

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:

Aloha Diaper Bank

Amount of State Funds Requested: \$ 140,000

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

ADB is seeking \$140,000 to expand our diaper assistance program to more families, specifically increasing the capacity of our Maui, Kauai, and Molokai pantries. We aim to ensure that every child across the State of Hawaii has access to a clean diaper.

Amount of Other Funds Available:

State: \$ 200,000

Federal: \$ _____

County: \$ 200,000

Private/Other: \$ 45,755

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

\$ N/A

Unrestricted Assets:

\$ 27,182

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:

46-056 Kamehameha Hwy, Suite 111

City: State: Zip:

Kaneohe HI 96744

Contact Person for Matters Involving this Application

Name: Cathy Kerch	Title: Director of Operations and Programs
Email: cathy@alohadiaperbank.org	Phone: (808) 762-0364

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Anne Komatsu

Name and Title

1/12/23

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.

- X 1) Certificate of Good Standing (If the Applicant is an Organization)
- X 2) Declaration Statement
- X 3) Verify that grant shall be used for a public purpose
- X 4) Background and Summary
- X 5) Service Summary and Outcomes
- X 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](#))
- X 7) Experience and Capability
- X 8) Personnel: Project Organization and Staffing



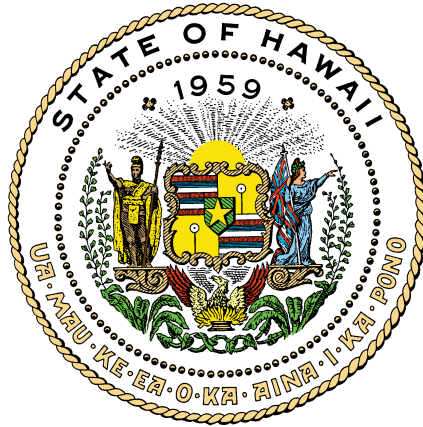
Anne Komatsu

1/12/23

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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

ALOHA DIAPER BANK

was incorporated under the laws of Hawaii on 08/02/2020 ; 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: January 16, 2023

Director of Commerce and Consumer Affairs

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, 2022.

Please see attached.

2. Declaration Statement

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

Please see 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](#).

Aloha Diaper Bank will use grant funds for a public purpose, to provide diapers to low-income families, pursuant to Section 42F-102, HRS as documented in this grant.

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;

Aloha Diaper Bank (ADB) was created in 2018 to provide essential support for low-income families in our community through access to free diapers, pull-ups, and wipes. The mission of ADB is to raise awareness of diaper insecurity in Hawaii and provide essential diapers, wipes, and potty training kits to low-income families, the homeless, and women in crisis through partner agencies that work directly with families struggling with diaper insecurity. While there are a variety of social services organizations in our community committed to providing a safety net for families, none

focus solely on diaper assistance on Oahu, Kauai, Maui, and Molokai. We are uniquely positioned to fill a critical need.

2. The goals and objectives related to the request;

ADB is seeking \$140,000 to expand our diaper assistance program to more families, specifically increasing the capacity of our Maui, Kauai, and Molokai pantries. We aim to ensure that every child across the State of Hawaii has access to a clean diaper. Through this request we will increase access to diapers and wipes for vulnerable families across the State of Hawaii, focusing on Oahu, Maui, Kauai, and Molokai by providing diapers and wipes and working with partner agencies to support distribution and wrap-around support. We will also support low-income families' enrollment in preschool and return to work through potty training help by distributing Potty Kits to families.

3. The public purpose and need to be served;

Our diaper assistance program provides access to an essential item for low-income families that is not covered by other safety net programs. We help parents close the gap between the number of diapers needed to keep their child clean and the number of diapers they can afford. Addressing families' need for diapers and wipes helps communities care for vulnerable children, improves child health, and promotes economic mobility. A 2018 report by the Connecticut Center for Economic Analysis found the following:

1. babies' overall health improves when families receive diapers;
2. without diapers, parents miss out on employment opportunities - parents are unable to send their children to child care with an inadequate supply of diapers and therefore miss work;
3. receiving diapers helps parents complete current education programs; and
4. personal income increases 11 times for every dollar invested in diaper assistance.

