

## 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

UNITED SELF-HELP

was incorporated under the laws of Hawaii on 02/25/1987 ; 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 17, 2025

Director of Commerce and Consumer Affairs





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:** UNITED SELF-HELP\*

**DBA/Trade Name:** UNITED SELF-HELP\*

**Issue Date:** 01/15/2025

**Status:** **Compliant**

Hawaii Tax#: 20392070-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX7124

UI#: XXXXXX8997

DCCA FILE#: 66630

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.

United Self Help

(Typed Name of Individual or Organization)



(Signature)

1/16/25

(Date)

William S. Bowles

(Typed Name)

Executive Director

(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

 William S Bowles, Executive Director 1/17/25  
AUTHORIZED SIGNATURE                      PRINT NAME AND TITLE                      DATE

## Application for Grants

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

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

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

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

United Self Help has attached a current Hawaii Compliance Express Certificate

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

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

United Self Help affirms its compliance with [Section 42F-103, Hawaii Revised Statutes](#), and has attached a signed Declaration Statement.

#### **3. Public Purpose**

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

United Self Help (USH) warrants that it has read [Section 42-F-102, Hawaii Revised Statutes](#), and will comply with its requirements in this request.

### **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:**

United Self Help (USH) was established in 1987 as a 501 (c) 3 nonprofit organization whose purpose and goal was to create a "consumer managed and operated" organization that fosters consumer empowerment, engagement, and peer supported recovery. USH is the only mental health consumer organization in the State which presently facilitates at risk institutionalized clients' reentry into the community. USH supports these clients' mental health wellness and recovery efforts through its existing community Peer Mentoring Program,

BRIDGES program, weekly support groups, employment opportunities, warm line, and consumer social activities.

**2. The goals and objectives related to the request:**

United Self Help presently provides the following community-based consumer run programs:

BRIDGES Program

Building Recovery and Individual Goals and Dreams through Education and Support program, is an evidence-based, 10-week course which teaches consumers about their mental illnesses. The program focuses on the types of mental illnesses, their symptoms, how to control them, types of treatment, medication, problem solving, and how to talk to your psychiatrist.

Peer Mentoring Program

Peer mentoring provides consumers the chance to learn from those who have experienced the recovery process and who are able to share these experiences and provide advice, support, and guidance with them. This form of a “buddy system” enables a higher functioning consumer the opportunity to take the responsibility of mentoring another. This arrangement provides benefits to the mentor and mentee concurrently.

Support Groups

Support groups are held weekly to provide clients with the opportunity for sharing, education, and making new friends. All groups are run by trained facilitators who allow members to discuss their concerns, discuss tips for mental health stability, etc. There are groups online via ZOOM as well as in person Monday through Friday. There are presently approximately 100 clients participating on a weekly basis. (not an unduplicated count)

Educational Classes

Some of the present offerings are the computer class, physical fitness (exercise, yoga, pickle ball), community BRIDGES and WRAP (Wellness Recovery Action Plan).

Employment Opportunities

Presently 35 consumers work on various projects within USH. These opportunities are basic office work, working on the USH newsletter, booking school mental health presentations, facilitating or co-facilitating support groups and recovery classes, peer mentoring, assist with the USH Olelo monthly TV

program, host social events such as the fourth Friday function, warm line operators, and many other tasks.

### Warm Line

Consumers call to discuss what is happening, ask for advice, discuss their feelings when they need to from 4:30-9:00. Trained staff answer the line and handle approximately 335 calls a month. This grant will enable the warm line services to be state-wide.

### Social Events

The 4<sup>th</sup> Friday social event held at the Hongwanji Mission is the most successful social event. Approximately 100 consumers enjoy the fellowship, food, games, and motivational speakers each month. Simple community service projects are being planned as social events allowing the consumers to give back to the community.

### Re-Entry Services

USH also provides reentry services for the inmates being released from the Halawa Correctional Facility. These services are available to all inmates in need, with or without mental health issues. USH has received funding from a 2024 Grant in Aid (\$100,000) for this service. The original request was decreased such that the original plan to include patients being discharged from the Hawaii State Hospital was put on hold. Future funding opportunities from both the Department of Corrections and Rehabilitation and The Department of Health may enable USH to continue and expand this community reentry program.

