

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
Hawai'i Children's Action Network

Amount of State Funds Requested: \$ 50,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Hawai'i Diaper Bank (HDB), a fiscally sponsored program of Hawai'i Children's Action Network (HCAN), is requesting funding to help end diaper need in Hawai'i. Diaper need, the inability to provide enough diapers to keep your child clean, dry, and healthy, is experienced by 1 in 2 families. HDB's mission is providing diapers, wipes, and other essentials to organizations that assist low-income families. Funding for this request would be used to meet the basic needs of more children by improving operational efficiency. Specifically, funds would be used to upgrade our IT systems, pay rent and personnel, and purchase program supplies, furniture, and equipment for our office/warehouse.

Amount of Other Funds Available:

State: \$ 240,000
Federal: \$ 0
County: \$ 0
Private/Other: \$ 70,000

Total amount of State Grants Received in the Past 5

Fiscal Years: \$ 450,000

Unrestricted Assets:

\$ \$68,020.55

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):


Type of Business Entity:
 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:
PO Box 512
City: State: Zip:
Honoka'a HI 96727

Contact Person for Matters Involving this Application

Name: Jessica Histo	Title: President, Hawai'i Diaper Bank
Email: Jessica@hawaiidiaperbank.org	Phone: (808) 731-6611

x ID#: [REDACTED]	[REDACTED]
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Authorized Signature

Deborah Zysman, Executive Director HCAN

Name and Title

1/18/24

Date Signed



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: HAWAII CHILDREN'S ACTION NETWORK

Issue Date: 01/16/2024

Status: Compliant

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX7650
UI#: No record
DCCA FILE#: 103968

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; 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.

Hawai'i Children's Action Network

(Typed Name of Individual or Organization)



(Signature)

1/17/24

(Date)

Deborah Zysman

(Typed Name)

Executive Director HCAN

(Title)

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



AUTHORIZED SIGNATURE

DEBORAH ZYSMAN, EXECUTIVE DIRECTOR HCAN

PRINT NAME AND TITLE

1/17/2024

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.

(Attached)

2. Declaration Statement

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

(Attached)

3. Public Purpose

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

Hawai'i Children's Action Network and Hawai'i Diaper Bank (HDB) confirms that the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes¹.

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;

¹**§42F-102 Applications for grants.** Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

Hawai'i Diaper Bank (HDB) has been a fiscally sponsored project of Hawai'i Children's Action Network since 2018. HDB's mission is to serve and support the keiki of Hawai'i by providing diapers, wipes, and other essentials to organizations that assist low-income families. HDB is the first diaper bank in the State of Hawai'i and the only diaper bank on Hawai'i Island. HDB is committed to eliminating diaper need for the 1 in 2 families that experience its detrimental effects. To date, HDB has distributed more than 2.3 million donations to Hawai'i's keiki.

2. The goals and objectives related to the request;

HDB's goals with this funding request are to improve child and maternal health outcomes and increase economic security for low-income families experiencing diaper need in Hawai'i. Families are considered to have diaper need when they cannot afford an adequate supply of diapers. HDB's objective is to provide diapers and other essential health items to more than 2,500 low-income children by the end of this project.

3. The public purpose and need to be served;

The public purpose is to eliminate diaper need for the 1 in 2 families that experience its detrimental effects. Diaper need is a public health issue that impacts child and maternal health and household income. Research shows that diaper need is more strongly correlated to parental depression and stress than any other basic need. In a recent study, 70% of the respondents reporting diaper need said that they were stressed or anxious about their responsibilities as a parent or caregiver, while 53% said they felt judged as a bad parent/caregiver because they could not afford diapers. When parents are unable to meet their children's basic needs, oftentimes this also results in a loss in income. 25% of parents and caregivers experiencing diaper need reported having to miss work or school because they did not have enough diapers to drop their child off at childcare. These parents reported missing, on average, 5 workdays in the past 30 days (representing a loss of \$296 per month for a parent earning the federal minimum wage of \$7.25 per hour). When families receive support from HDB, not only do they receive essential health products, but they are also connected to other resources and services. For these families, a steady supply of essential health products for their children, together with these additional resources and services, results in reduced parental stress, improved attendance at childcare, and the ability to use household income towards other essential needs.

4. Describe the target population to be served; and

HDB provides donations to children who are 0-5 years old. Additionally, the children who receive donations must be low-income (200% Federal Poverty Level). HDB's partners screen families at intake to ensure they meet HDB's

donation criteria. Changes in eligibility status are monitored monthly by HDB's partners.

