

**Hawaii State Legislature  
Application for Grants  
State of Hawai'i Grant-in-Aid, Capital  
Fiscal Year 2025**

**Submitted by:**



HOPE Services Hawaii, Inc.  
357 Waiuanuenue Avenue  
Hilo, HI 96720

**Contact Persons:**

Brandee Menino, CEO  
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(808) 765-8662



## 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) Hawaii Compliance Express Certificate (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

*Brandee Menino*

BRANDEE MENINO, CHIEF EXECUTIVE OFFICER

01/19/2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

**If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.**

Please see attached Certificate of Good Standing, dated January 16, 2024.

**2. Declaration Statement**

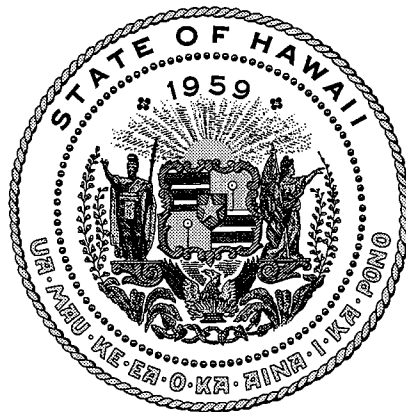
**The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.**

Please see attached Declaration Statement.

**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.**

Please see attached Statement of Public Purpose.



## 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

HOPE SERVICES HAWAII, INC.

was incorporated under the laws of Hawaii on 08/26/2010 ; 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, 2024

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

<u>HOPE Services Hawaii, Inc.</u> (Typed Name of Individual or Organization)	
<i>Brandee Menino</i>	<u>Jan 19, 2024</u>
(Signature)	(Date)
<u>Brandee Menino</u> (Typed Name)	<u>Chief Executive Officer</u> (Title)

***Statement of Public Purpose pursuant to Section 42F-102:***

**(1) The name of the requesting organization or individual:**

HOPE Services Hawaii, Inc.

**(2) The public purpose for the grant:**

HOPE Services Hawaii, Inc. (HOPE Services, HOPE) provides a provision of free, public programs and services for those at imminent risk of, experiencing, and overcoming homelessness in Hawai'i County. For HOPE, our most urgent and ongoing goal is to make homelessness more rare, brief and nonrecurring on Hawai'i Island. We believe that everyone deserves a home, and our work aims to improve the conditions in which people live by increasing their access to and stabilization in housing. Housing is **the** solution to homelessness.

In 2023, HOPE provided housing-focused services to more than 800 households with a median monthly income of \$1,000.00. The existing affordable housing inventory on Hawai'i Island is not sufficient to meet the needs of low-income families and individuals. This request will establish a multi-generational housing campus (serving families and seniors) to provide truly affordable housing for our unhoused community.

**(3) The services to be supported by the grant:**

Our request aims to increase the affordable housing inventory in Pahoia, district of Puna, Hawai'i Island. The goal of our request is to execute effective site preparation of approximately 10 acres of land. The objectives of this request include clearing and demolition, grading and excavation, and storm water management. Effective site preparation is critical for the success of future housing development, as it sets the foundation for safe and sustainable construction while adhering to local regulations and community needs.

**(4) The target group:**

This request's population of focus are people experiencing homelessness, as defined by the U.S. Department of Housing and Urban Development (HUD)

**(5) The cost of the grant and the budget:**

FY2025 GIA Capital request: \$265,000.00  
Total Budget: \$1,965,000.00

## **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;**

Beginning in 1986, the Office for Social Ministry of the Roman Catholic Church in the State of Hawai'i assumed the greatest response to much-needed services for families and individuals experiencing homelessness in Hawai'i County through the Care-a-Van Program. As the need for focused housing and support services increased alongside more prevalent rates of homelessness, HOPE Services Hawaii, Inc. (HOPE, HOPE Services) was created as a 501(c)(3) nonprofit affiliate organization, sustaining its relationship with faith-based organizations while employing a secular and non-denominational service approach. Since being established in 2010, HOPE has expanded its service capacity and evolved to identify and serve the most economically and socially disadvantaged populations across Hawai'i Island, providing specialized housing and support services for Hawai'i County's homeless population.

