

**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:

FAMILY PROMISE OF HAWAII

FAMILY PROMISE OF HAWAII

Amount of State Funds Requested: \$ 533,435

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

This proposal requests funds to support renovation costs to include design, planning, permitting, construction, and equipment to create Family Promise of Hawaii's Ohana Navigation Center. The Center will be a child-friendly centralized campus where families who are facing housing instability can access the comprehensive support they need to transition to stable housing and self-sufficiency. The facility will include non-congregate shelter, onsite case management, shower and laundry facilities, a community kitchen, a children's play area, and community room.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ 1,908,800

Private/Other: \$ 1,024,000

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

\$ 110,000

Unrestricted Assets:

\$ 1,406,949

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:

245 N. Kukui St. Suite 101

City: Honolulu State: HI Zip: 96817

Contact Person for Matters Involving this Application

Name:
Samantha Church

Title:
Executive Director

Email:
sam@familypromisehawaii.org

Phone:
(808) 466-4247

Federal Tax ID#:

██████████

State Tax ID#

████████████████████



Samantha Church, Executive Director

01/19/2022

Authorized Signature

Name and Title

Date Signed

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



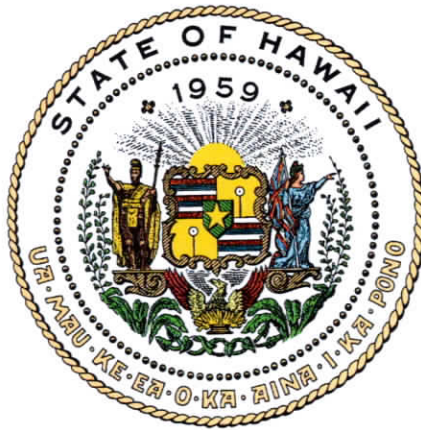
AUTHORIZED SIGNATURE

SAMANTHA CHURCH, EXECUTIVE
DIRECTOR

PRINT NAME AND TITLE

01/19/2022

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

FAMILY PROMISE OF HAWAI'I

was incorporated under the laws of Hawaii on 04/11/2005 ;
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 18, 2022

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:

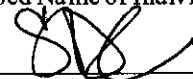
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

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

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

FAMILY PROMISE OF HAWAII

(Typed Name of Individual or Organization)



(Signature)

1/19/2022

(Date)

SAMANTHA CHURCH

(Typed Name)

EXECUTIVE DIRECTOR

(Title)



Because every child deserves a home.

Board of Directors

President

Michelle Bartell

Vice President

Ryan Catalani

Secretary

Shelley Ellwin

Treasurer

Ken Tyson III

Jennifer Diesman

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Jennifer Schember-Lang

Dr. Charman Akina

Gail Ann Chew

Laura E. Thielen

Randy Au

Susan Au Doyle

Jennifer Armstrong

Executive Director

Samantha Church

January 19, 2022,

Re: Public Purpose Statement

Hawaii State Legislators,

Family Promise of Hawaii (FPH) submits the attached application in the amount of \$533,435 for the FY2022 Grant-In-Aid from the Hawaii State Legislature for the purpose of acquiring and renovating a facility for non-profit operations. The facility (Ohana Navigation Center) will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes to provide housing and supportive services for homeless and low-income families.

Much Aloha,

A handwritten signature in black ink, appearing to read "Samantha Church", is written over a faint circular stamp.

Samantha Church, MSW

Executive Director

(808) 466-4247

sam@familypromisehawaii.org

www.familypromisehawaii.org

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, 2021.

2. Declaration Statement

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

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

For the past fifteen years, Family Promise of Hawaii (FPH) has provided a safety net for families experiencing housing instability in our community. Our mission is to help homeless and low-income families in Hawai'i achieve sustainable independence by mobilizing existing community resources and support. We envision an Oahu where vulnerable families have equitable access to housing. We utilize family-centered strategies and mobilize community support to competently and effectively increase equitable access to housing for Hawaii's vulnerable families. Our holistic approach to the crisis of homelessness includes prevention, diversion, shelter, housing, and stabilization services. In addition to providing shelter, meals, transportation, showers, and hygiene products to support households' immediate needs, our programs also provide comprehensive support services such as housing navigation, case management, rental assistance, financial literacy, job training, emotional and educational support, and community referrals to meet each household's unique needs. Since 2006, we have supported nearly 5,800 family members in our housing programs.

