



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

HO`OMANA

was incorporated under the laws of Hawaii on 12/22/2003 ; 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

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

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

Ho'omana

(2) The public purpose for the grant:

Ho'omana provides free public services to the unsheltered homeless population as well as any members of the public every Friday. The services that Ho'omana provides includes a warm meal, a hot shower, clean clothes provided through the Ho'omana thrift store inventory, access to food bank items, and medical wellness checks. Ho'omana also provides hygiene products for females and free hair cuts from volunteer hairstylists.

In 2023, Ho'omana provided these services to over 600 unduplicated individuals from across the island of Kaua'i. Ho'omana started providing these services in 2020 when COVID shut down businesses and Ho'omana was part of the food distribution efforts for the East side of Kaua'i. Since pandemic programs receded in 2022, Ho'omana has seen an increase from a few dozen people seeking support every Friday to now hundreds of individuals that come for services. Ho'omana seeks to expand it's capacity to meet the needs of this population on Kauai and believes that everyone regardless of background deserves to access to the basic necessities of life and to be treated with dignity and respect.

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

Supporting the development of and engagement of homeless clients in identifying their potential.

Training clients in financial literacy and credit counseling.

Supporting cohort members with pre-employment job readiness training and strengthening the confidence of participants to be successful in the local workforce.

Assisting Kaua'i businesses in finding trained workers to fill positions that do not require advanced training.

Provide on-going support for clients after they enter the workforce to assist with the transition and ensure the needs of both the employer and client are being met.

Expansion of delivery of food and basic services to homeless residents to the western side of Kaua'i.

(4) The target group:

The target group are people on Kaua'i that are experiencing homelessness or are at risk of becoming homeless, as defined by the US Department of Housing and Urban Development. Ho'omana aims to work with individuals in this group that want to increase their employment skills and enter the local workforce.

(4) The cost of the grant and the budget:

FY2024 GIA Operating Request: \$ 252,972

Total Budget: \$632,000

I Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate

See previous pages.

2. Declaration Statement

See previous pages.

3. Public Purpose

See previous pages.

II Background and Summary:

1. A brief description of the applicant’s background:

Ho`omana Thrift Store opened its doors in 2005 in Wailua, Kauai, offering “gently used” items for sale to the general public.

In 2008, revenue from the sale of items at the store and a grant from the Office of Hawaiian Affairs, Ho`omana invested in a life skills training program for the developmentally disabled youth from Kapa`a and Kaua`i High Schools, recruiting 5 students from the high schools.

Led by Executive Director and Job Coach Rowena Contrades Pangan, participants in the program were trained in basic life skills and job readiness in preparation for employment.

Ho`omana then recruited businesses in the community as a training site for employment placement for Ho`omana’s program participants. Ho`omana successfully placed all five students in positions in the community. 15 years later, they continue to work in their original employers, establishing a successful work history and developing long lasting relationships with fellow employees and customers.

In partnership with the Department of Public Safety Hoomana expanded their program to provide training for formerly incarcerated inmates seeking a pathway back to the community. Working in partnership with community and other community organizations, Ho`omana was able to assist with placement in positions with community businesses.

In 2020, when COVID shut down tourism and community businesses, Ho`omana partnered with other organizations to distribute food on the East side of Kaua`i. As the pandemic related efforts receded in the fall of 2021, Ho`omana continued to serve the local houseless population by began closing the Thrift store every Friday to provide hot meals and basic services.

In partnership in community organizations and volunteers, Ho`omana has expanded their services to include: hot showers, clean clothes through the thrift store inventory, medical wellness checks, free haircuts and shaves, and hygiene products for females.

In total, Ho`omana delivered multiple services to over 600 unduplicated individuals in 2023.

(2) The goals and objectives related to the request;

Our goal is to uplift the economic potential of the members of our homeless community through job training, program service delivery and employment opportunities on Kaua`i.

Objectives related to this request include:

- Survey of current clients to determine readiness to join an Economic Opportunity Cohort.
- Support the development of and engagement of homeless clients in identifying and reaching their employment potential.
- Provide training in financial literacy and credit counseling.
- Supporting cohort members with pre-employment job readiness training.
- Strengthening the confidence of participants to be successful in the local workforce.
- Establish relationships with local Kaua`i business that are short staffed and looking for employees.
- Provide on-going support for clients after they enter the workforce to assist with the transition and ensure the needs of both the employer and client are being met.
- Expand Ho`omana`s delivery of services to the western side of Kaua`i. Currently all services are delivered in Kapa`a but there is also a need on the west side.

