

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



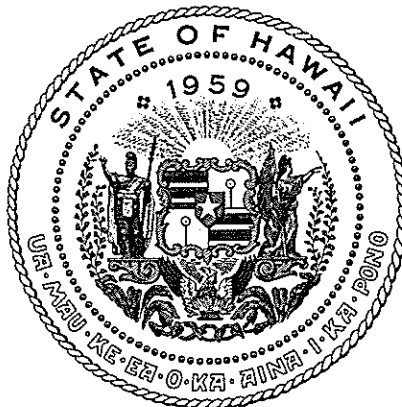
KANDICE JOHNS, EXECUTIVE DIRECTOR

1/20/2023

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



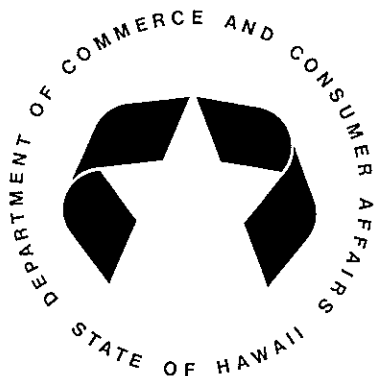
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

THE MAUI FARM, INC.

was incorporated under the laws of Hawaii on 02/12/1985 ; 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 09, 2023

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

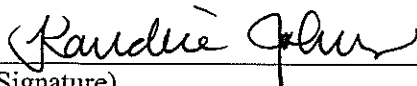
The undersigned authorized representative of the applicant certifies the following:

- 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

The Maui Farm
(Typed Name of Individual or Organization)


(Signature) 1/20/2023
(Date)

Kandice Johns Executive Director
(Typed Name) (Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2022.

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](#).

This 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;

The Maui Farm (TMF) is a non-profit organization that serves those who are most vulnerable in our community - homeless mothers and their children who have suffered from the trauma of domestic violence (DV), substance abuse and other economic hardships. Located in rural, Upcountry Maui, TMF was founded in 1985 to provide group foster care for youth, which used a family-centered approach grounded in farm-based experiential learning. In 2006, TMF pivoted its programs to provide a safe, nurturing environment with *transitional housing* to empower, heal and strengthen families to attain self-sufficiency and stay together.

There is no other program like TMF in Hawaii. Since 2006, TMF has successfully served 352 individuals (i.e. 107 women and 245 children) in the Family Strengthening

Program (FSP). TMF consistently maintains a waitlist of 2-3 times its daily capacity of 25-30 individuals, which means that at least 50-90 women and children on Maui each year are at-risk of remaining homeless or returning to unsafe living situations with abusive or addicted family members. TMF is the only transitional housing program on Maui focused on serving this incredibly vulnerable population, which has unique emotional, psychological and physical needs as a result of trauma.

TMF strategically builds strong partnerships with other human services providers and community partners on Maui, as well as county and state agencies, to ensure that women and children in the Family Strengthening Program (FSP) receive a comprehensive safety net of support, trauma-informed care, and wrap-around services to help them become self-sufficient.

TMF's 2-acre educational farm, within its 8-acre campus, is fundamental to its mission and programs. The farm is the foundation of TMF's unique approach which integrates farm and 'aina-based activities to improve the mental, emotional, and physical well-being of participants, in addition to incorporating culturally appropriate practices and place-based values that resonate with local families. Participants also benefit from the recreational and therapeutic aspects of the farm and access to free, freshly grown fruit, vegetables and eggs. The farm is the hub of the TMF community, which brings participants and staff together to build trust, promote healthy bonding, and nurture positive connections for individuals whose lives have been previously characterized by toxic stress, chaos, instability, and uncertainty.

TMF is a critical bridge in the continuum of care for underserved families on Maui that are struggling to meet their emotional, psychological and physical needs as a result of traumatic situations. Through effective supportive services grounded in evidence-based practices, care coordination, and life skills training, TMF helps participants achieve self-sufficiency and ultimately break intergenerational cycles of poverty, family violence and substance abuse.

2. The goals and objectives related to the request;

Goal 1: Homeless mothers and their children will be provided safe transitional housing for 6-18 months.

Objective 1a. 12 families* (*a family is defined as a homeless mother and her children enrolled in the program) will develop a Family Transition Plan (FTP) within 60 days that will be used as a goal setting/achievement guide in obtaining self-sufficiency and permanent housing.

Objective 1b. 8 families will remain in transitional housing (i.e. comply with all Policies and Procedures) and participate in FSP for at least 6 months.

Goal 2: Homeless mothers enrolled in program will increase financial stability, obtain and maintain regular employment, and report greater personal empowerment and self-advocacy to meet their and their children's physical, emotional and psychological needs.

Objective 2a. 12 mothers enrolled in program receive information about public/private financial assistance and are supported in application processes.

