

House District 18-33, 45-51

Senate District 8-15, 23-25

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DHS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

FAMILY PROMISE OF HAWAII

Dba:

Street Address:

245 N. KUKUI ST., SUITE 101  
HONOLULU, HI. 96817

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MARY SAUNDERS

Title EXECUTIVE DIRECTOR

Phone # 548-7478

Fax # 548-7485

E-mail director@familypromisehawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FAMILY PROMISE OF HAWAII REQUESTS FUNDS TO PROVIDE HOUSING AND SUPPORT SERVICES TO FAMILIES WITH CHILDREN EXPERIENCING HOMELESSNESS. GRANT IN AID FUNDS WOULD BE USED TO SERVE 100+ HOMELESS PARENTS AND CHILDREN IN OUR HONOLULU DAY PROGRAM FOR WAITLISTED FAMILIES. SINCE 2006, WE HAVE HELPED OVER 1,500 PARENTS AND CHILDREN ON OAHU TRANSITION TO SUSTAINABLE INDEPENDENCE. OUR FAMILIES LEAVE OUR PROGRAM BETTER PREPARED TO BUDGET THEIR FINANCES, MAINTAIN EMPLOYMENT AND AN UNDERSTANDING OF WHAT IT TAKES TO MAINTAIN LONG-TERM HOUSING.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 57,000

8. 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 \$ 76,000 (SHELTER PROGRAM)

FEDERAL \$ \_\_\_\_\_

COUNTY \$ 90,000

PRIVATE/OTHER \$ 65,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

[REDACTED SIGNATURE]

MARY SAUNDERS, EXECUTIVE DIRECTOR

1/22/16

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

RECEIVED  
1/22/16 MA

## Application for Grants

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

### I. 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;

Our mission is to mobilize existing community resources to aid families with children experiencing homelessness and help them transition to sustainable independence. Since 2006, Family Promise of Hawaii has provided housing and support services to over 1,500 homeless parents and children on Oahu. Our two day centers (open 365 days a year) provide laundry, showers, mail, phone, computers and weekly case management. Each year we provide housing and support services to approximately 230 parents and children experiencing homelessness. Last year, 100% of our regular program guests had at least one parent employed full-time and 84% of our families were successfully housed within four months. Our average length of stay until being housed was 97 days.

Family Promise of Hawaii believes that the best way to combat family homelessness is through a collaboration of services and the involvement of the community. Families use our day centers as a homebase as they learn to budget, save money and get their lives back on track. In 2015 we served 34 families and they all successfully secured housing last year through our program. Families stay at our day centers and community hosting sites provide overnight shelter and meals each evening.

In 2014, Family Promise of Hawaii was selected to participate in the Hawaii Community Foundation's Housing ASAP Program. The program was designed to advance the goal of ending family homelessness, reduce time families are placed in stable housing, increase number of families placed in housing, increase number of families that remain stably housed and develop a network of change agents collaborating to end family homelessness. Our participation allowed us to solidify our place amongst our peers to make positive changes toward ending family homelessness. Leadership coaching and an organizational assessment allowed us to strengthen our own organization and leadership. Participating in this groundbreaking network of change agents provided positive growth for our staff and board. It has also helped us examine how we serve our families and ways in which we can try to reach more in need.

2. The goals and objectives related to the request;

We are respectfully requesting support to mobilize existing community resources to assist homeless families with children transition to sustainable independence. Your support would help enable Family Promise of Hawaii to:

- In addition to the 100 parents & children served in our overnight program, at least 100 more parents and children will work with Family Promise of Hawaii to move to long-term, stable housing through our Day Program for waitlist families. The program allows parents and children to utilize our Honolulu day center for laundry, mail, computer/internet access, shower facilities, meals and weekly case management. Several of our waitlist families have been able to secure housing before having to enter the regular overnight program.
- The over 1,500 volunteers from host congregations will work with Family Promise to become a part of a solution to the homelessness epidemic on Oahu, particularly where it impacts our most vulnerable families with children. We will also continue to foster family values and change perceptions about the homeless among our existing 1,500 community volunteers;
- Improved financial literacy classes for current and graduated families through a new 2016 partnership with American Savings Bank.
- Help educate and inspire the general public to become advocates towards ending homelessness in the State of Hawaii through community presentations and participation in education and advocacy activities with partners such as the Hawaii Community Foundation *Housing ASAP* program and Partners in Care;
- Promote community partnerships by continuing to educate community partners about the services we have available to support our mutual clients and linking Family Promise of Hawaii guests with resources and supportive services through referrals to partner agencies.