2. The goals and objectives related to the request;

The FPH “Ohana Navigation Center” proposes to acquire and renovate a facility to create a child-friendly centralized campus where families who are facing housing instability can access the comprehensive support they need to transition to stable housing and self-sufficiency. Once renovated, the facility use will include non-congregate shelter for approximately four families, onsite case management, shower and laundry facilities, a community kitchen, a children’s play area, a computer lab, and a community room for group activities such as COVID-19 testing and vaccination, parenting classes, financial management, workforce development, employment support, and children’s tutoring. The project expects to serve approximately 121 families (363 individuals) annually through services provided onsite by our various programming. The non-congregate shelter portion will serve 16 families (48 individuals) annually. FPH has secured federal funding for facility acquisition. This proposal requests funds to support renovation costs to include design, planning, permitting, construction, and equipment.

3. The public purpose and need to be served;

Homelessness continues to be one of Hawaii’s primary social concerns. The high cost of housing in the state and low wage jobs has led many hardworking families to homelessness. The COVID-19 pandemic has increased housing hardship among many low-income households across Oahu and has decreased shelter availability. FPH has experienced a 400% increase in requests for housing support since the start of the pandemic as evidenced by our intake screening log. The Department of Education estimates that nearly 3,600 students across the state are living in unstable housing. Critical services to support families with children who have fallen into homelessness such as shelter, case management, and housing support are limited. Homeless service providers who support these families often have a waitlist for services.

Housing instability leads to a variety of challenges for families such as trauma as well as negative educational, social, and health outcomes. According to a November 2020 report from the National Low Income Housing Coalition, people experiencing homelessness have been among the hardest hit by the pandemic. The report states, “the COVID-19 pandemic clearly demonstrates that housing is healthcare and underscores the critical need for people experiencing homelessness to be stably housed to stay well and to stop the spread of the virus.” Unfortunately, we have seen COVID-19 quickly spread in congregational shelter settings in our community and across the nation. In March 2020, FPH made the tough decision to suspend our traditional congregate shelter model to protect families, our staff, and the larger community. Through private and government funding, we were able to set-up temporary non-congregate shelter units at hotels, a campsite, and a student housing facility. We partnered with Project Vision Hawaii and Healthy Mothers Healthy Babies Coalition of Hawaii to provide ongoing testing of families housed at these facilities. While families have tested positive for COVID-19 during their stay in our non-congregate shelter, there has been no transmission of the virus to any other households housed in the program or

any staff members. The model has also allowed us to safely provide quarantine and isolation for families who come into contact with the coronavirus. The model works, but we continue to experience a waitlist for our services. FPH currently has 15 families identified on our waitlist for shelter who are unable to receive services because our current locations are often at capacity. In addition, the funding available to cover the expensive leasing of non-congregate shelter sites will soon expire. This proposal aims to create a long-term non-congregate shelter site and connection to supportive services to support families facing housing instability indefinitely.

4. Describe the target population to be served; and

This project will focus on serving families with children who are experiencing homelessness or are at risk of experiencing homelessness. This includes households who have been displaced due to job loss or inability to work, households who are living in overcrowded living environments, and families who are experiencing homelessness and don't have access to safe housing. While we will serve all families impacted by housing instability, we anticipate that most households served will be those disproportionately impacted, including Pacific Islanders and Native Hawaiians. Historically, 54% of households served by FPH identify as Pacific Islanders and 23% as Native Hawaiians. 100% of project beneficiaries will be low- and moderate-income households.