Objective 2b. 8 mothers enrolled in program maintain requirements for public assistance and do not allow benefits to lapse while in FSP.

Objective 2c. 8 mothers enrolled in program will receive assistance in applying for employment (i.e. resume building, application assistance, etc.) during individual case management meetings.

Objective 2d. 6 mothers enrolled in program will receive paid job readiness and skills training, job coaching and supervision.

Objective 2e. 12 mothers enrolled in program will attend 2 individual case management meetings per month with the Residential Program Manger to identify needs and receive referrals to relevant service providers.

Objective 2f. 6 mothers enrolled in program will attend at least 2 workshops/trainings about parenting/family support.

Objective 2g. 1 day/week, the Programs Assistant and Farm-based Programs Assistant will provide a Children's Program (i.e. Keiki Club), to provide respite for parents to focus on self-care and participate in Malama Pono, women's empowerment class.

Goal 3: Families will transition into safe permanent housing and achieve stable finances, education and employment within six months of completing program.

Objective 3a. 8 mothers enrolled in program will receive information about public/private housing assistance and will be supported in applying for rental assistance.

Objective 3b. 8 mothers enrolled in program will practice responsible tenancy monthly

Objective 3c. 8 mothers enrolled in program will submit applications to low-income /affordable housing and/or HUD Housing Choice Voucher Program.

Objective 3d. 6 families are offered After-care follow-up and supportive services at 3 month following program completion

Objective 3e. 4 families are offered After-care follow-up and supportive services at 6 months following program completion.

3. The public purpose and need to be served;

On Maui, homeless single mothers and their children who have experienced trauma and crime victimization have very few opportunities to obtain safe transitional housing and comprehensive care coordination to become and remain self-sufficient.

Research shows that:

- Domestic violence (DV) is the leading cause of homelessness for women and children.¹
- In 2022, 32% of homeless individuals (238 of 741 total) on Maui were family individuals. In both sheltered and unsheltered homeless categories, children represent more than 50% of family individuals. (<https://homelessness.hawaii.gov>)

¹ National Network to End Domestic Violence. (NNEDV).(2017). 12th annual domestic violence counts report. <https://nnedv.org/mdocs-posts/2017report>

- Childhood homelessness is a risk factor for poor health, social-emotional, and school-related outcomes. The Hawaii Early Childhood Homelessness Needs Assessment (May 2020) states the estimated count of children in Hawaii affected by homelessness is almost 1 in 35 young children when those in doubled-up situations are included.² (<https://uhfamily.hawaii.edu>)
- Women who become homeless are at even greater risk for victimization. 84% of homeless women have experienced physical or sexual abuse.³ (<https://safehousingpartnerships.org>)

Annual Point-in-Time Count reports required by HUD (Department of Housing and Urban Development) only include sheltered and unsheltered homeless individuals. There is no current data available that estimates secondary forms of homelessness, which includes “precariously housed,” “doubled-up” (i.e. living temporarily with others) or “couch-surfing” to quantify the number of people who are sharing the housing of others due to lacking fixed, regular, and adequate housing. Individuals that are doubled-up are primarily doing so to avoid returning to an unsafe or unstable home often characterized by violence and/or sexual abuse. Doubling-up is associated with high levels of vulnerability and instability that can further compound trauma for victims who have fled violent situations.

Unlike HUD, the McKinney Vento (MV) Homeless Assistance Act includes secondary homelessness in its definition of homelessness. In SY2021-2022, the State of Hawaii Department of Education Student Support Services reports that nearly 70% (2,269 children) of MV students in Hawaii were doubled-up, which provides valuable insight into the actual prevalence of homelessness amongst families and children.⁴

TMF serves mothers with children who are experiencing all forms of homelessness, including secondary homelessness. This unique population benefits from survivor-driven choices for housing options, such as the Family Strengthening Program, which includes a “housing readiness” approach and supportive services as an effective alternative to Housing First programs (which provide permanent housing then supportive services).

Affordable rental units accessed through Housing First Programs often are in areas characterized by high density, high levels of poverty and sub-standard housing, and/or high crime rates. If survivors are housed in unsafe areas, they may be exposed to violence and trauma in the environment which may trigger their trauma history and make day-to-day functioning more difficult.⁵ In contrast, all TMF programs are provided in a safe, healthy, drug and alcohol-free environment.