We have found that our community-based approach helps challenge negative stereotypes about homelessness and often builds stronger community relationships. We believe this greater awareness and understanding promotes harmony and cooperation amongst diverse groups as we work together to accomplish shared goals.

3. The public purpose and need to be served;

Family Promise of Hawaii serves one of our neediest populations: homeless families with children. Unfortunately, families with children continue to be a growing population of the homeless community. We serve families from all over the island of Oahu and offer daily shelter, meals and case management at one of our two day centers located in Windward Oahu and Honolulu. Each year, we place at least thirty families into long-term housing.

Family Promise has committed to the practice of housing first. We rapidly re-house families with children into sustainable housing, usually within 3-4 months. A high percentage of our guests are children, many under the age of 5. Short shelter stays are critical to children since 28% of

homeless children go to 3 or more schools in a year (National Center on Family Homelessness). Research shows that each school transfer delays cognitive development by several months; therefore it is critical to minimize housing transitions. We know of no other local program who boasts such a high success rate and such a short length of stay. Our Program Manager and often host congregation volunteers, continue their relationships with families after they secure housing to ensure that they are receiving appropriate services during this period of transition.

The United States Interagency Council on Homelessness (USICH) has set a goal of ending family homelessness by 2020. Our commitment to housing families must be greater than ever. Every child should have access to safe, affordable housing, educational opportunities and healthcare. Our 2014 participation in the Hawaii Community Foundation's Housing 'ASAP Program furthers our commitment to ending family homelessness in Hawaii. This two and a half year program requires monthly commitments from our Executive Director and Program Manager. Our 2015 network goals were to place 20% more families into permanent housing than in 2014. We exceeded that by placing 30% more families for a total of 284 families. The network participants represent half of the shelter beds in the state, yet served 66% of homeless families that transitioned into permanent housing from January through September 2015.

While decreases have been made in areas of homelessness (such as veteran homelessness), there have not been as much progress in the area of family homelessness. Based on the U.S. Department of Education's count of homeless children in public schools and the 2013 Census almost two and a half million children were homeless in 2013. This was an 8% increase and an increase in 31 states.

4. Describe the target population to be served; and

In the past few years, Hawaii has experienced an increase in the number of homeless families, especially on the island of Oahu. Hawaii also has the highest rate of homelessness per capita among the fifty states. City sweeps of encampments, expansion of the sit-lie ban and lack of affordable housing have become a part of our everyday news. Service providers have ever increasing pressure to serve more clients with limited resources.

An astonishing 2.5 million children are homeless in the United States. This signifies one in every thirty children (The National Center on Family Homelessness). Most causes of family homelessness include:

- High poverty rates in the U.S.
- Lack of affordable housing
- Impact of the Great Recession
- Single parenting
- Traumatic experiences (such as domestic violence)

Approximately 22% of all children in this country (about 16 million) are among the nation's poorest families. Although children are 24% of the population, they represent 34% of people living in poverty. (The National Center on Family Homelessness). The impact homelessness has

on children is devastating. These factors can alter a child's brain architecture interfering with learning, emotional coping skills, cognitive skills and social relationships. The Homeless Service Utilization Report (Hawaii 2014) states that persons in families make up the greatest number of shelter clients. Statewide, 14,282 clients received homeless services with 7,864 of those clients being individuals in families.