Alongside providing supported services for those experiencing homelessness, HOPE engages in systemic solutions, including advocacy and public education, community planning, coordinated entry systems, and specialized supportive services to keep formerly homeless people housed. To make a lasting difference in the lives of our participants, HOPE has been committed to leadership and collaborative opportunities that challenge conventional methods of providing social services and to pursuing opportunities that significantly reduce the incidence of homelessness.

Island-wide, HOPE serves people at imminent risk of experiencing and overcoming homelessness across Hawai'i Island through a continuum of services, including mobile outreach, street medicine, prevention and diversion, emergency shelter, rental assistance, housing location and case management, permanent supportive housing, representative payee services, bed stabilization, and medical respite. HOPE employs 106 staff to provide programs and services to our most vulnerable community members. In 2023, HOPE Services was identified as the 16th largest employer on Hawai'i Island, directly resulting from saying "yes" to delivering critical programming in our community.

### **2. The goals and objectives related to the request;**

Our request aims to increase the affordable housing inventory in Pāhoa, district of Puna, Hawai'i Island. Our request aims to execute effective site preparation of approximately 10 acres of land. The objectives of this request include clearing and demolition, grading and excavation, and stormwater management. Effective site preparation is critical for the success of future housing development, as it sets the foundation for safe and sustainable construction while adhering to local regulations and community needs.



**3. The public purpose and need to be served;**

HOPE Services Hawaii, Inc. (HOPE Services, HOPE) provides free, public programs and services for those at imminent risk of, experiencing and overcoming homelessness in Hawai'i County. Our most urgent and ongoing goal for HOPE is to make homelessness more rare, brief, and nonrecurring on Hawai'i Island. We believe that everyone deserves a home, and our work aims to improve the conditions in which people live by increasing their access to and stabilization in housing. Housing is **the** solution to homelessness.

In 2023, HOPE provided housing-focused services to more than 800 households with a median monthly income of \$1,000.00. The existing affordable housing inventory on Hawai'i Island is insufficient to meet the needs of low-income families and individuals. This request will establish a multi-generational housing campus (serving families and seniors) to provide truly affordable housing for our unhoused community.

**4. Describe the target population to be served; and**

This request's population of focus are people experiencing homelessness, as defined by the U.S. Department of Housing and Urban Development (HUD):

- 1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - b) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
  - c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- 2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - a) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b) No subsequent residence has been identified; and
  - c) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- a) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - b) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - c) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - d) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- 4) Any individual or family who:
- a) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - b) Has no other residence; and
  - c) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.

**5. Describe the geographic coverage.**

While this housing campus resides in Pāhoa, in the District of Puna, it will be an affordable housing option accessible to people experiencing homelessness within any community on Hawai‘i Island.

### **III. Service Summary and Outcomes**

**The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:**

**1. Describe the scope of work, tasks and responsibilities;**

This request includes a scope of work resulting from a site assessment occurring in 2024 including conducting a thorough site analysis to understand the topography, soil conditions, drainage patterns, and environmental constraints at the site; and identifying any existing structures, trees, or natural features that need to be preserved or removed.

The scope of work for this request is as follows:

<b>Tasks</b>	<b>Responsibilities</b>
<b>Clearing and Demolition:</b> <ol style="list-style-type: none"> <li>1. Remove any existing structures, vegetation, or debris from the site.</li> <li>2. Demolish and clear structures according to safety and environmental regulations.</li> </ol>	Management by HOPE Director of Housing Development; Project executed by selected construction contractor
<b>Grading and Excavation:</b> <ol style="list-style-type: none"> <li>1. Level the ground and create the desired contours for the development.</li> <li>2. Excavate areas as needed for lots, foundation pads, utilities, and infrastructure.</li> </ol>	Management by HOPE Director of Housing Development; Project executed by selected construction contractor
<b>Stormwater Management:</b> <ol style="list-style-type: none"> <li>1. Implement stormwater management systems to control runoff and prevent erosion.</li> <li>2. Install retention or detention ponds, drainage systems, and erosion control measures.</li> </ol>	Management by HOPE Director of Housing Development; Project executed by selected construction contractor