² DeBaryshe, B. D., Scott, K. G. , & Gauci, K. T. (2020). *Early childhood needs assessment*. Honolulu, HI: University of Hawai‘i Center on the Family

³ Rapid Re-housing: Considerations for Homeless Service Providers Supporting Families Impacted by Domestic Violence, July 2018, U.S. Department of Health and Human Services

⁴ Portner, Toby. Education for Homeless Children and Youth (EHCY), Office of Student Support Services, State of Hawaii - Department of Education. Email to: Kandice Johns. 1/20/2023

⁵ Rapid Re-housing: Considerations for Homeless Service Providers Supporting Families Impacted by Domestic Violence, July 2018, U.S. Department of Health and Human Services

Federal and State funding to address homelessness is primarily focused on rapid re-housing for the broader population of chronically homeless (generally unsheltered) people. Even more focus has been put on the chronically homeless in recent years, as funding increased for rapid re-housing initiatives in response to COVID-19. Housing First programs prioritize connecting chronically homeless individuals quickly to permanent housing and then offering supportive services. Transitional housing programs, which are the best fit for homeless mothers and their children, are simply not a priority funding area as a pathway to addressing broader housing needs.

The unique needs of the target population are best described by FSP participants:

- “The Maui Farm is a place to see light despite all the darkness. I came to The Maui Farm only six months ago, and I have gone from destitute to thriving in a short amount of time.” (S.B., completed FSP in Dec. 2020)
- “Working in the gardens with other families helped us form friendships after being isolated for so long and helped me overcome my anxiety. It’s given us confidence having to set goals and accomplish them. It made us feel loved after feeling abandoned.” (S.W. completed FSP in March 2021)
- “My three daughters and I fled my abusive marriage. At the time I was helpless and my lack of knowledge of access to safety and support left me in an uncontrollably stressful situation. At The Maui Farm, we finally had a pathway to freedom to rebuild our lives. I have gained mental clarity, self-confidence, independence, growth and a positive mindset. I am stronger, happier and healthier. What once seemed impossible became possible at The Maui Farm.” (G.R., completed FSP in June 2022)
- “It’s really a healing place to find confidence in myself and [experience how] hard work pays off. I would have a terrible day but coming home to the farm made me feel stable and safe and although the stressful days are normal, I learned no one can hurt us and the fear is disappearing...now I feel that I can achieve both emotional AND financial stability.” (J.C., completed FSP in January 2023)

TMF is the only program that explicitly focuses on meeting the needs of homeless single mothers and their children who have experienced trauma from various forms of victimization. The Family Strengthening Program offers immediate safety and shelter, stability, comprehensive care coordination and voluntary life skills training in order to help families reach their individualized self-sufficiency goals.

4. Describe the target population to be served; and

TMF serves the highly vulnerable population on Maui of homeless mothers and their children who have suffered from the trauma of domestic violence (DV), substance abuse and other economic hardships. Individuals of any ethnicity may be eligible for services, however, the majority (52%) of women and children served by TMF are Native Hawaiian/Alaska Native/Native American. 41% of the children served by TMF have been under age five.

Since 2006, 75% of mothers enrolled in services were referred by WHW (victims of DV); 12% self-referred; 7% from substance use treatment programs⁶ and 6% from homeless service providers⁷. In March 2020, we began collecting crime victimization data for all families enrolled in services. Our data shows that 100% of women and over 75% of children enrolled in services (since March 2020) at TMF were victims of crime including DV/family violence, adult sexual assault, and/or child sexual assault/abuse. However, due to stigma and fear of reporting by parents, the true rate of children victims is likely higher.

To qualify for services, clients must: be directly referred by a partner service provider or demonstrate that they are struggling to become self-sufficient as a result of domestic violence, homelessness, poverty, substance abuse recovery, or other economic hardships; and be a mother whose children physically reside with them at least 50% of the time.

5. Describe the geographic coverage.

Island of Maui

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;

TMF offers supportive programs and services that address the unique physical, emotional and mental needs of the women and children we serve. These programs and services address the trauma and isolation they have experienced as a result of homelessness, DV, and/or substance abuse, and helps put them on a path towards healing and self-sufficiency. The FSP combines best practices from leading evidence-based models, such as Trauma Informed Care Practices, Protective Factors Framework and The Lokahi Wheel, a Native Hawaiian wellness model.

The FSP includes transitional housing for six to 18 months and on-site supportive services to build life skills in the core areas of: Financial Management, Housing Readiness, Employment, Personal Empowerment/Self-Advocacy and Parenting. Participants practice goal setting in each area to develop a Family Transition Plan (FTP), which is used at weekly meetings with staff to track progress and adjust goals as necessary.

⁶ Malama Family Recovery Center and Family Court Drug Court

⁷ Ka Hale A Ke Ola Homeless Resource Center and Family Life Center

The FSP is uniquely integrated with TMF's 2-acre educational farm as the core platform for service delivery. All of the FSP's workshops/trainings and groups, and at times individual case management meetings, take place in a farm-based, outdoor or `aina-based setting which fosters positive connections and trust with and between participants - in contrast to more westernized institutional and traditional office settings, which can also trigger or increase cultural and historical trauma for the target population.