In Hawaii, the minimum wage is currently \$7.75 per hour. The income needed for a two-bedroom apartment is \$32.14 per hour and 31% of Hawaii households pay more than 50% of their income to rent (The National Center on Family Homelessness). At Family Promise, 100% of our families have at least one parent employed full-time. Many of our families have two working parents but still struggle to make a living wage and finds housing that they can truly afford. A single event such as job loss, illness, injury or one large household bill can push a vulnerable family into homelessness.

Digging deeper into the issues behind family homelessness, Family Promise affiliates across the country discovered that: 1) 16% of families had at least one member with a disability and 2) 38% of guest families became homeless as a direct result of eviction or foreclosure. We continue to see a shift from transitional housing to permanent housing, with 60% of families moving into permanent housing and only 15% into transitional. (Family Promise National, 2013 Program Services Report).

5. Describe the geographic coverage.

We operate two Oahu locations (windward Oahu and Honolulu) but serve families from all over the island of Oahu.

## **II. 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;

Our approach is unique in the following ways:

1. Community Building- We truly believe the only way to end homelessness is to actively involve, engage, and educate the surrounding community. Although services are important, we believe that service delivery in itself does little to address the underlying causes of homelessness. We believe that the community can come together to address a shared concern and find long-term solutions. Without collaborative community support, we will never have the social or political will to prioritize resources to ensure that every child secures a stable, healthy home.

We've actively engaged over 1,500 volunteers to provide shelter, food, and support for our guest families. As our guests and volunteers share meals they develop a true sense of family. Guests interact with potential employers, landlords, and other professionals in our volunteer network. This personal connection often proves the difference in giving our families equal opportunity and access. Families are given daily positive support and encouragement, increasing the determination required to transition through a difficult period of their lives. Ultimately, a large community family is created based on the shared belief that each individual has worth and deserves the dignity of shelter, food, and basic needs. In January 2016, our first non-congregational host site started providing evening shelter and meals. Building Futures, LLC owns apartment buildings on La'au Street in Honolulu and will host families once each quarter. They are also working with us to provide long-term rental apartments through their property management company, Marcus & Associates.

2. Accountability- We exist to help families transition out of homelessness, not to provide mere shelter. This is a critical distinction that defines our approach. We believe that our guests are best able to help themselves and believe that the path to self-sufficiency is primarily self-directed. Guests have often commented that they appreciate an environment that allows families to stay together through this very difficult time.

Due to our respect for our families, we have high expectations of them. We partner to make weekly budgeting and housing goals and hold our families accountable to them. These goals primarily affect a family's housing, income, savings, health, child care, and education. Guests understand that their continued stay with us is contingent upon accomplishing these objectives. A new partnership with American Savings Bank in 2016 will help provide financial literacy classes to both current and graduated families. Graduated families curriculum will focus on long-term housing sustainability.

3. Family Stability- We strongly believe that 24 hour service-enriched stability is required to help families break out of a "survival mentality" and start working towards creating a better future. When night shelter is solely provided, families often spend the day securing their belongings, stressing they won't get a bed that evening, and staying close to the shelter to ensure their place. Little time or energy is left to spend on work, housing, and educational goals. They must also compete for limited resources, such as telephone and computer. Our guests use Family Promise day centers as a home base providing them with an immediate place for a mailing address, telephone line and computer/internet access as soon as they enter the program.
4. Community Resources- We've identified that many buildings are left empty at night and can provide accommodations for homeless guests. We utilize unused evening space at community host sites for this purpose. We maximize the usage of community volunteers to keep minimal staff. For example, we currently operate two separate 24 hour programs with three full time staff, part-time van drivers, and two house managers. Volunteers provide all evening staffing and provide daily meals at no cost. As a result of this, we

operate at a much lower cost than other programs that provide similar services and benefits.

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

We currently operate two networks consisting of thirty host sites. We are continuing to solidify these existing networks and will eventually expand services to reach more families. Not only will this allow us to help additional families secure housing per year, but it will also engage additional volunteers who will become advocates for homeless solutions.