Through these objectives Ho`omana aims to have a long-term impact in the lives of our current clients, while also addressing the local workforce shortage on Kaua`i.

(3) Public purpose and need to be served;

Through their work in the community, Ho`omana has come to understand that their current program, while providing much needed services and goods, is just a temporary fix to the overall issue of homelessness. Employment will be key to development of a long-term plan that will lead to better life outcomes for the population Ho`omana serves. Additionally, there is a local workforce shortage on Kaua`i and many local businesses are struggling to fill positions. Restaurants, retails stores, and other commercial enterprises are in need of employees to perform work that does not require an advanced education.

This request if granted, will provide our clients with an extensive integrated workforce training and will allow Ho`omana to expand service delivery to the west side of Kaua`i.

4. Describe the target population to be served; and

The target group are people on Kaua'i that are experiencing homelessness or are at risk of becoming homeless, as defined by the US Department of Housing and Urban Development. Ho'omana aims to work with individuals in this group that want to increase their employment skills and enter the local workforce.

5. Describe the geographic coverage.

The goal is to expand the geographic coverage from Kapa'a, Kaua'i where Ho'omana currently provides services on the premises of the thrift store to the west side of Kaua'i in the Kekaha area. Purchase of a food truck Currently, Ho'omana provides all of the services on the eastern side of Kaua'i at the Ho'omana Thrift Store in Kapa'a. Also, Ho'omana aims to reach more individuals on the west side of Kaua'i in the Kekaha area.

III SERVICE SUMMARY AND OUTCOMES:

1. Describe the scope of work, tasks and responsibilities:

The scope of work needed to create and execute a successful employment training program for homeless residents is more involved and requires more steps than for housed individuals. Unlike a more stable member of the community, a homeless person, particularly a person who has been chronically homeless has lost some of the ability to plan for a future beyond the next day. Additionally, their level of trust in "the system" and service providers can be low due to a lack of continuity or availability of resources.

Important to the success of this training program is the need for establishing a relationship with each client based on respect and understanding *while emphasizing the need for structure, planning, and time management.*

Recruit 10 clients for new Economic Opportunity program

Ho'omana shall recruit from among their current program participants a minimum of 10 clients to participate in the training. Two cohorts of 5 each will be established, and a skills assessment shall be conducted to determine existing experience and skills for the training program. Program recruitment will be conducted by the Executive Director and Program Administrator.

Provide support for the engagement of clients in identifying their potential.

Services such as securing a state ID and other identifying documentation is the first step in achieving success. Program staff will work with community partners in securing the necessary documents to secure their identification documents. Ho'omana will further assist with providing a mailing address for delivery of documents and a space to secure their documents for the next stage of training.

Other program services will be accessed through referrals to other community organizations and public agencies such as SNAP and Medquest; Medical well checks will also be conducted to ensure participants are physically able to participate in the training program.

Training in Financial Literacy and Credit Counseling shall take place to begin the financial assessment and strategy development for financial management.

Personal cleanliness and hygiene can have a negative impact on the person's ability to secure and maintain employment. The importance of personal cleanliness will be emphasized throughout the training period.

These activities shall be provided in partnership with community organizations such as Ho'ola Lahui Hawaii (SNAP applications); HOPE Health and Healing along with Ho'omana Program Administrator will assist participants with identifying documents and documentation, Ho'okipa Kaua'i Church of the Pacific (Food Bank), Hawaiian Community Assets and Kauai Federal Credit Union (Financial Literacy and Credit Counseling), LDS Church of Kapa'a (Hot meal preparation quarterly).

Pre-Employment Job Readiness Training and assessment to determine type of employment and skill sets most suited to the participant.

Ho'omana Thrift Store and the grounds will provide the training facility for Pillar 2 and overseen by the Executive Director and Program Administrator.

Ho'omana is a retail sales establishment that will provide training for participants in areas that include: Stocking shelves, sorting, inventory, maintaining clothing and cashiering, basic housekeeping activities to maintain cleanliness and sanitary conditions, and landscape maintenance. In addition, Ho'omana, in partnership with the Food bank provides opportunities in preparing and serving hot meals weekly, provides learning opportunities in food safety, food service, menu development, purchasing food and supplies. Landscape maintenance will include training in the use of small equipment such as weed eaters, gas lawnmower, trimming of bushes, weed control and vermin control. Led by the Executive Director and existing staff, participants will be trained by the staff of Ho'omana in all areas of operation. All existing staff members shall provide training in a specific area of the operations with participants rotating through each area for a thorough understanding of the operations.

