



STEADFAST HOUSING DEVELOPMENT CORPORATION

888 Iwilei Road · Suite 250 · Honolulu, Hawaii 96817 · (808) 599-6230 · Fax: (808) 521-7667

January 19, 2018

Senator Donovan M. Dela Cruz
Chair, Committee on Ways and Means
Hawaii State Capitol, Rm. 208
Honolulu, Hawaii 96813
Attn: GIA

Subject: Grant in Aid Request

Dear Senator Dela Cruz,

Steadfast Housing Development Corporation (SHDC) respectfully requests a grant of \$100,000 to conduct extensive capital improvements to the Keao Group Home in Lahaina, Maui and the Ikulani Group Home in Ewa Beach, Oahu. The two group homes are operated and managed by Steadfast Housing under a sublease agreement with the Department of Health (Sublessor) and Hawaii Housing Finance and Development Corporation (Lessor). The sublease agreement does not provide funds for capital work.

SHDC is a Hawaii private nonprofit entity (incorporated May 4, 1989) with experts in private sector housing and mental health services who provide a continuum of community housing and employment programs to eligible Consumers of the Department of Health, Adult Mental Health Division.

Our community housing programs provide community-based high-quality, integrated services that strive to meet the needs of the whole person, family and community. The goal of care is to address the full range of each person's needs, our staff and community partners work toward greater wellness for our consumers, families and communities and help rebuild lives and restore hope. Reinvesting in these facilities will improve the health and safety of the facility and provide an enhanced environment for residents.

Thank you for your consideration of our request. I will follow up with you in the next week to answer any questions you might have, as well as to learn whether we might meet with you to discuss the merits of our proposal. Meanwhile, should you have any questions, please feel free to contact me at (808) 599-4309 or email me at lahue@steadfast-hawaii.org.

Sincerely,

Linda S. Ahue
Executive Director

House District(s) 29
Senate District(s) 13

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): Hawaii Housing Finance and Development Corporation
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Steadfast Housing Development Corporation

Db/a:

Street Address: 888 Iwilei Road, Suite 250, Honolulu, HI 96817

Mailing Address: 888 Iwilei Road, Suite 250, Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Linda S. Ahue

Title Executive Director

Phone # (808) 599-4309

Fax # (808) 533-0509

E-mail lahue@steadfast-hawaii.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:

Capital repairs on two group homes located on the islands of Oahu and Maui serving adult consumers diagnosed as being seriously and persistently mentally ill.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 100,000

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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 5,000

APPLICANT SIGNATURE: [REDACTED]

Linda S. Ahue, Executive Director

NAME & TITLE

DATE SIGNED

1/18/18

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.

Steadfast Housing Development Corporation's (SHDC) mission is: *"To provide housing and employment opportunities to persons with severe and persistent mental illness in pursuit of recovery and life goals of their choosing"*. Recovery based housing and employment services are person-centered, self directed and flexible in an environment that will empower and strengthen their ability to achieve their optimum recovery and functioning in the community.

Steadfast Housing Development Corporation (SHDC) has a twenty year sublease agreement for 28 projects (22 group homes and 6 condo units) with the Department of Health, Adult Mental Health Division. Of the 28 leased projects, 7 group homes are currently under contract with HUD's McKinney, Continuum of Care, Supportive Housing Program for the homeless, 5 group homes operate under Adult Mental Health Division's (DIVISION) 8-16/24 Hour Group Home program, 15 group homes and condo units operate under DIVISION's Semi-Independent Living program and 1 group home is contracted out to serve 24 hour consumers.

The initial 20 year lease agreement was a result of the Department of Health's Housing Plan for Mental Health Consumers (Plan) to "bring about the development of any array or spectrum of community-based residential alternatives offering comprehensive and coordinated rehabilitation and supportive services for person with Severe Disabling Mental Illnesses (SDMI)". The Plan called for the acquisition and development of residential units for Crisis Shelters, Rehabilitation/Respite Homes, Supervised Group Living and Independent Living Housing to be scattered throughout the State of Hawaii. Residential units were to be used to promote community integration and allow individuals the opportunity to live in home-like settings that are safe, decent and permanent.

The Plan also called for the establishment of a Private Non-Profit Housing Development Corporation to act as a development entity, operator/manager, and owner/sponsor of housing for the SDMI. This entity was created in May of 1989 and is Steadfast Housing Development Corporation.

2. The goals and objectives related to the request.

During the 20 year lease period, SHDC has maintained a 95% occupancy rate of all facilities and provided support services to over 3200 Seriously Mentally Ill (SMI) consumers. SHDC has operated, managed, maintained, renovated and repaired these properties to provide housing of choice and support services to the SMI population. \$100,000 is requested to fund the improvement and renovation of two outdated facilities as described below.

Lahaina, Maui Group Home: Roofing, gypsum ceiling, upgrade plumbing, replace windows and screens, hollow tile wall and chain link fencing and demo and replace shower stall.

Ikulani, Oahu Group Home: Demo and replace kitchen facility and kitchen flooring and exterior painting.

3. The public purpose and need to be served.

Persons who are seriously mentally ill are one of the most vulnerable populations in our society. Varying levels of need for care and cyclical episodes of recurrence of the illness require flexible services that are tailored to meet individual preferences and needs. Research indicates that an individual who is adequately supported and has the functional capacity, living in a community setting is an important step in attaining recovery. For many adults with schizophrenia, bipolar disorder, and other psychiatric disabilities, living in the community can be a part of returning to a healthy level of functioning. SHDC's community housing programs provide community-based high-quality, integrated services that strive to meet the needs of the whole person, family and community. Community living reduces stigma, improves overall global functioning, and quality of life and reduces the rates of readmission to hospitals and interactions with the criminal justice system. Lack of quality housing can contribute to the "revolving door" phenomenon experience by so many individuals with mental illness. Reinvesting in these facilities will provide an enhanced environment for residents.

4. Describe the target population to be served; and

Adults, 18 years and older, with a serious mental illness who meet eligibility criteria and have been authorized by DIVISION's Utilization Management process to receive services.

5. Describe the geographic coverage.

The *community* for which this proposal is written includes the geographic areas of Oahu and Maui. Although this includes two geographic areas, many of the individuals from these communities share a number of commonalities. These include a varying level of need for care, cyclical episodes of recurrence of the illness and homelessness.

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.

Steadfast Housing is requesting Capital Grant funds for needed capital repair work to two group homes. The two group homes are; Keao Group Home which is located in Lahaina, Maui and the Ikulani Group Home which is located in Ewa Beach, Oahu. The two group homes are operated and managed by Steadfast Housing under a sublease agreement with the Department of Health (Sublessor) and Hawaii Housing Finance and Development Corporation (Lessor). The sublease agreement does not provide funds for capital work.

The Keao Group Home is a six bedrooms, three one-half bath 45 year old facility that requires extensive capital work. Due to age related wear and tear, the following capital work need to be completed:

- a. the roof needs to be replaced. Estimated cost of work is \$15,000;
- b. one bedroom gypsum board ceiling needs replacement due to water leak. Estimated cost of work is \$5,000;
- c. a majority of the exterior window frames and hardware need to be replaced due to frame damage and jalousie corrossions. Estimated cost of work is \$15,000;
- d. facility main wastewater plumbing line under the concrete foundation slab needs to be replaced. Estimated cost of work is \$22,000;
- e. the perimeter hollow tile wall and chain link fence damaged by an unknown vehicle needs to be repaired and portion of wall replaced (not covered by insurance). Estimated cost of work is \$5,000;
- f. one bathroom shower stall to be upgraded. Shower pan cracked and drainage pipe damaged. In addition, the replacement of the show pan requires the surrounding walls to be removed and replaced. We estimate cost of work is \$3,000.

Total estimated cost of capital work for Keao Group Home is \$65,000.

The Ikulani Group Home is a 5 bedroom, two bath 55 year old facility that requires capital funds to upgrade its kitchen. Due to age related wear and tear the following work need to be completed:

- a. kitchen cabinets, countertop, fixtures and flooring needs to be replace. We estimate that the cost of this work for the Ikulani Group Home will be approximately \$25,000
- b. Exterior Painting. Estimated cost of work is \$10,000

Total Estimated cost of capital work for Ikulani Group Home is \$35,000

- c. Total Grant-In-Aid request is \$100,000.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service.

The capital work on the two group homes can be completed over a twelve month period. Scope of Services written and bid proposals solicited approximately 45 days, bid submittals 30 days, review of proposals and award announcement 30 days, work commencement 30 days after award notice.