In order to accomplish the project's goals, we will utilize and/or provide the following:

- Case Management: We work with community partner agencies that refer guests to our program and connect our guests with resources to find housing, jobs, counseling, benefits enrollment and financial literacy. Families receive weekly case management.
- Family Centers: We provide a place to stay during the day for our guest families when they are not working or attending school. We give them a place to shower, do laundry, make phone calls, tend to children, search for housing and jobs, and pick up mail or make phone calls. Our guests have access to the Family Centers as a base from 7:00 a.m. to 5:00 p.m. **365 days** of the year.
- Host congregations: We currently coordinate the efforts of 60 host and support sites in Honolulu and windward Oahu. Hosting rotates weekly to provide shelter, three daily meals and a true family environment. Recruitment of additional hosting sites is ongoing. In January 2016, our first non-congregational host site began hosting families. Building Futures, LLC owns apartment buildings on La'au Street in Honolulu and will host families each quarter.
- Volunteers: Volunteers provide the hospitality to run the program. They prepare meals, set up sleeping accommodations, stay with the families and help with cleanup. Increasingly, our volunteers are serving as community educators and advocates as we work to end homelessness among Oahu's families. They share their experiences with interested and concerned community, organize in-kind contribution drives and get their friends and families involved in our program. They can also be a good resource for employment and housing. This year, a capacity building grant with the Hawaii Community Foundation will allow us to survey our large volunteer stakeholder group and gather together a resource manual for potential employers and landlords.
- Daily Transportation: We transport guests to and from the Family Centers and the congregational host sites each morning and evening. At the end of each week, the families and their belongings are transported to the next host site. Families are also supplied with bus passes, if needed, to get to school or work.

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

We continue to believe that the only way to end homelessness is to actively engage and educate the community until we all agree that housing is a fundamental right and that every family deserves a home. We will consider our homeless services program a success if we help at least 220 parents and children transition out of homeless into sustainable housing during the grant period. We also expect to see 100% of our families secure or maintain full-time employment. We will review qualitative input from families after each exit interview to continually improve our programs and operations. We will track the number and range of denominations of host sites. We will hold quarterly meetings with volunteer coordinators from each host site in order to evaluate our programs and to provide on-going training. Reports prepared for other funding partners, including Aloha United Way, City & County of Honolulu and the Department of Human Services, also provide for valuable dialogue that helps to inform our success in positively impacting the community and following industry best practices.

In 2014, we completed two full day strategic planning sessions with Playbook Consulting. These sessions helped us re-focus on our goals over the next three years. The timing of these sessions could not have been better since we also embarked on the HCF *Housing ASAP* program at the same time. We understand that in order to serve more families we will need to recruit/retain/engage new hosting sites to solidify our existing two networks as well as expand services to reach more families.

Our program information is regularly updated in the HMIS (Homeless Management Information System) that is also reviewed by the Department of Human Services (DHS). SMS Hawaii also reviews our data quarterly for the HousingASAP program with the Hawaii Community Foundation. Program statistics (program guests, guest savings, length of stay, bed utilization rates, etc...) are updated at the end of each month and reviewed by staff. Statistics are then reviewed by board members at every board meeting. Shelter bed nights are submitted quarterly to DHS in conjunction with our reporting for the shelter program contract.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Family Promise will track the successes of our program by collecting data on the following:

- 1) Number of individuals/families served
- 2) Bed nights- measures the extent to which we keep our beds occupied. Our bed night capacity is 28 shelter beds/night, which includes beds in both our Honolulu and Windward centers
- 3) Length of stay- measures how quickly families transition into housing from the date of entry into our program. Our goal is 90-100 days.
- 4) Number of families who transition into housing



- 5) Number of guests who receive budgeting and financial literacy training- an integral part of our program is educating our families on how to budget their money and learning financial management skills that they can use well after exiting our program.
- 6) Number of guests who both become employed and maintain employment while in our program with a goal of 100% employment from at least one parent per family.
- 7) Percentage of families who remain housed one year after transitioning into housing

**III. Financial**

**Budget**

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
14250	14250	14250	14250	57000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

GIA FY17 (C&C)  
 CDBG FY17  
 Friends of Hawaii Charities  
 State GIA FY17  
 Exchange Club of Honolulu/Weinberg Foundation  
 Hawaii Community Foundation

- 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 and grants it has been and will be receiving for program funding.