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

HOPE Services’ Director of Housing Development will manage the bidding process for site work construction contracts, with review and approval of selection conducted by HOPE Services’ Board of Directors’ Facilities Committee, inclusive of select board members, HOPE’s Chief Executive Officer, and the Director of Housing Development. HOPE’s Director of Housing Development will serve as liaison with selected contractors, oversee the completion of the scope of work, and monitor effectiveness of tasks.

The projected timeline is as follows:

Activity/Milestones	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Publish Request for Proposals	■											
Review received bids and select contractor(s)		■	■									
Execute contract(s)				■								
Completion of planning and permitting, if required					■	■						
Scope of work to be determined in succession by contractor and HOPE's Director of Housing Development						■	■	■	■	■	■	■

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

HOPE Services' Director of Housing Development will track progress through both site visits and by monitoring payment requests from contractor(s). Construction work will be monitored on an at least bi-weekly basis by HOPE's Director of Housing Development, with monthly reporting of scope of work progress to HOPE Services' facilities committee, and quarterly reporting to the HOPE Services 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.**

Completion of activities and milestones stated above will be established with the contractor(s), ensuring the effectiveness of this request's achievements throughout construction. Construction reporting will be managed every month in co-occurring with the contractor(s) pay requests and site visits.

**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 attached budget forms directly following this section.

Funding for this request is as follows:

- Clearing and Demolition: \$15,000
- Grading and Excavation: \$ 200,000
- Stormwater Management: \$50,000
- total: \$265,000**

The activities of this request are leveraged by other site preparation activities, afforded through private philanthropic support, including the following activities (noted in budget form 205, column ‘d’):

- Site Assessment: \$25,000
- Utilities Installation: \$250,000
- Access and Roads: \$25,000
- total: \$300,000**

This request is part of a multi-year phase for housing development. HOPE Services has raised \$1.7M for architectural and engineering services and future construction (noted in budget form 205, column ‘d’ and in budget form ‘Capital Project details’ in respective years.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$66,250.00	\$66,250.00	\$66,250.00	\$66,250.00	<b>\$265,000.00</b>

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

In Fiscal Year 2025, HOPE Services will seek funding from the following sources for the Sacred Heart Community Project:

- Hawai'i Community Foundation, Harry and Jeanette Weinberg Foundation, Kaiser Foundation, and other private, philanthropic funders.
- State of Hawaii Kau Hale funding
- County of Hawaii Affordable Housing Production Fund

**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 2025 for program funding.**

HOPE Services Hawaii, Inc. is a recipient of Fiscal Year 2024 State Grant in Aid for Operating Support in the amount of \$400,000.00.

A list of all contracts granted within the prior three years are listed below. We anticipate that contracts listed are likely to be renewed and sustained in fiscal year 2025. Below, programs made possible through federal, state, and county contracts also demonstrate consistent, uninterrupted service provision (years of experience):

<b>Funder</b>	<b>Contract Name</b>	<b>Contract Period</b>	<b>Years of Experience</b>
State of Hawai'i Adult Mental Health Division	Representative Payee Program	6/16/23 - 6/15/25	20+
State of Hawai'i Adult Mental Health Division	Homeless Outreach and Interim Case Management Services	4/1/23 - 3/31/24	20+
U.S. Vets	Support Services for Veteran Families	10/01/23 - 09/30/24	10
HUD	Continuum of Care Program - Kukui	06/01/23 - 05/31/24	18
HUD	Continuum of Care Program - Rapid Re-housing	12/01/23 - 11/30/24	7
HUD	Continuum of Care Program - Enhanced Outreach	12/01/23 - 11/30/26	1

