

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

KOMOHALE SERVICES

was incorporated under the laws of Hawaii on 12/18/2020 ; 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: December 29, 2021

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

KOMOHALE SERVICES

(Typed Name of Individual or Organization)



(Signature)

12/29/21

(Date)

PAMELA WITTY-OAKLAND,

(Typed Name)

EXECUTIVE DIRECTOR

(Title)



January 18, 2022

House of Representatives Committee on Finance
State Capitol
415 S. Beretania Street, Room 306
Honolulu, Hawaii 96813

State Committee on Ways and Means
State Capitol
415 S. Beretania Street, Room 208
Honolulu, Hawaii 96813

Attention: GIA

In compliance with Section 42F-102, Hawaii Revised Statutes, Komohale Services seeks \$500,000 of State funding for the public purpose of providing affordable rental housing for low- and moderate-income households.

State funds will support an incentive program to discourage the long-term occupancy within subsidized housing by families with sufficient means to become housing independent. It creates flow and opens up subsidized units for the most vulnerable families instead of forcing the lower-income household to wait in homeless or transitional shelters for a vacant housing unit.

Respectfully,

Pamela A. Witty-Oakland

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



PAMELA WITTY-OAKLAND,
EXECUTIVE DIRECTOR
PRINT NAME AND TITLE

1/18/22
DATE

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

Certificate of Good Standing for Komohale Services from the Director of Commerce and Consumer Affairs dated December 29, 2021 is attached immediately after cover page.

2. Declaration Statement

Declaration Statement affirming the compliance of Komohale Services with Section 42F-103, Hawaii Revised Statutes is attached immediately after cover page.

3. Public Purpose

Public Purpose statement affirming the compliance of Komohale Services with Section 42F-102, Hawaii Revised Statutes is attached immediately after cover page.

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;

Established in December 2020, Komohale Services is a nonprofit initiated by Stanford Carr the president of Stanford Carr Development where he oversees an extensive portfolio of projects ranging from master-planned communities to resort-style living to affordable housing. Carr's evolution toward developing rental communities commenced with new construction projects on Oahu including Kekuiani Courts in Kapolei, Villages of Maili, Franciscan Vistas Ewa, Halekauwila Place and Hale Kewalo, and progressed toward preservation of affordable rental housing through the bulk acquisition and rehabilitation of 1,221 units statewide. The acquisition included an \$85 million capital improvement plan to renovate unit interiors, upgrade common areas and other building improvements scheduled for completion within three years.

Komohale Services seeks to bring resources to residents in order to assist those wanting to become first-time homebuyers and to enrich the lives of residents, their keiki and ohana through programs and collaborations with other service providers.

Komohale Services' mission statement is "to provide educational, vocational, and lifestyle resources for residents to achieve their own personal best."

2. The goals and objectives related to the request;

Seven affordable rental units become available to economically disadvantaged families waiting in shelters for rental housing. Six outreach events will be conducted to solicit enrollment. For up to 36 months, financial literacy and homeownership classes will be offered, and seven unduplicated households are eligible for up to \$60,000 of matching funds from the program toward homeownership.

3. The public purpose and need to be served;

Funds will provide an incentive program to discourage the long-term occupancy within government subsidized housing by families with sufficient means to become housing independent. It creates flow and opens up subsidized units for the most vulnerable families instead of forcing the lower-income household to wait in homeless or transitional shelters for a vacant housing unit.

4. Describe the target population to be served; and

More than 50% of the Oahu unmet housing need lies with households earning less than 80% of the Area Median Income (AMI) or \$96,640 annually. Analysis conducted on 958 households identified the actual AMI is between 100% to 140% AMI, or \$120,800 to \$169,120 for a family of four. Eleven percent (11%) of households residing in government-funded, income-restricted properties intended for low-income families are paying on average less than 15% of income towards rent, while the most vulnerable families, on the HUD Section 8 program, are paying 30% of income toward rent. Families earning less are more rent burdened – thus the inequity and disadvantage. With the State of Hawaii reporting 8,900 affordable units within 55 properties and on average 11% are over-income, there are 900 units that should be available to the most at-risk families.

A systemic approach is required to create flow by encouraging $\geq 100\%$ AMI households to achieve housing independence and climb the housing ladder to homeownership. When the over-income households leave, it creates flow from shelters to rental units, which then creates capacity in the shelters to support individuals seeking alternatives to homelessness. The proposed three-year Housing Independence for Families program will demonstrate a proof of concept for all affordable rental properties to embrace and implement.

5. Describe the geographic coverage.

Dispersed within the Villages of Kapolei, Kakaako and Ala Moana neighborhoods, the long-term outcome will provide forty-seven affordable rental units on Oahu to economically vulnerable families waiting in shelters and transitional housing for a permanent rental housing option. Forty-seven households within three government subsidized properties are identified as over-income (earning in excess of \$100,000 annually), and preventing a more vulnerable family in need of affordable housing from the opportunity to rent at a subsidized rate.