State of Hawaii GIA - \$56,720 (ended January 2015)  
 State of Hawaii Shelter Contract, Homeless Programs - \$76,000 (scheduled to end July 31, 2016)  
*Not started - pending contract execution*  
 City & County CDBG - \$147,550 (ended October 31, 2015)

City & County GIA - \$75,000 (ended September 30, 2015)

City & County CDBG - \$81,000 (scheduled to end October, 2016)

*Not awarded - because of no available funds*

City & County GIA - \$90,000 (ending September 30, 2016)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

\$738,169.54

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Since 2006, FPH has provided housing and support services to almost 1,500 parents and children on Oahu. Our families have full access to the day center for mail, telephone, laundry, shower facilities, computers and weekly case management. Several of our day program families are able to secure housing before having to enter the overnight program. To date, this has allowed us to serve over 600 more homeless parents and children on Oahu. We are seen as a leader in the field of volunteerism and the alleviation of homelessness. Our corps of 1,500 volunteers is one of the largest community groups on Oahu. They provide over \$740,000 of in-kind value per year through donated manpower, food, and facilities.

Due to our unique and innovative model, we operate at a much lower cost than a traditional homeless shelter. Approximately 80% of our families secure long-term, stable housing (at least 12 months) and 100% of our families have employment. Families also help to ensure their long-term success by saving an average savings of \$1,000 while with us to apply to rent or debt reduction. We operate two Oahu locations (windward Oahu and Honolulu) and are supported by three full time staff, part-time van drivers, two part-time house managers and over 1,500 volunteers.

We serve families highly motivated to achieve self-sufficiency and give priority to families willing to work. We collaborate with over 60 host and support sites to provide overnight accommodations and meals within their facilities. This volunteer support is complemented by professional staff that connects families with community resources for job training, education, life skills, health concerns, and ultimately, long-term housing:

Previous contracts show our ability to deliver on our program services and success rates. Besides private support we have completed the following government contracts:

State of Hawaii GIA (ended January 2015)  
Office of Hawaiian Affairs FY15 (ended June 30, 2015)  
State of Hawaii Shelter Contract, Homeless Programs (ended July 31, 2015)  
City & County CDBG (ended October 31, 2015)  
City & County GIA (ended September 30, 2015)  
Office of Hawaiian Affairs (ended June 2014)

Recognition for Family Promise of Hawaii:

- 2015 “Spark of Hope” Award from the Interfaith Alliance of Hawaii (homeless services)
- 2014 Ho’omenemene Award from the Samaritan Counseling Center
- 2012 Interfaith Alliance of Hawaii’s “Providing a Positive Healing Role Award”
- Family Promise of Hawai’i was a finalist for Pacific Business News’ 2009 Non-Profit of the Year; and
- Former Executive Director Kent Anderson was awarded the FACE 2009 Faith in Democracy award for our impact on affordable housing.
- Family Promise was a finalist for the 2009 Cades Foundation Nonprofit Leadership Award
- We served on the State of Hawaii’s 2007-08 task force to develop Hawaii’s Ten-Year Plan to End Chronic Homelessness;
- We served on the State of Hawaii’s 2007-08 task force to develop Hawaii’s Ten-Year Plan to End Chronic Homelessness

**B. 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.

Our two-day centers provide a stable home environment 365 days a year and provide a daily home base for families. Guests can shower, do laundry, receive mail, use computers with internet access and receive weekly case management at our centers. Families care for our centers and do daily chores just like they would in their own homes. Classes held throughout the year (budgeting, computer training, nutrition, parenting, fitness etc...) give guests an opportunity to grow and learn new skills.