At least 10 hours/week, families in the FSP have access to regularly scheduled farm-based activities (Community Garden, Malama Pono women's empowerment class and Keiki Club) and individual case management; and can access additional services for up to 20 hours/week if opting to participate in the on-site paid job readiness training activities. Each family also typically receives customized direct services for one hour per program staff per week (i.e. Programs Director, Residential Program Manager, Farm Manager, Programs Assistant, Farm-Based Programs Assistant, Facilities Maintenance Specialist) to assist with meeting their family's unique physical, emotional and mental needs.

As part of the TMF community, families learn to support one another and build life skills through daily experiences and interactions. The farm is a safe, fun, all-inclusive area that can be enjoyed by people of any age and skill/experience-level. It provides families in the FSP with a neutral space to interact easily and naturally with other families that share similar experiences/trauma. Daily farm accomplishments (e.g. feeding animals or watering plants) demonstrate learning new skills and completion of tasks, which significantly contribute to building greater self-esteem, self-worth, security, connections and trust – critical protective factors that are proven to strengthen families.

Furthermore, over 50% of the participants in FSP since 2006 reported Native Hawaiian/Alaska Native/Native American ethnicity. TMF uses its farm as a mode of `aina-based education which provides a culturally appropriate platform to promote skills, behaviors and attitudes that honor the qualities and values of the indigenous language and culture of Hawai'i.

As women prepare to move to their own housing, TMF provides supportive services, resources and referrals for rental assistance, furniture, and home supplies. When mothers leave TMF, we expect they are emotionally, psychologically and financially able to be self-sufficient, and that they have self-advocacy tools, life skills and a network of support as they move forward. TMF provides aftercare follow-up and supportive services for six months after FSP completion to track each family's progress and continually empower them during their transition to independent living. TMF recognizes that a robust and collaborative support system must be in place to enable the families we serve to be successful in their transition.

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

Each family's individualized Family Transition Plan (FTP) containing their personal goals in the core life skill areas will determine the pace of which outcomes are achieved. The results and outcomes of the Family Strengthening Program generally follow the timeline below relative to the time in which families entered the program.

July 2023: Families enroll in Family Strengthening Program and move into safe, transitional housing at The Maui Farm

July 2023 - September 2023: Families develop a Family Transition Plan (FTP) within 60 days that will be used as a goal setting/achievement guide in obtaining self-sufficiency and permanent housing. (Objective 1a)

July 2023 – December 2023: Mothers enrolled in program receive information about public/private financial assistance and are supported in application processes.

July 2023 – June 2024 (ongoing and as needed to support FTP goals):

- Mothers enrolled in program will receive information about public/private housing assistance and will be supported in applying for rental assistance. (Objective 3a)
- Mothers enrolled in program will receive information and assistance in applying for employment (i.e. resume building, application assistance, etc.) during individual case management meetings. (Objective 2c)
- Mothers enrolled in program will attend 2 individual case management meetings per month with the Residential Program Manger to identify needs and receive referrals to relevant service providers. (Objective 2e)
- 1 day/week, the Programs Assistant and Farm-based Programs Assistant will provide a Children's Program (i.e. Keiki Club), to provide respite for parents to focus on self-care and participate in Malama Ponoï, women's empowerment class. (Objective 2g)
- Mothers will practice responsible tenancy monthly (Objective 3b)

August 2023-March 2024: Mothers enrolled in program will attend at least 2 workshops/trainings about parenting/family support. (Objective 2f)

September 2023 – March 2024: Mothers enrolled in program will submit applications to low-income /affordable housing and/or HUD Housing Choice Voucher Program. (Objective 3c)

September 2023 - June 2024: Mothers enrolled in program will receive paid job readiness and skills training, job coaching and supervision. (Objective 2d)

January 2024 - June 2024:

- Mothers enrolled in program will maintain requirements for public assistance and do not allow benefits to lapse while in FSP. (Objective 2b)
- Families will remain in transitional housing (i.e. comply with all Policies and Procedures) and participate in FSP for at least 6 months. (Objective 1b)

March 2024 - June 2024: Families are offered After-care follow-up and supportive services at 3 month following program completion (Objective 3d)

June 2024: Families are offered After-care follow-up and supportive services at 6 months following program 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

Service delivery techniques, strategies and milestones are included in TMF's Program Service Manual, on which staff are trained prior to working directly with families. Staff competency in service delivery is measured during training and shadowing; and reviewed as part of TMF's annual staff performance evaluations. Ongoing training is required for trauma-informed practices, victim assistance, farm-based experiential education, and cultural models of wellness. Staff are highly encouraged to complete at least eight hours of cross-training with other agencies annually to improve coordination of services and ensure knowledge of best practices for working with the target population.

All (adult) participants are surveyed quarterly to monitor satisfaction and effectiveness of services received by their family, in addition to identifying unaddressed needs and desired services. TMF adjusts program service delivery (e.g. meeting format, meeting times) and/or enlists outside expertise from partner organizations as needed for the active "cohort" of families at any given time to support program outcomes.

