

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: DbA:

Mental Health Kokua

Amount of State Funds Requested: \$ 3,000,000

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

MHK proposed to purchase the Edwin Thomas building, 41 S Beretania St, Honolulu 96813 with \$3,000,000 State GIA funds. Create 27 single room occupancy rooms for homeless adults with Serious Mental Illness (SMI). Provide 24/7/365 staffing coverage. Create space in the basement for MHK's administrative functions.

Amount of Other Funds Available:

State: \$ \_\_\_\_\_

Federal: \$ \_\_\_\_\_

County: \$ \_\_\_\_\_

Private/Other: \$ 750,000

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

\$ 476,138

Unrestricted Assets:

\$ 3,244,345

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:

1221 Kapiolani Blvd Ste 345

City: Honolulu State: HI Zip: 96814

**Contact Person for Matters Involving this Application**

Name:  
Greg Payton

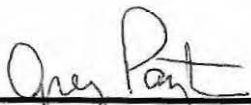
Title:  
Chief Executive Officer

Email:  
gpayton@mhkhawaii.org

Phone:  
808-737-2523

Federal Tax ID#:

State Tax ID#



Authorized Signature

Greg Payton, CEO

Name and Title

01/18/2024

Date Signed

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 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

GREG PAYTON, CHIEF EXECUTIVE OFFICER

PRINT NAME AND TITLE

01/18/24

DATE



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: **MENTAL HEALTH KOKUA\***

DBA/Trade Name: **MENTAL HEALTH KOKUA\***

Issue Date: **01/18/2024**

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#:

DCCA FILE#:

XX-XXX4505

XXXXXXXX1301

24508

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	Exempt
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, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Mental Health Kokua  
(Typed Name of Individual or Organization)


01/18/2024  
 \_\_\_\_\_  
 (Signature) (Date)

Greg Payton Chief Executive Officer  
(Typed Name) (Title)



## Application for Grants

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

### **I. Certification – Please attach immediately after cover page**

#### **1. 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.

#### **2. Declaration Statement**

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

Mental Health Kokua (MHK) has signed the grant declaration page, which is included in MHK's grant application.

#### **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.

The name of the requesting organization is Mental Health Kokua (MHK). The public purpose for the grant is affordable housing, and the services to be supported by the grant will be acquisition of real property to be used for permanent supported housing. The target group includes homeless adults with serious mental illness (SMI), >18 years old, with <30% area median income (AMI). The cost of the grant is \$3,000,000, matched by \$750,000 of private funds by MHK. MHK's operational budget is included in the grant.

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;  
Since 1973 Mental Health Kokua (MHK) has provided rehabilitative housing for adults with serious mental illness (SMI). MHK started with one house on Sierra Drive in Honolulu in 1973 serving homeless adults with SMI deinstitutionalized from the Hawaii State Hospital (HSH) with no services and nowhere to go. Today MHK has 50 locations on Kauai, Oahu, Maui, Hilo, and Kona providing

340 beds statewide, with >800 served in case management, and 2500 served by Punawai Rest Stop homeless hygiene center (Honolulu). SMI includes life-long mental illness, e.g., schizophrenia, bi-polar disorder, major depression with psychotic features, and PTSD. There is no cure for SMI, but as with other chronic medical illnesses, symptoms can be successfully managed with medication and lifestyle support. Since 1973 MHK's housing philosophy includes a group living, therapeutic community model where peers in recovery with mental illness support each other, gain skills for daily living, and learn daily routines for medication and life management.

In 1995 MHK opened Safe Haven, and HUD best practice model engaging homeless adults with SMI into supported housing. Today MHK applies a housing first, permanent supported housing model in partnership with Partners In Care, Oahu's HUD Continuum of Care to end homelessness.

MHK annually serves >3,000 adults with SMI, has more than 250 employees, with a budget of more than \$13 million annually in HUD federal grants, Hawaii State Dept. of Health contracts, and Hawaii health plan contracts.

2. The goals and objectives related to the request

MHK proposes to:

- Purchase the Edwin Thomas Building, 41 S. Beretania St., Honolulu, HI 96813, with \$3,000,000 State GIA funds and \$750,000 MHK renovation funding.
- Create 27 single room occupancy rooms for homeless adults with SMI.
- Provide 24/7/365 staffing coverage.
- Create space in basement for MHK's administrative functions, e.g., accounting, leadership, information technology, human resources, etc.