Our two center locations (Windward and Honolulu) provide a safe environment for families to use as a temporary home as we work tirelessly with our clients to secure housing as quickly as possible. Weekly case management services and mandatory life skills classes help guide our families towards permanent stability and provide numerous resources for guests to secure housing. In 2015, we provided services to 243 parents and children. This includes 30,804 meals served and 10,268 shelter bed nights. Our families also saved approximately \$1,000 and 100% of our guests have at least one parent employed full-time. The average length of stay (until housed) was 97 days.



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

### **A. 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.

Christy MacPherson, LCSW, supervises all social service provision and case management activities. She has over 16 years of experience working with at-risk families and specialized experience in the areas of mental health, domestic and substance abuse and community development. In addition to serving as the Program Manager for Family Promise of Hawaii, she has worked with Child & Family Service, FACE (Faith Action for Community Equity), ACT (Assertive Community Treatment), Salvation Army Family Treatment Services and YMCA Outreach Services. She was awarded her Masters of Social Work degree from the University of Hawaii in 1998. She oversees 6-8 practicum students from the UH School of Social Work each year for case management. Christy also teaches an undergraduate social work class each spring semester at the University of Hawaii at Manoa.

Mary Saunders, Executive Director joined Family Promise in 2011. Previously, she was the Executive Director at The Rotary Club of Honolulu for over five years and served as the Hawaii State Supervisor for the National Assessment of Educational Progress (NAEP) for more than eight years. She brings a strong volunteer and administrative background to her position at FPH. Mary holds a B.A. in English Literature from the University of Colorado.

Kristin Hamada joined FPH in June 2015 as the full-time Volunteer Coordinator. Kristin is a business student finishing her degree from the University of Hawaii at Manoa.

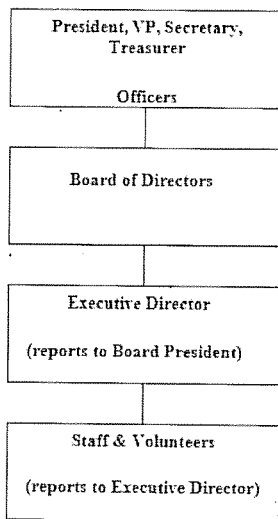
**B. Organization Chart**

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.

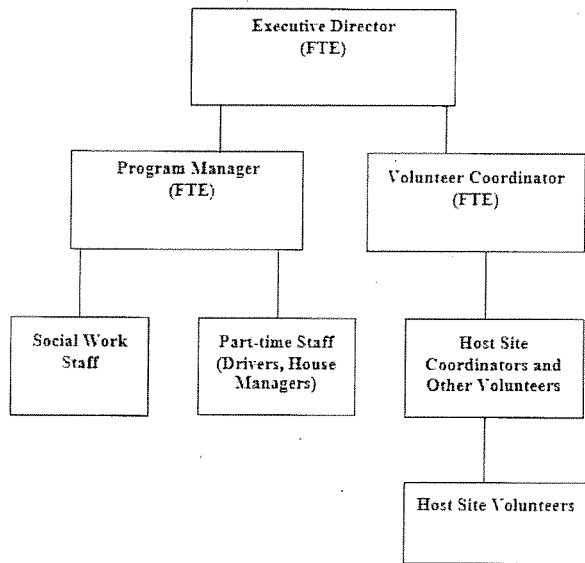
**Family Promise of Hawaii**

245 N. Kukui St., Suite 101 Honolulu, HI 96817 (808) 261-7478 www.familypromisehawaii.org

**Organizational Chart**



**Program Chart**



**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Executive Director	75,000.00
Program Manager	67,510.32
Volunteer Coordinator	35,000.00

## **VI. Other**

### **A. 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.

None

### **B. 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.

None

### **C. 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.

Not applicable

### **D. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

Currently, we receive funding from individuals, congregations, businesses, foundations, and government contracts. Some of our major contributors in 2015 included Aloha United Way, City & County of Honolulu, Hawaii Community Foundation, Hawaii Lodging & Tourism (Charity Walk), HMSA Foundation, Kosasa Family Fund, Friends of Hawaii Charities, Omidyar Ohana Fund, Sidney Stern Memorial Fund, Na Lei Aloha Foundation and State of Hawaii Shelter Programs. We understand the importance of keeping funding streams diversified so that no one entity is solely relied upon. We also understand the importance of leveraging collaboration amongst providers in order to provide the most effective and efficient services to our clients.