<b>Funder</b>	<b>Contract Name</b>	<b>Contract Period</b>	<b>Years of Experience</b>
HUD	Continuum of Care Program - Hale Kulike	10/01/23 - 09/30/24	2
State of Hawai'i Homeless Programs Office	Housing First Program	06/27/23 - 06/26/24	7
State of Hawai'i Homeless Programs Office	Rapid Rehousing Program	06/15/23 - 06/14/24	7
State of Hawai'i Homeless Programs Office	Homeless Outreach Program	06/15/23 - 06/14/24	20+
State of Hawai'i Homeless Programs Office	Housing Placement Program	07/01/23 - 06/30/24	20+
State of Hawai'i Homeless Programs Office	Homeless Shelter Program	07/01/23 - 06/30/24	16
County of Hawai'i	'Ohana Zones	07/01/23 - 06/30/24	2
County of Hawaii	Homelessness and Housing Fund	01/04/24 - 12/31/24	2

**6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.**

\$304,000.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: \_\_\_\_\_

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>265,000</b>			<b>1,700,000</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>265,000</b>			<b>1,700,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	265,000	Sarah Figueroa, Dir of Planning and Evaluation 808-765-8662		
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested		<i>Brandee Menino</i>		Jan 19, 2024
(d) Total Private/Other Funds Requested	1,700,000	Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>1,965,000</b>	Brandee Menino, CEO		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: HOPE Services Hawaii, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES**

Applicant: HOPE Services Hawaii, Inc.

Period: July 1, 2024 to June 30, 2025

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

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

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: \_\_\_\_\_

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN		50,000.00				
CONSTRUCTION		1,650,000.00	265,000.00			
EQUIPMENT						
<b>TOTAL:</b>		<b>1,700,000.00</b>	<b>265,000.00</b>			
<b>JUSTIFICATION/COMMENTS:</b>						
site preparation including: clearing and demolition, grading and excavation, and stormwater management.						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: HOPE Services Hawaii, Inc.

Contracts Total: 13,656,578

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	SSVF	10/01/23 - 09/30/24	U.S. Vets		100,000
2	AMHD Outreach	04/01/23 - 03/30/24	State of Hawaii		100,000
3	Kukui (HI-500)	06/01/23 - 05/31/24	Housing and Urban Development		596,329
4	HPO Rapid Rehousing	06/15/23 - 06/14/24	State of Hawaii		700,000
5	Hilo Outreach	06/15/23 - 06/14/24	State of Hawaii		482,500
6	Kona Outreach	06/15/23 - 06/14/24	State of Hawaii		398,500
7	HPO Housing First	06/27/23 - 06/26/24	State of Hawaii		825,000
8	Hale Kulike PSH (HI-500)	10/01/23 - 09/30/24	Housing and Urban Development		142,532
9	Rapid Rehousing (RRH FY2022)	12/01/23 - 11/30/24	Housing and Urban Development		81,306
10	Rep Payee ASO Log No 23.163	06/16/23 - 06/15/25	State of Hawaii		78,864
11	Enhanced Outreach FY22	12/01/23 - 11/30/26	Housing and Urban Development		1,336,288
12	HPO HPP	06/15/23 - 06/14/24	State of Hawaii		500,000
13	HPO KP Shelter	07/01/23 - 06/30/24	State of Hawaii		522,200
14	HPO EHES Shelter	07/01/23 - 06/30/24	State of Hawaii		267,429
15	HPO WHEHF Shelter	07/01/23 - 06/30/24	State of Hawaii		398,602
16	HPO SHS Shelter	07/01/23 - 06/30/24	State of Hawaii		270,000
17	'Ohana Zones - Hale Kulike	07/01/23 - 01/31/24	County of Hawaii		161,486
18	'Ohana Zones - KES	07/01/23 - 01/31/24	County of Hawaii		553,085
19	GIA ACT	07/01/23 - 06/30/24	State of Hawaii		400,000
20	County East	05/05/23 - 04/30/24	County of Hawaii		1,234,972
21	County West	05/05/23 - 04/30/24	County of Hawaii		1,093,527
22	HHF Round 2 - HK/KES	01/04/24 - 12/31/24	County of Hawaii		1,643,781
23	HHF Round 2 - KP	01/04/24 - 12/31/24	County of Hawaii		331,991
24	HHF Round 2 - HM	01/04/24 - 12/31/24	County of Hawaii		195,986
25	HHF Round 2 - WHEHP	01/04/24 - 12/31/24	County of Hawaii		374,565
26	HHF Round 2 - BH	01/04/24 - 12/31/24	County of Hawaii		867,635
27					
28					
29					
30					

## **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.**

HOPE Services is a trusted provider with more than twenty (20) years of experience in planning, administering, implementing, and evaluating homeless services. A list of contracts stating verifiable experience with programs and services related to this request – and which have been awarded (and are current) in the most recent three years, demonstrating uninterrupted longevity of key homeless programs – are included in response to Section IV., prompt 5.

HOPE is uniquely experienced to ensure that the people we serve have a supportive pathway to end their homelessness and to remain stabilized in housing. HOPE Services has a proven track record of delivering trauma-informed programs and services to houseless community members, and those experiencing housing instability. HOPE has been the provider of choice by the State of Hawai‘i Homeless Programs Office to implement multiple, systemized interventions that meet people where they are, and has recently elevated regional Continuums of Care (CoC) as one of eight CoCs nationally who were awarded both rural and unsheltered set-aside funding through HUD’s Special Notice of Funding Opportunity in 2023.

HOPE Services has successfully administered capital projects through federal Community Development Block Grants (CDBG) funding for three years, from 2018-2020, ensuring critical construction improvements at two (2) shelter sites in Hilo.

At this request’s project site, HOPE has successfully administered philanthropic funding in site work, construction, and permitting processes, with the outcome of the Sacred Heart Affordable Housing Project (SHAHP), twelve (12) affordable housing units, completed in 2023. SHAHP represents a successful private-public partnership with Hawai‘i Island Community Development Corporation and HPM Building Supply to test county permitting processes for affordable housing options.

#### **Fiscal and Administrative Controls**

As a trusted federally, state, and county-funded nonprofit, HOPE Services has established fiscal and administrative practices to manage contracts properly. HOPE Services uses the MIP Fund Accounting System to process and record accounts receivable, accounts payable, and billing – ensuring HOPE provides complete, accurate, and timely fiscal reports. An established Financial Procedures Manual guides our protocol to ensure reasonable costs, proper allocation, and requisite accounting systems. In compliance with 2 CFR 200, HOPE has completed and received nine (9) consecutive, clean, and unmodified independent financial audits. Our most recent audit for the period ending August 31, 2022, prepared by Carbonaro CPAs and Management Group,

presented unmodified reports reflecting the reliability of HOPE's accounting system, practices and financial records, and qualifying HOPE Services as a low-risk auditee.

## **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.**

Facility Address: Sacred Heart Community, 15-2979 Pāhoa Village Road, Pāhoa, HI, 96778

The Sacred Heart Community for Kūpuna (SHC) is a campus in Pāhoa serving kūpuna, or elderly, experiencing and overcoming homelessness. SHC is inclusive of

- 1) Sacred Heart Shelter comprising 10 micro-unit emergency shelters and 10 micro-unit single-room occupancy rental units;
- 2) the Sacred Heart Affordable Housing Program (SHAHP), inclusive of 12 efficiency studio rental units; a new housing development to ensure vulnerable kūpuna can age in dignity and community; and
- 3) the Sacred Heart Resource Center (SHRC), an integrated multi-purpose community space on-site.

SHC is the outcome of community collaboration and public-private-philanthropic partnership, most critically in response to the 2018 lower Puna lava eruptions when, in June 2018, more than 200 local businesses and community members came together to construct the Sacred Heart Shelter, providing emergency housing for kūpuna displaced by the lava eruptions.

SHC remains in place for continued homeless services, and is owned by HOPE Services Hawaii, Inc.

## **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.**

HOPE's mission, "We bring to life gospel values of justice, love, compassion and hope through service, empowerment, and advocacy," is realized through its leadership and commitment to making homelessness more rare, brief, and nonrecurring on Hawai'i Island.

HOPE's management structure falls under the CEO, with direction from the Governing Board of Directors. The CEO is the direct supervisor of the Director of Housing Development. The CEO, as a staff person, has sole authority to enter into contracts on behalf of the organization and is primarily responsible for ensuring all contracts are carried out in fidelity and compliance with all applicable statutes. HOPE Services' CEO, Brandee Menino, is a national expert panelist and speaker at Substance Abuse and Mental Health Services Administration (SAMHSA) and National Alliance to End Homelessness (NAEH) conferences and a statewide leader on ending homelessness. Brandee possesses the skill and knowledge as chief executive to lead and manage the vision of HOPE and secure the necessary support, resources, and assets to enhance and align service delivery capacity with the core principles of Housing First, Coordinated Entry Systems, and Housing Prioritization. She has been the change agent in the community and the organization, leading the cultural shift from managing homelessness to ending homelessness through evidence-based practices. Brandee has more than 20 years of institutional knowledge and experience in mental health and crisis services and homeless and housing programs.

The Director of Housing Development oversees housing development and facilities management for Hope Services Hawaii, focusing on creating affordable housing options for low-income families and individuals, leading and managing housing and facilities projects, and collaborating with staff, community leaders, and stakeholders. HOPE's Director of Housing Development, Patrick Hurney, joined HOPE in 2023 after serving as Executive Director of Habitat for Humanity Hawai'i Island, with more than ten years of experience overseeing construction projects. Patrick has over twenty years of experience in the non-profit sector. He will serve as the project lead for this request.

HOPE has above-adequate staffing capacity and infrastructure to carry out the day-to-day service activities, program management, data tracking, reporting, and evaluative practices required by the Federal, State, and County human service contractors. To date, HOPE has fulfilled all government service contracts awarded and has passed all audit reviews with no findings currently unresolved. HOPE continues to be a trusted nonprofit service organization at all levels of government that manages public funds. It can be counted on to serve the community effectively and with integrity.

An organizational chart demonstrating the staffing and lines of authority is attached following this section.

**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 organization-wide chart, illustrating the position of each staff and lines of responsibility/supervision, directly following this section.

**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.**

HOPE is led by a volunteer governing board of directors who do not receive compensation for their service.