Participant performance data is evaluated and compared quarterly and annually to identify trends in outcomes and needed changes in service delivery (e.g. staffing levels, activities, etc.) or external factors (e.g. COVID). Weekly care coordination (i.e. case management) is provided by the Programs Director and Residential Programs Manager on an alternating basis as needed to ensure dual assessments of client progress and needs. The Farm Manager also gathers data and reports on participation and services received during farm-based activities. All performance data is monitored no less than quarterly for regular program evaluation and reporting.

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 measure(s) of effectiveness reported for the use of grant funds will be:

- 12 homeless mothers and their children (approximately 26 children) will receive safe transitional housing for 6-18 months
- 8 homeless mothers will increase financial stability; obtain and maintain regular employment, enroll in vocational classes or pursue education in support of an identified career path; and report greater personal empowerment and self-advocacy to meet their and their children’s physical, emotional and psychological needs. (Results measured through quarterly surveys and as documented in Family Transition Plan, which is updated monthly by the Residential Program Manager and Programs Director)
- 5 families will transition into safe permanent housing in the community and report stable finances, education and employment within six months of completing the program. (Results measured in after-care surveys and case notes documented by Residential Program Manager and Programs Director)

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)
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.
- 3.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$51,235	\$51,235	\$51,235	\$51,235	\$204,940

4. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.
 - Cooke Foundation
 - Consuelo Foundation
 - Strong Foundation
 - Maui United Way
 - Atherton Family Foundation
 - H.T. Hayashi Foundation

5. 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

6. 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.
- County of Maui Department of Housing and Human Concerns
 - Family Strengthening Program, Contract G4744 - FY2020: \$194,329.59
 - Family Strengthening Program, Contract G5195-FY2021: \$223,923.26
 - Family Strengthening Program, Contract G5195- FY2022: \$231,450.61
 - Family Strengthening Program, Contract G5664 - FY2023: \$279,666
 - Family Strengthening Program, Contract G5664 - FY2024: \$279,666
 - Victims of Crime Act (State of Hawaii Dept. of the Attorney General)
 - Farm-Based Transitional Housing, Contract 18-V2-20: \$384,528 (FY2019-FY2021)
 - Farm-Based Transitional Housing, Contract 2020-V2-GX-0055: \$487,829 (FY2021-2023)

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

Balance of unrestricted current assets as of Dec. 31, 2022 is \$288,752.73

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.

EXPERIENCE: TMF has been successfully operating farm-based programs and services to at-risk families on Maui since it was incorporated in 1985 to provide group foster care for youth. Since 2006, TMF's programs have been specifically focused on serving the target population (homeless mothers and their children) to provide a safe, nurturing environment that empowers and strengthens families to attain self-sufficiency

and stay together. TMF's FSP has provided safe transitional housing and farm-based programs to 352 women and children.

RELATED PROJECTS:

- County of Maui Department of Housing and Human Concerns
 - Family Strengthening Program, Contract G4744 – FY2019, FY2020
 - Family Strengthening Program, Contract G5195 – FY2021, FY2022
- Victims of Crime Act (State of Hawaii Dept. of the Attorney General)
 - Farm-Based Transitional Housing, Contract 18-V2-20: FY2019-FY2021
 - Farm-Based Transitional Housing, Contract 2020-V2-GX-0055: FY2021-2023
- Hawaii Children's Trust Fund, Child Abuse and Neglect Prevention Grant, FY2023, FY2024

SKILLS AND ABILITIES NEEDED: A multi-disciplinary team is required to effectively provide TMF's services. Direct service staff must: possess a broad working knowledge of health/human services and farming/'aina-based practices; have competency and expertise (as applicable to their position) in areas including, but not limited to: trauma-informed and family centered practices, strengths-based coaching, positive parenting, community resilience, 'aina (land) and culture-based education, farming, sustainable agriculture, and animal husbandry. All TMF staff meet the required qualifications of their position and receive continual skills development through targeted trainings and certifications, as well as ongoing collaboration and cross-trainings with other service providers.

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.

TMF is located on 8.3 acres in the "Upcountry" area of Makawao in a quiet, residential neighborhood. TMF's current lease from the County of Maui extends to 2045. TMF's campus consists of: four (4) five-bedroom, three-bathroom, multi-family homes; an administrative office; a two-acre educational farm with crop gardens, plant nursery, livestock pastures and classroom area for hands-on experiential activities; a Native Hawaiian Plant arboretum for cultural practices and education; and areas for recreation and play. TMF's campus is secure (fenced and gated) and vehicle traffic is monitored by security cameras, although clients can leave and return at will. All buildings meet ADA requirements and the majority of outdoors spaces are also wheelchair accessible.