We are increasing our capabilities to explore new funding relationships with foundation partners, businesses, community service organizations and individuals. We anticipate increasing support from individuals as awareness of our services and positive impacts on the community continues to increase. We have an active Fund Development committee comprised of board members and our Executive Director that can help us reach our annual funding goals.

**E. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

(see attached)



**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: FAMILY PROMISE OF HAWAII

Contracts Total:

166,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY		CONTRACT VALUE
				(U.S. / State / Hav' / Hon / Kau / Mau)		
1	City & County of Honolulu GIA	10/1/15-9/30/16				90,000
2	State of Hawaii Shelter Contract	pending	DHS	Honolulu State		76,000
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## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Family Promise of Hawai'i

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$75,000.00	20.0000%	\$ 15,000.00
Program Manager	1	\$67,510.00	24.8852%	\$ 16,800.00
				\$ -
				\$ -
				\$ -
				\$ -
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<b>TOTAL:</b>				<b>31,800.00</b>

JUSTIFICATION/COMMENTS:  
 The Executive Director oversees the day program, providing direction and support to staff and families. The Program Manager provides counseling, financial literacy, nutrition & other direct services to day participants.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: FAMILY PROMISE OF HAWAII

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	31,800	0	32,600	10,750
2. Payroll Taxes & Assessments	2,436		2,494	822
3. Fringe Benefits	2,160		1,170	
<b>TOTAL PERSONNEL COST</b>	<b>36,396</b>		<b>36,264</b>	<b>11,572</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	2,760	0		0
3. Lease/Rental of Equipment				
4. Lease/Rental of Shelter	14,400		50,300	
5. Staff Training				
6. Supplies	3,444		1,800	
7.				
8.				
9.				
10.				
11.				
12.				
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19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>20,604</b>		<b>52,100</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>57,000</b>		<b>88,364</b>	<b>11,572</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	57,000	Mary Saunders (808)548-7478		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	88,364	[Redacted] 1/22/16		
(d) Total Private/Other Funds Requested	11,572	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>156,936</b>	Executive Director Name and Title (Please type or print)		

**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, Hawaii 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, Hawaii 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii 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.

Pursuant to Section 42F-103, Hawaii 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.

FAMILY PROMISE OF HAWAII

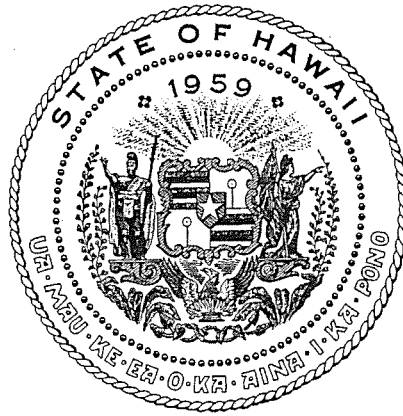
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(Typed Name of Individual or Organization)



11/22/16  
\_\_\_\_\_  
(Date)

MARY SAUNDERS  
\_\_\_\_\_  
(Typed Name)

EXECUTIVE DIRECTOR  
\_\_\_\_\_  
(Title)



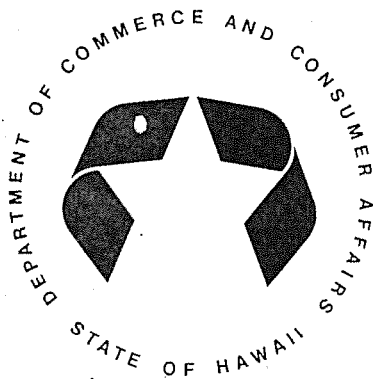
## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

#### FAMILY PROMISE OF HAWAII

was incorporated under the laws of Hawaii on 04/11/2005 ; 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: December 18, 2015



Director of Commerce and Consumer Affairs