3. The public purpose and need to be served

MHK will serve the public by creating 27 single room occupancy (SRO) units, and provide voluntary, permanent housing for homeless adults with serious mental illness. MHK will remove homeless adults with SMI from the streets of Oahu, improving the quality of life for persons served and community stakeholders by providing the target population with safe, permanent supportive housing. MHK has a 90% success rate sustaining housing for target population.

4. Describe the target population to be served

MHK's purchase of Edwin Thomas House will provide permanent supportive housing for adults >18 years old, with SMI. People are eligible even if their personal histories include one or more of the following: too little income (<30% AMI), a history of substance use, and criminal records. No prior treatment or conditions are required for housing eligibility. Participants meet HUD's definition of homelessness and are referred to MHK by Partners In Care (PIC) through the Coordinated Entry System (CES). MHK housing is voluntary, which means that

persons served must agree to become tenants/residents of MHK's community housing model of care.

5. Describe the geographic coverage

MHK's Edwin Thomas Home will provide housing for eligible Oahu citizens referred by Partners In Care (CoC) Coordinated Entry System (CES).

Historically, MHK has served the following demographic populations:

Native Hawaiian or Other Pacific Islander = 29%

White = 29%

Asian = 42%

**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:

MHK's Edwin Thomas permanent supportive housing has tenant rules, including, visiting hours for guests are from 10am-6pm; no overnight guests are permitted; residents are responsible for the actions of their guests; residents are expected to make their beds daily and do their laundry weekly following the independent living laundry schedule; residents are expected to follow weekly chore list posted in the kitchen; new residents are required to wash their clothing and other items before moving in; residents are expected to treat each other as family, with dignity and respect. In addition to residents having a lease, MHK has a clinical relationship with each resident. If a resident breaks basic house rules MHK develops a behavioral plan to meet housing expectations. Finally, each resident is expected to have funding via a voucher or bed day unit of service, and personal income via entitlement, e.g., SSI. Residents usually earn less than 30% AMI and are expected to pay the HUD standard 30% of verified income.

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

Outcome	Projected Timeline
Purchase of Edwin Thomas Property	Month 1
Referrals from Partners In Care (PIC)-Coordinated Entry System	Month 1/ Ongoing
Referrals from DOH-Adult Mental Health Division (AMHD)	Month 1/ Ongoing
Execute leases with residents/ review house rules	Month 1/ Ongoing
Execute person-centered plan goals with each resident	Month 1/ Annually
90% of residents stay in housing	Annually
90% of residents meet person-centered plan goals	Annually
100% of residents are referred by PIC or AMHD	Annually
90% of residents rate satisfaction above average	Annually
95% occupancy rate of available Edwin Thomas units	Monthly
95% of residents obtain ability to pay 30% of income for rent	Monthly
100% of resident have active health care coverage	Monthly



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

MHK maintains permanent supportive housing quality assurance and evaluation plans are based on CARF accreditation standards, and MHK's quality workflow: Each resident is screened for eligibility. Each resident signs a lease. Unit occupancy is tracked weekly by a bed-day occupancy report, including rent payment for 30% of verified income. Person-centered care plan goals are developed with each resident, tracked annually in electronic medical record weekly, and monitored by a licensed clinical supervisor. Satisfaction surveys of residents are tracked annually during person-centered care plan review. Annually MHK evaluates the performance of programs, reviewing expected outcome measures, gaps in service delivery, and making recommendations for improvement, which are included in MHK's strategic planning objectives for the next performance year and is monitored by MHK's 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, and that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

MHK's quality assurance uses outcomes based on CARF accreditation ([www.carf.org](http://www.carf.org)) Behavioral Health Standards, for MHK's permanent supportive housing involving the following areas:

- Effectiveness. 90% of residents will achieve their service plan goals and reduce resident psychiatric hospitalizations.
- Efficiency. 95% bed-day occupancy rate. If residents fail to produce rental income, MHK will create a payment plan with the resident. Continued failure to comply with rental rules may result in the loss of MHK's permanent supportive housing.
- Access to Services. 100% of referrals are via the CoC HMIS/Coordinated Entry System (CES) where information screened by MHK is matched with the needs of potential residents; and/or DOH-Adult Mental Health Division.
- Satisfaction. 90% of residents rating satisfaction average or higher.

