

## 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

NATIONAL ALLIANCE ON MENTAL ILLNESS HAWAII

was incorporated under the laws of Hawaii on 06/07/1991 ; 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 11, 2022

Director of Commerce and Consumer Affairs

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



KUMI MACDONALD, EXECUTIVE DIRECTOR

01/20/22

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

## Application for Grants

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

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

#### **1. 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, 2021.

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

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

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

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

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

#### **1. A brief description of the applicant's background;**

The National Alliance on Mental Illness (NAMI) Hawaii, established as a 501(c)3 in Hawaii in 1991, is a local nonprofit organization and is the state organization of NAMI, the largest grassroots mental health organization in the nation. NAMI Hawaii educates, supports, advocates and promotes awareness for people living with mental illness in our state. We seek to reduce the early impact and lifelong disease burden that characterize mental illness. The COVID 19 pandemic has raised public awareness of the impact of mental health conditions on our nation. We empower youth, family-caregivers, people in recovery from mental illness, seniors, and community volunteers by training them to deliver NAMI education, support and awareness programs throughout Hawaii. In 2021, 100% of donations and funds raised by NAMI Hawaii stayed here locally to provide services statewide.

In 2021 NAMI Hawaii directly served over 4,151 people using three paid staff and over 61 volunteers statewide. In 2022-23 NAMI Hawaii plans to deliver over 180 hours of support group meetings, over 120 hours of psychoeducation, an annual mental

health conference, 160 hours of Crisis Intervention Team training on mental health topics to first responders, over 25 awareness and speaking events, 10 hours of ACT training, and over 300 telephone/email supports and referrals.

NAMI Hawaii partners and networks with other mental health stakeholders such as Mental Health America Hawaii, Mental Health Kokua, Samaritan Counseling Center, Hawaii Health and Harm Reduction Center, United Self Help, HOSA-Future Health Professionals, the Hawaii Department of Health Adult Mental Health Division, the Crisis Intervention Team (CIT) Steering Committee, Honolulu Police Department, and other law enforcement agencies. We have started a new training partnership focused on developing Assisted Community Treatment (ACT) with the Treatment Advocacy Center, a national 501(c)3 nonprofit organization dedicated to eliminating legal and other barriers to the timely and effective treatment of severe mental illness.

2. The goals and objectives related to the request;

This request will fund NAMI signature education programs such as NAMI Family-to-Family Education, NAMI Family and Friends, NAMI Peer-to-Peer Education, NAMI support groups and NAMI Ending the Silence. The NAMI Family-to-Family Education Program offers eight weeks or 20 hours of free psychoeducation and is recognized by the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) by inclusion in SAMHSA's National Registry of Evidence-Based Programs and Practices (NREPP). NAMI Family and Friends is based on Family-to-Family and provides a condensed four hours of psychoeducation with information and community support to those experiencing the impact of mental health conditions on a loved one.

In fiscal Year 2023 NAMI Hawaii plans to offer 24 weeks of Family-to-Family Education programs statewide on Zoom and in person. We will serve 90 families by offering each participant 20 hours of psychoeducation using six teams of two or more NAMI National trained and certified volunteer teachers. We will measure success by tracking student retention with the total of at least 10 graduates for each program offered and by receiving a rating of at least 4.5 out of five overall satisfaction rating from participants completing the program.

We plan to offer volunteer teachers training on statewide to eight new volunteer family members and caregivers to ensure we maintain a sufficient cadre of trained instructors and are able to respond effectively to teacher turnover. We will measure the success of new teacher training by receiving a 4.5 out of five overall satisfaction rating from participants.

In fiscal year 2023 NAMI Hawaii plans to offer a minimum of three NAMI Family and Friends programs statewide. Objectives include:

- To train a minimum of two active teachers in delivering and expanding the new NAMI Family and Friends curriculum into neighbor island communities currently planning to implement the new program.
- To promote the new program as widely as possible, securing suitable locations for service delivery, delivering the program, and then conducting an evaluation of program implementation statewide.

In fiscal year 2023 NAMI Hawaii plans to offer a minimum of nine NAMI Support Groups each month across the state. These support groups provide confidential

support to people living with mental illnesses and their family caregivers to improve their coping skills and to learn from the collective knowledge and experience of the group. Our goal is to increase the services we provide to rural communities.