Each home accommodates a maximum of two families at a time to ensure each family has its own bathroom, refrigerator and kitchen sink. Capacity is limited to two families per home to decrease, mitigate and contain risks and/or exposure to COVID-19 and other communicable illnesses. Each home is equipped with house telephones and

wireless internet service to promote digital equity. TMF's administrative office contains a workstation designated for families with access to a phone, computer, printers and fax; and TMF has several laptop computers available which can be borrowed during business hours by families who don't own their own devices.

The educational farm is accessible to participants daily for therapeutic and recreational use and provides a free source of fresh vegetables, fruits and eggs, and culturally significant Native Hawaiian plants, herbs and flowers. TMF's campus is staffed Monday-Saturday and residents have access to program staff via cell phones 24 hours a day, as needed, for support or emergencies. Group meetings and other program activities primarily take place outdoors on the educational farm or in the farm classroom.

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.

Proposed Staffing: TMF uses a functional organizational structure, which allows the Executive Director (ED) to effectively provide organizational oversight and TMF staff to function more productively based on specific areas of expertise within the FSP (i.e. residential housing and case management activities, farm-based activities and administration). Staff work 5 days/week with varying schedules between Monday-Saturday, typically from 8 a.m.- 4:30 p.m. with flexibility according to program needs. All staff work with participants and have duties in many aspects of direct services. Executive Director, Kandice Johns, will be responsible to overall supervision, training and administrative direction, and will be supported heavily by Programs Director, Shayna Carroll, who is responsible for directly supervising the majority of the staff.

TMF requires eight full-time positions, in addition to hiring a contracted Bookkeeper. The Office and Administrative Specialist will provide in-house administrative support and internal accounting system controls to the Bookkeeper; and internal HR controls to the outsourced HR services provider (i.e. a Professional Employee Organization, Makai HR). TMF can cost-effectively and efficiently obtain specialized accounting skills to support its rigorous fiscal management and reporting requirements using an independent contractor versus a regular employee.

The following is the complete TMF staff team required to support our maximum daily capacity of 25-30 mothers and children in the FSP:

Executive Director, Kandice Johns: Provides overall leadership and fiscal and operational oversight across the organization, as well as strategic direction to further the organization's mission. Provides direct supervision, leadership, guidance and support to

all program staff. Ensures compliance with all program outcome and reporting requirements. Backup staff include the Programs Director and Board of Directors. 25:1 client/staff ratio max.

She holds an MBA from Shidler College of Business, University of Hawai'i at Mānoa and a Bachelor's degree in Psychology. She was the Interim Executive Director at TMF from July-October 2020 and has been Executive Director since November 2020. She has over seven years of experience in human services programs, education and outreach to women, transgenders and youth; 12+ years of experience in nonprofit development, grant writing, fundraising and volunteer management; four years of experience in finance and private equity investment analysis. She is a HANO (Hawaii Association of Nonprofit Organizations) Fellow Class of 2022; completed the CDC National Institute of HIV Prevention Leadership and completed the Hawaii State Victim Assistance Basic Academy Certification.

Programs Director, Shayna Carroll: Develops, manages and implements the Family Strengthening Program (FSP) including oversight of daily residential, farm and facilities operations. Provides direct supervision, leadership, guidance and support to all program staff. Ensures compliance with all FSP policies and procedures; supports administrative systems; and performs fiscal management and program budgeting. Collects, records, maintains and evaluates program data. Backup staff: Executive Director. 25:1 client/staff ratio max; case load 8 families max. Shayna has five years of progressive experience providing direct services to and managing programs for at-risk populations on Maui. She has extensive experience in community building and advocacy through participation in the Ho'oikaika Partnership, Maui Homeless Alliance, E Ola Hou Suicide Prevention Task Force, Maui Coalition for Drug Free Youth and the Coalition for a Tobacco-Free Hawaii.

Residential Program Manager, Cora-Lei Marquez: Implements residential programming and provides direct support for families. Responsible for individual case management and conducts women's empowerment group. Gathers project data. Backup staff: Programs Director or Programs Assistant. 25:1 client/staff ratio max; case load 8 active families max. Cora-Lei holds a Master's of Science degree in Addiction Counseling and has over 10 years of experience providing direct services to victims of trauma and individuals with substance use disorders.

Farm Manager, Ihilani Catugal: Implements farm-based programming for families. Conducts group farm activities and job readiness training. Responsible for daily operation of 2-acre working farm. Collects and records project data. Manages Farm-based Programs Assistant, volunteers and interns. Manages, trains and supervises farm-based program volunteers. Backup staff: Programs Director or Farm-based Programs Assistant. 25:1 client/staff ratio max. Ihilani is a graduate of the Hawaii State Department of Education's Hawaiian Language Immersion Program and holds an Associate's degree in Hawaiian Studies. Prior to becoming the Farm Manager, she held the position of Farm-Based Programs Assistant and she has five years of experience in human services and farm-based education. She is skilled and knowledgeable in plant

propagation, animal husbandry, operating farm machinery, job coaching, mentoring and program planning, implementation and evaluation.

