

House District 45

Senate District 21

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 126-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): OFFICE OF COMMUNITY SERVICES  
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): LBR93

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization  
Kahikolu Ohana Hale O Waianae (Kahikolu)  
Street Address:  
85-233 to 85-251 Ala Aku Street and 85-294 to  
85-298 Ala Hema Street, Waianae

Mailing Address:  
87-730 Farrington Hwy. Ste. B  
Waianae, Hawaii 96792

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PASTOR "BOO" WADE SOARES  
Title Executive Director/CEO/Founder  
Phone # 808-668-6969  
Fax # 808-668-8080  
e-mail HCCC.admin@gmail.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**MATCHING START UP OPERATIONAL FUNDING FOR KOHOW EMERGENCY, TRANSITIONAL, AND LOW INCOME HOUSING FACILITY IN WAIANAE OPENING JUNE OF 2008.**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): [REDACTED]

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 1,512,058

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

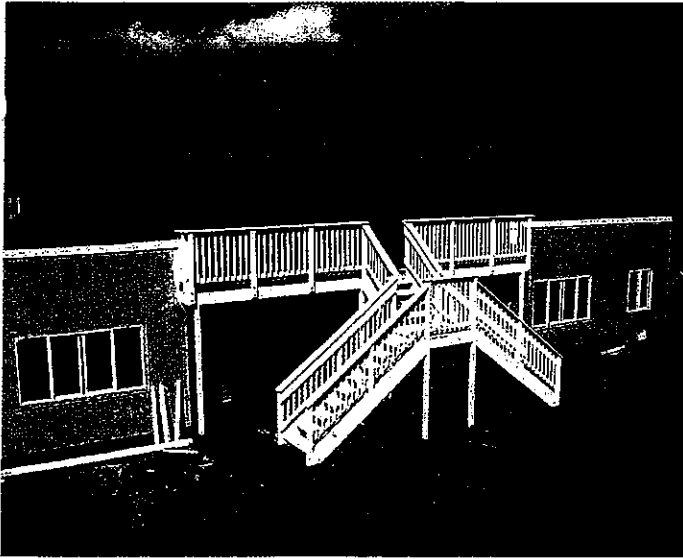
SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
PRIVATE: CASTLE \$50,000  
PRIVATE/OTHER \$ 1,225,724 OHA (08-09)

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

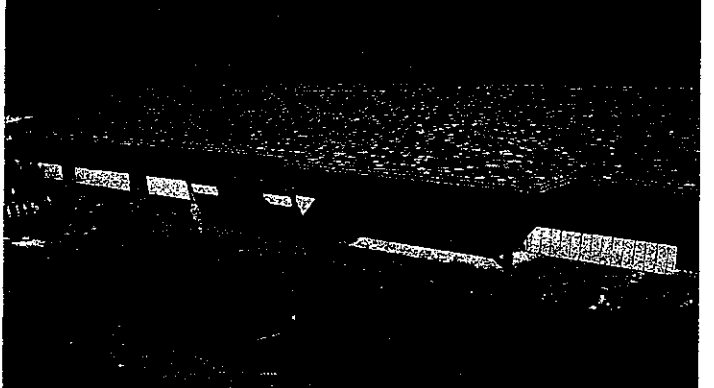
[REDACTED] PASTOR "BOO" WADE SOARES, EXEC. DIR./CEO  
AUTHORIZED SIGNATURE NAME & TITLE

1/27/08  
DATE SIGNED



Kahikolu Ohana Hale O Waianae December 2007  
Picture 1 is the first Emergency, transitional building  
Picture 2 is resource building as of 12-4-07  
Picture 3 is Emergency Dorm & Laundry facility  
Picture 4 is the three Emergency, transitional units.

As of January 2008 70% of building is complete, all buildings are up and finish work is beginning.  
Tentative completion date is May 2008.



## Application for Grants and Subsidies

### I. Background and Summary

1. Applicants Background: Kahikolu Ohana Hale O Waianae, a 501 (c)(3), was created to use housing, programs and services to make sustainable and enduring changes in the lives of the homeless on the Waianae coast.

Hawaii Coalition of Christian Churches started raising funds for this project in 2005. Today, January 2008, Kahikolu O Hana Hale O Waianae has its own 501 (c) (3) and is fully funded for construction, and are over 70% finished building. Completion is scheduled for the end of April and the opening date is scheduled for June of 2008.

Kahikolu will be providing our resident's experienced and proven programs and services on site. Kahikolu has partnered with a number of service providers that have excellent track records in providing these services to the community.