4. Describe the target population to be served; and

ADB supplies diapers and wipes to the community through partner agencies. ADB also provides one-time emergency diaper assistance for families who reach out to us directly. These beneficiaries are then referred to a partner for ongoing support. This model limits duplication of services, reduces administrative expenses, and supports collaboration. We recognize that families in need of diapers are often in need of other services as well. Families are able to access diapers through a community partner who is best qualified to meet their unique needs. For example, a household who is experiencing homelessness can access the diapers through one of our shelter partners or a young mom can access them through her community college. Diapers also incentivize families to participate in the resources and services that partner organizations provide, helping to address their holistic needs and supporting their long-term self-sufficiency.

Historically, ADB has served the following demographics; 23% Hawaiian, 33% Polynesian, 9% Filipino, 9% Asian, 4% Caucasian, 2% African American, 1% Hispanic, and 18% Multiracial. 40% are aged 0-12 months, 48% 1-3 years, and 12% other.

5. Describe the geographic coverage.

ADB serves families across the State of Hawaii, with pantries on Oahu, Maui, Kauai, and Molokai. We distribute diapers through our network of over 30 partner agencies.

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 following plan details ADB's approach to helping ensure that every child has access to a clean diaper.

Goal 1: Increase access to diapers and wipes for vulnerable families

Objectives: provide diapers and wipes, and engage partner agencies to support with distribution and wrap-around support

Activities/Tasks:

- Staff to train partners on diaper request database and data collection tools.
- Staff to provide ongoing assistance for partners.
- Families can request diaper access through a partner or directly through ADB if it is a one-time emergency request.
- Families are screened for eligibility and answer a series of intake questions.
- Eligible families are given diapers and wipes based on availability.
- Families are connected to additional services that meet their household's unique needs.
- Partners to request ongoing diapers through our online database.
- Staff prepare orders.
- Once orders are ready, partners pick them up at our office or they are delivered.
- Staff to coordinate with partners to ensure data collection is being completed.
- Executive Director to coordinate with partners to receive beneficiary feedback on the quality of services and ways the agency can improve.

Goal 2: Support low-income families' enrollment in preschool and return to work through potty training help.

Objective: Potty Kits distributed to families

Activities/Tasks:

- Staff share the availability of “All Pau Now” potty training kits with partner agencies
- Partner agencies with in-home visitation programs or parenting classes receive free kits*
- Facilitators work with the parent to determine if the child is ready to use the potty.
- Facilitators provide the educational component of the potty training program.
- Parents receive the potty training kit as an incentive to use positive action in training the child to transition from diaper to potty.

*Delay in potty training can cause financial stress on a family, delay their enrollment in preschool, or a parent’s return to work. To escape diaper expenses, low-income families often attempt toilet training too early or prolong diapering because of a lack of knowledge or support. Even when attempted at the right time, the stress of toilet training increases the potential for abuse, which is why ADB requires partner agencies to monitor and provide feedback on families that receive the potty training kits. ADB believes as important as it is to move a family from diaper-need to diaper-free, it is equally essential that a child be mentally, emotionally, and physically ready to ensure a successful transition for both parent and child.

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

Month 1:

- Re-confirm partner agency commitment and enroll new partners
- Facilitate partner agency training as needed
- Check-in with partner agencies on demand for diaper assistance
- Purchase additional diapers, wipes, kits, supplies needed to begin grant
- Ensure all data-collection methods and financial accounting is in place for grant reporting
- Begin distribution

Month 2 - 12:

- Continue with distribution
- Continue partner agency recommitments
- Submit grant reports
- Facilitate community diaper drives
- Complete strategic plan to create actionable steps for the sustainability of growth

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

ADB collects program impact data through our online platform, Humanessentials.app and via our quarterly partner reports as well as our self-referral reports. We organize financial data through Quickbooks. To ensure ADB is meeting all grant expectations, our Director of Programs and Operations will be responsible for maintaining all program and

fiscal data in compliance with all contract requirements, policies, and procedures. To engage in ongoing continuous quality improvement, our Executive Director will meet with partner agencies on an annual basis to receive beneficiary feedback on the quality of services and ways the agency can improve. Any grievances that partners receive from beneficiaries will be addressed by the Executive Director or Board of Directors.