It is important that, wherever the program participants reside, developing good work habits are part and parcel of the work environment. Ho'omana, in the development of the participants work skills, will provide training in how clients can manage their time to appear on time for work, with work attire that is clean and presentable, and a personal hygiene routine that is practiced daily. Ho'omana will provide bus passes for all participants for transportation to training, and eventually to their place of employment.

Communication between the program participants and Ho`omana is another important skill to enhance and with the help of Passion Bakery, a local non-profit that provides employment for the re-entry population, free cell phones shall be provided to program participants to ensure good communication with Ho`omana and employers for the duration of the program.

Ho`omana will establish relationships with existing businesses in need of staff located in Kapa`a and Lihue and connect opportunities with cohort members.

Like a true workforce development program, businesses will be provided an opportunity to become a training site, placing our participants in a “real” work environment. Monitoring progress through weekly gatherings of each cohort will continue to raise their confidence and reinforce their newly acquired skill sets. Businesses will include retail establishments, food service establishments, landscape maintenance establishments, and government.

Program participants will learn how to create a resume, submit applications on-line, and trained using mock interview techniques to achieve the results needed for employment offerings.

Ho`omana will partner with other community organizations to assist program participants in building their skill sets in identified areas of employment.

On-going support for program graduates to ensure successful transition.

For those program participants who have “made it” into the workforce, long term commitment will be needed to ensure that their goals for a safe and secure home environment is achieved, weekly gatherings of cohort members shall take place that will provide a safe place to share concerns, issues and their workplace, and learn how to make their place of employment a better place to be. Ho`omana will continue to provide guidance and assistance to both employee and employers on an as needed basis. Training will continue to take place that will include employee rights, discrimination in the workplace, income tax filings, all delivered by community partners.

Expansion of services to the West side of Kaua`i.

Ho`omana’s hot meals and basic needs program has been the mainstay and primary program located in Kapa`a, Kaua`i. Although located on the southeastern side of Kaua`i, Ho`omana’s program and services are accessed by the homeless from all areas of the island, with 25% of the program clients arriving from the North and West side of Kauai, arriving by foot, bus, or private vehicles. Ho`omana believes that expansion to the West side of Kauai would alleviate the travel burden of the homeless community on that side of the island and will provide services and program benefits to the larger homeless population on the leeward side of the island.

A food truck and a cargo van would allow us to expand our services without having to invest in a bricks and mortar establishment. The opportunity to secure a food truck and a cargo van will allow us to provide hot meals, and food boxes to the homeless community while conducting our assessments to determine additional services and programs desired.

This request will ensure that Ho'omana can have a long term impact on clients, assist with the local workforce shortage, and also expand reach and services to west Kaua'i.

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

A projected annual timeline for this request is as follows:

Month 1: Recruitment

Month 2-4: Support for clients in identifying their potential. Time management, customer service skills, hygiene and financial literacy are all emphasized.

Month 5-6: Job training with more specific skillsets such as running a cash register, landscaping, and food preparation.

Building relationships with local businesses in need of staff.

Month 7-11: On going support for program graduates.

Month 12: Program Evaluation.

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

Ho'omana will do a pre and post skills assessment survey for the cohort participants to identify their skills and psychological well being before and after the program. Additionally, quality will be monitored throughout the program in the following ways:

Job Readiness Program Monitoring :

Staff members are providing training in specific areas of store operations with participants rotating through each area for a thorough understanding of the operations. Each staff member shall provide an evaluation of each participant at each rotation. Evaluation results will be shared with the respective participant to help improve their skills.

As each stage of training and program delivery is accomplished, an evaluation will be done by each cohort member that will include the skill sets of their trainers, community partners and Ho'omana itself.

Final Program Evaluation:

In the last month of the program a final evaluation will be conducted to establish the overall success rate. Evaluations will include an overall review of activities within each step of the program, evaluation of the trainer and other cohort members.

The Executive Director along with Board members shall review the evaluations to determine if the objectives of the program have been delivered, and its success rate.

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.

We will evaluate program effectiveness through the following metrics:

1. Increase in employment skills as reported in pre and post program surveys.
2. Increase in social and emotional wellbeing in program participants as measured by pre and post surveys.
3. Percentage of program participants successfully employed at the end of the program. Goal is at least 7 of the 10 cohort members.
4. Number of local business that participate in the program.