2. The goals and objectives related to the request; Kahikolu's goals and objectives are to use housing, programs and services to make enduring, sustainable changes in the lives of our residents so they can transition back into the community with the tools to make them viable members of our community. Our goal is to have a recidivism rate of less than 20% for families and less than 35% for singles.
3. State the public purpose and need to be served; Our purpose is to shelter and keep safe our homeless singles and families; while giving them the skills and services to get back on their feet and help keep them there, through education, training, and employment.
4. Describe the target population to be served; Kahikolu's target population is the homeless population of Waianae with incomes that are less that 50% of the median for our area.
5. Describe the geographic coverage. Our focus will be the homeless population on the Waianae coast, which the Governor has declared an Emergency Proclamation and has extended it for an additional year because of the acute problem in our area.

## II. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities: All Kahikolu residents will have Case Managers assigned to them upon entering our facility. Together with a team of professionals, each resident will have a personalized service plan set up for them with goals and objectives and a contract that they have agreed to. This will include, but not be limited to:

- Financial literacy and budgeting of finances
- Individual and Family literacy programs
- Mental Health: Individual, family, group programs, and anger management
- Substance Abuse and Addictive behavior programs
- Medical and dental care
- Cultural Education and Awareness
- Tutoring and After School Activities for Children
- Parenting, pre-natal care, and nutrition classes
- Vocational training and Apprenticeship Programs
- Job Readiness training
- Home ownership readiness and Sweat Equity Training
- Mentoring from members of our community

2. Timeline for accomplishing the results or outcomes of the service:

Emergency Housing is for a period of six (6) weeks. During this time, residents will be assigned a case manager and a mentor. They will be met with on a weekly basis by their case manager to set up goals and objectives. This is a time for stabilization, realistic goal setting, and to determine if the resident wants to proceed through the 24 month transitional program. If they do, a contract will be made and signed. If they decide not to, an exit plan will be put in place for them. We do not expect many to do so, because the expectations will be outlined for them in an orientation prior to them entering into our facility during the screening process.

Transitional Housing: Will be for a period of up to 24 months depending on the needs of the resident. During this time our residents will be met with on a regular basis, setting bench marks towards their goals and re-evaluating their individual programs.

- All residents will work on site to help maintain our facility, assist in the kitchen, or help with the pre-school or after school programs upon entering the transitional program.
- All able residents will have the goal of being employed, in school, or an apprenticeship program six (6) months after entering our facility.
- All residence will have the financial training to set up personal or a family budget within six (6) months of entering the transitional program.
- All residence will have a sayings account either through the facility or with a financial institution within six (6) months.

- Those who have jobs will have the option of being trained for better positions with better pay within the first twelve (12) months of entering the transitional program, as well as participate in on-going classes to assist them in learning new skills.
  - Those who do not have employment, if physically and mentally able, will go through job readiness training, which will include how to dress, how to interview, how to fill out applications and do resumes. They will also have available to them on-going opportunities to learn skills through training on site.
3. Quality assurance and evaluation: Case Managers will meet with their MSW on a monthly basis to review progress of their clients. Each case manager will do on-going monthly reports on each case, with a three (3) month, six (6) month, and annual bench mark review for each resident.

Mentors assigned to our residents will also submit monthly reports to the Mentoring Manager, who will share appropriate information with the case managers.

4. The measure(s) of effectiveness: Each program and training will have a designated outcome, residents will be tested in some cases prior to going into programs, upon completion or a survey will be given as appropriate.

There will be a semi-annual review of all programs and services to evaluate the outcomes, to determine if the program is still appropriate or if other services need to be introduced. This will be done by a committee which will include executive staff, directors of services, as well as input from our resident program.

We also have met with Dr. Hamilton McCubbin, Director of Research from University of Hawaii. He and his practicum students will be monitoring our programs and service success for the Office of Hawaiian Affairs. This data will be available to all government agencies and foundations per our request. We want to be as transparent as possible.

### III. Financial

#### Budget

1. Attached is our projected operating budget.

We are requesting a total of 1.512 million dollars for start up costs for operations and equipment so we furnish our facility, may hire our staff and launch our programs and services. We are asking \$1,225,724 to match funds that have been designated, (split between two calendar years) by Office of Hawaiian Affairs as a condition of their grant release, also an additional \$286,334 to be fully funded until we can bring our programs and service on line and populate our facility with clients. Most funding

provided for programs and services require you already be in operation and they are paid by occupied bed. We need this money to begin that process.

2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
387,058	375,000	375,000	375,000	375,000

#### IV. Experience and Capability

##### A. Necessary Skills and Experience

Kahikolu Ohana Hale O Waianae is a new entity, but our staff and our board of directors bring a wealth of experience in providing the programs and services, and maintaining our facilities.