The proposed design of the project to include a child-friendly campus where families can access a variety of supportive services was developed with input from Family Promise beneficiaries, staff, as well as community partners. In recent interviews with families who have stayed in our shelter program, they emphasized the importance of keeping their family together, having their own space away from others with an ability to lock their room for a sense of safety and security (especially during the current pandemic), and connection to resources. The following narratives were shared with us during recent interviews:

I reached out to Family Promise of Hawaii because we needed our own safe haven. I knew that if we could get our foot in the door, Family Promise would help me open many other doors. Having resources readily available and staff bringing them up regularly is helpful. You know your slogan every child deserves a home, that is what I wanted for my family.

No one can ever imagine themselves as "homeless." When my family hit rock bottom, we were living in our car for about a month. The resources we needed were a roof over our heads, a bed to sleep on, and food to satisfy our hunger. But I have to say the best was being provided blankets, pillows, sheets, hygiene products, and diapers/wipes for my daughter. Getting help with saving money and a connection to a place to call our own helped us gain confidence. When you hit rock bottom, it's easy to give up. Having a place that provides guidance, patience, and safety is really important to re-build.

5. Describe the geographic coverage.

The Ohana Navigation Center will support any household on Oahu who is experiencing housing instability.

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 proposal aims to support the design, planning, permitting, construction, and equipment needed to open the Ohana Navigation Center. The following will be accomplished through the creation of the Ohana Navigation Center:

- Creation of non-congregation shelter space to temporarily house families who are experiencing homelessness
- Supplying families experiencing homelessness with showers, food, hygiene products, and basic necessities
- Providing homeless prevention and diversion activities with households who are living in overcrowded households or who have recently received eviction notices
- Re-housing households who are experiencing homelessness
- Equipping families with the necessary support services (case management, employment training, financial literacy, public benefits, connection to child care, etc.) to help them transition to stable housing
- Connecting families with onsite health support through partner organizations (COVID-19 testing and vaccinations, reproductive health, prenatal and postpartum care)

The following programs will be available onsite at the facility:

- Coordinated Intake/Assessment/Referral Family Promise of Hawaii is an access point into Oahu's Coordinated Entry System (CES). Staff conduct assessments with families seeking assistance to determine their level of need and eligibility for various services. Staff refer those seeking support to the most appropriate community resources. For applicable families, staff administer and submit Family Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) assessments. We are also working with the Department of Education to launch a pilot to fund additional Family Promise staff who will create a bridge between the Department of Education's homeless liaisons and Oahu's homeless services system by helping families impacted by the pandemic navigate available community resources.
- Prevention Preventing homelessness for people that are at-risk of losing their housing by connecting them with immediate services, resources, and financial

assistance to help them remain in their current housing or look for alternative permanent housing.

- **Diversion** A strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements while connecting them with services and financial assistance to help them return to permanent housing.
- **Shelter** Providing individual rooms and access to food, showers, laundry, bathrooms, and basic necessities for families experiencing homelessness.
- **After Care** Follow-up support services to families who have secured stable housing through our Prevention, Diversion, and Shelter programming. This approach empowers families to achieve self-sufficiency and sustainable independence. We provide ongoing case management, access to furniture, financial literacy education, employment development, landlord engagement, and referral to community resources to help families stay in permanent housing.
- **Rapid Re-Housing** Quickly house homeless households. Households are referred to the program through the CES run by Partners in Care, Oahu's Continuum of Care. CES works to connect the highest need, most vulnerable persons in the community to available housing and supportive services equitably. The program combines short to medium-term rental assistance with housing navigation and case management to help households rapidly move from homelessness to housing.
- **Wrap-Around Support** Connecting all households who are eligible for Family Promise programming with the resources they need to help them transition from housing instability to permanent, stable housing. Including, but not limited to, case management, housing navigation, financial literacy, access to public benefits, education and employment support, health insurance and health care, child care, tenancy training, mediation and legal support, etc.