### United Self Help's Grant in Aid Goals

USH's primary goal is to enhance and build on its existing BRIDGES and peer mentoring programs, weekly support groups, employment opportunities, warm line access, and consumer social activities to provide community consumers the support necessary for their self-recovery. This will be accomplished by the implementation of USH's Keys to Recovery Project. This Project will provide education and training to the USH staff and consumers, enhance and modernize USH's infrastructure and develop a consumer advocacy "network" through the following goals:

1. Develop consumers that will engage in systems advocacy and empower them to be their own self-advocates. Connect members to peer-run services, and other community resources to help them in their self-recovery.

2. Support existing Hawaii Certified Peer Specialist (HCPS) by providing them with relevant tools, resources, and knowledge in community behavioral health settings.
3. Organize a Quality Committee to guide the implementation of quality improvement initiatives and to review and make recommendations based on outcomes, satisfaction, and demographic data to improve USH's performance and relevance as Hawaii's only mental health consumer-run and controlled organization.
4. Develop and implement peer-run services that are culturally and linguistically relevant.
5. Establish USH as a Trauma-Informed Care Organization. Develop and implement trauma informed gender-specific peer-run support groups.
6. Complete a consumer needs assessment to determine the feasibility of providing state-wide services. Provide Speaker's Bureau, warm line and online support to consumers state-wide.

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

United Self Help (USH) supports the intent of the House Majority Mental Health Services area of focus:

“The House Majority sees the growing need for mental health services and will continue to support efforts to improve and expedite treatment for those experiencing severe mental health crises, improve crisis response services, address critical mental health workforce needs, and increase access to services across the state.”

The public purpose of this request is to maintain USH's successful community self-recovery and support program to facilitate the consumers' continuing journey towards a successful recovery. Access to USH's warm line enables the consumer to always have someone to talk to. Participation in the USH programs provides education, socialization and employment opportunities that instill a sense of worth to the consumer. These clients develop a sense of belonging to the USH "Ohana" where everyone has a common goal of maintaining their mental health and becoming active members of our community.

Through the Keys to Recovery Project, USH will provide support and assistance to community-based peer-mentorship programs, establish USH as a Trauma-Informed Care Organization and create an organizational Quality Improvement Program, and enable consumers to speak up for themselves.

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

The target population to be served by this request are all community consumers of mental health services. USH provides educational programs, support groups, peer mentorship, to facilitate and guide consumers in their recovery, to also include the non-English speaking consumers who do not seek help due to language and other culture barriers.

**5. Describe the geographic coverage.**

The primary geographic area for the planned activities in this request is the Island of Oahu. A feasibility study and plans to provide these services statewide will be developed for future implementation.

**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;**

**USH's Key to Recovery Project Goals Scope of Work:**

**Goal 1: Establish a leadership and recovery training academy run by and for people with lived expertise in recovery.**

USH's leadership and recovery training academy will provide a safe, supportive space for consumers to develop themselves as advocates for personal and systems change. The academy will utilize the curriculums of the self-advocacy BRIDGES Program, and another Advocacy skill set development program, to prepare consumers to serve on various boards and committees.

The training on self-advocacy is comprised of three workshops. The first workshop focuses on changing attitudes. The second educates and provides mental health consumers with knowledge to help them seek information and assistance from outside sources. The third concentrates on skills development necessary for successful self-advocacy. The three-day training will accommodate 10 mental health consumers/survivors. The USH Executive Director (ED) will co-facilitate the planned 2 training sessions.

Trainers from the academy will be available by phone several days a week to mentor mental health consumers/survivors to advocate for themselves and each other. The trainers and ED will also expand the current Speaker Bureau by supporting and mentoring adults with SMI or COD, to be able to publicly discuss

their own experiences of recovery. Trainers will organize members to make their voices heard at every opportunity. A calendar of events will be posted online and in USH's quarterly newsletter.

The ED will work with community and Government Agencies to provide mental health consumers the opportunity to advocate for themselves and one another. Activities provided through the academy will increase the number of consumers that participate in workgroups, advisory councils, and committees that will affect systems change. The academy will also provide leadership development, training, outreach, and education for mental health consumers to facilitate and expand their participation.