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.

The following measures will be reported to the State agency through which grant funds are appropriated:

- # of children helped per Island (anticipated 3,000+ children will receive assistance during the grant period)
- # of diapers distributed per Island (anticipated 275,000+ during the grant period)
- # of wipes distributed per Island (anticipated 240,000+ during the grant period)
- # of partner organizations (anticipated 30+ partners)
- # of Potty Kits distributed per Island (anticipated 200+ Potty Kits distributed)

If the level of appropriation differs from the amount identified in this application, we will adjust these measures.

IV. Financial

Budget

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

Please see our budgets attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$35,000	\$35,000	\$35,000	\$35,000	\$140,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

Aloha Diaper Bank is also seeking funding from the following sources for fiscal year 2024:

- Temporary Assistance for Needy Families Supportive Services (TANF) - \$200,000
 - City and County of Honolulu Grant-in-Aid - \$200,000
 - Private donors, events, and foundation grants - \$45,755
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

Please see attached.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

ADB's unrestricted current assets as of December 31, 2022 is \$27,182.

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.

In 2018 ADB was established after our founder identified a critical gap in essential items that were not being offered in the community - access to free diapers, pull-ups, and wipes for low-income families. The organization began operating under a fiscal sponsor and in 2020 after a year and a half of distributing over 100,000 diapers to vulnerable children, and being recognized in the community as a viable resource for diaper needs, the organization became an independent 501(c)(3) non-profit. ADB believes that every baby deserves a clean diaper. Our vision is to eliminate diaper insecurity in our island community so that every child has the opportunity to be clean, dry, and healthy.

ADB program achievements to date:

- opened our first diaper bank on Oahu in October 2018.
- opened our second diaper bank on Maui in May 2021.
- opened our third and fourth diaper banks on Kauai in July 2021.
- opening our fifth diaper bank on Molokai in January 2023.
- organized 9 diaper distribution drives in 2020 and early 2021, during the height of the Covid-19 pandemic, and provided diapers to over 2,000 families impacted on Oahu, Maui, and Kauai.
- has distributed over 440,000 diapers and 200,000 baby wipes
- provided diapers to over 9,000 children
- participated in the National Diaper Bank Network national study on diaper need and its impact on low-income families by providing data on Hawaii families receiving diaper assistance.

Over the past four years, ADB has transitioned from a start-up to a known leader in providing access to diapers for low-income families in our community. We have grown from operating through in-kind support to receiving donations and grants through reputable foundations that recognize the importance of the services being provided by ADB. As its next phase of growth, the organization is well-positioned to begin receiving government funding to support its expansion. ADB was recently awarded a 4-year State contract for \$200,000 per year to support TANF-eligible households. We are working with the Hawaii Community Reinvestment Corporation to receive a loan to support bridge financing for the organization while it waits for contract reimbursements.

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.

ADB leases space at the Windward Mall located at 46-056 Kamehameha Hwy, Suite 111 Kaneohe, HI 96744. This suite is fully ADA accessible and provides adequate space for staff offices as well as serves as a location for diaper drop-off, packaging, and distribution. Partner agencies can pick-up supplies directly from the ADB office. If they are unable to pick-up, staff or volunteers deliver to them.

In addition to leased space, ADB partners with MFS Freight which provides in-kind shipping and storage of diapers and wipes at their facility in Kalihi. On Maui, ADB stores diapers with partner Keiki O Ka Aina. On Kauai, ADB stores diapers at two sites, Keiki O Ka Aina as well as our Kauai Diaper Pantry located at Puhi Industrial Park in Lihue, Kauai. The 350 square foot space at Puhi Industrial Park is provided to ADB in-kind and is fully ADA accessible. The space allows for diaper drop-off, storage, and distribution. On Molokai, ADB stores diapers with partner Molokai Community Health Center.