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

The 12-month timeline is projected as follows:

Quarter 1

- Location identified & Purchase and Sales Agreement complete
- Begin due diligence surveys (Phase 1, ALTA, appraisal, environmental review)
- Begin capital campaign
- Secure loan needed to complete facility acquisition

Quarter 2

- Finalize facility acquisition, including closing and recordation of title
- Contract architect, electrical, and mechanical engineer
- Design and reporting from architect, electrical, and mechanical engineer complete
- Permits submitted
- Gather bids for construction

Quarter 3

Select and award contract for general contractor
Permits approved
Begin construction

Quarter 4

Finalize construction
Purchase needed equipment
Move in appliances and furniture
Finalize all program policies and procedures
Begin serving families

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 Executive Director, Director of Operations, and Board of Directors will be monitoring the project's progress monthly. The Accounting Manager will present a budget vs. actual report at each of these meetings to monitor project finances. Once an architect is hired, they will serve as a project manager and will oversee permitting and construction. The Executive Director and architect will meet on a regular basis to review the construction timeline, monitor spending, and problem solve.

Once the program is operational, FPH collects household level data via client intake, assessment, and exit forms and enters all data into both the Homeless Management Information System (HMIS) and FPH's internal data-tracking sheet. Staff utilize a data-informed decision-making approach to adjust services to best meet the needs of households as well as meet performance goals. All households supported via FPH programming are also given a confidential client satisfaction survey upon program exit. Survey responses are monitored by staff and utilized to adjust programming. Ongoing feedback from FPH's advisory council, composed of households who have participated in FPH programs as well as members of the community who have a lived experience with homelessness, is also utilized to improve organizational performance.

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.

During the State GIA period of performance, FPH will submit reports to the State regarding renovation progress to include architectural designs, due diligence reports, copies of submitted permits, inspections, and grant expenditures.

The following outcomes will be achieved annually through the Ohana Navigation

Center once it is opened:

- Number of families who are experiencing homelessness will receive safe, secure temporary housing and daily meals through non-congregate shelter
- Percent of families served in shelter who transition to stable housing through engagement in case management sessions and execution of their housing service plan
- Number of families experiencing homelessness who receive rapid re-housing rental assistance and connection to permanent housing
- Number of families who receive homeless prevention and diversion activities
- Percent of families served in prevention and diversion activities who transition to, or maintain stable housing (avoiding homelessness) through provision of rental assistance and wrap-around support

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds – see Appendix A
 - b. Personnel salaries and wages – see Appendix A
 - c. Equipment and motor vehicles – see Appendix A
 - d. Capital project details (Link) – see Appendix A
 - e. Government contracts, grants, and grants in aid – see Appendix A

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$28,408.75	\$69,408.75	\$203,408.75	\$241,208.75	\$533,435

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

Agency: Continuum of Care, Department of Housing and Urban Development
 Services: Rapid Re-housing for Survivors of Domestic Violence
 Amount Requested: \$1,000,000
 Anticipated Timeframe: September 2022 – August 2023
 Status: Submitted

Agency: City and County of Honolulu, Dept. of Community Services (ESG-FY23)
 Services: Shelter and rapid re-housing
 Amount Requested: \$556,752
 Anticipated Timeframe: January 2023 – December 2023
 Status: Submitted

Agency: State of Hawaii, Department of the Attorney General, Crime Prevention and Justice Assistance Division

Amount Requested: \$360,000

Anticipated Timeframe: July 2022 – June 2024

Status: Plan on submitting

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

N/A

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 2023 for program funding.

Preliminary Award: Community Development Block Grant

Agency: City and County of Honolulu, Dept. of Community Services (CDBG-CV)

Services: Ohana Navigation Center

Contact Person Info: Matthew Weyer

Amount: \$1,908,800

Contract #: CT-DCS-2200132

Agency: City and County of Honolulu, Dept. of Community Services (ESG-FY22)

Services: homeless shelter

Contact Person Info: Amber Itokazu

Amount: \$176,204

Contract #: N/A, subrecipient with Partners In Care

Agency: City and County of Honolulu, Dept. of Community Services (ESG-CV)

Services: Oahu Housing Now, rapid re-housing

Contact Person Info: Laura Thielen

Amount: \$611,640

Contract #: CT-DCS-2100104

Agency: City and County of Honolulu, Dept. of Community Services Dept. of Community Services (ESG-FY21)

Services: homeless shelter and prevention

Contact Person Info: Amber Itokazu

Amount: \$250,000

Contract #: 20HCF-104028 (completed)

Agency: Hawaii Community Foundation, City and County of Honolulu
Coronavirus Relief Fund

Services: homeless shelter and re-housing

Contact Person Info: Ophelia Bitanga-Isreal

Amount: \$1,000,000

Contract #: CT-DCS-2100121

Agency: City and County of Honolulu, Dept. of Community Services (ESG-CV)

Services: homeless prevention and shelter during the pandemic

Contact Person Info: Amber Itokazu

Amount: \$517,428

Contract #: 19-V2-12

Agency: State of Hawaii, Department of the Attorney General, Crime Prevention and Justice Assistance Division

Services: diversion, shelter, and re-housing for homeless victims of crime

Contact Person Info: Calleen Ching

Amount: \$712,448

Contract #: CT-DCS-2000179 & CT-DCS-2000180 (completed)

Agency: City and County of Honolulu, Dept. of Community Services (ESG FY20)

Services: shelter and rapid re-housing

Contact Person Info: Amber Itokazu

Amount: \$210,000

Contract #: N/A, MOA with US VETS for Housing First Increment II (completed)

Agency: US VETS

Services: permanent supportive housing

Contact Person Info: Kimberley Cook

Amount: \$373,625

Contract #: DHS-20-HPO-0061 (completed)

Agency: State of Hawaii, Department of Human Services Homeless Programs Office

Services: prevention, diversion, and shelter for homeless families in Central Oahu

Contact Person Info: Ana Piloton

Amount: \$110,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

The balance of our unrestricted current assets as of December 31, 2021 is \$1,406,949.

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.

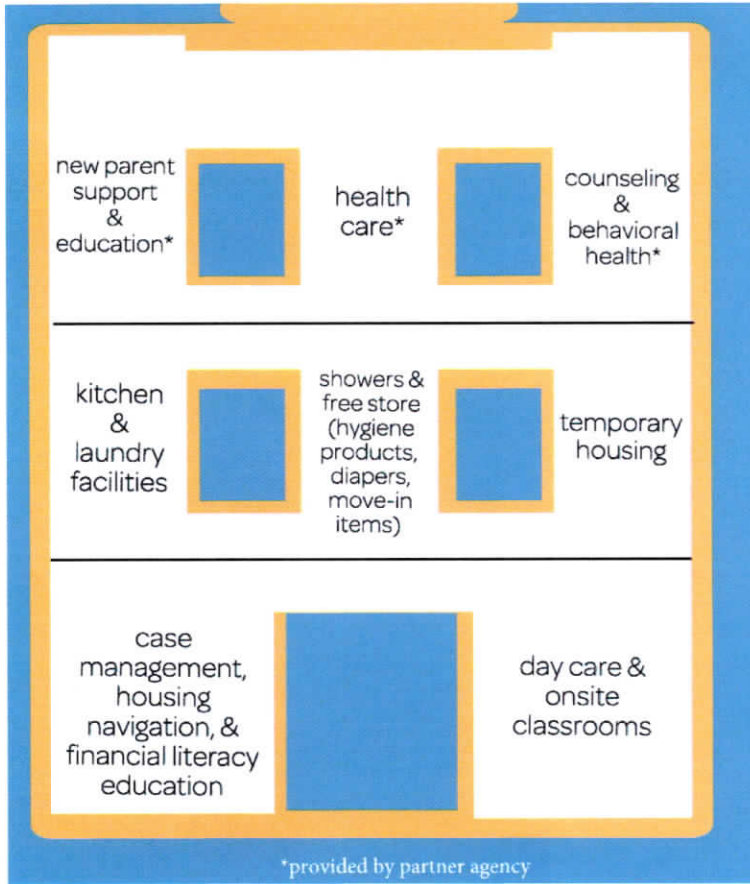
FPH is a high-impact nonprofit that has provided much-needed support for homeless and low-income families on Oahu since 2006. We have extensive experience managing both private and government (City, State, and Federal) grants. There have been no findings concerning our agency's management of its grants. Our current/recent government contracts are detailed in the section above. We have already secured CDBG funding for facility acquisition to launch this project. In addition, we have preliminarily secured a bridge loan from Hawaii Community Reinvestment Corporation to support acquisition costs.

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.

Our current rented office space is located at 245 N. Kukui St. Suite 101 Honolulu, HI 96817. This location does not allow us to shelter families overnight, which is why we are seeking funding to create the Ohana Navigation Center.

While we have not secured a property yet for the Center, we are working with a broker to find a facility that meets our needs for this project. We are seeking a site on Oahu that is zoned for mixed use (residential and commercial), minimally has 5000 square feet, is located along a bus route, and has more than ten parking stalls. Our vision for the Ohana Navigation Center is below:



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.

Executive Director, Samantha “Sam” Church, sets the vision of the organization and aligns programming with the agency’s strategic plan, engages in contract negotiations, networks with Board of Directors, Partners In Care, and funders. She also raises funding to support the agency’s ongoing programming. Sam has over twelve years of experience providing direct services and administrative oversight of social service programs supporting vulnerable populations.

Director of Operations, Lama Chang, ensures contract compliance, supervises Accounting Manager, negotiates contracts with all vendors, and serves as the Acting Executive Director when Sam is unavailable. Lama has over fifteen years of project management experience.

Accounting Manager, Garrett Iha, brings over 35 years of accounting and finance experience to his role at FPH. Garrett oversees agency bookkeeping, budgeting, and financial reporting.

Manager of Community Engagement, Marissa Commey, engages neighbors in dialogue regarding the proposed project, connects community volunteers and funders to the project. Marissa has over three years of experience working with agencies supporting individuals and families experiencing homelessness.

Program Director, Joshua Gaoteote, designs, implements, and evaluates onsite programming in line with funding requirements as well as supervises all program staff. Joshua has over seventeen years of experience providing direct services for vulnerable families.

In addition to staff, the following contractors will be hired/consulted with:

Broker: To support with locating properties, negotiating with sellers, and coordinating due diligence. Will assist through the closing process.

Hawaii Community Reinvestment Corporation: Will support with technical assistance and securing the additional bridge loan needed to acquire the facility while we wait for capital campaign pledges to come in.

Legal Support: To ensure zoning compliance and review all legal documents prior to closing on facility.

Capital Campaign Consultant: To support the specialized planning and execution of a capital campaign to raise funds required to open the Ohana Navigation Center.

Architect (who will also support securing engineers & general contractor): To design, plan, and complete the renovation needed through a competitive procurement process.

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.

Please see Appendix B.

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 - \$75,000 - \$100,000
Director of Operations - \$60,000 - \$80,000
Accounting Manager - \$60,000 - \$80,000

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.

N/A

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

N/A

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

This request is for renovation to include design, planning, permitting, construction, and equipment which are one-time costs for this project. FPH will support ongoing operating costs through our existing donor and grant partnerships as well as through program fees.

APPENDIX A

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

App

FAMILY PROMISE OF HAWAII

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	43,600			
2. Payroll Taxes & Assessments	4,777			
3. Fringe Benefits	8,857			
TOTAL PERSONNEL COST	57,235			
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				
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TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	37,800			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	438,400		1,908,800	1,024,000
TOTAL (A+B+C+D+E)	533,435		1,908,800	1,024,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	533,435	SAMANTHA CHURCH (808) 466-4247		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	1,908,800	[Signature] 1/19/22		
(d) Total Private/Other Funds Requested	1,024,000	Signature of Authorized Official Date		
TOTAL BUDGET	3,466,235	SAMANTHA CHURCH, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Applicant: FAMILY PROMISE OF HAWAII
 Period: July 1, 2022 to June 30, 2023