On our staff we have the former Big Brothers and Sisters Foundation Director, who also was Executive Director for Angel Network, also a SHRM certified Human Resource person, who also is a certified trainer, mediator, and has trained in the area of management, HR, job readiness, interviewing skills or over 7 years and has over 25 years of management experience in the service industry.

Outreach and intake: Waianae Comprehensive, who has been running a successful outreach to the homeless over the last nineteen years.

Mental Health: The Institute For Family Enrichment (TIFFE), who was founded over twenty-five years ago, experienced in all phases of mental health and addictions, with over 400 employees.

Women's Christian Job Corp: Has run a successful vocational and life skills training program on the Waianae Coast for over six years.

Good Shepherds Nursery and Pre-School: Is an accredited pre-school that has been in operation since the early 1960's. The executive director is going to run our program and hire, and train the staff. The Kahikolu Pre-school will be accredited.

William Hummel MSW, has offered to run our case management program, he will also be bringing his practicum students from HPU to augment our staff in the area of case management.

Both West Hawaii and University of Hawaii have expressed an interest in sending their practicum students for the MSW program as well as Early Education program.

**B. Facilities**

Our facility is located at 85-233 Ala Aku Street, behind Waianae Intermediate School near Uluwehi. It is over 70% complete as of January 2008. We are scheduled for completion at the end of April and plan to open June 2008. We will provide programs and services in our "Harry and Jeannette Weinberg Resource Center." It is two stories high. Located on the first floor is a Pre-School, Day Care, Commercial Kitchen, and Dining Room, which will also house our after school program for the school age children. Upstairs has classrooms for vocational, computer, life skills training, case management, mental health, medical, and dental care. We are completely ADA compliant; our plans have been reviewed and approved. We also exceeded the required amount of ADA residential units and have made all ground floor units in all seven buildings either ADA or ADA adaptable, so we can adjust depending on demand.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Our staff will wear many hats, especially in the beginning. The on site Staff will include: an Executive Director to oversee the entire facility, a Resident Manager, who will be on call 24-7, who will handle maintenance, grounds, security, safety, and emergency in-take. An Executive Assistant Administrator who will handle grants, general administration, procurement, job readiness training, Human Resources, coordinate programs and service, training of Staff, orientations for both staff and residents, mediation and other services as needed. A Director of Finance, who will handle our finances, budgets, food program, report to foundations and agencies, and conduct Financial Literacy Classes for our residents. We will also have a Director of Case Management (MSW), and case managers to manage our 300+ residents, a Director in charge of our mentoring program, work program, and our volunteers. We will have security personnel scheduled 24-7 in our facility.

**Staff Qualifications:**

Executive Director: Pastor "Boo" Soares; has had the success of raising funds (16.5 million) to build this facility, acting as the developer of Kahikolu Ohana Hale O Waianae, being a part of the development team to make the decisions on exactly what this facility will look like and function. He has brought together a host of successful service providers that will bring programs and service into our facility, as well as doing regular outreaches on the beach for our homeless community in Waianae. He is the President of a Coalition of over 60 Churches

and Para-churches, has been a successful business man owning his own business, housing homeless people in his own home for over 17 years, and a Senior Pastor in the community of Waianae.

Executive Assistant Administrator: Missy Tenneson, SHRM certified, certified mediator of Mediation Center of the Pacific, Certified Trainer, 7 years of HR training for small businesses, 25 years of executive management experience in the service industry, board treasurer for Pacific Faith Fellowship Church in Waianae.

Finance Director: Helga Wilhelm, past Executive Director for Angel Network, which had housing, food and clothing outreach. Also was past Foundation Director for Big Brothers and Sisters. Trained by the German equivalent of the IRS in finances, tax collection, and audits. Past president treasurer, and board member of her homeowners association.

Director of Case Manager: William Hummel, who has his masters in social work, handles the practicum program at HPU, and has extensive experience in running programs and service in homeless shelters both here and on the mainland, former Executive Director for I.H.S.

Resident Manager: Has not been identified at this time; must have experience in facility maintenance, safety, and supervisory skills.

**B. Organization Chart**

Please see exhibit B, which is our Organizational Chart

**VI. Other**

**A. Litigation**

There is no pending or existing litigation or outstanding judgment for Kahikolu Ohana Hale O Waianae or HCCC.

**B. Licensure or Accreditation**

Our Pre-school will be licensed and accredited, our kitchen will be certified.