#### **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](#))

See MHK’s capital project budget attached as part of this grant.

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
Capital purchase = \$3,000,000	NA	NA	NA	\$3,000,000

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

Funding related to the Edwin Thomas Home purchase is as follows:

- Harry & Jeanette Weinberg Foundation: \$500,000 in renovation funds.
- Nareitt Foundation: \$100,000 for renovation funds of affordable housing.
- McInerny Foundation: \$150,000 for renovation funds of affordable housing.
- Hawaii State Dept. of Health-Adult Mental Health Division: bed day rates to sustain supportive housing operations.
- Partners In Care: monthly rental vouchers with the landlord engagement program to sustain supportive housing operations.

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.

Mental Health Kokua is exempt from Federal and State Income Taxes due to MHK’s 501c3 IRS exemptions. MHK has applied for and received Real Property Tax Exemptions, but MHK does not actually receive or applied for any TAX CREDITS as the only taxes MHK pays are GET.

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.

Contractor	Contract Type	Amount	Contract Period
Hawaii DOH-AMHD	24hr & 8-16hr Group Home; ASO 18-213	\$7,585,200	Since 1982 Most recent 2018
Hawaii DOH-AMHD	CBCM (Case Mgt) ASO 19-232		Since 2008
Hawaii DOH-AMHD	PATH ASO 18-223	\$100,000	Since 2018
Hawaii DOH-AMHD	TLP ASO 18-211	\$882,000	Since 2018
Hawaii DOH-AMHD	Semi-Independent Living ASO 18-216	\$244,371	Since 2018

Contractor	Contract Type	Amount	Contract Period
HUD Hearth Act	HI0031L9C012214	\$864,197	Since 1995 Most recent 2023
HUD Hearth Act	HI0102L9C012204	\$273,665	Since 2021
City/County Honolulu	Punawai Rest Stop CT-DCS-1800335	\$1,000,000	Since 2019
Ohana Health Plan	Case Management	\$3,216,000	Since 2010

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

MHK's balance as of 12/31/23 = \$3,244,344.99.

## 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.

#### Experience

Established in 1973 as "The House," MHK is the oldest social rehabilitation service provider in Hawaii dedicated to assisting people with a serious mental illness recover and become contributing members of the community. All programs have goals of enabling participants to manage their mental illness symptoms while assuming self-care responsibilities.

Skills. MHK has provided recovery-based 24-hour supervised group services and 8-16 hour supervised care since 1973. MHK has purchased 13 housing units in partnership with the HUD Section 811 (16 homes), and MHK has purchased/ leased other housing units independently. MHK provides housing locations statewide as follows:

- Therapeutic Living Program (TLP). Since 2010 MHK operates 2-houses with 7-consumers per house, licensed by Hawaii Office of Health Care Assurance (OHCS) 24-hour supervised living arrangement that provides mental health services for consumers who do not meet the criteria for a specialized treatment facility. TLP focuses on household and community contributing activities, on and off-site, that provides restorative therapy, activities of daily living, and the structure, support and skills necessary for the transition from Hawaii State Hospital to a more independent living level. TLP empowers consumers to lead, satisfying, hopeful lives.
- Safe Haven. Since 1995, for homeless adults with serious mental illness Safe Haven offers medical and psychiatric care, case management, 24-hour supervised housing services, and social rehabilitation activities.
- Transitional Residential Resources. Since 1973 MHK has offered 8 to 16 and 24-hour supervised group residential facilities and individualized services in transitional



housing settings. MHK serves consumers with serious mental illnesses, located on Oahu, in East Hawaii and West Hawaii, on Maui and on Kauai.

- Supported Housing. Since 2015, MHK provides less intense levels of care for consumers in their own apartments with rental subsidies up to 18 months, with recovery services and consumer support on site and on-call.
- Infrastructure. MHK currently provides services located on Kauai, Oahu, Maui, Hilo and Kona, as well as the financial management infrastructure with six accountants at MHK’s administrative offices, and accounting/office coordinators on Kauai, Oahu, Maui, Hilo, and Kona to oversee the effective and proficient delivery of residential housing services statewide. MHK has been administering programs in the state of Hawaii since 1973, has 50 years of experience providing group home services, as well as 45 years of experience managing fee for service contracts and >15 years of experience providing services through cost reimbursement contracts. MHK operates group homes on Oahu, Maui, Hawaii Island and Kauai. Program staff members are in place and approximately 70% of residential staff have been employed with MHK for over a year. In addition, MHK financial procedures and statements have been reviewed annually by independent auditors since 1976.