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$93,000.00	20.00%	\$ 18,600.00
Development Manager	1	\$50,000.00	50.00%	\$ 25,000.00
				\$ -
				\$ -
				\$ -
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TOTAL:				43,600.00

JUSTIFICATION/COMMENTS: To support the oversight of facility acquisition and rehabilitation as well as launch of capital campaign.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: FAMILY PROMISE OF HAWAII

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Dishwashing Machine, install	1	\$ 4,300.00	\$ 4,300.00	\$ 4,300.00
Pots and Pans Set	1	\$ 700.00	\$ 700.00	\$ 700.00
Oven, install	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Dining Room Table and Chairs, delivery	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Office Desks & Chairs, delivery	10	\$ 850.00	\$ 8,500.00	\$ 8,500.00
Shower fixtures, install	2	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
Toilet fixtures, install	4	\$ 700.00	\$ 2,800.00	\$ 2,800.00
Kitchen Utensils Sets	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Refridgerator, install	1	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
Cot and Airbeds	16	\$ 250.00	\$ 4,000.00	\$ 4,000.00
Living Room Furniture	1	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
TOTAL:	39		\$ 37,800.00	\$ 37,800.00

JUSTIFICATION/COMMENTS Furnishings for Ohana Navigation Center

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, 2022 to June 30, 2023

Applicant: FAMILY PROMISE OF HAWAII

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: 2020-2021	FY: 2021-2022	FY: 2022-2023	FY: 2022-2023	FY: 2023-2024	FY: 2024-2025
PLANS		24000	56400			
LAND ACQUISITION		1908800		1000000		
DESIGN			32000			
CONSTRUCTION			350000			
EQUIPMENT			37800			
TOTAL:		1932800	476200	1000000		
JUSTIFICATION/COMMENT Plans secured = due diligence surveys. Funding already secured from philanthropic partner. Requested plan funds are for a capital campaign consultant (@ 4,700/month). \$1,000,000 additional funding requested for acquisition = loan. Capital campaign revenue to pay back loan. Design = architect and engineers.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

FAMILY PROMISE OF HAWAII

Contracts Total: 2,267,720

Apr

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Emergency Solutions Grant FY22	4/1/22 - 01/31/23	City, Department of Community Services	Honolulu County	176,204
2	Emergency Solutions Grant - Oahu Housing Now	2/1/21 - 8/31/22	City, Department of Community Services	Honolulu County	611,640
3	Emergency Solutions Grant - FY21	1/1/2021 - 4/30/22	City, Department of Community Services	Honolulu County	250,000
4	Emergency Solutions Grant - COVID	7/17/20 - 8/30/22	City, Department of Community Services	Honolulu County	517,428
5	Victims of Crime Act	7/1/2020 - 6/30/22	Attorney General, Crime Prevention and Justice Assistance Division	State of Hawaii	712,448
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APPENDIX B



Because every child deserves a home.

2022 Board Roster
Family Promise of Hawaii

Name	Employment/ Profession	Years of Service	Board Position
BARTELL, Michelle	Director of Corporate Communications & Community Advancement, American Savings Bank	6	President , Fund Development Committee
CATALANI, Ryan	Director of Advancement, Hawaii Children's Action Network	3	Vice President , Fund Development Committee
DIESMAN, Jennifer	Senior Vice President, Market & Product Development, HMSA	4	Director, Recruitment Committee
ELLWIN, Shelley	Financial Reporting Director, Hunt Companies	2	Secretary , Finance Committee
HARA, Matt	Program Officer, Local Initiatives Support Corporation (LISC)	5	Director, Finance Committee
PUCKETT, Justin	HI Market Leader, Humana	1	Director
SARGENT, Cecily	Owner, Tucker and Bevvv	5	Director, Fund Development Committee
TYSON III, Robert (Ken)	Financial System Manager, Kamehameha Schools	3	Treasurer , Finance Committee

Organization Chart