Crisis Intervention Team (CIT) is a national program in partnership with NAMI since 1988, with over 3,000 law enforcement communities involved across the nation. NAMI Hawaii continues to develop its new training partnership with the Honolulu Police Department (HPD) and CIT. NAMI focuses on developing and delivering programs and services that educate officers so that they can support and advocate for families, partner with mental health providers, and provide appropriate response to people recovering from mental health disorders in their line of work. Since April 2018 NAMI Hawaii has been a key stakeholder in bringing the Crisis Intervention Team to Honolulu with the amazing work of HPD Psychologist Dr. Alicia Rodriguez and retired Police Chief Susan Ballard. HPD was one of only four jurisdictions in the nation to receive a special grant for the pilot program for technical assistance from the Bureau of Justice Assistance VALOR and Policy Research Associates, a nationally standardized CIT program.

CIT program objectives are:

- To train police officers on how to interact appropriately with individuals that have mental illness. This training includes de-escalation skills to help officers bring calm to a situation.
- To connect people to treatment not jails by strengthening community partnerships to improve services.

NAMI Hawaii plays a key role in organizing CIT training. As part of the lead team in the steering committee of community partners and as part of the Certified CIT Trainers (certified on April 10, 2019 by PRA, CIT International), we provide mental health education training and awareness, administrative assistance, and assist with supplies and materials. NAMI Hawaii also plays a key role to strengthen community partnerships with other mental health agencies and providers to improve services and jail diversion programs. Our goal is to train every police officer on Oahu and to train local trainers on the neighbor islands so that this program can be expanded as widely as possible. In fiscal year 2023 CIT Certified Trainers including NAMI Hawaii, HPD, and key leaders in the mental health and criminal justice systems, will hold four sessions of 40 hour trainings for the police department. NAMI Hawaii will provide 10 hours of training and 40 hours of administrative support for each training session. Fifteen to 25 police officers will be trained each session and will receive from NAMI Hawaii psychoeducation and exposure to the perspectives of persons living in recovery from mental health conditions and their family member caregivers. NAMI Hawaii will also work with the CIT Steering Committee and Hawaii Health and Harm Reduction to offer "Train the Trainers" to 10 new CIT trainers to expand our cadre of presenter and instructors.

ACT (Assisted Community Treatment), also referred to as Assisted Outpatient Treatment (AOT), is court-supervised treatment within the community. Hawaii is one of 47 states that have enacted laws to authorize ACT. These laws have reduced hospitalization, arrest, incarceration, homelessness, victimization, and also prevent the violence (suicide and violence towards others) associated with serious mental health

conditions. The U.S. Department of Justice and SAMHSA have recognized ACT/AOT as an evidence-based practice.

ACT program objectives are:

- Through collaboration with mental health stakeholders and with assistance from the Treatment Advocacy Center, to inform and recruit four Hawaii communities that commit to developing local ACT programs and promote networking in their communities
- To develop up to four ACT programs with the goal of helping people with serious mental health conditions including those with anosognosia (lack of insight into their mental illness,) receive treatment in the community.

In fiscal year 2023 NAMI Hawaii will provide support and education on the ACT program with a cosponsored training offered by the Treatment Advocacy Center and NAMI Hawaii.

NAMI Ending the Silence (ETS) is a free, engaging, one-hour presentation that helps youth (6<sup>th</sup> grade through college), teachers and parents, learn about the warning signs of mental health conditions and what steps to take if someone shows symptoms of a mental health condition. The presentations include two leaders: one who shares an informative presentation and a youth living with a mental health condition who shares their journey of recovery. Audience members can ask questions and gain awareness and understanding of an often misunderstood topic. Through dialogue we can help grow the movement to end stigma. In fiscal year 2023, NAMI Hawaii plans to hold six sessions of Ending the Silence statewide reaching a minimum of 120 participants, including students, parents, teachers, and faculty.

ETS program objectives include:

- To train at least two new active presenters in delivering and expanding ETS statewide.
- To promote the program as widely as possible, secure suitable locations for service delivery, deliver the program, and then conduct an evaluation of program implementation statewide.