### **Action Plan**

- a. Four (4) USH staff members will be trained to conduct the BRIDGES Program, (Building Recovery and Individual Goals and Dreams through Education and Support) and an Advocacy skill set development program.
- b. 40 mental health consumers will attend USH-sponsored self-advocacy training using the Advocacy Program Curriculum. (4 training sessions)
- c. 20 mental health consumers will be trained in systems advocacy, including guidance on serving on boards and committees using the BRIDGES Program Curriculum and Advocacy skill sets. (2 sessions)
- d. The USH's Oahu speakers' bureau will deliver at least 24 presentations on mental illness and recovery to schools and community organizations statewide.
- e. Provide 4 continuing education training workshops for USH staff members, Peer mentors, training staff, support group facilitators, Board members, and Quality Committee members, on mental illness and recovery.

### **Goal 2: Establish a locally based learning and support resource for community HCPS**

USH will organize online and onsite continuing education events/trainings to enhance knowledge, skills, and abilities for HCPS. USH will survey HCPS to identify their training needs and offer training that is within our scope of expertise. Initially, organize training on wellness, mindfulness, and whole health integrated care models and supports.

USH will host training courses on trauma-informed care and other pertinent subjects. Training that is beyond USH's scope will be coordinated and provided

by licensed behavioral health professionals and content experts from our network of partners and supporters.

USH will organize a statewide online support group for HCPS that will meet once a month and facilitate roundtable meetings with HCPS to explore and identify tasks and approaches to creating trauma-informed work environments for HCPS. USH will disseminate a white paper on trauma-informed work environments to the SMHA and to HCPS employers. USH's role in facilitating a learning and support community for HCPS increases its involvement in mental health consumer/survivor workforce and program development. This will enhance the availability of evidence-based practices that are holistic, trauma-informed, and consumer-driven.

#### **Action Plan**

- a. Organize a statewide monthly online support group for HCPS.
- b. Survey HCPS and their employers on workforce training needs.
- c. Identify and deliver, at minimum, 12 free online and onsite training courses based on needs identified by HCPS and their employers.

**Goal 3: Establish a data-informed, quality improvement committee within USH to implement and assess initiatives to improve our performance and relevance as a consumer-run and controlled organization.**

This grant will enable USH to develop and implement a quality improvement program and will organize a quality committee that will systematically review current processes and services, demographic, satisfaction, policies and procedures, and outcome data. This will address access to services, outcomes, as well as other performance indicators.

USH will utilize a Quality Improvement (QI) Consultant to conduct an organizational assessment and provide guidelines to implement a QI Program. This will support USH's current efforts to ensure clients have access to effective peer-run services and support resources. This will also identify where the organization is performing well and where there are opportunities for improvement.

#### **Action Plan**

- a. Recruit staff, volunteers, group facilitators, trainers, and members to participate in monthly USH quality committee meetings.
- b. Organize a plan to systematically collect, review, and make recommendations on access, use and outcomes.

- c. Conduct a Quality Improvement organizational assessment.
- d. Review results and recommendations from organizational assessment and draft implementation plan.
- e. Implementation of Quality Improvement Program

**Goal 4: Establish peer-run support groups facilitated in languages other than English.**

USH's support groups, classes, and activities are facilitated in English. USH will recruit and train multi-lingual peer specialists based on community needs and provide the necessary cultural relevant resources. This will ensure that non-English speaking mental health consumer/survivors will have access to recovery-oriented, trauma-informed, culturally, and linguistically relevant peer-run support groups.

**Action Plan**

- a. Recruit and train 4 bilingual peers who speak Chinese, Korean, Japanese, and Filipino to facilitate Oahu support groups
- b. Provide 4 peer-run support Oahu groups for mental health consumers offered in Chinese, Korean, Japanese, and Filipino

**Goal 5: Establish USH as trauma-informed care organization. Provide trauma-informed, peer-run, gender-specific support groups.**

There is a high prevalence of trauma histories among USH's consumer clients and staff. Therefore, USH will establish itself as a trauma-informed care organization to prevent the re-traumatization of its clients and staff. USH will provide all staff, volunteers, and support group facilitator TIC training and adopt trauma-informed principles and best practices into its organizational culture and processes.

USH will provide gender-specific peer-run support groups to create safe and supportive environments for members who may have experienced interpersonal and other forms of violence from members of the opposite sex. This goal will increase access to trauma-informed and gender-specific peer-run support groups.