5. Describe the geographic coverage.

This project will primarily serve low-income families in Hawai'i County. HDB serves all of Hawai'i County through its network of 21 partner organizations. The project will also serve families in Maui County and Honolulu County. In response to COVID-19, HDB expanded services to Maui County, providing diapers and wipes to over 300 children on Moloka'i. In 2022, HDB expanded its reach to Honolulu County through a partnership with Family Hui Hawaii. More than 200,000 donations have been provided already to Honolulu County. Additionally, since the wildfires in Maui, HDB has distributed more than 60,000 donations to families in Kula and Lahaina.

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;

In order to provide diapers and other essential health items to more than 2,500 low-income children, HDB will improve its operational efficiency. HDB currently collects diapers and wipes via community drives and events, as well as through corporate donations and low-cost bulk purchasing. HDB also has more than 20 drop-off locations throughout Hawai'i Island where donors can conveniently and efficiently make donations. HDB's office/warehouse serves as an additional drop-off location and a space for volunteer activities. HDB volunteers manually sort, organize, and prepare donations for distribution.

HDB distributes donations to partner organizations (nonprofits/community-based organizations) that serve low-income families. Partner organizations distribute these donations to eligible families that they serve. Partners use HDB's donations to increase program enrollment and/or attendance, build rapport with families and the community, and provide economic stability for families served.

Presently, there is no digitized process for handling the flow of incoming donations. Furthermore, HDB is not currently using inventory management software. Incoming donations are recorded by hand and then manually entered into an Excel spreadsheet. Outgoing donation requests are made using Microsoft Forms (an online questionnaire). Data received from the form is recorded by hand and manually entered into an Excel spreadsheet used to track and analyze request data (i.e., the need for donations). After the requested order is fulfilled

and donations are distributed to partners, data is manually entered into an Excel spreadsheet used to track and analyze data concerning outgoing donation and children served (i.e., the impact of HDB's donations). All datasets are analyzed monthly using Excel pivot tables and formulas. Incoming and outgoing donation data is analyzed on a quarterly basis to determine inventory. Once per year, a manual inventory is conducted.

To complete this project, HDB will upgrade its IT systems and its office/warehouse procedures. HDB will review and upgrade its Operational Manual to improve program services (i.e., the process of incoming and outgoing donations). If needed, HDB will purchase inventory management software. HDB will review and upgrade the services and features available through Microsoft 365 (HDB's email and office software) to maximize staff productivity and to ensure the safe storage of electronic files and data. If applicable, HDB will purchase additional Microsoft products. HDB will explore the use of Microsoft AI technology to assist with referrals and community engagement. HDB will also expand its use of the online scheduling platform, Calendly, to improve partner services and organize the flow of incoming donations.

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

Quarter 1: July-September 2024

- a. Review the Operations Manual
- b. Conduct a review and analysis of the IT Systems currently in place; Determine which products/services are superfluous, underutilized, or required for purchase and analyze the feasibility of implementing new products/services
- c. Research Inventory Management Software options specifically
- d. Develop a proposal for the necessary protocol changes and systems upgrades
- e. Partner Engagement – Wipe Out Diaper Need Invitations
- f. Record and analyze incoming and outgoing data
- g. Conduct electronic inventory

Quarter 2: October-December 2024

- a. Distribute and collect the Partner Impact Survey for 2024
- b. Partner Engagement – Holiday Makana Packs
- c. Update the Operations Manual to include new protocols and IT systems updates
- d. Record and analyze incoming and outgoing data
- e. Conduct electronic inventory

Quarter 3: January-March 2025

- a. Implement protocol changes
- b. Begin utilizing IT systems updates

- c. Conduct annual Partner Trainings (Partner Engagement)
- d. Analyze the Partner Impact Survey for 2024
- e. Record and analyze incoming and outgoing data
- f. Conduct electronic and manual inventory (if new software is not deemed necessary or feasible)

Quarter 4: April-June 2025

- a. Review the impact from protocol changes and IT systems updates; make necessary adjustments
- b. Host Partner Check-Ins
- c. Partner Engagement – Mother's Day & HDB's Birthday (Makana Packs)
- d. Record and analyze incoming and outgoing data
- e. Conduct electronic inventory (if new software is not deemed necessary or feasible)

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

For this project, HDB will utilize quantitative and qualitative data to monitor, evaluate, and improve its results. HDB actively and carefully inputs, manages, and analyzes donation data. The data tracks, among other things, donation requests, items distributed, and children served. The data provides HDB with information needed to assess the community's level of need and HDB's impact in addressing that need. As described above, this data is utilized in part to keep records of the inventory to determine which items are available and which are needed.

Additionally, to evaluate the effectiveness of its programs and services, HDB will connect with partners and discuss opportunities for growth and improvement every quarter. HDB's Partner Engagement strategy outlines the schedule and methods of partner engagement to ensure partners have a chance to share feedback and ask for additional support. HDB greatly values, and attempts to incorporate where feasible, feedback from its partners and the families it serves. HDB encourages partners to provide testimonials and photos of families served to gain a fuller understanding of HDB's impact on a community-wide and individual level. Furthermore, HDB's annual survey and check-ins provide opportunities for partners to provide additional qualitative and quantitative feedback. The annual survey is distributed online through Microsoft Forms. Check-ins are hosted virtually or at HDB. Partners are asked to share information regarding how donations are utilized, the families HDB is serving, and general feedback on HDB's services.

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.

HDB will report the following measures for the State to evaluate our effectiveness:

- (a) Number of Clients Receiving Diapers, Wipes, and/or Other Essentials: This fiscal year, HDB expects to provide donations to more than 2,500 children (unduplicated), averaging more than 500 children per month.
- (b) Donations Collected & Distributed: By the end of the project, HDB anticipates that it will be able to collect and distribute 800,000 donations.

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](#))

(Attached)

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
\$12,500	\$12,500	\$12,500	\$12,500	\$50,000

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

HDB's budget is \$310,000. HDB has already applied for the County of Hawai'i Nonprofit Grant. The Department of Human Services TANF Contract has been extended another calendar year (2024) with the potential for further extensions in 2025 and 2026. HDB intends to apply for further philanthropic grants, will hold a fundraiser in the fall of 2024, and will continue to grow its individual and corporate donor bases.

- (a) 2024-2025 County of Hawai'i Nonprofit Grants-in-Aid (Waiwai)
- (b) Department of Human Services TANF Contracts
- (c) Hawai'i Community Foundation
- (d) Wipe Out Diaper Need Fundraising Event
- (e) Corporate Sponsorships
- (f) Individual Donors

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.

- (a) Department of Human Services TANF Contract for 2024 - \$200,000
- (b) Department of Human Services TANF Contract for 2023 - \$200,000
- (c) Fiscal Year 2023 Grant-In-Aid State of Hawai'i - \$10,000
- (d) Fiscal Year 2024 Grant-In-Aid State of Hawai'i - \$40,000
- (e) County of Hawai'i Nonprofit Grant for fiscal year 2021-2022 - \$30,000
- (f) County of Hawai'i Nonprofit Grant for fiscal year 2020-2021 - \$14,000

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

Hawai'i Children's Action Network: \$871,277.50

Hawai'i Diaper Bank: \$68,020.55

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.

Since its founding in 2016, HDB has collected over 2.6 million donations through local drop-off locations, community drives, corporate giving, and low-cost bulk purchasing programs. Currently, it has more than 20 drop-off locations located across Hawai'i Island, enabling members of the community to conveniently donate diapers and wipes, while also helping to elevate HDB's presence in the community. Last fiscal year (2022-2023), HDB coordinated 16 donation drives with Hawai'i schools, hospitals, religious organizations, sports clubs, and businesses. HDB also curates an Amazon Wishlist to collect donations, allowing supporters in Hawai'i and on the mainland to send diapers, wipes, and other essentials directly to HDB. Additionally, HDB has a robust volunteer program in which participants help to sort, organize, and distribute donations. In fiscal year 2022-2023, HDB had more than 840 hours of volunteer time.

HDB distributes donations through 25 community organizations ("partners"), who in turn provide additional services and resources to those they serve. In fiscal year 2022-2023, HDB distributed more than 690,000 donations, serving an average of 517 children per month. Partners report that, with HDB's donations, they can increase program enrollment and/or attendance, build rapport with families and the community, and provide economic stability for families served.

HDB has already successfully implemented the following projects/contracts in partnership with both governmental agencies and private funders, all of which are pertinent to the proposed project.

Contract: Department of Human Services TANF MOE Contract for 2024

Contracting Agency: State of Hawai'i

Contact Information:

Joanne McCully, Program Specialist

1010 Richards Street, Suite 512

Honolulu, HI 96813

(808) 586-7095

jmccully@dhs.hawaii.gov

Description of Project: Grant to provide basic essentials to TANF eligible families with young children.

Contract: Nonprofit Grant-In-Aid – Fiscal Year 2023-2024

Contracting Agency: State of Hawai'i

Contact Information:

Department of Human Services
1390 Miller Street, Room 209
Honolulu, HI 96813

Description of Project: Grant to pay rental expenses for HDB's office/warehouse and compensation for HDB's employees.

Contract: Department of Human Services TANF MOE Contract for 2023

Contracting Agency: State of Hawai'i

Contact Information:

Joanne McCully, Program Specialist
1010 Richards Street, Suite 512
Honolulu, HI 96813
(808) 586-7095
jmccully@dhs.hawaii.gov

Description of Project: Grant to provide basic essentials to TANF eligible families with young children.

Contract: DOH CANP Family Support Grant 2023

Contracting Agency: Hawai'i Children's Action Network (via Department of Health)

Contact Information:

Deborah Zysman, Executive Director Hawai'i Children's Action Network
850 Richards Street, Suite 201
Honolulu, HI 96813
(808) 531-5502
dzysman@hawaii-can.org

Description of Project: Grant to compensate HDB's President and to purchase diapers and wipes.

Contract: Nonprofit Grant-In-Aid – Fiscal Year 2022-2023

Contracting Agency: State of Hawai'i

Contact Information:

Office of Community Service
830 Punchbowl Street, Room 420
Honolulu, HI 96813
(808) 586-8675

Description of Project: Grant to pay rental expenses for HDB's office/warehouse and compensation for HDB's employees.

Contract: Nonprofit Grant-In-Aid (Waiwai Grant) – Fiscal Year 2022-2023

Contracting Agency: County of Hawai'i

Contact Information:

Finance Department
25 Aupuni Street, Suite 2103
Hilo, HI 96720
(808) 961-8234

Description of Project: Grant to pay rental expenses for HDB's office/warehouse and compensation for HDB's President.

Contract: DOH CANP Family Support Grant 2022

Contracting Agency: Hawai'i Children's Action Network (via Department of Health)

Contact Information:

Deborah Zysman, Executive Director Hawai'i Children's Action Network
850 Richards Street, Suite 201
Honolulu, HI 96813
(808) 531-5502
dzysman@hawaii-can.org

Description of Project: Grant to compensate HDB's President and to purchase diapers and wipes.

Contract: Nonprofit Grant – Fiscal Year 2021-2022

Contracting Agency: County of Hawai'i

Contact Information:

Finance Department
25 Aupuni Street, Suite 2103
Hilo, HI 96720
(808) 961-8234

Description of Project: Grant to pay rental expenses for HDB's office/warehouse and compensation for HDB's President.

Contract: 2020 Hawai'i Island Visitor Industry Charity Walk Grant

Contracting Agency: Hawai'i Island Visitor Industry

Contact Information:

Charity Walk Non-Profits ATTN: Bambi Lau
69-275 Waikoloa Beach Drive
Waikoloa, HI 96738
lau@marriott.com

Description of Project: Grant to pay rental expenses for HDB's office/warehouse, utilities, and compensation for HDB's president (\$6,000).

Contract: Nonprofit Grant – Fiscal Year 2020-2021

Contracting Agency: County of Hawai'i

Contact Information:

Finance Department
25 Aupuni Street, Suite 2103
Hilo, HI 96720
(808) 961-8234

Description of Project: Grant to compensate HDB's President (\$5,625).

Contract: Makamaka Ola Sponsorship

Contracting Agency: Papa Ola Lokahi

Contact Information:

Kim Ku'ulei Birnie
894 Queen
Honolulu, HI 96813
(808) 597-6550 Ext. 815
kbirnie@papaolalokahi.org

Description of Project: Grant for COVID-19 disaster recovery efforts (diapers and wipes).

Contract: COVID-19 Emergency Fund Grant 2020

Contracting Agency: Women's Fund of Hawai'i

Contact Information:

Leela Bilmes Goldstein, Executive Director Women's Fund of Hawai'i
P.O. Box 432
Honolulu, HI 96809
(808) 439-6389
grants@womensfundhawaii.org

Description of Project: Grant for COVID-19 disaster recovery efforts (diapers and wipes).

Contract: Funds for Change Strategic Initiative Grant 2020

Contracting Agency: National Diaper Bank Network

Contact Information:

Susan M. Van Ness, Chief of Programs, National Diaper Bank Network
1555 East St. Suite 101
New Haven, CT 06511
(203) 821-7348
susan@nationaldiaperbanknetwork.org

Description of Project: Grant for general operating expenses.

Contract: 'Eleu Grant 2020

Contracting Agency: Hawai'i Island United Way

Contact Information:

Cheryl Holland, Office Coordinator Hawaii Island United Way
P.O. Box 745
Hilo, HI 96721
(808) 935-6393 Ext. 1
cheryl@hiuw.org

Description of Project: Grant for COVID-19 disaster recovery efforts (diapers and wipes).

Contract: Hawai'i Resilience Fund 2020

Contracting Agency: Hawai'i Community Foundation

Contact Information:

Justina Acevedo-Cross, Director, Community Grants and Initiatives, Hawai'i
Community Foundation
827 Fort Street Mall

Honolulu, HI 96813
(808) 566-5587
Jacevedo-cross@hcf.org

Description of Project: Grant for COVID-19 disaster recovery efforts (diapers and wipes).

Contract: Baby2Baby Grant (2020-2021)

Contracting Agency: Baby2Baby

Contact Information:

Norah Weinstein, Baby2Baby Co-President
5830 W. Jefferson Blvd.
Los Angeles, CA 90016
(323) 933-2229
norah@baby2baby.org

Description of Project: Grant to pay rental expenses for HDB's office/warehouse.

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.

HDB rents an approximately 1,000 square foot office in Honoka'a, Hawai'i for the collection, storage, and distribution of diapers, wipes, and other children's essentials. It also serves as a meeting and event space for volunteers and as a drop-off and pick-up location for donations. HDB rents an additional approximately 1,000 square foot ancillary office in Honoka'a that is used for more storage of diapers, wipes, and other children's essentials. Additionally, the ancillary space is used for back-of-house functions such as staff breaks, virtual meetings and trainings, and administrative tasks.

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.

HDB President (1 FTE):

Qualifications: Bachelor's degree required, graduate degree preferred. At least five years' experience at the deputy director or executive director level of a children's nonprofit or other community-based nonprofit serving low-income families.

Jessica Histo, the current President of HDB, holds a B.S. in Nursing from Hawai'i Pacific University and is a registered nurse on Hawai'i Island. Mrs. Histo has six (6) years' experience as the founder and President of Hawaii Diaper Bank. Mrs. Histo manages the day-to-day operations, fundraising, community engagement and social media for the organization.

HDB Deputy Director (.5 FTE):

Qualifications: Bachelor's degree required, graduate degree preferred. At least five years' experience at the deputy director or program or operations director level of a children's nonprofit or other community-based nonprofit serving low-income families.

Hannah London, HDB's Deputy Director, holds a B.S. in Human Development from Cornell University, a Master's in Early Childhood Education from Loyola Marymount University, and a J.D. from the UCLA School of Law. Mrs. London served as the Program Director for a diaper bank in Los Angeles, California for three years, and has four years' volunteer experience serving the Deputy Director function at HDB. Mrs. London provides oversight and guidance on day-to-day operations, budgeting, strategic planning, and program development. She also manages all in-kind donation data and grant writing, reporting, and compliance.

HDB Office Manager (.5 FTE):

Qualifications: High school diploma required, Bachelor's degree preferred. At least five years' experience serving as an office manager in a nonprofit, small business, or corporate environment.

Jennifer Evangelista, HDB's Office Manager, has more than 10 years of experience in office management in various small businesses. Mrs. Evangelista helps place purchasing orders, receives monthly donation requests and fulfills these requests for partners. Mrs. Evangelista also helps with administrative and back-of-house tasks.

HCAN Executive Director (In-Kind):

Qualifications: Bachelor's and graduate degree required. At least ten years' experience at executive director level at nonprofit organization.

Deborah Zysman is the current Executive Director of Hawaii Children's Action Network, HDB's fiscal sponsor. Mrs. Zysman has a Master's in public health from the University of North Carolina Chapel Hill. Mrs. Zysman is a Weinberg Fellow and the winner of the 2017 AIM for Excellence in Nonprofit Management award.

HCAN Chief Financial Officer (In-Kind):

Qualifications: Bachelor's and graduate degree required. At least ten years' experience at Comptroller or Chief Financial Officer level in corporate, government or non-profit sector.