3. The public purpose and need to be served;

Mental health disorders are the leading cause of disease burden worldwide and Hawaii is no exception. One in five U.S. adults experience mental illness in any given year. Nearly one in twenty U.S. adults live with a serious mental illness that results in significant functional impairment substantially limiting one or more major life activities. Based on the U.S. Census, it is estimated that Hawaii's population will be 1.43 million in 2022, of which approximately 287,000 Hawaii residents experience mental illness in a given year and over 41,000 Hawaii residents live with one or more serious mental illnesses.

Providing psychoeducation to people living with mental illness, along with their families and friends who want to support their loved ones, as well as to the community at large offers society several benefits. Increasing awareness within both families affected by mental health conditions and the general public promotes improved access to effective treatment and greater societal understanding of mental health conditions and their impact. These results will lead to reduced stigma and discrimination. Families

are the first line of defense in coping with the onset and impact of mental illness. Public awareness and education will lead to improvements in joblessness, homelessness, substandard housing, social integration, socioeconomic status, mental health functioning, comorbid addictive and medical illnesses and early death. These results are important from both a social justice perspective and a quality of life perspective for all our citizens.

During the COVID-19 pandemic NAMI Hawaii and its affiliates have experienced increased demand for services and programs in the community. Since the pandemic, we have served 70% more participants than in 2019 moving from in person programs to online services. We face an exciting opportunity to expand NAMI Hawaii across the state via online and in person services. According to the Center of Disease Control, during the pandemic mental health issues have increased from 20% of the general population to 40% and this proportion continues to rise. Many students, individuals, and families who struggle with depression and anxiety face a lack of adequate mental health services. People report that counseling services have a three to six months wait time, and many have lost their medical insurance. NAMI Hawaii has responded to this increased demand for our online support groups, classes, and programs.

4. Describe the target population to be served.

The target population for the NAMI Signature Programs Family-to-Family Education and Family and Friends is primarily adult family members and caregivers of people living with the impact and consequences of mental health conditions. A secondary target population for the NAMI Family and Friends program are friends, coworkers, educators and other members of the public interested in providing support to people living with mental health conditions. The NAMI Peer-to-Peer Education program is primarily for adults living in recovery from mental health conditions. The NAMI Ending the Silence targets middle school, high school, college students, their teachers, faculty and families.

NAMI Hawaii targets both people living with mental illness and family members and caregivers when delivering NAMI support groups. Police officers, HPD management, the criminal justice system, community providers and the general public are targets for the CIT initiative. NAMI's target for the ACT program includes family members, people living with serious mental health conditions, and stakeholders working in the judicial and mental health treatment systems.

5. Describe the geographic coverage.

NAMI Hawaii programs are offered statewide, including in rural communities online via Zoom with very limited support groups and classes offered in person during the pandemic. The ACT training is focused on the Big Island and Oahu. The CIT initiative is currently offered on Oahu with the potential for statewide implementation



### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities.

NAMI Hawaii is committed to implementing all NAMI Signature programs in accordance with standards and specifications established by NAMI National to ensure the fidelity of established models for program and service delivery and to be responsive to the needs of participants while providing quality education, support and advocacy. In collaboration with our community partners and through our affiliates on each island we assess the service needs statewide. We use input from our target populations and from participants in NAMI Hawaii programs such as family support groups, peer support groups, speakers’ bureau, Ending the Silence, annual conference, mental health awareness events and workshops, the CIT initiative, NAMIWalks fundraisers, and help lines (telephone and email support).