Ability. MHK has demonstrated the ability to provide recovery-based services with people in Hawaii experiencing serious mental illness through applied compliance with Hawaii Landlord-Tenant Law, as well as contracts with the Department of Health/ AMHD; HMSA, Ohana Health/ Community Care Services; US Department of Housing and Urban Development (HUD); Hawaii Public Housing Authority (HPHA); the Social Security Administration (SSA); City and County of Honolulu; and Aloha United Way.

Knowledge. MHK has been accredited since 1997 by CARF, the Commission on Accreditation of Rehabilitation Facilities ([www.carf.org](http://www.carf.org)), for the provision of behavioral health programs, including Case Management, Intensive Outpatient, Peer Support, Psychosocial Rehabilitation and Community Housing Services. MHK has two CARF surveyors on staff as CEO and Clinical Director and received back-to-back perfect survey scores from CARF (no recommendations) in 2009, 2012, 2015, and again in 2018. MHK is one of only 3% of organizations in the world that has received perfect CARF survey scores. MHK will maintain CARF accreditation throughout the contract period.

**Related Projects**

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 for housing homeless adults with serious mental illness.

Contract Source	Related Projects In Last 3-Years	Verification Contact
Hawaii DOH-AMHD	24hr & 8-16hr Group Home (rehabilitative housing)	Erin Snyder <a href="mailto:erin.snyder@doh.hawaii.gov">erin.snyder@doh.hawaii.gov</a>
Hawaii DOH-AMHD	CBCM (Case Management)	Amy Naylor <a href="mailto:amy.naylor@doh.hawaii.gov">amy.naylor@doh.hawaii.gov</a>
Hawaii DOH-AMHD	PATH (homeless outreach)	Amy Naylor <a href="mailto:amy.naylor@doh.hawaii.gov">amy.naylor@doh.hawaii.gov</a>



Contract Source	Related Projects In Last 3-Years	Verification Contact
Hawaii DOH-AMHD	Therapeutic Living Program (licensed residential care)	Erin Snyder <a href="mailto:erin.snyder@doh.hawaii.gov">erin.snyder@doh.hawaii.gov</a>
Hawaii DOH-AMHD	Semi-Independent Living	Erin Snyder <a href="mailto:erin.snyder@doh.hawaii.gov">erin.snyder@doh.hawaii.gov</a>
HUD Hearth Act	Permanent Supportive Housing	Laura Thielen <a href="mailto:laurat@partnersincareoahu.org">laurat@partnersincareoahu.org</a>
HUD Hearth Act	Permanent Supportive Housing	Laura Thielen <a href="mailto:laurat@partnersincareoahu.org">laurat@partnersincareoahu.org</a>
City/County Honolulu	Punawai Rest Stop (homeless hygiene center)	Krucky, Anton <a href="mailto:anton.krucky@honolulu.gov">anton.krucky@honolulu.gov</a>
County of Maui	Homeless Outreach and crisis stabilization beds.	Curtis Jamison <a href="mailto:Curtis.Jamison@co.maui.hi.us">Curtis.Jamison@co.maui.hi.us</a>
County of Hawaii	Housing and homelessness grant	Kunz, Susan <a href="mailto:Susan.Kunz@hawaiiicounty.gov">Susan.Kunz@hawaiiicounty.gov</a>
Ohana Health Plan	Case Management	Ashley K. Brown <a href="mailto:Ashley.Brown@centene.com">Ashley.Brown@centene.com</a>

## 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.

MHK's proposed purchase of the Edwin Thomas Home is located at 41 S. Beretania, Honolulu, HI 96813. MHK occupied Edwin Thomas Home from 1995 to 2015 with supported housing for target population, and MHK knows its value. The 3-story building occupies 3,657 sf of land area and 13,804 sf of building area, TMK: 1-2-1-003-006, and is zoned BMX-4 Central Business Mixed Use. The building offers 27 single room occupancy, dorm-style units with common ADA bathrooms on floors 2 and 3 for housing homeless adults with serious mental illness. The basement is planned to house MHK's administrative services. MHK has site control of the Edwin Thomas Home with a lease option to purchase.