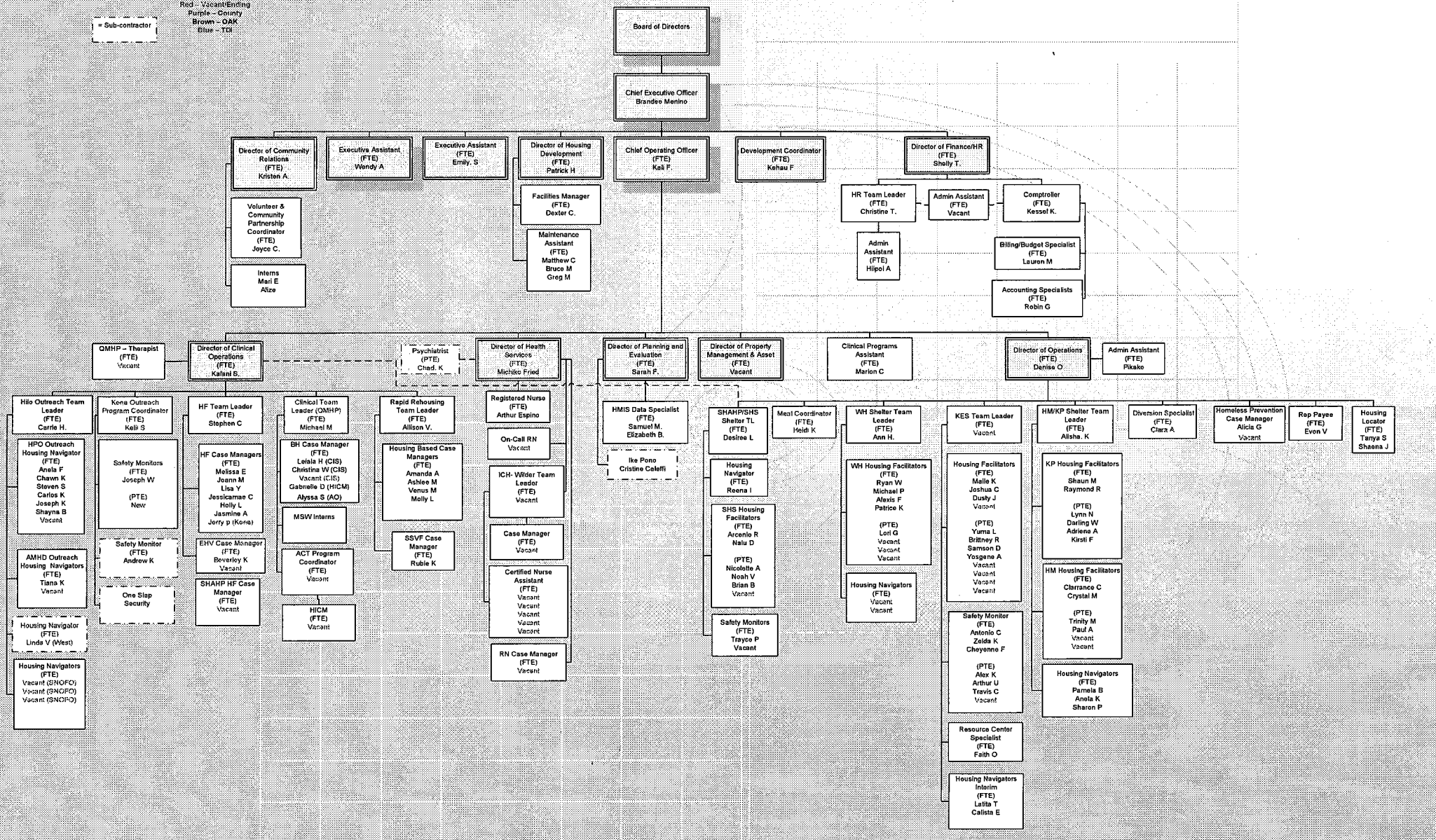
The annual salary range of the three highest paid employees of the organization are as follows:

<b>Position</b>	<b>Salary Range, FY 23-24</b>
Chief Executive Officer	\$150,000
Director of Health Services	\$124,800
Chief Operating Officer	\$119,600



# Hope Services Hawaii Organizational Chart

Red - Vacant/Ending  
 Purple - County  
 Brown - OAK  
 Blue - YEL  
 = Sub-contractor



## **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.**

HOPE Services Hawaii, Inc. is not a party to any pending litigation.

### **2. Licensure or Accreditation**

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

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 2024-25 the activity funded by the grant if the grant of this application is:**

- (a) Received by the applicant for fiscal year 2024-25, but**
- (b) Not received by the applicant thereafter.**

Funding for the Sacred Heart Community Project is limited by its location within a lava zone, precluding it from many federal funding sources available for construction. HOPE Services has been successful in raising \$1.7M in private funding for the Sacred Heart Community, however this project's sustainability requires continued philanthropic support and state and local funding, including the County of Hawai'i Affordable Housing Production Fund and the State of Hawai'i Kau Hale Funding initiative, when allowable for construction. HOPE Services will continue to seek allowable funding to increase affordable housing opportunities for low-income families and individuals with lived experience of homelessness.






# HOPE Services Hawaii Inc\_265000\_CIP

Final Audit Report

2024-01-20

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