Description	NAMI EDUCATION Family-to Family and Peer to Peer	NAMI Family and Friends	Responsibility
Scope of work	Offer six 8-week 20-hour psychoeducation program to 90 participants statewide	Offer three, 4-hour education and support program for up to 60 participants statewide	Volunteer leadership of affiliates and teaching teams
Tasks		Complete online program training for volunteer teachers	Volunteer teachers
	Determine dates & general location of program offerings	Determine date & general location of program offerings	Teaching teams
	Secure location/online arrangements	Secure location	Teaching teams
	Develop & implement marketing plan for recruiting participants	Develop & implement marketing plan for recruiting participants	Teaching teams & NAMI Hawaii staff
	Secure course materials & supplies for teachers & participants	Secure course materials & supplies for teachers & participants	Teaching teams & NAMI Hawaii staff
	Deliver training	Deliver training	Teaching teams
	Evaluate training & report on course goal achievement, statistics & assessment of fidelity to program model	Evaluate training & report on course goal achievement & statistics	Teaching teams & NAMI Hawaii staff
Scope of work	Offer three-day volunteer teacher training online		Hawaii teacher trainers, NAMI Hawaii staff
Tasks	Determine dates & training modality		Hawaii teacher trainers, NAMI Hawaii staff
	Secure online		NAMI Hawaii Program

	arrangements		Manager
	Recruit & select 10 prospective volunteer teacher trainees		NAMI Hawaii Program Manager & Affiliate leadership
	Secure training materials & supplies for trainer & 10 prospective volunteer teacher trainees		Hawaii teacher trainers, NAMI Hawaii staff
	Deliver training		Hawaii teacher trainers
	Evaluate training & report on goal achievement & statistics		Hawaii teacher trainers, NAMI Hawaii Program Manager & staff
	Track new volunteer teacher activity & retention		NAMI Hawaii Program Manager & staff

Description	NAMI Support Groups	CIT Training	Responsibility
Scope of work	Offer 160 hours of support groups statewide for people in recovery from mental illness and for family caregivers	Offer 10 hours of training & 40 hours of administrative support for each of 4 – 40 hour sessions training up to 100 police officers	NAMI Hawaii support group facilitators, volunteer leaders & staff
Tasks	Market support groups to ongoing and new participants in geographic area	Plan CIT monthly planning meetings and quarterly advisory team meetings	NAMI Hawaii support group facilitators, NAMI Hawaii staff
	Arrange location or online arrangements for support group meetings	Schedule date and location for four, 40-hour CIT Police Trainings	NAMI Hawaii support group facilitators, NAMI Hawaii staff
	Facilitate support group meeting each month	Coordinate Trainers for CIT Police Training and plan venues for resource fair for CIT training	NAMI Hawaii support group facilitators, NAMI Hawaii staff
	Report participant data to NAMI Hawaii and national	Train 10 new trainers for CIT in a three day train the trainer workshop	NAMI Hawaii support group facilitators, NAMI Hawaii staff
	Conduct outreach to participants between scheduled meetings	Plan CIT Police Graduation and award celebration	NAMI Hawaii support group facilitators, NAMI Hawaii staff

Description	ACT Program	Responsibility
Scope of work	Offer 10-hour ACT Program training and information session to families & mental health stakeholders	NAMI Hawaii Executive Director & affiliates with technical assistance from Treatment Advocacy Center staff
Tasks	Develop community and family support systems to raise awareness of existing legislation and community need	NAMI Hawaii Executive Director & affiliates with technical assistance from Treatment Advocacy Center staff
	Develop four county-based ACT programs	NAMI Hawaii Executive Director &

	to implement ACT	affiliates with technical assistance from Treatment Advocacy Center staff
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Description	Ending the Silence Program	Responsibility
Scope of work	Offer 6 sessions of Ending the Silence programs 3 to Oahu, 1 each to Kauai, Maui and Big Island	Ending the Silence presenters and NAMI Hawaii Staff
Tasks	Secure venue and logistics – online & in person	Ending the Silence presenters and NAMI Hawaii Staff
	Seek new potential trainees and train new speakers	Ending the Silence presenters and NAMI Hawaii Staff

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

NAMI EDUCATION Family-to-Family and Peer to Peer	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Six statewide programs offered	40 hours	20 hours	40 hours	20 hours
15 to 20 participants per class	40	20	40	20
10 participants graduate per class	20	10	20	10
Participant satisfaction	At least 4.5 out of 5	At least 4.5 out of 5	At least 4.5 out of 5	At least 4.5 out of 5

NAMI Family and Friends	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Three programs offered statewide	4 hours		4 hours	4 hours
20 participants	20		20	20

NAMI Support Groups	Quarter 1	Quarter 2	Quarter 3	Quarter 4
11 monthly groups offered	22 hours	22 hours	22 hours	22 hours
16 facilitators retained	16 facilitators retained	16 facilitators retained	16 facilitators retained	16 facilitators retained

NAMI Ending the Silence	Quarter 1	Quarter 2	Quarter 3	Quarter 4

Six programs offered statewide	1 session to Oahu	1 session to Oahu and 1 session to Maui	1 session to Oahu and 1 session to Big Island	1 session to Oahu and 1 session to Kauai
20 participants	20	40	40	40

CIT Training	Quarter 1	Quarter 2	Quarter 3	Quarter 4
40-hour trainings offered	One 40-hour trainings offered	One 3 day training of trainers workshop	Two 40-hour trainings offered	One 40-hour training offered
	20-30 officers and trainers trained	10 new presenter/instructors trained	40-60 officers and trainers trained	20-30 officers and trainers trained

ACT Program	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Technical assistance offered		Technical Assistance in two counties	Technical Assistance in two counties	

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

NAMI Family-to-Family quality assurance and evaluation plans include formal program evaluation using a comprehensive NAMI course evaluation form that requests demographic and outcome measures using a Likert scale and open comment section from all participants completing the program. In addition to securing responses from participants, volunteer teachers also complete a one-page NAMI teacher evaluation that similarly requests outcome measures and invites information on retention to aid in planning for new teacher training needs.

Due to the nature and content of the curriculum volunteer teachers routinely seek informal feedback from course participants so they can respond to individual needs and concerns while promoting participant retention and satisfaction with their learning experience. Volunteer teachers are trained in delivering a manualized curriculum, how best to involve participants in both the content-rich and process-rich modules of the course and the need to preserve fidelity to the model of the program as a SAMHSA NREPP. This enhances consistent delivery of a quality educational experience to participants.

Quality assurance and evaluation of the new teacher training includes formal program evaluation by trainees and by the teacher trainer. The training program is developed by NAMI National and improved and updated as necessary by NAMI National staff. This enhances quality and fidelity to the model and NAMI educational standards.

Quality assurance and evaluation of the CIT Police Training program is developed and maintained by the Bureau of Justice Assistance, VALOR and Policy Research Associates and improved and updated as necessary by the Honolulu CIT

staff and steering committee. This enhances quality, consistent delivery of a quality educational experience to participants.

NAMI Hawaii plans to incorporate formal program evaluation forms as well as informal gathering of feedback from participants and stakeholders when implementing the new ACT program.

All NAMI Signature Program formal evaluations are submitted to both NAMI Hawaii and NAMI National for reporting and incorporation in ongoing program quality assurance and improvement.

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.

Program	Measure of effectiveness for reporting
Family-to-Family Education	Annual number of offerings statewide
	Number of family/caregiver participants completing program statewide
	Number of teachers retained
	Satisfaction rating of participants & reaction and retention of teachers
Peer to Peer Education	Annual number of offerings statewide
	Number of peer participants completing program statewide
	Number of teachers retained
Ending the Silence	Annual number of offerings statewide
	Number of participants attending statewide
Family and Friends	Annual number of offerings statewide
	Number of participants attending training statewide
	Number of teachers retained
Support Groups	Number of Support Groups active
	Number of meetings offered statewide
	Total number of participants each year
	Number of active Support Group Facilitators
CIT Training	Number of Training Sessions offered
	Number of hours of training offered by NAMI Hawaii
	Total number of police officers trained on Oahu
	Number of new instructors trained
ACT Program	Number of agencies and locations

	implementing ACT in their jurisdiction
	Number of agencies and locations receiving Technical Assistance (TA)
	Number of family court petitions filed

## **IV. Financial**

### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds (Link)
  - b. Personnel salaries and wages (Link)
  - c. Equipment and motor vehicles (Link)
  - d. Capital project details (Link)
  - e. Government contracts, grants, and grants in aid (Link)
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter3	Quarter 4	Total Grant
\$25,000	\$24,900	\$25,000	\$25,000	\$99,900

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

NAMI Walks Fundraisers - \$80,000  
 Memberships and donations - \$50,000  
 Foundation Grants - \$55,000  
 Other – \$10,000

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.

N/A

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 2023 for program funding.

NAMI Hawaii received a state grant from the Department of Health: Emergency Directive Suspending CH.103D, HRS DOH COVID-19 Procurement, dtd 8.2.21 grant #22-202 in the amount of \$99,900 from Dec. 1, 2021 to Nov. 30,2022.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

The balance of unrestricted assets as of December 31, 2021 is \$296,638.19.

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

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

NAMI Hawaii has implemented and delivered public service educational, support and awareness programs related to mental health advocacy since 1991. As the Hawaii organization of NAMI National we have access to nationwide expert technical support for implementing and delivering NAMI Family-to-Family and NAMI Family and Friends and other NAMI Signature Programs.

Our Executive Director has over 14 years' experience as a director in nonprofit management. NAMI Hawaii benefits greatly from staff skills in leading volunteers, managing diverse programs, fundraising, networking with community partners, and managing grants and financial resources.

NAMI Hawaii has been offering Family-to-Family Education programs and Family Support groups since 1994. Our cadre of active teachers and support group facilitators are trained and certified by NAMI National. As past participants in these NAMI Signature Programs, our NAMI volunteer teachers and support group facilitators are role models for participants seeking emotional understanding, healing, insight and the capacity for effectively helping their loved ones living with mental health conditions.

During 2021 NAMI Hawaii provided the following services:

- 11 Monthly Support Groups on Oahu, Kauai, Big Island, & Maui, successfully transitioning to (and creating dedicated) virtual meetings through the pandemic
- Five Peer and Family-based Education classes serving Oahu, Kauai, Big Island, & Maui
- Four Family & Friends Presentations via Zoom serving statewide participants
- One – 40-hour CIT Police training (Crisis Intervention Team on Mental Health De-escalation)
- A NAMI Hawaii State Conference
- Awareness Presentations to Youths, Community Groups, Staff Meetings, & Faith Groups
- Virtual presentations and workshops throughout the pandemic
- Advocacy at the local & national levels
- Community Information & Helpline, Workshops & Trainings

- And so much more...

## **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.

NAMI Hawaii has a classroom/resource library/meeting space as part of its two-room downtown Honolulu office. This newly renovated space is used for some Oahu program offerings. We also secure additional classroom space in community buildings owned or administered by community organizations with whom we have developed relationships and lower rental fee agreements. When feasible we will use these facilities for the NAMI Family and Friends program. For Family-to-Family new teacher training we seek out suitable training space through networking with local hotels or educational institutions that support NAMI's mission and training objectives. All locations are accessible to the handicapped and meet ADA requirements.

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

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

NAMI Hawaii is committed to staffing the NAMI Signature Programs, Family-to-Family Education, NAMI Peer-to-Peer Education, NAMI Family and Friends, and NAMI Support Groups with NAMI-trained volunteer family members, caregivers and/or peers. Paid staff and NAMI Affiliate volunteer leadership provide supervision and administrative support to our cadre of volunteers. NAMI Signature Program volunteers are trained according to NAMI standards and curricula by NAMI-certified teacher trainers. For example, Family-to-Family volunteer teachers complete a NAMI National 20-hour training and are certified by our national NAMI organization. Their most important qualification is the ability to share their lived experience of supporting a loved one living with mental health conditions.