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

Applicant:  Kahikolu Ohana Hale O Waianae

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>OHA Funding (b)</b>	<b>Castle Foundation (c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	545,708	446,489		
2. Payroll Taxes & Assessments	65,485	53,579		
3. Fringe Benefits	130,970	116,087		
<b>TOTAL PERSONNEL COST</b>	<b>742,163</b>	<b>616,154</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Audit & Accounting fees	12,500	12,500		
2. Advertising	2,200	2,200		
3. Insurance- Gen	24,500	24,500		
4. Insurance - Payroll	24,500	24,500		
5. Janitorial Service	7,000	7,000		
6. Mileage	3,636	3,636		
7. Office Supplies/Expenses	7,500	7,500		
8. First Aid Supplies	3,000	3,000		
9. Equipment Rental	4,000	4,000		
10. Equipment Repair - Reserve	24,082	24,082		
10. Refuse	21,455	21,455		
11. Association Fees	12,120	12,120		
12. Airfare & Travel Expenses	2,525	2,525		
13. Postage	600	600		
14. Food/Food bank	18,182	18,182		
15. Outside Maintenance	7,273	7,273		
16. Building/ Supplies	10,059	10,059		
17. Taxes/ Fees	6,000	6,000		
18. Cable/Internet	7,000	7,000		
19. Utilities	130,000	70,000		
20. Van Lease, Insurance, Gas	7,000	7,000		
21. Training/Subscr./Memberships	4,000	4,000		
22. Pest Control	7,000	7,000		
23. Propane	9,000	9,000		
24				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>355,132</b>	<b>295,132</b>		
<b>C. EQUIPMENT PURCHASES</b>	<b>400,000</b>		<b>50,000</b>	
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,497,295</b>	<b>911,286</b>	<b>50,000</b>	
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,512,058	Heiga M. Wilhelm 668-8080		
(b) OHA Funding	911,286	Name (Please type or print) Phone		
(c) Castle Foundation	50,000	Jan. 25, 2008		
(d)		Signature of Authorized Official Date		
<b>TOTAL REVENUE</b>	<b>2,473,344</b>	Pastor Wade "Boo" Soares, Executive Dir./CEO Name and Title (Please type or print)		

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: KAHIKOLU OHANA HALE O WAIANAE

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
CEO/Exec. Director	1	\$70,000.00	55.00%	\$ 38,500.00
Adm./Prog. Dir.	1	\$57,585.00	55.00%	\$ 31,671.75
Finance Director	1	\$45,000.00	55.00%	\$ 24,750.00
Clerical	2	\$45,000.00	55.00%	\$ 24,750.00
Mentoring/Screening Supervisor	2	\$90,000.00	55.00%	\$ 49,500.00
Dir. Of Case Management	1	\$60,000.00	55.00%	\$ 33,000.00
Residential Mrg/Maint	1	\$40,000.00	55.00%	\$ 22,000.00
Facilities/Bldg. Maintenance	1	\$23,100.00	55.00%	\$ 12,705.00
Groundskeeper	2	\$63,760.00	55.00%	\$ 29,568.00
Security (24/7)	10	\$230,400.00	55.00%	\$ 126,720.00
Manager/ Volunteer Services	1	\$40,000.00	55.00%	\$ 22,000.00
Case Workers	4	\$149,352.00	55.00%	\$ 82,143.60
Kitchen Manager	1	\$40,000.00	55.00%	\$ 22,000.00
Cook	1	\$28,800.00	55.00%	\$ 15,840.00
Prep/pantry	1	\$19,200.00	55.00%	\$ 10,560.00
				\$ -
<b>TOTAL:</b>				<b>545,708.35</b>

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kalhikolu Ohana Hale O Waianae \_\_\_\_\_ Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Preschool Furniture			\$ 150,000.00	100000
Office Furniture			\$ 60,000.00	60000
Computer System			\$ 150,000.00	150000
misc Furnitures			\$ 279,160.00	90000
Bunkbeds Emergency/Transitional			\$ 50,000.00	50000
<b>TOTAL:</b>			\$ 689,160.00	450,000
JUSTIFICATION/COMMENTS:				

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

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Kahikolu Ohana Hale O Waianae

\_\_\_\_\_  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

11/27/08

\_\_\_\_\_  
(Date)

Pastor "Boo" Wade Soares

\_\_\_\_\_  
(Typed Name)

Executive Director/CEO/Founder

\_\_\_\_\_  
(Title)

Exhibit B  
Organizational Chart  
Kahikolu Ohana Hale O Waianae

Kahikolu Ohana Hale O Waianae Board of Directors

Executive Director

