten years and also consults with other non-profits in Hawaii and New Jersey.

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.

Jeffrey Nash,
Executive Director



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
- Controller \$80,000 – \$100,000
- IT Manager \$50,000 - \$70,000

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

Applicant: _____

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES	0	0	0	0
C. EQUIPMENT PURCHASES	175,000	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	175,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	175,000	Joan Shishido 808 235-7214		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	1/15/2020		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	175,000	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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS:				

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
VOIP phone system	1	\$35,000.00	\$ 35,000.00	35,000
IT systems network	1	\$40,000.00	\$ 40,000.00	40,000
SQL database	1	\$100,000.00	\$ 100,000.00	100,000
			\$ -	
			\$ -	
TOTAL:	3		\$ 175,000.00	175,000
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 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	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	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Habilitat, Inc.

Contracts Total: 125,000

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