**Action Plan**

- a. Conduct a trauma-informed care organizational assessment. Prepare to implement recommendations and best practices.
- b. Train all USH staff, volunteers, and support group facilitators on trauma-informed care, including changes to USH policies and procedures to ensure all services are trauma-informed.
- c. Provide a women’s trauma-informed support group.
- d. Provide a men’s trauma-informed support group.

**Goal 6: Compete a state-wide consumer needs assessment to determine the feasibility of providing State-wide services.**

USH will be considering providing consumer advocacy and educational sessions support groups and peer mentorship on the islands of Hawaii, Kauai, and Maui. USH will utilize information from community and government organizations as to the needs of their community consumers. Consumer feedback will also be included in determining the feasibility of a USH state-wide reach.

In the interim USH will provide an online support presence, its speaker bureau educational presentations, and neighbor island access to its warm line. USH will promote these services by word of mouth and through online links. USH will capitalize on the expertise of our trainers and members of our quality committee to provide us with guidance on marketing strategies and approaches for different communities on these islands.

**Action Plan**

- a. Work with State and community agencies and consumers to determine each islands’ needs.
- b. Conduct a feasibility study of a state-wide consumer network, programs, and services, etc. like what is available on Oahu.
- c. Provide education and mental health awareness through presentations by USH’s speaker bureau presentations at schools and community organizations.
- d. Provide access to USH’s warm line and online support site.

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

See attached

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

USH will utilize the Quality Improvement Process associated with this GIA to evaluate program performance to ensure the quality of services to consumers. This will be accomplished by providing program-level data on the number of clients admitted to and discharged from services, financial data on expenditures, and staff satisfaction and supervision surveys for review by the Quality Committee.

The Committee will be comprised of client consumers, USH Staff members, and Board of Directors members. The Quality Committee will be responsible for overseeing and making decisions and quality improvement recommendations based on USH's performance. Recommendations will be made to the Board of Directors and the ED for implementation.

Client-level data on services received, treatment plans, program satisfaction, psychosocial functioning and clinical symptom variations from intake, follow-up, and discharge will be monitored to improve the efficacy and effectiveness of the services and outcomes. A utilization review process incorporating outcomes management best practices will provide monthly reports with oversight and review from the USH Board of Director, Chief Medical Officer. USH will provide summary reports and disseminate this information as necessary.

USH was founded as a consumer managed and operated organization. Presently all staff members, volunteers, peer mentors, etc. are individuals with lived experiences of mental illness. This transcends from the Board of Directors to the volunteer who is only able to man the copying machine. The ED is a mental health consumer who actively solicits and incorporates the opinions of all staff members and consumer participants.

USH is sensitive to the needs and emerging issues of its consumer clients and honors their voices and utilizes various methods to engage members in meaningful conversations to speak openly and honestly regarding issues and concerns that impact their lives. Consumer clients are encouraged to submit their concerns, comments, and suggestions to USH.

**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, the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

The measures of effectiveness will be based on the completion of the many action plans associated with this Project. These are as following:

**USH Keys to Recovery Project Measures**

Action Steps	Completion Date
1. Establish a leadership and recovery training academy	
Conduct BRIDGES Instructor training (4 Training Staff)	1/26/2026
Conduct BRIDGES Training (40 consumers)	12/31/2026
Conduct BRIDGES Advocacy Skills Training (20 consumers)	5/31/2026
State-wide Speakers' bureau (24 presentations on mental illness and recovery)	12/31/2026
Organize and deliver at least 4 continuing education workshops	12/31/2026
2. Establish a locally based learning and support community for HCPS	
Organize a statewide monthly support group for HCPS	2/2/2026
Survey HCPS and their employers on workforce training needs	3/1/2026
Identify and deliver 12 free online and onsite training courses	12/31/2026
3. Establish a data-informed, quality improvement committee	
Recruit committee's members	completed
Organize data collection plans	1/31/2026
Conduct a Quality Improvement organizational assessment.	4/30/2026
Review recommendations and draft implementation plan	6/30/2026
Implementation of Quality Improvement Program	12/31/2026
4. Establish non-English peer-run support groups	
Recruit and train 4 bilingual peer's mentors who speak Chinese, Korean, Japanese and Filipino	6/30/2026
Provide 4 peer-run support groups conducted in the 4 languages	12/31/2026