Programs Assistant, Shaylisse Gregory: Provides support for all program services. Provides clerical support for all programs. Assists in coordinated planning for integrated service delivery. Assists in outcomes tracking. Co-leads children's program. Backup staff: Residential Programs Manager or Farm Programs Manager; Children's Program Coordinator. 10:1 client/staff ratio max. Shaylisse is a Kamehameha Schools graduate, holds an Associate's degree in Liberal Arts, has three years of experience working in youth education, and prior experience in client relations.

Farm-based Program Assistant, Pohaikaloha Kaikala: Must have previous experience in farming or gardening, farm maintenance and/or grounds maintenance. Provides support for farm-based programming for families. Assists with routine farm maintenance activities. Supports volunteer and internship programs. Co-leads children's program. Backup staff: Farm Programs Manager. 10:1 client/staff ratio max. Pohaikaloha holds an Associate's degree in Liberal Arts and Bachelor's degrees in Hawaiian Language and Hawaiian Studies. She has seven years of experience in agricultural education and five years of experience in plant propagation, land restoration, machinery operation and invasive species removal.

Facilities and Grounds Maintenance Specialist, Roman Dolacinski: Provides, coordinates and oversees activities related to facilities, farm and grounds repair and maintenance. Supports life skills trainings relating to good tenancy. Backup staff: Programs Director. 8:1 client/staff ratio, 8 active families max. Roman has eight years of experience overseeing operations of facilities and grounds maintenance, including safety training, carpentry, plumbing and electrical and sewer systems. He also has three years of experience in retail installation and sales, and customer service.

Office and Administrative Specialist (VACANT): Maintains office and administrative systems to support programs. Supports compliance of all administrative and fiscal policies and procedures. Maintains company filing systems and financial records. Acts as liaison and primary support to: human resources PEO company, bookkeeper and IT services provider. Supports life skills trainings in good tenancy and financial management. Backup staff: Programs Assistant, Executive Director. 8:1 client/staff ratio, 8 active families max. Required qualifications include: graduation from an accredited college or equivalent certification, and three years progressively responsible experience in: office management/administration; basic bookkeeping duties, payroll administration and nonprofit development; or any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the essential functions of the job.

Supervision and Training

All staff work together regularly in cross-functional teams to meet the unique needs of the women and children at TMF. The ED provides direct supervision to the Programs Director(PD) and Office and Administrative Specialist, while the PD provides

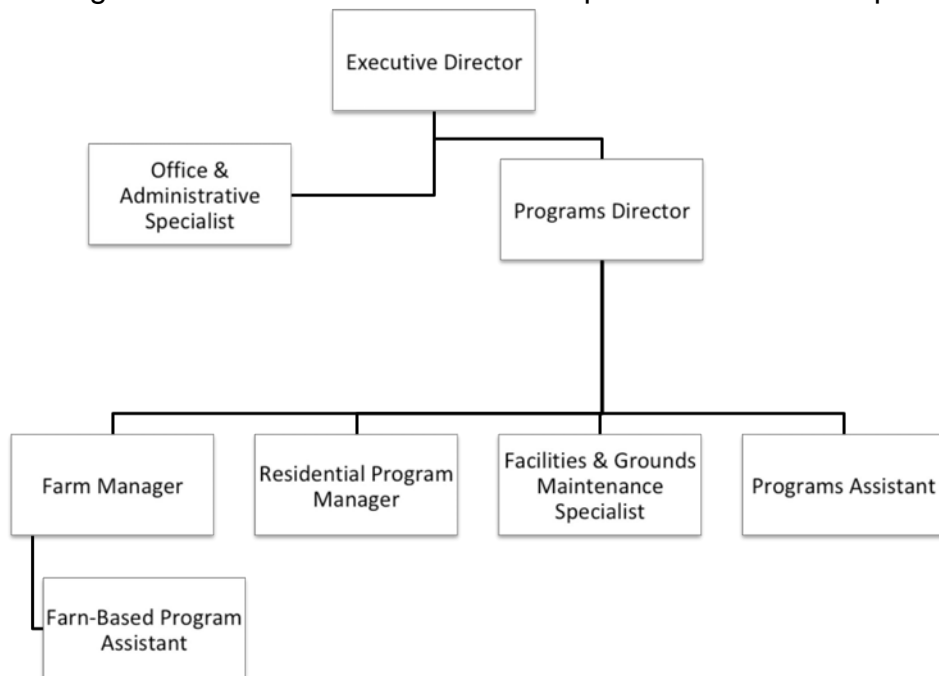
direct and indirect supervision to the rest of the staff. This structure creates clear lines of administrative and programmatic responsibility and spreads management duties across staff which ensures a strong shared based of knowledge and skills, as well as professional development opportunities within the organization. All staff are evaluated formally in an annual performance review.