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

Steadfast Housing has an in house property department that will oversee the contractor and the quality of the work. Only duly licensed and insured contractors will be solicited for bid proposals.

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.

The capital funds provided will ensure the health and safety of the residents in the group home. Vendor bid proposals, business license, proof of insurance, photographs of work in progress and summary reports can be provided to the expending agency. We will work closely with the expending agency and follow all required procedures that may be required of us.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please see attached.

2. The applicant shall provide its anticipated quarterly funding requests for fiscal year 2019.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|------------------|------------------|------------------|------------------|--------------------|
| \$0.00 | \$50,000 | \$25,000 | \$25,000 | \$100,000 |

3. The applicant shall provide a list of all other sources of funding that they are seeking for fiscal year 2019.

SHDC's other sources of funding include rental income collected from tenants.

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.

SHDC has not applied for nor received any federal tax credits within the prior three years.

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.

See attached Government Contracts, Grants, and/or Grants in Aid.

6. Balance of unrestricted current assets as of December 31, 2017.

| | |
|---------------------------|--------------|
| Assets | |
| Current Assets | |
| Cash | 767,285.86 |
| Program Receivable | 2,899,594.99 |
| Due from Affiliates | 975,093.22 |
| Rent Receivable | (234,603.91) |
| Accounts Receivable-Other | 31,099.77 |
| Prepaid Expenses | 52,080.78 |
| Total Current Assets | 4,490,550.71 |

IV. Experience and Capability

1. **Necessary Skills**

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.

Steadfast Housing Development Corporation (SHDC) is a Hawaii private nonprofit entity (incorporated May 4, 1989) with experts in private sector housing and mental health services who provide a continuum of community housing and employment programs to eligible Consumers of the DIVISION.

SHDC has successfully operated a variety of housing programs since 1989, statewide. SHDC has received 20-year leases on 28 properties owned by the State for the purpose of providing housing and mental health support services to Consumers and twenty-seven (27) Federal HUD program grants.

SHDC's current residential facilities are integrated in favored communities on the islands of Oahu, Maui, Kauai and Hawaii. Individualized support services which "addresses the desires, goals, strengths, abilities, needs, health, safety, and life span issues of the persons served" (CARF, 2017) are provided on-site.

SHDC's key management personnel include Qualified Mental Health Professionals, a Licensed Real Estate Broker and masters and bachelors level college graduates who possess real estate and social work licenses, and federal housing certificates. They are experts in housing and mental health issues with years of experience in the delivery of services that incorporate best practices and quality services, Fair Housing Laws, ADA laws, Consumer homelessness issues, employer/employee relationships, Drug Free Workplace issues, Federal and State housing standards and social and Consumer support programs. They hold key positions as; Directors, Commission and Committee Members in public and private organizations that promote and fund housing and social welfare programs for the less fortunate and disabled population of the state of Hawaii.

Personnel are experienced in providing property management, and mental health support services. They are supervised by Mental Health Professionals relative to the provision of recovery focused support services and by the Housing Director relative to the Hawaii Tenant Landlord Code, property/maintenance and health and safety. All SHDC staff members are trained to promote a culture of recovery and rehabilitation guided by the basic philosophy that persons with disabilities need skills and environmental supports to achieve their goals of living.

SHDC has been accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) for Employment and Community Services Programs including Community Housing, Supported Living, Job Development and Supported Employment services; receiving the maximum 3-year award since 2001 and will maintain CARF accreditation throughout the contract period.

The acquisition, development, management, and operations of thirty-six (36) group homes, six (6) condominium apartments, a 68-unit apartment building and Semi-Independent Living, 24 Hour and 8-16 Hour Group Homes, Supported Housing and Supported Employment programs spanning twenty-eight (28) years and serving over seven hundred fifty (750) Consumers annually, have given SHDC the necessary skills, financial and management infrastructure and experience to be in the forefront on recovery based residential housing and employment services to Consumers in the State of Hawaii.

2. Experience

SHDC has demonstrated the skills, abilities, knowledge and experience to provide quality services through the successful development and operations of an array of program services for persons with severe mental illness for over twenty-eight (28) years. SHDC's experience and background in housing development and mental health support services have successfully resulted in numerous Department of Health Purchase of Service (POS) contracts, contractual agreements with the Hawaii Housing Finance and Development Corporation – Rental Housing Trust Fund, City & County of Honolulu – CDBG, ESG, Leeward Community Grant, U.S. Department of Housing and Urban Development, Department of Human Services – Homeless Programs, The Harry and Jeanette Weinberg Foundation, Federal Home Loan Bank of Seattle and other community nonprofit organizations. In addition, SHDC has received 20-year leases on 28 properties owned by the State under the Department of Health, Adult Mental Health Division's "A Housing Plan for Mental Health Consumers" for the purpose of providing housing and mental health support services to Consumers and twenty-seven (27) Federal HUD program grants.

SHDC staff have a proven track record of providing consumers flexible and individualized supports which incorporate best practices in their various paths to recovery that include their health, home; a stable place to live, purpose; meaningful daily activities, such as a job, school or creative endeavors and community; relationships that provide support, friendship and hope. The 2016 Annual Management Report reflects this track record; 100% of consumers received services within 24 hours of contact, 92% of consumers were satisfied with services, 88% of consumers avoided hospitalization and 10% of consumers moved to a lower level of care.

The goals of services provided are to provide education and support to Consumers to facilitate placement in a less restrictive setting e.g., activities of daily living and household services incidental to, and consistent with, the behavioral health needs of the individual.

Description of SHDC Projects/Contracts

SHDC provides an array of housing and employment programs:

| | |
|--------------------------------------|----------------------------|
| Semi-Independent Group Home Program | 181 Consumers statewide |
| 24-Hour/8-16 Hour Group Home Program | 34 Consumers on Oahu |
| Supported Housing Program | 315 Consumers statewide |
| Bridge Subsidy Program | 115 Consumers statewide |
| HUD Section 8 | 25 Consumers statewide |
| Shelter Plus Care Program | 175 Consumers on statewide |
| Kalaeloa SRO Program | 68 Consumers on Oahu |
| Supported Employment Program | 30 Consumers on Oahu |

SHDC's housing inventory includes:

34 group homes, 6 condominium units, and 1 SRO apartment building.

Of the 34 group homes; 7 homes are partially funded by HUD's Continuum of Care Homeless Assistance Program, Supportive Housing Program (6 permanent homes and 1 SRO building) that provides shelter and programs to homeless Consumers, and 11 homes are funded under HUD's Section 811 Supportive Housing for Persons with Disabilities program.

The Semi-Independent Living Program provides group homes, apartments, SRO units and life skills education/training and support to Consumers which includes activities of daily living and household services incidental to, and consistent with, the behavioral health needs of the individual. Life skills education/training and support services include, but are not limited to: shopping, hygiene, light housework, laundry, nutrition, meal preparation, transportation, medication management, and money management.

24-Hour Group Home and 8-16-Hour Group Home Services provides education and support to Consumers to facilitate placement in a less restrictive setting, services include: activities of daily living and household services incidental to, and consistent with, the behavioral health needs of the individual. Assistance may be in the form of hands-on assistance, such as actually performing a personal care task for a person or cueing so that the people perform the task by themselves. The tasks that Group Home Manager can assist with include, but are not limited to, hygiene, light housework, laundry, meal preparation, transportation, medication management, and money management.

The Supported Housing Program provides a setting where Consumers live in an apartment of choice without regularly structured supervision from mental health staff. Supportive assistance enables consumers to maintain an apartment, encourages the use of existing natural supports and fosters involvement in social and community activities. Service activities include, but are not limited to, housing search and placement, rental subsidies, in-home support services, budget management, mediation of landlord/tenant issues and applications to permanent housing.

The Supported Employment Program provides full or part-time competitive employment and educational opportunities for over 30 Consumers, annually, on Oahu. Consumers receive: Competitive employment at prevailing wage rates, work in integrated settings, support that is ongoing and provided as needed, services that are individualized, and job selection based on a person's preferences and skills.

List of contracts with the Department of Health

| Contract Name |
|---|
| Semi-Independent Group Homes; ASO Log. No.14-208 (34 group homes, 1SRO bldg. and 6 condo units) |
| 8-16 & 24 Hour Group Homes; ASO Log No. 14-138 (5 group homes) |

| |
|--|
| Supported Housing Program; ASO Log No. 14-210 |
| Supported Employment Program; ASO Log No. 115-113 |

List of Current/Prior Contracts with the Public Sector

| Program | Contract |
|---|--|
| Shelter Plus Care #1 (combined S+C 1, 2, Ekolu & Elima) | City & County of Honolulu |
| Shelter Plus Care Eha (Maui) | Dept. of Human Services – Homeless Programs |
| Shelter Plus Care Eono (Hawaii) | Dept. of Human Services Homeless Programs |
| Shelter Plus Care Ehiku (Kauai) | Dept. of Human Services – Homeless Programs |
| Kalaeloa SRO; Community Development Block Grant | City & County of Honolulu |
| Kalaeloa SRO; State Homeless Shelter Stipend Program | DHS – Homeless Programs |
| Manu’u Group Home | City and County of Honolulu |
| Kulalani Group Home | HUD McKinney |
| Kaulana Group Home | HUD McKinney |
| Puamelia Group Home | HUD McKinney |
| Kaahale Group Home | HUD McKinney |
| Ahukini Mai Group Home | HUD McKinney |
| Komo Mai Group Home | HUD McKinney |
| Kaukama Group Home | HUD McKinney |
| Kalaeloa SRO; Headway House | HUD McKinney |
| SHDC No. 1, Inc. - Kahue, Village Park | HUD Section 811 |
| SHDC No. 1, Inc. - Olomana, Kailua | HUD Section 811 |
| SHDC No. 2, Inc. - Mohouli, Hilo | HUD Section 811 |
| SHDC No. 3, Inc. - Ka'u | HUD Section 811 & Weinberg Foundation |
| SHDC No. 5, Inc. - Ka'eo, South Kona | HUD Section 811 |
| SHDC No. 6, Inc. - Hui Alala, Ahuimanu | HUD Section 811 |
| SHDC No. 7, Inc. - Mokoi, Lihue | HUD Section 811 |
| SHDC No. 8, Inc. - Ohia, Honokaa | HUD Section 811 |
| SHDC No. 9, Inc. - Haiku | HUD Section 811 & Weinberg Foundation |
| SHDC No. 10, Inc. - Lolii | HUD Section 811 & Weinberg Foundation |
| SHDC No. 12, Inc. – Kailua, Kona | HUD Section 811 & Weinberg Foundation |

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.

The group home facilities conform to state and county building codes and shall adhere to the following housing quality standards: The facility shall be structurally sound to protect Consumers from the elements and not pose any threat to the health and safety of the Consumer. The facility shall have multiple means of egress in case of fire and be accessible without unauthorized egress and regress through private properties. Each Consumer shall be provided a bedroom, maximum two (2) Consumers per unit with adequate space (minimum of 120 sq. ft. excluding closet) and security for the Consumer and the Consumer's personal effects. Every room in the facility shall be provided with natural or mechanical ventilation, i.e. windows or air conditioning units. The facility shall be free of pollutants that threaten the health of Consumers. Consumers shall have access to bathrooms that operate properly, may be used in private and are adequate for personal cleanliness. The facility shall have adequate lighting provided by natural or artificial means i.e. sunlight or light fixtures. Consumers shall have access to a kitchen with adequate space and appliances including, a refrigerator, stove and microwave. All equipment and appliances in the facility shall be operational and sanitary. The facility shall include, at a minimum, one battery-operated or hard-wired smoke detector on each level, in each bedroom and hallway adjacent to a bedroom. Smoke detectors shall be in proper working condition and able to accommodate a hearing impaired Consumer in residence. The facility will adhere to health, fire and safety regulations in accordance with State, County and accreditation standards. SHDC staff will document education and training to Consumers to ensure adherence to these regulations. Each Consumer will be responsible for physically maintaining the unit under lease.

All group homes and condo units' currently listed (28 group homes, 6 condo units and 1 SRO bldg.) are either owned by Steadfast Housing or subleased from the State of Hawaii and City and County of Honolulu. The facilities are monitored/inspected internally by dedicated property/program staff and by third party inspectors from the Adult Mental Health Division, HUD's Multi-Family and CPD Departments, and Hawaii Housing Finance and Development Corporation-Rental Housing Trust Fund contract inspectors (SPECTRUM). All facilities conform to CARF, HUD, OSHA and DIVISION standards.

Per CARF and DIVISION requirements; monthly fire evacuation drills are performed. Emergency Orientation training/meetings are held quarterly with resident consumers regarding; fire, power failure, hurricane, natural disaster, bomb threat. Actual physical drills are held on an annual basis. All facilities are non-smoking with designated areas established outside of the residence.

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.

SHDC has successfully recruited and retained personnel committed to the housing management and operations of our facilities. Training is ongoing and the level of supervision provided directly correlates with maintaining housing quality standards of the facilities

Staff Qualifications

| SHDC Staff Member | Education/Experience | Compliance with Division |
|------------------------------------|--|--|
| Linda S. Ahue, Executive Director | <ul style="list-style-type: none"> • MA Social Work, LSW • 30 years of experience | Legal and CARF compliance |
| Stephen Kawahara, Housing Director | <ul style="list-style-type: none"> • BA Accounting • Hawaii Real Estate Broker • 40 years of experience • Certified Housing Occupancy Specialist | Housing Quality Standards Health and Safety, ADA and Fair Housing compliance. Corporate Compliance Officer and Federal Grants Administrator. |
| Property Specialist | <ul style="list-style-type: none"> • 3-5 years of experience in property management | Housing Quality Standards, Health and Safety, staff training |

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.

Please see attached.

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.

| Position | Compensation |
|------------------------------------|---------------------|
| Linda S. Ahue, Executive Director | \$87,600 |
| Stephen Kawahara, Housing Director | \$87,600 |
| Controller | \$72,800 |

VI. Other

1. **Litigation:**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. 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.

SHDC is fully accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) and similarly licensed by the appropriate federal, state and professional agencies to ensure its operations continue to conform to administrative, fiscal and program standards.

3. **Private Education Institutions:**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution.

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.

Not applicable, as a capital improvement project, no further funding will be necessary once it is completed.

5. **Certificate of Good Standing:**

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.

Please see attached.

6. **Declaration Statement:**

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

Please see 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.

Steadfast Housing Development Corporation is pursuing this grant application for the public purpose as described in Section I, #3.



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Steadfast Housing Development Corporation

| BUDGET CATEGORIES | Total State Funds Requested (a) | Total Federal Funds Requested (b) | Total County Funds Requested (c) | Total Private/Other Funds Requested (d) |
|---|---------------------------------|--|----------------------------------|---|
| A. PERSONNEL COST | N/A | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | \$100,000 | | | |
| TOTAL (A+B+C+D+E) | | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | \$100,000 | Shelley Lai | | (808) 599-4213 |
| (b) Total Federal Funds Requested | | Name: [REDACTED] | | Phone 1/19/18 |
| (c) Total County Funds Requested | | Signature of Authorized Official | | Date |
| (d) Total Private/Other Funds Requested | | Linda S. Ahue, Executive Director | | |
| TOTAL BUDGET | \$100,000 | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Steadfast Housing Development Corporation

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
| N/A | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| N/A | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Steadfast Housing Development Corporation

| FUNDING AMOUNT REQUESTED | | | | | | |
|--|--|---------------|-----------------------|--------------------|--------------------------------------|--------------|
| TOTAL PROJECT COST | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS | | STATE FUNDS REQUESTED | OF FUNDS REQUESTED | FUNDING REQUIRED IN SUCCEEDING YEARS | |
| | FY: 2016-2017 | FY: 2017-2018 | FY:2018-2019 | FY:2018-2019 | FY:2019-2020 | FY:2020-2021 |
| PLANS | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | \$100,000 | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | \$100,000 | | | |
| JUSTIFICATION/COMMENTS: Kaeo Group Home: Capital work for roofing, ceiling, window frame & hardware, plumbing, hollow tile wall/chain link fence, shower stall replacements. Ikulani Group Home: Kitchen upgrade and exterior painting. | | | | | | |

GOVERNMENT CONTRACTS, GRANTS, AND/OR GRANTS IN AID

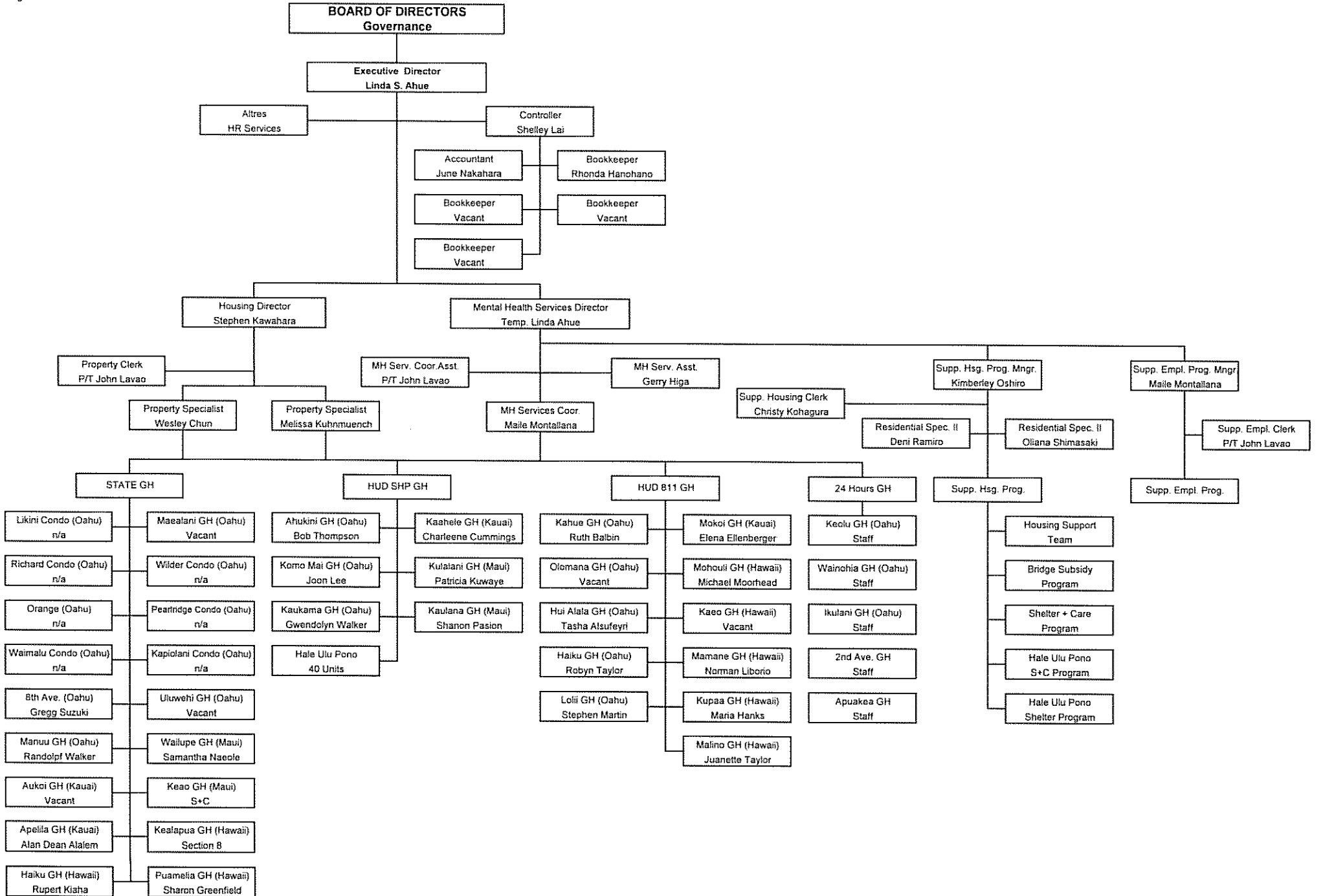
Applicant: Steadfast Housing Development Corporation

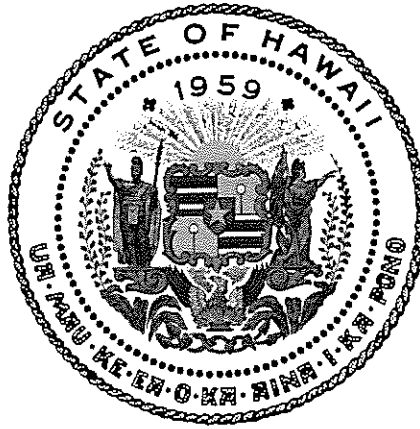
Contract Total: \$7,765,376

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S./State/Haw/ (Hon/Kau/Mau) | CONTRACT VALUE |
|----|---|------------------------|----------------|---|-----------------------|
| 1 | Semi-Independent Group Homes: ASO Log No.14-208 | 6/1/2017 | DOH | State | 1,390,835 |
| 2 | 8-18 & 24 Hour Group homes: ASO Log No. 14-138 | 4/1/2017 | DOH | State | 1,116,900 |
| 3 | Supportive Housing Program: ASO Log No. 14-210 | 6/1/2017 | DOH | State | 1,874,800 |
| 4 | Supported Employment Program: ASO Log No. 115-113 | 4/1/2017 | DOH | State | 72,000 |
| 5 | Shelter Plus Care #1, Ekolu and Efima: Oahu | 5/1/2017 | CDP | HUD | 1,760,608 |
| 6 | Shelter Plus Care Eono: Big Island | 10/1/2017 | CPD | HUD | 74,769 |
| 7 | Shelter Plus Care Eha: Maui | 7/1/2017 | CPD | HUD | 349,319 |
| 8 | State Homeless Shelter Grant Program | 2/1/2017 | DHS | State | 131,250 |
| 9 | Manu'u Group Home: Maili 5 year lease | 2/1/2016 | Comm. Services | C&C of Honolulu | n/a |
| 10 | Headway House: McKinney Homeless SHP, Kalaeloa SRO | 12/1/2017 | CPD | HUD | 209,745 |
| 11 | Kulalani Group Home: McKinney Homeless SHP, Maui | 4/1/2017 | CPD | HUD | 42,736 |
| 12 | Kaulana Group Home: McKinney Homeless SHP, Maui | 6/1/2017 | CPD | HUD | 35,470 |
| 13 | Puamelia Group Home: McKinney Homeless SHP, Big Island | 2/1/2015 | CPD | HUD | 36,292 |
| 14 | Kaahale Group Home: McKinney Homeless SHP, Kauai | 6/1/2017 | CPD | HUD | 22,235 |
| 15 | Ahukini Group Home: McKinney Homeless SHP, Oahu | 6/1/2015 | CPD | HUD | 26,255 |
| 16 | Komo Mai Group Home: McKinney Homeless SHP,Oahu | 1/1/2016 | CPD | HUD | 36,162 |
| 17 | Kaukama Group Home: McKinney Homeless SHP,Oahu | 1/1/2016 | CPD | HUD | 29,013 |
| 18 | Ekolu Group Homes: McKinney Homeless SHP, Oahu | 6/1/2017 | CPD | HUD | 117,967 |
| 19 | SHDC No. 1: HUD 811, Persons w/ Disabilities Program, Oahu | 7/1/2017 | Multi-Family | HUD | 72,960 |
| 20 | SHDC No. 2: HUD 811, Persons w/ Disabilities Program, Big Island | 10/1/2017 | Multi-Family | HUD | 43,080 |
| 21 | SHDC No. 3: HUD 811, Persons w/ Disabilities Program, Big Island | 12/2/2017 | Multi-Family | HUD | 50,220 |
| 22 | SHDC No. 5: HUD 811, Persons w/ Disabilities Program, Big Island | 7/1/2017 | Multi-Family | HUD | 37,800 |
| 23 | SHDC No. 6: HUD 811, Persons w/ Disabilities Program, Oahu | 8/1/2017 | Multi-Family | HUD | 37,380 |
| 24 | SHDC No. 7: HUD 811, Persons w/ Disabilities Program, Kauai | 4/1/2017 | Multi-Family | HUD | 40,260 |
| 25 | SHDC No. 8: HUD 811, Persons w/ Disabilities Program, Big Island | 4/1/2017 | Multi-Family | HUD | 37,440 |
| 26 | SHDC No. 9: HUD 811, Persons w/ Disabilities Program, Oahu | 2/1/2017 | Multi-Family | HUD | 39,540 |
| 27 | SHDC No. 10: HUD 811, Persons w/ Disabilities Program, Oahu | 10/1/2017 | Multi-Family | HUD | 41,340 |
| 28 | SHDC No. 12: HUD 811, Persons w/ Disabilities Program, Big Island | 4/1/2017 | Multi-Family | HUD | 39,000 |

Application for Grants

Organizational Wide Chart





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

STEADFAST HOUSING DEVELOPMENT CORPORATION

was incorporated under the laws of Hawaii on 05/04/1989 ; 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 18, 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, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Steadfast Housing Development Corporation _____
(Typed Name of Individual or Organization)



(Signature)

1/18/18

(Date)

Linda S. Ahue _____ Executive Director _____
(Typed Name) (Title)