5. Establish USH as a trauma-informed care organization

- Conduct a trauma-informed care organizational assessment 7/31/2026
- Train all USH staff, volunteers, and support group facilitators on trauma-informed care. 6/30/2026
- Implement changes to USH practices, policies and procedures 12/31/2026
- Provide a women’s trauma-informed support group 12/31/2026
- Provide a men’s trauma-informed support group 12/31/2026

6. Complete a state-wide consumer needs assessment to determine the feasibility of providing state-wide services

- Work with State and community agencies and consumers to determine each island’s needs 12/31/2026
- Conduct a feasibility study on providing state-wide services 12/31/2026
- Provide education and mental health awareness through Speaker’s Bureau at schools and community organizations 1/5/2026
- Provide access to USH's warm line and online support site 1/5/2026

**IV. Financial**

**Budget**

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$53,875	\$53,875	\$53,875	\$53,875	\$215,500

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2026.**

USH will apply for pertinent grants and contracts when applicable, there are none being requested at this time. USH is anticipating working with the Departments

of Health and Corrections and Rehabilitation on providing on campus services. As of this date, there has been no action from either Department.

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 2026 for program funding.**

See attached.

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.**

Total Assets as of 12/31/2024 are \$86,010.

## **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.**

United Self Help (USH) was established in 1987 as a 501 (c) 3 nonprofit organization whose purpose and goal was to create a “consumer managed and operated” organization that fosters consumer empowerment, engagement, and peer supported recovery. USH is Hawaii's only peer-run support and advocacy organization that is administratively controlled and operated by consumers themselves through education, advocacy, and support.

The USH “Ohana” will provide the catalyst in creating the consumer advocacy movement. Involvement in this advocacy effort will further assist USH's consumer “Ohana” in improving their self-worth, confidence, and developing a sense of teamwork, all of which will benefit the USH consumer clients.

Since its establishment, USH has utilized and has been the greatest advocate of peer mentoring. This long history of peer mentorship has had a major influence in the peer mentoring community. This reputation and experience provide USH with the means and knowledge base to be successful in its role as a resource in supporting the HCPS.

USH has provided its array of services to consumers, through the efforts of many part-time consumer volunteers who receive nominal pay. As such, establishing a Quality and a Trauma-Informed care organization has been difficult and cost prohibitive. This grant will enable USH to develop a Quality Improvement Program to provide its consumer clients better programs and service and become a Trauma-Informed Care Organization that would create a safe and supportive environment for its consumer clients and staff members.

USH has worked with the Department of Public Safety to provide a community reentry program for inmates who have reached the end of their sentence since 2015. These inmates were unable to be granted parole due to their sentencing or due to mental health issues which prevented them from completing the Parole required programming. USH worked with the Halawa Corrections Facility staff to identify and prepare them for their release utilizing its Peer Mentor Program. In recent years, USH has helped over 150 inmates annually. USH would pick up these clients and assist them in completing all the necessary steps to receive food stamps, financial aid, I.D.s, bus passes, social security cards, housing, job opportunities, etc.

For the last 5 years, the Alcohol and Drug Abuse Division has contracted with USH to participate in their Continuum of Care Service Array for Adults and Adolescents. This has enabled USH to continue providing this service to this at-risk population. USH is the only mental health consumer organization in the State which presently facilitates at risk institutionalized clients' recovery and reentry into the community.

USH Community Consumer care partners:

Hawaii State Department of Health, Adult Mental Health Division (AMHD), who publicizes our programs and support groups. USH also refers clients to their crisis line for assessments.

Hawaii State Department of Health, Alcohol and Drug Abuse Division (ADAD) Continuum of Care Service Array.

Hawaii State Department of Corrections and Rehabilitation.

Mental Health Kokua hosts USH's recovery classes (BRIDGES/ WRAP) They provide client referrals.

Institute for Human Services, assisting with housing needs and by a collaborative referral process.

Waikiki Health Center, North Shore Mental Health and other case management agencies provide client referrals.

USH's Keys to Recovery Project will enhance and modernize the organization, creating a corporate culture that would benefit the community consumers and USH Staff members who are also consumers. Our organization is guided by our mission statement: "helping people help themselves."

## **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.**

USH maintains an office at the Waikiki Health Center. This space is utilized for consumer support groups and computer education classes. USH also has two 10 x 20 work and storage spaces at the Hawaii Self Storage. A conference room is also available for use.

USH rents space at various churches and other charitable organizations, to host its social events. The popular "Fourth Friday" now at the Hongwanji Mission, at 924 University Avenue. Their social hall provides room for 100 consumers who regularly look forward to each Fourth Friday. Other events and support groups utilize similar spaces on an as needed basis.

## **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.

This request will cover staffing costs for the USH Director (50%), 1 peer mentor supervisor (35 hours per week) and 2 certified peer mentor trainers (25 hours per week), and 1 Statistics Clerk (20 hours per week)

Bud Bowles – Executive Director, MSW, CPRP, HCPS, provides overall supervision of the agency. Mr. Bowles has been managing support groups and recovery programs for the last 22 years. He has also participated in the peer mentoring of released inmates for the last 10 years. The peer mentor supervisor

and the 2 peer mentor trainers will be certified peer specialists and have a minimum of 2 years sustained recovery. The Statistics Clerk will be responsible for compiling QA and CQI data.

Supervision and training will be conducted by the Executive Director, the Peer mentor supervisor and by board members who have medical and/or behavioral health experience.

## **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 Attached Organization Chart

## **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.**

Executive Director - \$65,000 full time

Peer Mentoring Supervisor - \$36,400 part time

Communications Supervisor - \$35,000 part-time

## **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.**

USH has no pending litigation to which we are a part, including any outstanding judgement.

### **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.**

AMHD Peer Mentoring Certification (Executive Director and current Peer mentors on staff.)

### **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.

Grant funds will not be used to support sectarian or non-sectarian private educational institutions.

### **4. Future Sustainability Plan**

**The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:**

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

USH relies primarily on grants, community and foundation contributions, and its fundraising activities for its operating funds. As a non-profit organization, these funding sources vary from year to year, making forecasting and budgeting difficult. USH has been fortunate to make ends meet by minimizing expenses, utilizing volunteer help, and by cutting services when needed.

USH is presently working with the Departments of Corrections and Rehabilitation and Health to explore the feasibility of providing reentry and on campus services to their inmates and patients. If a formal Request for Proposal (RFP) for these services is issued, the State Procurement Process does not guarantee that USH will be the successful bidder. USH was unable to continue being an Alcohol and Drug Abuse Division (ADAD) Service Array Provider due to not meeting the requirements of their most recent RFP.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

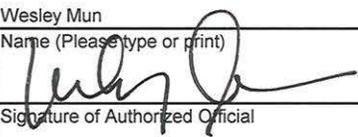
Applicant: United Self Help

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	156,300			
2. Payroll Taxes & Assessments	14,500			
3. Fringe Benefits	800			
TOTAL PERSONNEL COST	<b>171,600</b>			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,500			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	2,500			
5. Staff Training	13,000			
6. Supplies	1,500			
7. Telecommunication				
8. Utilities				
9. Computer equipment	4,500			
10. Community Professional Training	2,400			
11. Community Consumer Training	1,500			
12. New Support Groups	1,000			
13. Consultant - Trauma - Informed Care	6,000			
14. Consultant - Quality Improvement Prog.	10,000			
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	<b>43,900</b>			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>215,500</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	215,500	Wesley Mun	808 358-5898	
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested			45,672	
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>215,500</b>	Wesley Mun, President, Board of Directors Name and Title (Please type or print)		

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: United Self Help

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	156,300			
2. Payroll Taxes & Assessments	14,500			
3. Fringe Benefits	800			
<b>TOTAL PERSONNEL COST</b>	<b>171,600</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	1,500			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	2,500			
5. Staff Training	13,000			
6. Supplies	1,500			
7. Telecommunication				
8. Utilities				
9. Computer equipment	4,500			
10. Community Professional Training	2,400			
11. Community Consumer Training	1,500			
12. New Support Groups	1,000			
13. Consultant - Trauma -Informed Care	6,000			
14. Consultant - Quality Improvement Prog.	10,000			
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>43,900</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>215,500</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	215,500	Wesley Mun <span style="float: right;">808 358-5898</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date 45,672</span>		
<b>TOTAL BUDGET</b>	<b>215,500</b>	Wesley Mun, President, Board of Directors Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

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

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	2.00	\$1,500.00	\$ 3,000.00	
Laser Printer	1	\$1,500.00	\$ 1,500.00	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>3</b>		<b>\$ 4,500.00</b>	