IV FINANCIAL

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please see attached excel sheets.

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
252,972	0	0	0	252,972

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

Grants from local businesses:

- 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 to Ho'omana.

V EXPERIENCE AND CAPABILITY

1. Necessary skills and experience.

Since opening its doors in 2005, Ho'omana has been serving the Kaua'i community for almost 20 years. The executive director, Rowena Pangan, is a trusted community leader and has deep experience in job training for underserved communities including the developmentally disabled.

In 2008, with grant support from the Office of Hawaiian Affairs, Ho'omana implemented a life skills training program for developmentally disabled youth from Kapa'a and Kaua'i High Schools, recruiting 5 students from the high schools.

Led by Executive Director and Job Coach Rowena Contrades Pangan, participants in the program were trained in basic life skills and job readiness in preparation for employment. Ho'omana then recruited businesses in the community as a training site for employment placement for program participants. Ho'omana successfully placed all five students in positions in the community.

Fifteen years later, they continue to work in their original employers, establishing a successful work history and developing long lasting relationships with fellow employees and customers.

After successful implementation of the program for disabled youth Ho'omana expanded their program to the formerly incarcerated through a partnership with the Department of Public Safety. Working in partnership with community organizations, Ho'omana was able to assist with job placement with local businesses.

For the past three years Ho'omana has been more focused on food and service delivery as a result of the COVID-19 pandemic and the significant mobilization efforts that were needed to meet the need from 2020-2021. However, the executive director of Ho'omana, Rowena Pangan, has been the director for all of Ho'omana's activities since the organization opened in 2005.

This grant request will leverage Ho'omana's significant expertise in job training and placement and apply that experience to the homeless population on Kaua'i.

2. Facilities

Ho'omana currently operates a thrift store and a kitchen for serving hot meals at 4532 Kuamoo Rd. Kapa'a, HI 96746. Ho'omana has secured a long-term lease for this space which is in place until the end of 2025 at which point the lease can be renewed.

In addition to the thrift store and kitchen facilities there is also a parking lot and outdoor service delivery area with enough space to accommodate the requested mobile food truck.

VI. Personnel: Project Organization and Staffing

VII. Other

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

Ho'omana is not party to any pending litigation.

2. Licensure or Accreditation

Not applicable.

3. Private Educational Institutions

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.**

With GIA support, Ho'omana will be able to expand services to western Kaua'i and also bring it's significant expertise in job training to the homeless population of Kaua'i.

If the program objectives are met in FY 2024-2025 Ho'omana would seek funding from local businesses and also Kaua'i county sources such as CDBG funds. Additionally, there are also significant philanthropic donors on Kaua'i that could be approached should the job training program be successful. A program which lifts up the most vulnerable into the local workforce would likely align well with the mission of philanthropic groups on the island.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Hoomana

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	82,440	0	0	86,000
2. Payroll Taxes & Assessments	23,083			24,081
3. Fringe Benefits	4,122			4,300
TOTAL PERSONNEL COST	109,645			114,381
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	2,077			2,077
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	2,500			2,500
6. Supplies	6,000			6,000
7. Telecommunication	250			250
8. Utilities	4,500			4,500
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	15,327			15,327
C. EQUIPMENT PURCHASES	9,000			
D. MOTOR VEHICLE PURCHASES	119,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	252,972			129,708
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	124,972	Kenna Stormogipson 808-8925998		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	0	Kenna Stormogipson 1,192,924		
TOTAL BUDGET	252,972	Name and Title (Please type or print) President, Board of Directors		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Ho'omana

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	40	\$45,000.00	20.00%	\$ 9,000.00
Program Administrator/Senior Lead Trainer all divisions	19	\$34,580.00	50.00%	\$ 17,290.00
Program Assistant/Head Cashier	19	\$24,700.00	70.00%	\$ 17,290.00
Stockroom Supervisor	19	\$24,700.00	70.00%	\$ 17,290.00
Store Cashier	19	\$19,760.00	50.00%	\$ 9,880.00
Landscape Maintenance Supervisor	19	\$19,700.00	50.00%	\$ 9,850.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				80,600.00
Staff identified as 19 hours will dedicated 100% to program delivery.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: _ Ho'omana_____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers	6.00	\$1,500.00	\$ 9,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	6		\$ 9,000.00	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Food truck	1.00	\$64,000.00	\$ 64,000.00	
Cargo Van	1.00	\$55,000.00	\$ 55,000.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 119,000.00	

JUSTIFICATION/COMMENTS: