

House District(s) 43

Senate District(s) 21

THE TWENTY-NINTH 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): DBEDT

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Council for Native Hawaiian Advancement  
Db/a:

Street Address: 2149 Lauwiliwili Street, Kapolei, HI 96707

Mailing Address: 2149 Lauwiliwili Street, Kapolei, HI 96707

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHELLE KAUHANE

Title President & CEO

Phone # 808-630-0501

Fax # 808-596-8156

E-mail info@hawaiiancouncil.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:

NATIVE CDFF FUND OPERATIONS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$174,893

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 \$ \_\_\_\_\_

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

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \_\_\_\_\_

[REDACTED SIGNATURE]

MICHELLE KAUHANE, PRESIDENT & CEO  
NAME & TITLE

JANUARY 18, 2018  
DATE SIGNED

JAN 29 2018 PRO 10AM

## Application for Grants

*Please check the box when item/section has been completed. 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;

The Council for Native Hawaiian Advancement (CNHA) is a 501(c) 3, Hawaii nonprofit corporation, founded in 2001. CNHA's mission is to enhance the well being of Hawaii through the cultural, economic and community development of Native Hawaiians. We are firm believers that what is good for Hawaiians is good for all of Hawaii. CNHA consistently focuses on goals that serve the well being of Hawaii's people through:

1) Policy Advocacy – we operate the Native Hawaiian Policy Center to engage our membership and the broader community on policies at the local, state and federal level to support the priorities as identified by our communities.

2) Access to Capital – CNHA is a Native Community Development Financial Institution (CDFI), certified by the US Treasury Department and a HUD certified housing counseling agency. We provide access to capital with a focus on underserved communities in Hawaii. We also provide financial education services statewide with a focus on outreach to Native Hawaiians and programming that serves the entire State of Hawaii. These services support asset-building strategies in our communities to support financial stability.

3) Capacity Building – CNHA continuously strives to enhance the capacity of organizations serving our communities through training and technical assistance, fundraising, and supporting the next generation of leadership in our community. CNHA has developed the Hawaiian Way Fund as an individual donor platform to support our membership as well as the Pacific Island Philanthropy Connection to create long term knowledge and investment between local and national foundations with community based organizations in Hawaii and the Pacific.

4) Annual Native Hawaiian Convention - The convention brings together leaders in all sectors of our community around housing, economic development, small business, arts and culture, homestead issues and much more. It is the largest gathering of Native Hawaiians, partners, and advocates to effectively collaborate efforts to increase the productivity, impact and sharing of our common challenges and solutions.

CNHA develops our approach to our programs through collaboration and input by CNHA member organizations that participate in our year round events to identify challenges and design solutions. With 132 Native Hawaiian member organizations to draw upon, and 21 board of directors that are each the leaders of their own Native Hawaiian agencies, CNHA is uniquely positioned to deliver services, with community support and collaboration.

2.  The goals and objectives related to the request;

***The goal of this request to the Hawaii State Legislature is to support Hawaii families and individuals on the path to financial stability through the provision of training, technical assistance and access to capital as a Native CDFI.***

***Objective 1:*** Provide Microenterprise Assistance Program (MEAP) connecting families to small business development training, loan capital and pop-up market space to increase income generation.

***Objective 2:*** Provide training on owner-builder permit compliance to homesteaders and people with vacant land access to more efficiently add housing inventory that addresses the need for affordable housing.

***Objective 3:*** Provide loans for microenterprises, and affordable housing options to supplement family incomes and address Hawaii's housing crisis.

The project goal and objectives aim to create greater financial stability for Hawaii families with a focus on supporting the need for increased household incomes and access to affordable housing options.

3.  The public purpose and need to be served;

The recent AUW ALICE (Asset Limited, Income Constrained, Employed) report documents 48% of Hawaii families with children have income above the Federal Poverty Level (FPL), but not high enough to afford a basic household budget that includes housing, child care, food, transportation and health care. ALICE households live in every community in Hawaii and include men, women, young, old and all races and ethnicities. According to the report, Hawaii families face a high basic cost of living; struggle with the availability of jobs that can support household necessities, and face a shortage of housing that is affordable to working families. The ALICE Hawaii report is a call to action to inform policy, philanthropy, allocation of resources and service delivery. CNHA is responding to the call with a GIA request that brings into action its policy center, leveraged philanthropic investment from the Kresge foundation, leveraged resources from federal, county and private sources, plus direct service delivery to families by CNHA through the provision of training, technical assistance and loan products for small business development and affordable housing.

4.  Describe the target population to be served;

CNHA will target ALICE families statewide who are working to increase income and/or secure affordable housing. The training, technical assistance and capital deployed by

CNHA will specifically target families with children and elderly households who are struggling to meet their basic household budget.

5.  Describe the geographic coverage.

CNHA’s services will be made available statewide through our main office located in Kapolei, Oahu and in partnership with our membership organizations located on every island throughout the state.

**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;
- A. CNHA will provide a Microenterprise Assistance Program (MEAP) aimed at supporting families to increase household incomes.
  - B. CNHA will partner with the Homestead Housing Authority to deliver at least three trainings on owner-builder permit compliance to support adding affordable housing inventory on the neighbor islands.
  - C. CNHA will make small business and/or construction loans to ALICE families to support their financial stability
2.  Provide a projected annual timeline for accomplishing the results or outcomes of the service;

<b>Timeline</b>	<b>Activity</b>
Months 1 - 3	Plan & develop MEAP workshops
Month 1	Subcontract HCDC to develop owner builder permit compliance training
Months 2 – 4	HCDC to develop owner builder/ permit compliance training
Months 5-12	Deliver trainings (MEAP & owner-builder/permit compliance)
Months 1-12	Assist families with accessing necessary capital and underwrite loans to support small business start up and/or home construction of affordable housing options

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

CNHA will complete pre and post workshop assessments to monitor increased knowledge gained in addition to gathering feedback through evaluations from participants on the quality of services delivered. Both pre and post workshop assessments and training evaluations will identify adjustments that need to be made in future workshops throughout the project period.



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.

<b>Measures of Effectiveness</b>	<b>Quantity</b>
Participants who completed small bus. Development workshops	50
Participants who complete owner/builder permit compliance training	30
Curriculum developed	2
Participants who accessed additional resources to support financial stability	15
Total number of loans made to project participant families	12

### **III. 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 (attached)
  - b. Personnel salaries and wages (attached)
  - c. Equipment and motor vehicles (N/A)
  - d. Capital project details (N/A)
  - e. Government contracts, grants, and grants in aid (attached)
2.  The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$43,723.25	\$43,723.25	\$43,723.25	\$43,723.25	\$174,893

3.  The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.
- Kresge Foundation - \$100,000  
 First Peoples Fund - \$20,000  
 Kamehameha Schools - \$150,000  
 CDFI Fund (NACA) - \$500,000  
 Administration for Native Americans - \$300,000
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 2019 for program funding.

December 2017 – Kauai Office of Economic Development - \$25,000

September 2017 – U.S. Department of Treasury - \$585,000

May 2017 – City & County of Honolulu MOED - \$6,500

October 2016 – USDA RMAP - \$500,000

May 2015 – Office of Hawaiian Affairs - \$32,000

6.  The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

\$596,267.45

#### **IV. 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.

CNHA is a certified Native Community Development Financial Institution (CDFI), dedicated to offering statewide training, technical assistance and access to capital to underserved communities, with a focus on, but not limited to, the trust land areas designated under the Hawaiian Homes Commission Act of 1920. We have developed products that meet needs in energy upgrades, home repair and construction, small business development, and organizational sustainability. Each of these services has been paired with technical training and educational workshops to prepare the participants for success. This year marks our second year of offering small business development focused workshops with dedicated focus on three areas: entrepreneurship, artists and cultural practitioners, and farming and ranching. We have a background in technical assistance and training for our clients participating in individual development accounts, our members looking to expand their growth as nonprofits, and our microenterprise borrowers who have utilized our support for the expansion of their businesses.

In partnership with our member organization the Homestead Community Development Corporation dba Homestead Housing Authority, CNHA partnered to deliver the first

Microenterprise Assistance Program designed and developed by HCDC, in Anahola, Kauai. The program was wildly successful with 18 of 22 participants competing the 18-week program. 83% of the participants were at or below the median income. The average income of MEAP participants was \$28,126 annually with 83% of the participants being the head of household. CNHA will replicate the MEAP program design and delivery to serve families beyond Kauai.

CNHA will continue our partnership with HCDC and contract the organization to develop a training on building permit compliance for owner builders as we collaborate on the development of manufactured tiny homes. HCDC & the Homestead Housing Authority is a statewide 501c3 governed by Hawaiian Home Land leaders to effectuate jobs and affordable housing on Hawaiian Home Lands. The organization has developed a campground, enterprise center, 22 affordable homes, a certified kitchen, youth center and an open air marketplace. As we prepare to launch a tiny home loan product to finance their manufactured ADU package we will partner to develop the training to support our mutual clients.