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;

The Housing Independence for Families program offers assessment of over-income households to evaluate their potential for climbing the housing ladder to achieve independence from government subsidized housing. Qualified candidates will be offered educational opportunities, counseling, and social services to develop the skills necessary to sustain housing independence specifically homeownership.

Participants establish goals and deposit savings into an escrow account. Upon completion of the three-year program, the escrow savings will be **matched** based on an established ration, and families withdraw funds for homeownership related expenses.

Komohale Services plans to employ or contract a program coordinator to assess, determine eligibility, coach and direct participants to services needed to achieve housing self-sufficiency; to build partnerships with providers and link participants with support services; and to ensure that participants fulfill responsibilities to achieve financial goals.

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

**FY23 Grant in Aid
Section III.2. Annual Timeline**

Grantee Name: **Komohale Services**

Grant Activity End Date: **9/30/2025**

Schedule of Deliverable Activities

Deliverable Activities per quarter	FY23 Q1	FY23 Q2	FY23 Q3	FY23 Q4	FY24 Q1	FY24 Q2	FY24 Q3	FY24 Q4	FY25 Q1	FY25 Q2	FY25 Q3	FY25 Q4	Total
# of Outreach Activities at Properties	3	3											6
# of Classes Conducted	2	3	3	3	3	3	3	3	3	3	3	3	35
# of Escrow Accounts (unduplicated)		3	3	1									7
# of Program Graduates											3	4	7

List of Deliverables

of Outreach Activities at Properties
of Classes Conducted
of Escrow Accounts (unduplicated)
of Program Graduates

Substantiating Documentation

1	Flyer advertising event; completion certificate by site property manager
2	Flyer advertising event, completion certificate by host facility
3	Escrow matching deposits and account statements
4	Program Certificate of Completion

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

Program quality assurance will be maintained with a staffing ratio of 12:1 for ample coaching, counseling, and documentation of participant progress.

To further support program quality assurance, the recruited skill set for the program team includes experienced human service program professionals credentialed with post-graduate studies in social work, sociology and business management.

Program evaluation will be documented through case notes to track and measure the personal goal attainment of participants. Developing trust with participants is critical to their success, as well as to the success of the program, therefore Komohale Services will evaluate staff retention rate as a quality measure. Additionally, Komohale Services plans to empower professional growth within team members and to offer competitive compensation and benefits to ensure the stability of the manpower of the program.

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.

Modeled after the U.S. Department of Housing and Urban Development, Family Self-Sufficiency program, the Housing Independence for Families program will utilize three performance measurements weighted as follows:

- A. Savings Performance Measure (60%) gauges the extent to which savings of participants increase over time after joining the program. Given the financial stability of the over-income household, the program encourages participants to focus immediately on increasing their savings.
- B. Graduation Rate (20%) examines the share of participants who graduate from the three-year program. Participant turnover can vary significantly for reasons unrelated to the program. Exit interviews will document why participants left the Housing Independence for Families program prior to graduation and provide insight for program improvements.
- C. Participation Rate (20%) is the ratio of the number of participants being served to the minimum number expected to be served under this application for awarding funding. When the program meets the standard the ratio is 1.0.

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) – **Not applicable**
 - e. Government contracts, grants, and grants in aid (Link)
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Komohale Services seeks support for a multi-year pilot program to span fiscal years 2023 to 2024. The program will demonstrate a proof of concept to drive future development of program-rich affordable rental housing units that promotes flow toward homeownership.

Fiscal Year 2023				Fiscal Year 2024				Total Grant
Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	
\$62,500	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500	\$62,500	\$500,000

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

- Komohale Services submitted a Grants in Aid application to the City and County of Honolulu for fiscal years 2023 and 2024 in the amount of \$199,791.
- Private funds in the amount of \$101,000 are secured for the program.

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 2023 for program funding.

NONE

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

0.00

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.

Organizational Knowledge

The directors of Komohale Services include professionals with decades of experience within the fields of affordable housing, finance, healthcare, human services, program management, asset management, real estate, strategic planning, and workforce development.

It is the experience of the leadership team that identified the systemic problem of over-income families blocking affordable housing options for more vulnerable

households. It is the board's vision that the Housing Independence for Families program provides the proof of concept needed to solicit additional private and philanthropic funds to implement a statewide initiative of flow from rental to homeownership with the long-term goal of providing rental housing for the more economically disadvantaged families. The board's knowledge of housing and development will also lend itself to ensure that participants are able to climb the housing ladder and find an affordable home for purchase.

The executive director of Komohale Services directed administration of the Honolulu Family Self-Sufficiency (FSS) program for five years and shared the program's success stories during new employee orientation to inspire incoming team members. Upon learning of the over-income status of 10% of residents in the contracted properties of Komohale Services, the organization embarked on fund raising efforts to duplicate the FSS program. This funding request of \$500,000 funds year one and two of a three-year program to demonstrate the proof of concept.

The executive director brings 30 plus years of leadership experience, including program development of the Honolulu *Housing First* program. Prior to the government role, the executive director lead the Franciscan vision for development and operation of the service-rich senior housing community Franciscan Vistas Ewa, a youth preschool, and adult daycare program.

Staffing

Komohale Services is actively recruiting the requisite skill sets to implement the Housing Independence for Families program by June 2022. The organization is in negotiations with existing providers to contract for additional program services as needed, and finalizing an internship program with a local university to include candidates from the Master of Social Work degree program.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Fiscal Resources and Facilities

The Komohale Services' contracts with eight affordable properties provides the organization with funding for office space, utilities, insurance, basic overhead and the executive director, therefore the funding request is only for direct program costs. Each property offers on-site common areas for meeting with program participants.

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.

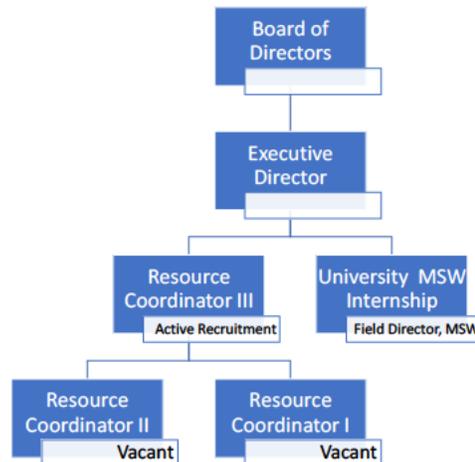
The organizational structure is vertical. As illustrated in VI.2. Organization Chart below, the Executive Director exercises direct leadership to the Housing Independence for Families program team. With a Masters in Business Administration, 35 years of private sector, nonprofit and government management experience, that includes 13 years of human service program oversight, the leadership team possesses the capacity required for the viability of the funding request.

Program staff credentialed with human service program management experience and completion of post-graduate studies in social work, sociology and business management will lead the Housing Independence for Families program. In addition, the university interns will provide additional social work and case management experience to the program team.

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.

Komohale Services
Organization Chart
December 2021



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	\$150,000 to \$200,000
Resource Coordinator III	\$ 70,000 to \$ 85,000 (recruitment ongoing)

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.

NONE

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.

NONE

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.

Grant will **not** be used to support or benefit a sectarian or non-sectarian private educational institution.

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.

The Housing Independence for Families program offers a comprehensive opportunity for families to achieve homeownership and requires a multi-year

effort. If the State Grant in Aid is awarded in the amount of \$500,000 and the applicant receives the City and County of Honolulu grant request, the secured private funds will complete the budget needed for the three-year pilot.

Beyond the three-year period, Komohale Services expects the Housing Independence for Families program to provide the proof of concept needed to solicit additional private and philanthropic funds to implement a statewide initiative of flow from rental to homeownership with the long-term goal of providing rental housing for the more economically disadvantaged families.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: KOMOHALE SERVICES

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	101,250		128,841	89,100
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	101,250		128,841	89,100
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				1,000
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	1,722		3,600	
7. Telecommunication	0		1,200	1,250
8. Utilities				
9. Program: Escrow Matching Funds	356,878		56,700	6,422
10. Mileage and Parking	0			2,000
11. Postage	0			396
12. Conference/Training Materials for Progra	0		3,600	
13. Escrow Fees	36,150		5,850	
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	394,750		70,950	11,068
C. EQUIPMENT PURCHASES	4,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	500,000		199,791	100,168
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Pamela Witty-Oakland (808) 547-2224		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	199,791			
(d) Total Private/Other Funds Requested	100,168	Signature of Authorized Official Date		
TOTAL BUDGET	799,959	Pamela Witty-Oakland, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: KOMOHALE SERVICES

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
2021 HP Pavilion 15 Laptop, 15.6" Display, Intel Core i7-1165G7	3.00	\$1,200.00	\$ 3,600.00	3600
(One for staff and two for classroom use with program participants)			\$ -	
HP DeskJet Series Wireless All-in-One Color Inkjet Printer	1	\$400.00	\$ 400.00	400
			\$ -	
			\$ -	
TOTAL:	4		\$ 4,000.00	4,000

JUSTIFICATION/COMMENTS Program curriculum includes teaching the use of software tools to create and track budgets, as well as monitoring saving's goals.

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: KOMOHALE SERVICES

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: KOMOHALE SERVICES

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	NONE				
2					
3					
4					
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