Supervisors meet weekly with their direct reports to provide support, review programmatic direction, and identify challenges/solutions with service delivery; to ensure adherence to administrative policies and procedures; and for fiscal oversight. The ED attends TMF programs (e.g. Community Garden) at least twice a month to participate in service delivery, understand client needs, and observe program activities.

All TMF staff meet together weekly to provide applicable updates about programs and general operations. All staff attend Community Garden weekly to enhance social connections with families.

2. Organization Chart

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



3. Compensation

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

Position	Salary Range
Executive Director	\$75,000-\$85,000

Programs Director	\$57,000-\$65,000
Farm Manager	\$46,000-\$55,000

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

The Maui Farm has diverse funding sources (i.e. private foundations, government grants, individual and corporate donors, program fees, and agricultural sales) and robust fundraising efforts through its Resource Development Program (RDP). 100 % of TMF's board of directors financially contribute to the organization and TMF has a loyal and expanding donor base. TMF's RDP contains new strategies for donor engagement (e.g. that leverage technology; enhance web and social media presence) in order to expand its support base; in addition to building TMF's endowment through a focus on donor cultivation and major gifts. The 8-acre farm campus is a distinctive setting for hosting fundraising events, group community service projects and corporate team building activities. These experiential, hands-on activities and in-person engagement

not only raise funds, but also connect the community to TMF's mission and build support.

(b) Not received by the applicant thereafter.

TMF has a strong cash position and if it does not receive funding after fiscal year 2023-2024, the Family Strengthening Program will be sustained through the Resource Development Program and ongoing grant seeking. The Family Strengthening Program provides a much-needed service to homeless mothers and their children on Maui and has been supported by diverse funding sources for 17 years.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: The Maui Farm, Inc.

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	\$82,400.00	10.00%	\$ 8,240.00
Programs Director	1	\$60,000.00	35.00%	\$ 21,000.00
Residential Program Manager	1	\$47,000.00	50.00%	\$ 23,500.00
Farm Program Manager	1	\$47,000.00	45.00%	\$ 21,150.00
Programs Assistant	1	\$40,000.00	50.00%	\$ 20,000.00
Farm-based Programs Assistant	1	\$40,000.00	25.00%	\$ 10,000.00
Facilities & Grounds Maintenance Specialist	1	\$45,000.00	25.00%	\$ 11,250.00
Office & Administrative Specialist	1	\$45,000.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				115,140.00
JUSTIFICATION/COMMENTS: All positions at The Maui Farm participate in service delivery to clients. With the exception of the Executive Director and Office and Administrative Specialist, all positions spend 90-100% of their time on the Family Strengthening Program. The Family Strengthening Program requires 50% of the Executive Director's time; and 75% of the Office and Administrative Specialist's time.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: The Maui Farm, Inc.

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Appr

The Maui Farm, Inc.

Contracts Total: 2,694,770

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Victims of Crime Act Victims Assistance Formula Grant CFDA 16.575 - 2020-V2-GX- 0055	7/1/21-6/30/23	Dept. of Attorney General	State	487,829
2	Victims of Crime Act Victims Assistance Formula Grant CFDA 16.575 - 2018-V2-GX- 0015	7/1/19-6/30/21	Dept. of Attorney General	State	384,528
3	Family Strengthening Program, Contract G4178	7/1/16-6/30/17	Dept. of Housing and Human Concerns	Maui County	242,573
4	Family Strengthening Program, Contract G4409	7/1/17-6/30/18	Dept. of Housing and Human Concerns	Maui County	240,000
5	Family Strengthening Program, Contract G4744	7/1/18-6/30/20	Dept. of Housing and Human Concerns	Maui County	494,000
6	Family Strengthening Program, Contract G5195	7/1/20-6/30/22	Dept. of Housing and Human Concerns	Maui County	455,374
7	Family Strengthening Program, Contract G5664	7/1/22-6/30/23	Dept. of Housing and Human Concerns	Maui County	279,666
8	Stipend Program, Contract G4179	7/1/16-6/30/17	Dept. of Housing and Human Concerns	Maui County	19,200
9	Stipend Program, Contract G4410	7/1/17-6/30/18	Dept. of Housing and Human Concerns	Maui County	17,200
10	Stipend Program, Contract G4745	7/1/18-6/30/20	Dept. of Housing and Human Concerns	Maui County	34,400
11	Stipend Program, Contract G5196	7/1/20-6/30/22	Dept. of Housing and Human Concerns	Maui County	40,000
12					
13					
14					
15					
16					
17					
18					