JUSTIFICATION/COMMENTS:

Computer upgrades to process data and compile reports for the Quality Improvement Program.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: United Self Help

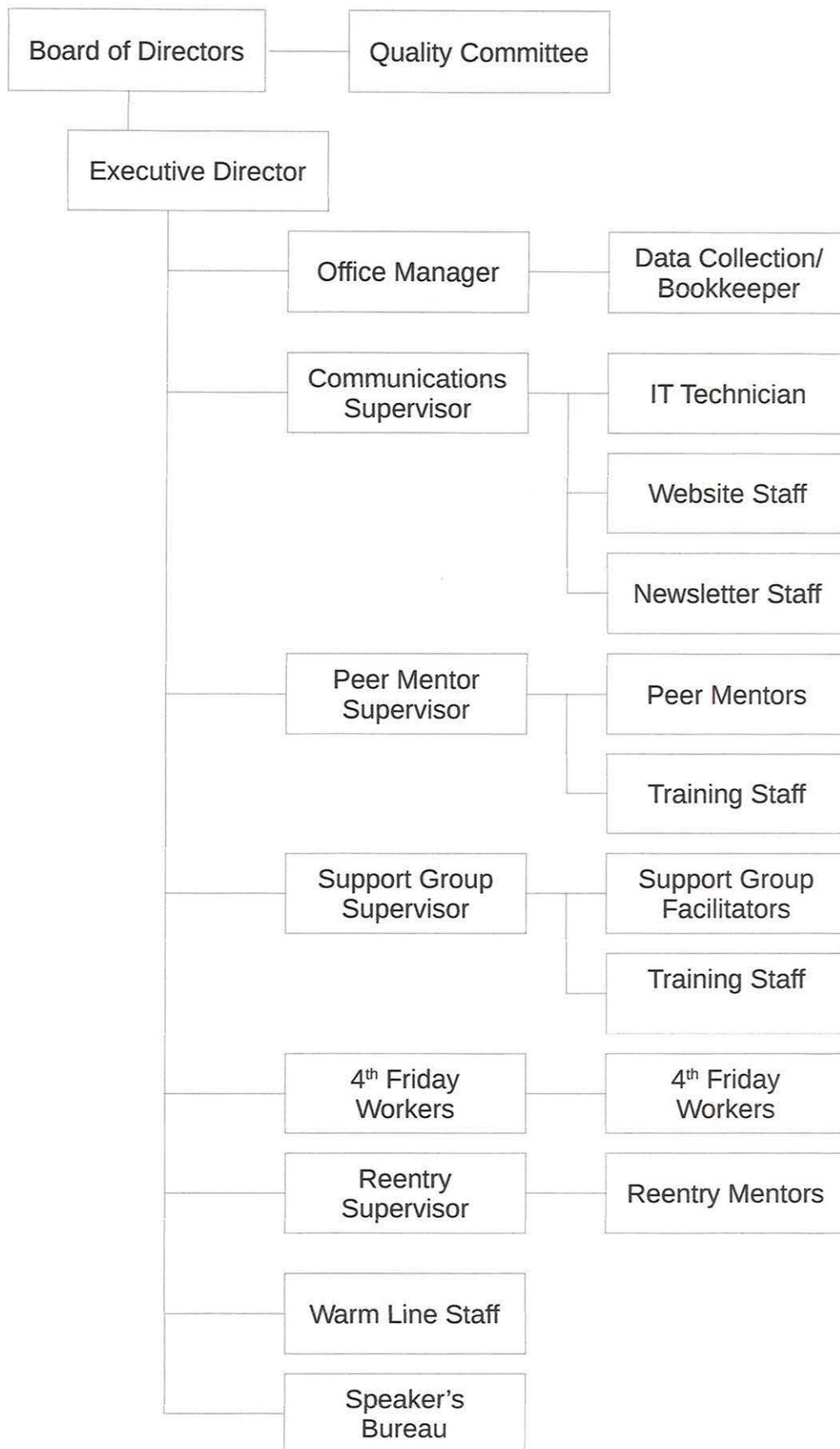
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENT NOT APPLICABLE						

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

Applicant: United Self Help

Contracts Total: 121,000

	<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	Substance Use Disorder Continuum of Care		Dept of Health, Alcohol		
2	Service Array for Adults and Adolescents		and Drug Abuse Division		
3	ASO LOG #21-440-21-1	10/1/21 to 9/30/24	(ADAD)	State of Hawaii	-
4					
5	HB 1800 CDI Operating and Capital Grant-In-Aid	FY 2025	Dept of Health, Adult	State of Hawaii	100,000
6	Funds for GIA application 6444047 to		Mental Health Division		
7	provide reentry services for inmates released				
8	from the custody of the Department of Correction				
9	and Rehabilitation and the Department of Health				
10	Hawaii State Hospital. Request of \$270,000				
11	received \$100,000.				
12					
13	\$10,000 Grant from the Women's Fund to provide		Women's Fund		10,000
14	support groups for women.	1/1/25 to 1/1/26			
15					
16	\$10,000 Grant from Aloha Care for Mental		Aloha Care		10,000
17	Health Presentations to schools.	10/31/24 to 10/31/25			
18					
19	\$1,000 Grant from the Rotary Club of Honolulu		The Rotary Club		1,000
20	Sunrise for Mental Health Presentations to		of Honolulu Sunrise		
21	Schools	12/1/24 to 12/1/25			
22					
23					
24					
25					
26					
27					
28					
29					



United Self-Help Organization Chart

USH Keys to Recovery Project Timeline				
Action Steps	Start Date	Completion Date	Responsible Staff	Notes
1. Establish a leadership and recovery training academy				
Conduct BRIDGES Instructor training (4 Training Staff)	1/5/26	1/26/26	Executive Director (ED)	
Conduct BRIDGES Training (40 consumers)	2/2/26	12/31/26	ED/Training Staff	4 10 week sessions
Conduct BRIDGES Advocacy Skills Training (20 consumers)	5/4/26	5/31/26	ED/Training Staff	2 3 day sessions
State-wide Speakers' bureau (24 presentations on mental illness and recovery)	1/5/26	12/31/26	ED/Training Staff	Schools/other
Organize and deliver at least 4 continuing education workshops	1/5/26	12/31/26	ED/Subject Experts	Community Partners
2. Establish a locally based learning and support community for HCPS				
Organize a statewide monthly support group for HCPS		2/2/26	Executive Director (ED)	online access
Survey HCPS and their employers on workforce training needs		3/1/26	Executive Director (ED)	
Identify and deliver 12 free online and onsite training courses		12/31/26	ED/Subject Experts	Community Partners
3. Establish a data-informed, quality improvement committee				
Recruit committees members	completed	completed	USH Staff and consumers	volunteers secured
Organize data collection plans		1/31/26	ED/USH Staff	
Conduct a Quality Improvement organizational assessment.		4/30/26	Consultant	
Review recommendations and draft implementation plan		6/30/26	ED/Quality Committee	
Implementation of Quality Improvement Program		12/31/26	ED/Quality Committee	Consultant assisted

USH Keys to Recovery Project Timeline				
Action Steps		Completion Date	Responsible Staff	Notes
4. Establish non-English peer-run support groups				
Recruit and train 4 bilingual peers mentors who speak Chinese, Korean, Japanese and Filipino		6/30/26	USH Staff	
Provide 4 peer-run support groups conducted in the 4 languages		12/31/26	USH Trainers/Staff	
5. Establish USH as a trauma-informed care organization				

Timing (Pg. 2)

Conduct a trauma-informed care organizational assessment		7/31/26	Consultant	Community Partners
Train all USH staff, volunteers, and support group facilitators on trauma-informed care.		6/30/26	Consultant	Community Partners
Implement changes to USH practices, policies and procedures		12/31/26	ED/USH Staff	
Provide a women's trauma-informed support group		12/31/26	ED/Support Grp facilitators	
Provide a men's trauma-informed support group		12/31/26	ED/Support Grp facilitators	
6. Complete a state-wide consumer needs assessment to determine the feasibility of providing state-wide services				
Work with State and community agencies and consumers to determine each island's needs		12/31/26	ED/USH Staff	
Conduct a feasibility study on providing state-wide services		12/31/26	ED/Partner Agencies	Community Partners
Provide education and mental health awareness through Speaker's Bureau at schools and community organizations		1/5/26	ED/USH Staff	Community Partners
Provide access to USH's warm line and online support site		1/5/26	USH Tech Support Staff	