

**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:

Hawai'i Intergenerational Network

Amount of State Funds Requested: \$ 126,696.00

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

The Hawai'i Intergenerational Network (HIN) seeks state funds for year two of a three year demonstration project, Homesharing Hawai'i. Homesharing Hawai'i finds senior home owners living alone in isolation and people who need affordable housing, and uses a demonstrated screening process to match them up according to their preferences. Home sharing is a simple idea where two or more people share a home to their mutual benefit. There is usually an agreement outlining their expectations. The project assists with background checks, screening, matching and follow-up.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 0.00

Unrestricted Assets:

\$ 2,030

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:

1300 Kailua Road

City:

Kailua,

State:

HI

Zip:

96734

Contact Person for Matters Involving this Application

Name:
Charles E. Larson

Title:
President, Board of Directors

Email:
waimanalochuck@gmail.com

Phone:
808-225-5896

Federal Tax ID#:

██████████

State Tax ID#

██████████

Charles E. Larson

Authorized Signature

Charles E. Larson, President

Name and Title

1/16/2020

Date Signed

received
01/16/2020

Application Submittal Checklist

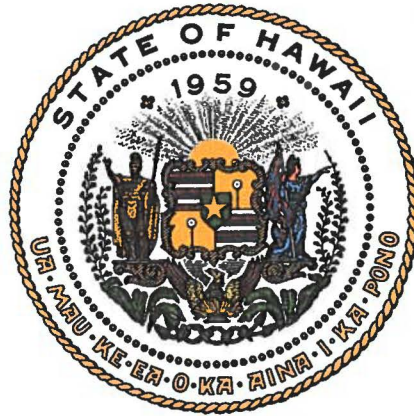
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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](#)) (attached)
 - b) Personnel salaries and wages ([Link](#)) (attached)
 - c) Equipment and motor vehicles ([Link](#)) - not applicable
 - d) Capital project details ([Link](#)) not applicable
 - e) Government contracts, grants, and grants in aid ([Link](#)) not applicable
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

CE Larson
AUTHORIZED SIGNATURE

CHARLES E. LARSON
PRINT NAME AND TITLE

1/16/2020
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

HAWAII INTERGENERATIONAL NETWORK

was incorporated under the laws of Hawaii on 03/28/1995 ;
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 14, 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.

Hawaii Intergenerational Network

(Typed Name of Individual or Organization)

CE Larson
(Signature)

Charles E. Larson

1/16/2020
(Date)

President, Board of Directors

(Typed Name)

(Title)

Applicant: Hawai'i Intergenerational Network

Public Purpose

The Hawai'i Intergenerational Network affirms that the grant will be used for Homesharing Hawai'i activities to benefit the O'ahu community providing a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

Homesharing Hawai'i finds senior home owners living alone in isolation and people who need affordable housing, and uses a demonstrated screening process to match them up according to their preferences. Home sharing is a simple idea where two or more people share a home to their mutual benefit. There is usually an agreement outlining their expectations. The project assists with background checks, screening, matching and follow-up.

Hawai'i Intergenerational Network

(Organization)

CE Larson

(Signature)

Charles E. Larson

(Typed Name)

1/16/2020

(Date)

President, Board of Directors

(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. **Attached.**

2. Declaration Statement

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

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 Hawai'i Intergenerational Network (HIN) affirms that the grant will be used for Homesharing Hawai'i activities to benefit the O'ahu community. This is providing a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

HIN's Homesharing Hawai'i finds senior home owners living alone in isolation and people who need affordable housing, and uses a demonstrated screening process to match them up according to their preferences. Home sharing is a simple idea where two or more people share a home to their mutual benefit. There is usually an agreement outlining their expectations. The project assists with background checks, screening, matching and follow-up.

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;

HIN is a nonprofit organization founded in 1993. Its mission is to "improve the lives of people of all ages by promoting and supporting intergenerational connections through advocacy, education, and employment" in Hawai'i. For

example, in its history HIN has played a major role in supporting and introducing school-based intergenerational programs that include: the Seagull Schools at Kapolei child and adult daycare center, senior mentoring senior mentoring of special needs children in six public schools, the senior fellows program at Waialae Elementary School, and support of the International Intergenerational Conference" in 2015 at the Hawai'i Convention Center.

More recently in 2019 the HIN Board of Directors began laying the groundwork for developing a home sharing project for O' 'ahu that is based on existing projects in more than 50 mainland U.S.A. cities. The National Shared Housing Resource Center provided HIN a comprehensive guide to plan and implement a new home sharing program for Hawai'i.

As a result HIN has reached out to existing mainland city home sharing projects for their advice and expertise. HIN has also received financial assistance totaling \$70,000 from Kaiser and HMSA foundations for their support of the first year of this project that ends 6/30/2020.

The project for which this request is being made is called "Homesharing Hawai'i" and is led by the HIN board members, Charles Larson, Board President – retired CEO and Founder of Seagull Schools, Mae Mendelson, MSW, PhD, Board Vice President, Laurie Baron, owner Nohea Galleries, Secretary-Treasurer, Christy Nishita, PhD-Researcher at UH Center on Aging, Suzanne Chun Oakland-retired State Senator, John Heidel PhD-retired Punahou School chaplain, Matt Kaplan, PhD – national AARP board member. Previous funding contributors to HIN include: the Harry and Jeanette Weinberg Foundation, American Savings Bank, Atherton Family Foundation, Cooke Foundation, McInerney Foundation, AT&T Wireless, Frear Eleemosynary Trust, Sydney Stern Memorial, HMSA and Kaiser Permanente Foundation. Martha Ross, MSW – nonprofit and business capacity building services, is HIN's part time paid consultant.

2. The goals and objectives related to the request;

Goal 1. Increase health and wellness for older adults by addressing the negative health issues caused by living in isolation.

Objective 1. Develop a shared housing program that mitigates the negative health outcomes of living in isolation.

Goal 2. Increase opportunities for people to obtain affordable housing.

Objective 2. Develop a program that locates, fully screens and matches people in need of affordable housing with persons living in isolation who own their own homes.

Goal 3. Increase opportunities for older adults that are living alone to "age in place."

Objective 3. Develop a project of "shared housing" that reduces the need for older adults to move to nursing homes or adult care homes.

Goal 4. Create a sustainable organization that supports the above goals.

Objective 4. Operate a three year demonstration project that will be a model for on-going government support.

Goal 5. Expand pool of affordable living arrangements, companionship opportunities to exchange knowledge and experience across generations, and financial support to older adults that is derived from rental income, chore services or a combination.

Objective 5. Locate home owners and home seekers who apply for home sharing project participation, screen (background and reference checks, pre-match interview to obtain home share living arrangement preferences) home owner and home seeker applicants, identify matches, set up introductory meetings and discuss elements of a sample rental agreement, and if both agree set up a home share test week, and if both agree they complete their agreement and become roommates; all prior completed by Homesharing Hawai'i so that home owners and home seekers to feel safe with housemates and home sharing is successful for all participants.

3. The public purpose and need to be served;

The HIN home sharing project offers a unique and common-sense approach to address the need for affordable housing in Hawai'i and to mitigate the negative health outcomes that result from social isolation and loneliness that is experienced by Hawai'i's significantly large and growing aging population.

4. Describe the target population to be served; and

The target population includes the 26,000 persons 65 years and older that live alone on O'ahu, and the low to moderate income persons on O'ahu in need of affordable housing.

5. Describe the geographic coverage.

The geographic coverage for this project is all of O'ahu.

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;

This project is called "Homesharing Hawai'i." It is a simple idea where two or more people share a home to their mutual benefit. The project will match senior home owners with people who need housing using a demonstrated background check and screening process that would match them up appropriately to their preferences. As part of the process, HIN will review a sample agreement with participants that identifies expectations of both parties for them to achieve a mutual agreement.

The HIN home sharing project: locates home owners and home seekers; assists with background and reference checks and interview including identification of living arrangement preferences - screening of all applicants; matches potential housemates; and if both parties concur, HIN sets up and attends introduction meeting and reviews a sample agreement for discussion of living arrangement preferences. At this point, if both parties concur, there is a week test period, and if test week results in concurrence by both to move forward, the parties finalize their agreement and are housemates. HIN provides some follow-up services.

Early stages of the project include conducting a series of interviews with local agencies, religious groups, government officials, community groups, interested individuals, and business people. This is accomplished by the HIN board of directors, consultant and two HIN staff persons: a fulltime project coordinator and a part-time outreach coordinator.

The purpose of the interviews will be to solicit opinions, build support for the program, seek home owner and home seeker referrals and identify future donors and volunteers. The staff and board members will continuously develop and initiate publicity of the project through all media options.

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

9/1/2019 – 12/31/2019 – This period was funded by a \$15,000 grant awarded by HMSA Foundation and a \$55,000 grant for period through 6/30/2020 awarded by Kaiser Foundation.

- A part time professional services consultant with MSW was hired by HIN to lead the project and co-supervise any student social work interns.
- Develop and adopt operational and personnel policies
- Develop website, flyers, brochures and other marketing materials to support outreach
- Set up office at 1300 Kailua Road and purchase equipment, if needed
- Get telephone and internet services
- Recruit, supervise and coordinate volunteers
- Establish and implement a recruitment plan and target to find at least 3 applicant homeowners
- Develop materials/forms needed for the screening process
- Secure liability insurance

- Review fair housing compliance and other federal, state and local rules and regulations relevant to home sharing
- Develop list of other social service organizations to reach referrals of home owners and home seekers for home share matching
- Begin pilot program to match home sharing partners
- Connect with mainland home sharing programs and review home sharing studies for lessons learned and best practices
- Identify data collection necessary for grant reporting and for progress review
- Evaluate outreach and matching activities

1/1/2020 – 3/31/2020- An Atherton Family Foundation funding request for \$75,000 from 1/1/2020 – 6/30/2020 is pending, and the \$55,000 grant funds awarded by Kaiser Foundation continues through 6/30/2020.

- Continue consultant as project lead
- Develop funding plan for next fiscal year
- Further refine marketing plan and implement more strategies for recruiting home owners and home seekers for home sharing project
- Solidify relationships with local nonprofits and community organizations to complement client outreach
- Review timeline and budget with HIN board
- Continue to recruit volunteers and student interns
- Update website with reports of progress in matching home sharing clients
- Host a media event to market project
- Meet with Honolulu City & County officials regarding future support
- Contract for training and evaluation component
- Continue to collect data for reporting and reviewing results to date

4/1 – 12/31/2020

- Recruit, interview and hire full time project coordinator and half-time outreach coordinator, when funds available.
- Continue to collect and review data for reporting, and to evaluate progress
- upgrade operations
- Continue to market the project and recruit home share owners and renters
- Continue to recruit and supervise volunteers
- Enroll 2 new qualified home owners, find 23 potential home seeker applicants and make 2 agreements each quarter starting April 1, 2020
- July 2020, complete project evaluation and submit reports to funders

1/2021 – 6/30/2021

- Continue to collect and review data for reporting, and to evaluate progress
- upgrade operations
- Continue to market the project and recruit home share owners and renters
- Continue to recruit and supervise volunteers
- Enroll 2 new qualified home owners, find 23 potential home seeker applicants and make 2 agreements each quarter

- June, complete project evaluation and submit reports to funders
 - Develop joint plans for continuing the project with the following organizations.
 - Meals on Wheels
 - Catholic Charities
 - YMCA & YWCA
 - Windward Coalition of Churches
 - Interfaith Alliance of Hawaii
 - Lanakila Community Center
 - Americorps VISTA
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

The project coordinator will systematically collect the data prescribed in activities listed as the below "Measures of Effectiveness," on a monthly and quarterly basis, review the outputs and results to assess the projects accomplishments, and improve procedures and operations as indicated by the data.

Two project evaluations will be conducted by external evaluators, one in July 2020 and the other in June 2021, to further assess project services, quality, effectiveness and results.

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.

Measures of Effectiveness for 7/1/2020 – 6/30/2021

1. Regular presentations regarding the project will involve senior groups, government administrators, social service agencies, community groups, businesses and interested individuals. Data collected via sign in sheets and surveys.
Estimated results: 10 presentations per quarter
2. Collect names, demographic characteristics for reporting purposes, roommate living arrangement preferences and needs of both home owners and home seekers from applications. Data collected via completed application.

Estimated results: 2 home owners and 23 home seekers per quarter

3. Track benefits and issues expressed by individuals regarding the home sharing model. Track the types of concerns expressed by participants in order for individuals to enter a home sharing agreement. Data collected via in-person or on-line survey. Estimated results: 30 individual contacts made each quarter.
4. Initiate follow-up contact with interested persons to identify individuals with strong interests who are ready to apply to share a home. Contacts obtained from on-line and hard copy surveys, emails, speaking engagements, 1-to-1 meetings, phone referrals, and sign-in sheets. Estimated results: 30 follow-ups each quarter.
5. Complete the application review, extensive background and reference checks and process of screening and matching participants for home sharing through the test period and their mutual agreement. Estimated results: 2 new home sharers living together per quarter.

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](#)) (Attached)
 - b. Personnel salaries and wages ([Link](#)) (Attached)
 - c. Equipment and motor vehicles ([Link](#)) (Not Applicable)
 - d. Capital project details ([Link](#)) (Not Applicable)
 - e. Government contracts, grants, and grants in aid ([Link](#)) (Not Applicable)
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
\$31,674	\$31,674	\$31,674	\$31,674	\$126,696

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

The First Hawaiian Bank Foundation, HMSA Foundation for year two, and Castle Foundation.

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. **None.**
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. **None.**
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019. **\$2,030.**

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.

The HIN Board of Directors membership which initiated the project is also listed stated in "Section III Background and Summary" of this request.

The HIN board is led by President Charles Larson who is the recently retired CEO and Founder of Seagull Schools. The Seagull Schools organization employed 184 staff and had monthly revenue of approximately \$1 million. He is one of the founders of HIN in 1993 and continues to provide leadership to the organization.

The HIN Vice President is Mae Mendelson, PhD. She is a past member of the national AARP board of directors and a previous CEO of HIN.

The Secretary/Treasurer of HIN is Laurie Baron. She is the successful business owner of Nohea Galleries.

HIN Board Member Suzanne Chun Oakland is a retired State Senator and current program coordinator of Catholic Charities Hawai'i Lanakila Multipurpose Senior Center.

HIN Board Member John Heidel, PhD, is a retired Punahou school chaplain and a current leader in ecumenical issues.

HIN Board Member Matt Kaplan, PhD is a former CEO of HIN and a current member of the national AARP board of directors. He oversees the national coordination for intergenerational programs from his position at the Pennsylvania State University Center for Healthy Aging.

HIN board Member Christy Nishita, PhD is a Researcher for the Center on Aging for UH Manoa and has served as interim Director. She was the coordinator for the International Intergenerational Conference held at the Hawai'i Convention Center in 1917.

The HIN Homesharing Hawai'i project is the only one of its kind in Hawai'i, and is following a national trend of shared housing projects located in more than 50 U.S. cities on the continent. HIN is a member of the National Shared Housing Resource Center (NSHRC) and is using NSHRC's Comprehensive Resource Guide for Establishing a New Homesharing Program as their primary source of planning. The "Guide" provides a guide for contacting other home sharing programs and learning from their experience. The HIN is not inventing anything, but is utilizing proven strategies that are ongoing. Start-up activities for the project have been funded by grants from the Kaiser and HMSA Foundations

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.

Christ Church United located in Kailua continues to donate in-kind use of a 30' x 25' air-conditioned room for HIN's use as an office and meeting space. HIN has a mobile phone and email address. There is no charge to HIN for maintenance or utilities. The address is 1300 Kailua Road, Kailua, HI 96734.

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.

Beginning 9/1/2019, the three year demonstration project began operating under the leadership of the HIN Board President with the support of a part-time professional services contract consultant. The consultant was contracted originally for up to 40 hours per month for three months to: set-up and implement a marketing and outreach plan in conjunction with the HIN board; produce flyers,

on-line surveys, applications, forms and other information and marketing materials; strengthen HIN governance and business operations; supervise any student interns and develop a volunteer network; review relevant regulations and identify home sharing best practices; meet with resources to help establish operational procedures and policies emphasizing health and safety; and to coordinate outreach and referrals to build up an inventory of qualified home share home owners and home seekers.

The part-time consultant is Martha Ross, MSW, ACSW. She has 40 years of experience in public and private sectors that include a wide range of leadership and staff positions. As an independent consultant she provides capacity building services, grant writing, business plan writing clinics, workshops, research, conducts focus groups, writes reports, provides leadership and management, assists with critical analysis and problem-solving recommendations to leaders, helps negotiate and implement effective solutions to overcome challenges, builds and strengthens key relationship and builds coalitions.

Beginning 4/1/2020 – 6/30/2020, HIN plans to hire a fulltime Project Coordinator (depending on the availability of funds). This is in addition to the part time Consultant whose contract was extended to 3/31/2020 with up to 60 hours per month, with the option of extension by mutual agreement of HIN and Contractor. Beginning 7/1/2020, HIN will hire a part-time Outreach Coordinator to work in conjunction with the Project Coordinator and administrative Consultant.

The 1.0 FTE Project Coordinator is to maintain record keeping, coordinate home sharing matches, oversee expenditures, secure ongoing funding, coordinate support from other community organizations, manage contractors and professional services, grant program reports, and recruit, train, retain & supervise the Outreach Coordinator and volunteers.

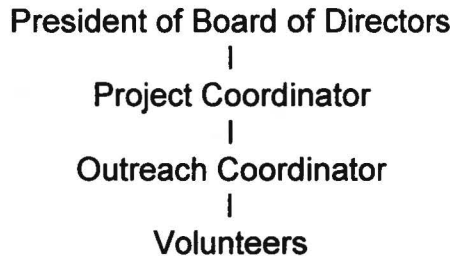
The .50 FTE Outreach Coordinator is to continuously recruit home sharing homeowners and home seekers and work with volunteers.

The Project Coordinator (yet to be hired) will have as minimum requirements: a BA degree in a social services related field, and a minimum of five years of experience in administrative leadership of a nonprofit organization, government entity or business.

The Outreach Coordinator (yet to be hired) will have as minimum requirements: knowledge and experience with aging and housing issues, volunteer coordination, public speaking and working with community and government organizations.

2. Organization Chart

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



3. Compensation

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.

1.0 FTE Project Coordinator or Director – ranging from \$45,000 - \$51,000 annually.

.50 FTE Outreach Coordinator – ranging from \$20,000 – \$23,000 annually

The contracted professional services consultant is currently compensated at \$50 per hour for up to 60 hours per month through March 31, 2020 with the option of extending by mutual agreement of the HIN and the consultant.

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.

HIN has no 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.

There are no special qualifications required of HIN relevant to this request.

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.

HIN will not use this grant to support or benefit a sectarian or non-sectarian private educational institution.

HIN is a charitable organization with IRS 501 (c) (3) status providing home sharing social services as a public service.

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.

HIN's project is planned as a three year demonstration project, eventually to be funded as a line-item or taken over by a government agency.

A project evaluation will be shared with all funders at year-end, and those funders will be asked for continued support for each of the following two years. It is planned that a government agency will then pick up the majority of support for the project as has happened in most of the existing projects.

If there is a deficiency of funding, the project will be downsized by reducing staff, expanding volunteer services, adjusting expected outcomes, and researching and applying for other sources of funding.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Intergenerational Network

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	74,000			0
2. Payroll Taxes & Assessments	5,000			0
3. Fringe Benefits	11,106			0
TOTAL PERSONNEL COST	90,106			0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			0
2. Insurance	2,500			0
3. Lease/Rental of Equipment	0			0
4. Lease/Rental of Space - In-Kind	0			6,000
5. Staff Training	500			1,000
6. Supplies	800			0
7. Telecommunication	1,140			0
8. Utilities	0			0
9. Contract/Professional Services	19,250			16,750
10. Printing & Duplication	0			750
11. Postage	300			0
12. Advertising & Marketing	0			3,500
13. Mileage Reimbursement	2,340			0
14. Meeting Expenses	600			0
15. Legal Fees & Audits	2,700			0
16. Event Expenses	0			2,000
17. Program Expenses	460			1,000
18. Evaluation	2,000			0
19. Miscellaneous	4,000			0
20				
TOTAL OTHER CURRENT EXPENSES	36,590			31,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	126,696			31,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	126,696	Charles E. Larson	808-225-5896	
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<i>CE Larson</i> 1/16/2020		
(d) Total Private/Other Funds Requested	31,000	Signature of Authorized Official Date		
TOTAL BUDGET	157,696	Charles E. Larson, Board President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawai'i Intergenerational Network

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Coordinator	1.0 FTE	\$51,000.00	100.00%	\$ 51,000.00
Outreach Coordinator	.50 FTE	\$23,000.00	100.00%	\$ 23,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				74,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020, to June 30, 2021

Applicant: Hawai'i Intergenerational Network - Not applicable

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Intergenerational Network - *Not applicable*

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Intergenerational Network

Contracts Total: *Not applicable*

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

29										
30										