CNHA is also a HUD certified housing counseling agency that offers financial literacy and individualized counseling services to assist families on the journey to homeownership.

**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.

CNHA currently leases space in Kapolei in the Campbell Industrial Park. This is CNHA's main headquarters and administrative offices. Our program will require us to utilize community classroom/meeting spaces. CNHA will work with our member organizations for community spaces to deliver our workshops. We are very familiar with the resources available both on Oahu and the neighbor islands.

**V. 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.

Michelle Kauhane is the CNHA President and CEO with over 20 years of management experience in both the private and non-profit sector. She has extensive experience in mortgage financing, housing counseling and community development and provides leadership in our CDFI programing and product development. She will provide administrative direction and oversight on the project.

Danielle Kuaiwa Chavez is CNHA's Operations Manager, with oversight of HR and grant reporting functions. She also administers the organization's accounting contract with PABS, a third party contractor and handles supports the day-to-day office administration.

Geri Mendiola is CNHA's Loan Fund Manager & is also a HUD Housing Counselor with certification in pre-purchase homebuyer education. Geri has a solid background in mortgage financing, underwriting and credit counseling. She will review loan requests and underwrite files with recommendations to CNHA's loan committee for approval. She is our loan manager with oversight of our loan portfolio and oversees product and loan fund policy development.

Cassandra Ohelo is CNHA's Capacity Development Manager and serves as the lead on providing training and technical assistance programing that includes MEAP. She also handles all marketing, public relations, and community outreach related to CNHA's training and technical assistance programs. Cassandra will take the lead on the development and delivery of the training and technical assistance components of the program. She will also coordinate with our member organization, HCDC to develop and deliver the permit compliance trainings.

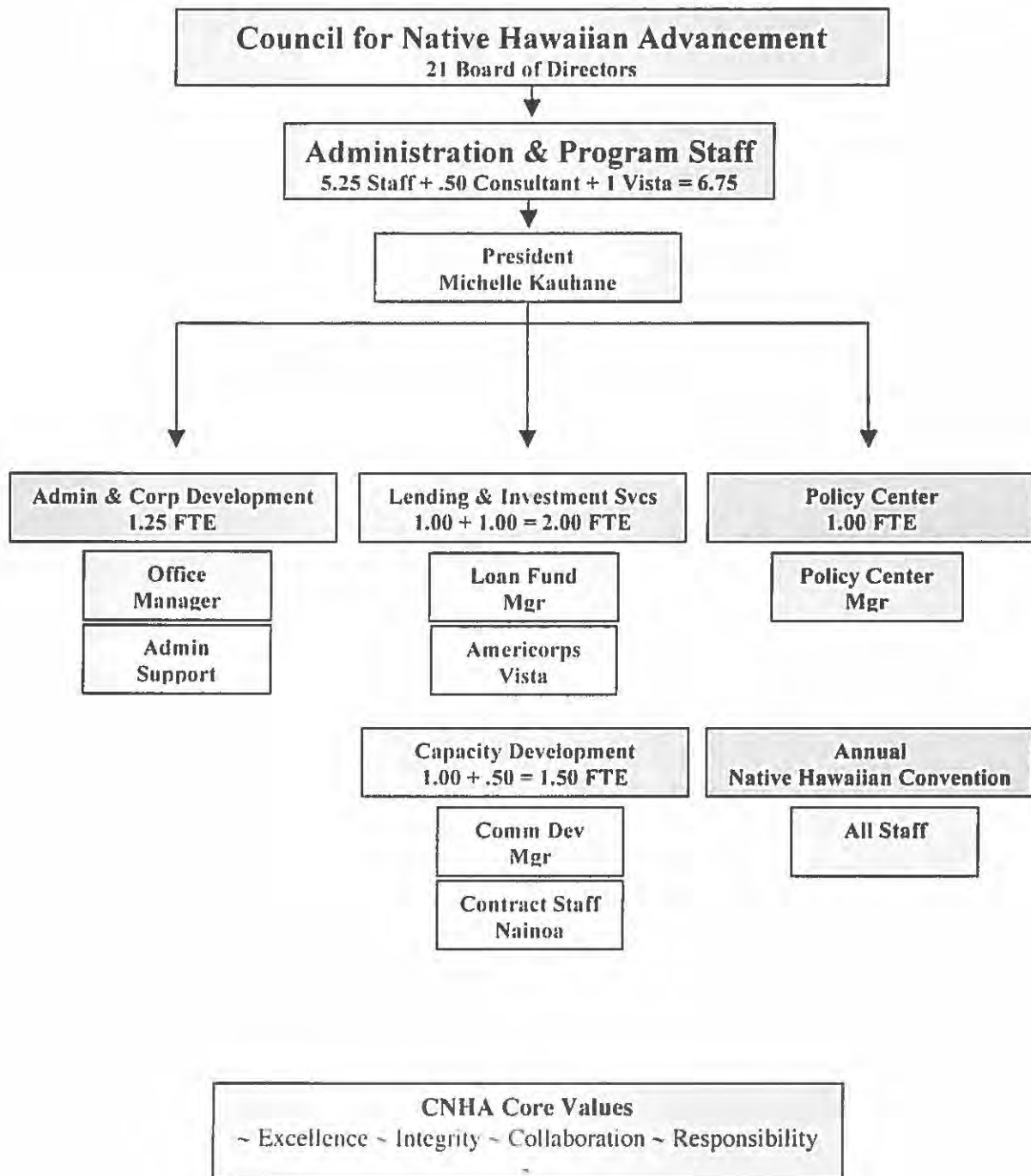
Robin Danner is the Executive Director of HCDC and while she is not listed on CNHA's organizational chart as staff, we will contract her organization to develop and deliver the building permit compliance curriculum. Robin has extensive background in housing and community development. As a former banker and executive of an Alaska Native housing authority she brings invaluable skills and talent to our project development and execution.

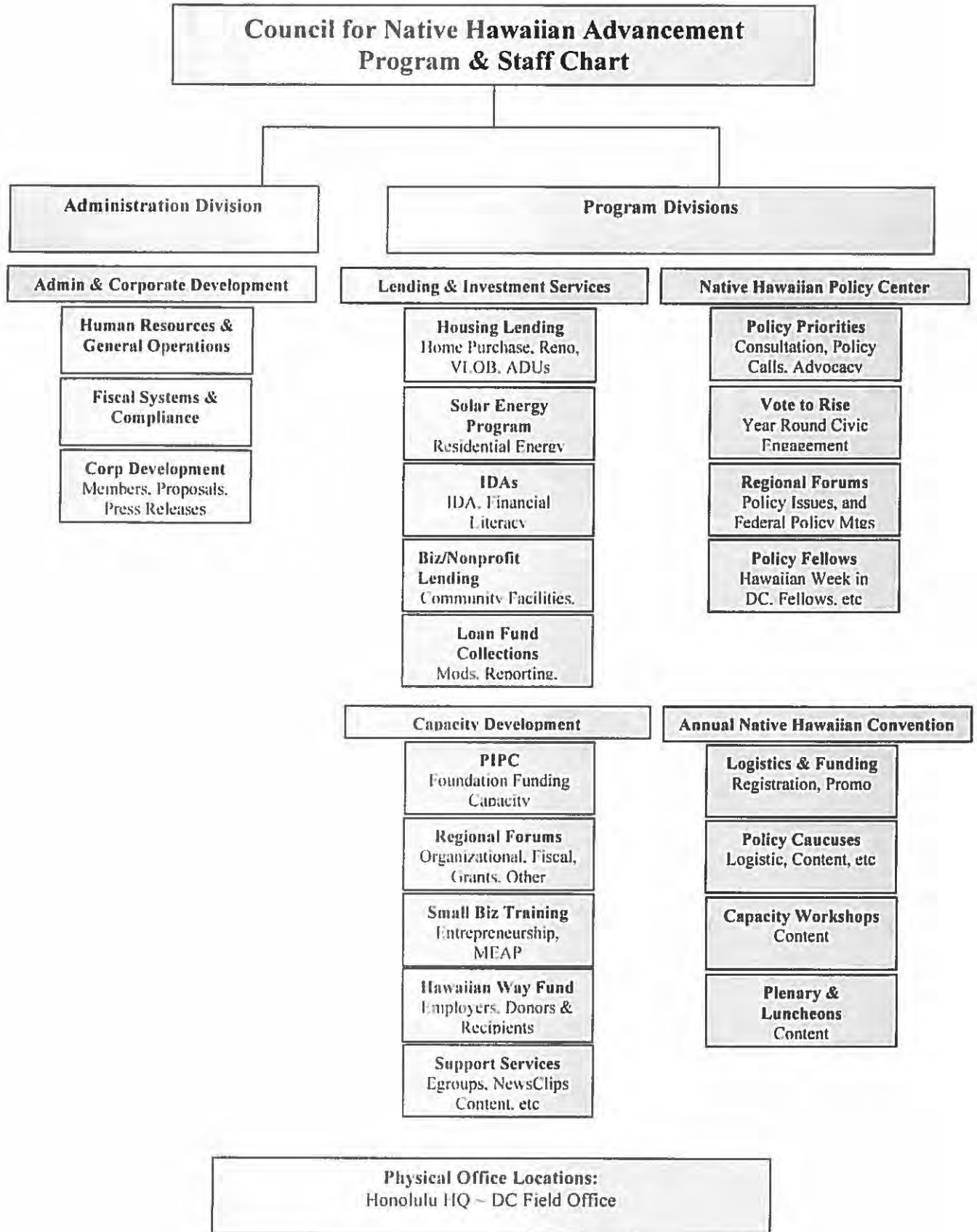
See the attached Organization Chart

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.







**3.  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.

Michelle Kauhane, President & CEO - \$71,200

Jordyn Danner, Policy Manager - \$50,000

Geri Mendiola, Loan Fund Manager - \$50,000

**VI. 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.

Not applicable

**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.

CNHA is a Native CDFI Certified by the U.S Treasury Department and a HUD certified housing counseling agency. Both certifications are pertinent to the project goal of supporting Hawaii families and individuals on the path to financial stability through the provision of training, technical assistance and access to capital.

**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.

Not applicable

**4.  Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

(a) Received by the applicant for fiscal year 2018-19, but

(b) Not received by the applicant thereafter.

(b) Not received by the applicant thereafter.

With State legislative support CNHA will extend our reach with existing programming while embracing the opportunity to leverage a State GIA award with additional investments into our capital pool.

CNHA is currently building a tiny home loan fund with initial investments secured by the Kresge Foundation and the CDFI fund. In addition, we continue to seek the support of both local and national foundations, our Alii trusts and financial institutions. Interest earnings from loan repayments to the loan fund create a stream of unrestricted revenues that can be used for training and technical assistance associated with our loan fund products.

5.  **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, 2017. (attached)

6.  **Declaration Statement**

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

7.  **Public Purpose**

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

CNHA confirms that any grant provided by the State Legislature will be used for a public purpose pursuant to Section 42F-102. All training, technical assistance and assistance with capital access will be made available to the public.



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: \_\_\_\_\_ Council for Native Hawaiian Advancement

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	97,180			
2. Payroll Taxes & Assessments	14,577			
3. Fringe Benefits	19,436			
<b>TOTAL PERSONNEL COST</b>	<b>131,193</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,000			
2. Insurance	500			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	12,000			
5. Staff Training	1,500			
6. Supplies	1,000			
7. Telecommunication	500			
8. Utilities	1,200			
9. HCDC - Contract	25,000			
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>43,700</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. LOAN CAPITAL</b>		500,000		
<b>TOTAL (A+B+C+D+E)</b>	<b>174,893</b>	<b>500,000</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	174,893	Michelle Kauhane	(808) 596-8155	
(b) Total Federal Funds Requested	500,000	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		Date
<b>TOTAL BUDGET</b>	<b>674,893</b>	President & CEO Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: COUNCIL FOR NATIVE HAWAIIAN ADVANCEMENT

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
LOAN FUND MANAGER	1	\$50,000.00	25.00%	\$ 12,500.00
CAPACITY DEVELOPMENT MANAGER	1	\$42,000.00	50.00%	\$ 21,000.00
PRESIDENT & CEO	1	\$71,200.00	15.00%	\$ 10,680.00
ACCOUNTING ASSISTANT	1	\$40,000.00	15.00%	\$ 6,000.00
OPERATIONS MANAGER	0.5	\$30,000.00	50.00%	\$ 15,000.00
NEW TRAINER/TA Provider	1	\$32,000.00	100.00%	\$ 32,000.00
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
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<b>TOTAL:</b>				<b>97,180.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

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

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

Council for Native Hawaiian Advancement

Contracts Total:

616,500

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Small business development training	12/2017 - 11/2018	Kauai OED	Kauai	25,000
2	Loan Capital/Loan Loss Reserves/ops	pending	CDFI Fund	US Treasury	585,000
3	MEAP	5/2017 - 4/2018	Honolulu MOED	Honolulu City&Cty	6,500
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## 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

#### COUNCIL FOR NATIVE HAWAIIAN ADVANCEMENT

was incorporated under the laws of Hawaii on 08/29/2001 ; 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 19, 2018

Director of Commerce and Consumer Affairs





**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.

Council for Native Hawaiian Advancement

(Typed Name of Individual or Organization)



(Signature)

Michelle Kauhane

January 18, 2018

(Date)

President & CEO

(Typed Name)

(Title)