## 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.

### 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.

See MHK organizational chart attached to this grant proposal.

### **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.

CEO = \$153,000

CFO = \$131,000

CBO = \$120,000

IT = \$120,000

## **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.

MHK is implicated in a dormant legal case dating back to 2015, which is now being litigated.

### **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.

MHK is accredited by CARF ([www.carf.org](http://www.carf.org)) at the optimal 3-year level since 1997, and is now accredited from May 2021 to May 2024.

### **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.

MHK's application will not support or benefit a sectarian or non-sectarian private educational institution. MHK plans to apply the funds for acquisition of a building to house homeless adults with serious mental illness sustained by governmental operational funds related to housing vouchers.

### **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  
MHK's grant proposal is a one-time expense for the cost of acquisition of the Edwin Thomas Home property.
- (b) Not received by the applicant thereafter.  
Sustainable revenue plan is to meet operational costs for 2024-25 and thereafter, which is as follows:

MHK Operational Sustainability Budget for FY2024-25 and Thereafter		
Support & Revenue	Budget	Comments
<u>Revenues</u>		
DOH-AMHD	\$ 350,400	\$60/day x 365 day/year *16 beds
Health Plan - CIS	\$ 84,000	\$350/PMPM x 20 members x 12 months
PIC LEP Program	<u>\$ 92,400</u>	\$700/PMPM x 11 units x 12 months
<b>Total Revenue</b>	<b>\$ 526,800</b>	
<u>Operating Expenses</u>		
Residential Assistants	\$ 157,248	4.2 FTE's x \$18/hour x 2080 hours/year = \$157,248/year
Program Manager	\$ 65,000	\$31/hour x 1040 hours/year = \$32,240
<b>Total Salaries &amp; Wages</b>	<b>\$ 222,248</b>	
Benefits & Taxes	<u>\$ 44,450</u>	
<b>Total Salaries &amp; Benefits</b>	<b>\$ 266,698</b>	
<u>Other Expenses</u>		
Supplies	\$ 4,400	
Utilities	\$ 14,000	
Insurance	\$ 2,674	
Computers/Phone/Internet	\$ 4,400	
<b>Total Other Expenses</b>	<b>\$ 25,474</b>	
<b>Total Expenses &amp; Salaries</b>	<b>\$ 292,172</b>	
<b>Net Revenue Gain/(Loss)</b>	<b>\$ 234,628</b>	



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Mental Health Kokua

NOT APPLICABLE

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested				
(c) Total County Funds Requested		Signature of Authorized Official _____ Date _____		
(d) Total Private/Other Funds Requested				
<b>TOTAL BUDGET</b>		Name and Title (Please type or print) _____		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Mental Health Kokua

NOT APPLICABLE

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
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: Mental Health Kokua

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			3000000			
DESIGN						
CONSTRUCTION				750000		
EQUIPMENT						
<b>TOTAL:</b>			<b>3,000,000</b>			
JUSTIFICATION/COMMENTS:						

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

Applicant: Mental Health Kokua

Contracts Total: 14,165,433

	<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	24hr & 8-16hr Group Home ASO 18-213	since 1982	Hawaii DOH-AMHD	State	7,585,200
2	CBCM (Case Mgt) ASO 19-232	since 2018	Hawaii DOH-AMHD	State	
3	PATH ASO 18-223	since 2018	Hawaii DOH-AMHD	State	100,000
4	TLP ASO 18-211	since 2018	Hawaii DOH-AMHD	State	882,000
5	Semi-Independent Living ASO 18-216	since 2018	Hawaii DOH-AMHD	State	244,371
6	HI0031L9C012214	since 1995	HUD Hearth Act	HUD	864,197
7	HI0102L9C012204	since 2021	HUD Hearth Act	HUD	273,665
8	Punawai Rest Stop CT-DCS-1800335	since 2019	City & County of Honolulu	Honolulu	1,000,000
9	Case management	since 2010	Ohana Health Plan - DHS	State	3,216,000
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# MHK Organizational Chart July 2024 – June 2025

*Opportunities To Begin Again*