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.

ADB is uniquely positioned as the only nonprofit on Oahu, Kauai, Maui, and Molokai dedicated exclusively to ending diaper need. We are a member of the National Diaper Bank Network and receive technical assistance from them. ADB is governed by a board of eight community members. We are currently in the process of shifting from a volunteer-led organization to being led by paid staff with support from a consultant. Over the next year, we will have five paid staff working on community outreach, diaper distribution, organizational development, and administrative functions. Our staff includes the Executive Director, Director of Programs and Operations, Oahu TANF Coordinator, Maui Coordinator, and Kauai Coordinator. Our leadership team has over 50 years of supervisory and non-profit management experience. To ensure we are not duplicating services and reach all families in need, we partner with organizations across the island to help distribute diapers and wipes.

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 attached.

3. Compensation

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

Executive Director - \$60,000 - \$80,000

Director of Programs and Operations - \$55,000 - \$70,000

Coordinator - \$40,000 - \$50,000

VII. Other

1. Litigation

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

Not applicable.

2. Licensure or Accreditation

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

Not applicable.

3. Private Educational Institutions

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

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

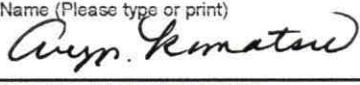
- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

ADB is in a phase of rapid growth. While our current and previous years of operation have relied heavily on in-kind contributions and volunteers, we have increased our revenue to support scaling our operations as well as paying staff to build our capacity and grow our impact. ADB was recently awarded a 4-year contract of \$200,000 per year to support diaper distribution on Oahu, Maui, and Kauai. This Grant-in-Aid funding request combined with the TANF funds will allow our organization to build the capacity to expand our services across the State of Hawaii to ensure that more families are able to access diapers and wipes. With staffing in place, we will have the resources to fundraise, organize more in-kind diaper drives, add more partner agencies, coordinate volunteers, and apply for alternative sources of funding to sustain and expand our operations.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Aloha Diaper Bank

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	30,000		35,081	106,600
2. Payroll Taxes & Assessments	1,000		4,719	14,255
3. Fringe Benefits	4,000			4,500
TOTAL PERSONNEL COST	35,000		39,800	125,355
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	10,800			
2. Insurance				1,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space			9,000	27,600
5. Staff Training				5,500
6. Supplies (diapers, wipes, Potty Kits)	91,200		116,000	50,000
7. Telecommunication				1,800
8. Utilities				
9. Postage (Maui, Kauai, Molokai)	3,000			12,000
10. Professional and Contractual Services			25,600	12,000
11. Indirect Costs			9,600	
12. Mileage				6,000
13. Printing				1,500
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	105,000		160,200	117,400
C. EQUIPMENT PURCHASES				3,000
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	140,000		200,000	245,755
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	140,000	Anne Komatsu (808) 762-0364		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	200,000			
(d) Total Private/Other Funds Requested	245,755	Signature of Authorized Official Date		
TOTAL BUDGET	585,755	Anne Komatsu, Executive Director		
		Name and Title (Please type or print)		

Applicant: Aloha Diaper Bank

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2023 to June 30, 2024

Applicant: Aloha Diaper Bank

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS Not applicable.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Aloha Diaper Bank

Contracts Total: 200,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Temporary Assistance for Needy Families Supportive Services	1/1/23 - 12/31/23	TANF Program Office	State	200,000
2					
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BOARD OF DIRECTORS

Anne Komatsu
Executive Director

Cathy Kerch
Director of Programs & Operations

Krystal Perry
Maui Diaper Pantry
Coordinator

Debra Henton
Kauai Diaper Pantry
Coordinator

Dolly Galeng
TANF Coordinator/Molokai Diaper
Pantry

Volunteers