Joseph A. Evans, the current Chief Financial Officer of Hawaii Children's Action Network, HDB's fiscal sponsor, has over 39 years of experience in public, private and nonprofit sector finance and accounting. Mr. Evans holds a B.S. in Finance & Marketing and an MBA in Finance.

HCAN Bookkeeper (In-Kind):

Qualifications: Bachelor's degree required. At least five years' experience in nonprofit bookkeeping.

Michelle Gray holds a Bachelor's degree in business and has over fifteen years' experience as a bookkeeper in the for-profit and nonprofit sectors, including at The Children's Alliance, Women's Fund of Hawaii, Healthy Mothers Healthy Babies, and Blueprint for Change.

HCAN and HDB ensure the qualifications of all staff. Partner organizations that provide direct services are required to complete criminal background checks of all staff to ensure they are clear of any record of criminal convictions that would pose a risk to children or families.

HDB has a demonstrated ability to supervise, train, and provide administrative direction to staff relative to the delivery of the proposed project services. If awarded funds, all staff will review service activities, management requirements, and the scope of work, including, but not limited to assignments, responsibilities, timelines, and schedules.

In the event that a staff member leaves and a new staff member joins HDB, they will be provided training in every phase of operations, including but not limited to:

- Donation collection and inventory process
- Partner engagement and outreach
- Donation request process, order fulfillment, and distribution
- Budgeting, invoicing, and reimbursements
- Data analysis, evaluation, and reporting
- IT Systems and telecommunications

HDB's President and Deputy Director will provide partner training. Training will take place virtually with the support of a PowerPoint presentation. All partners will be provided with an electronic partner folder where training materials and partnership information is stored and updated regularly.

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.

(Attached)

3. Compensation

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

HDB President: \$60,000-\$75,000

HDB Deputy Director: \$38,000-\$45,000

HDB Office Manager: \$26,000-\$32,000

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.

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

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 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.

In addition to applying for foundation and grant support, HDB will continue building relationships and raising awareness within the community in an effort to receive an increase in donations from individuals and businesses. HDB's Auntie and Uncle Ambassadors, who act as auxiliary board members, will also hold their own drives or fundraisers on HDB's behalf. HDB is part of the National Diaper Bank Network and Baby2Baby National Network, each of which afford opportunities to apply for grant funding, as well as additional in-kind support. Finally, HDB will hold its annual fundraising event, Wipe Out Diaper Need.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawai'i Children's Action Network

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	19,000	0	13,500	90,000
2. Payroll Taxes & Assessments	2,000	0	1,500	9,000
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	21,000	0	15,000	99,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	500	0	500	2,000
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	10,000	0	6,000	19,000
5. Staff Training	0	0	0	0
6. Supplies	1,000	0	0	500
7. Telecommunication	500	0	500	1,200
8. Utilities	0	0	0	1,800
9. Furniture & Equipment	1,500	0	0	0
10. Program Supplies	9,000	0	14,000	50,000
11. Operations	6,500	0	0	10,500
12. Indirect Services	0	0	4,000	36,000
13.				
14.				
15.				
16.				
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20.				
TOTAL OTHER CURRENT EXPENSES	29,000	0	25,000	121,000
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	50,000	0	40,000	220,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Deborah Zysman (808) 531-5502 ext. 1		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	40,000	 1/17/24		
(d) Total Private/Other Funds Requested	220,000	Signature of Authorized Official Date		
TOTAL BUDGET	310,000	Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Hawai'i Children's Action Network

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawai'i Children's Action Network

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	N/A	N/A	N/A	N/A	N/A	N/A
LAND ACQUISITION	N/A	N/A	N/A	N/A	N/A	N/A
DESIGN	N/A	N/A	N/A	N/A	N/A	N/A
CONSTRUCTION	N/A	N/A	N/A	N/A	N/A	N/A
EQUIPMENT	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL:						
JUSTIFICATION/COMMENTS: N/A						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawai'i Children's Action Network

Contracts Total: 450,000

CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1 FY 23 Grant-In-Aid	4/1/23 - 3/31/24	Office of Community Services	State of Hawaii	10,000
2 FY 24 Grant-In-Aid	7/1/23 - 6/30/24	Department of Human Services	State of Hawaii	40,000
3 FY 24 TANF Maintenance of Effort Contract	1/1/23 - 12/31/23	Department of Human Services	State of Hawaii	200,000
4 FY 24 TANF Maintenance of Effort Contract	1/1/24 - 12/31/24	Department of Human Services	State of Hawaii	200,000
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Organization Chart