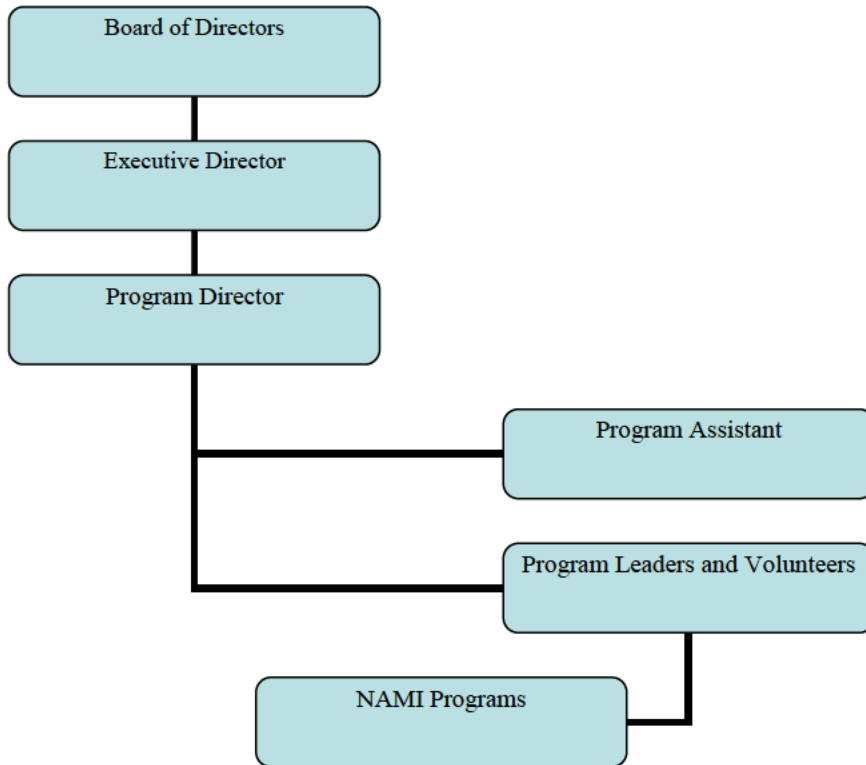
NAMI Hawaii plans to dedicate staff members' time to supervising and administering the programs covered by this request. Paid staff qualifications include a combined 18 years of non-profit management, supervision and volunteer training. The NAMI Signature education programs for family members/caregivers and peers covered by this request are a very high priority for NAMI Hawaii and function as an integral part of our family and peer education and support initiatives. Some participants in



educational programs are recruited from support programs and participants in educational programs are also encouraged to participate in support programs to supplement their educational experience. NAMI Hawaii has demonstrated its commitment to developing in-State program capacity by investing in, developing and maintaining both a cadre of volunteer teachers and support group facilitators as well as training two Hawai'i-based teacher trainers for deployment as needed.

## 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 an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director \$75,000/year (40 hours a week)  
Program Director \$39,000/year (30 hours a week)  
Program Assistant \$23,400/year (30 hours a week)

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

N/A

### **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.

NAMI Hawaii reaffiliates bi-annually with NAMI National. We follow national NAMI guidelines for standards of operation and quality assurance. We report progress on goals achieved and Hawaii data to NAMI National, using the online portal, NAMI 720, thereby participating in program improvement and new program development

### **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.

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution. Any rental payments for program locations owned by sectarian or non-sectarian private educational institutions will be made using other funds available to NAMI Hawaii.

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

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

NAMI Hawaii has a proven track record since 1991 of securing alternative funding sources by fundraising, securing donations, or grant writing to ensure that NAMI Signature Programs are continued whenever funding sources are not available. NAMI

Hawaii is committed to responding flexibly to this reality by seeking alternative funding, controlling costs, delaying new program implementation, and motivating its volunteer base.

We rely on reducing costs by using only volunteer teachers and trainers, securing in-kind or reduced fee contributions to cover the cost of program locations and course materials, using free e-books as supplemental course materials for NAMI Family and Friends, and leveraging curriculum development, updating, resource and retraining initiatives offered by NAMI National rather than developing these in state. NAMI is a high-value, cost-effective investment for funding sources interested in supporting our organization's mission of improving the quality of life for individuals and families affected by mental health conditions through support, education, advocacy and awareness.

**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.

National Alliance on Mental Illness (NAMI) Hawaii

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



(Signature)

01/20/22

(Date)

Kumi Macdonald

Executive Director


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

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

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant:           National Alliance on Mental Illness (NAMI) Hawaii          

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	57,000	0	0	0
2. Payroll Taxes & Assessments		0	0	0
3. Fringe Benefits		0	0	0
TOTAL PERSONNEL COST	<b>57,000</b>	0	0	0
B. OTHER CURRENT EXPENSES		0	0	0
1. Airfare and travel expenses, Inter-Island	6,000	0	0	0
2. Insurance	1,200	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	18,000	0	0	0
5. Staff and Volunteer Training	10,000	0	0	0
6. Supplies	7,700	0	0	0
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	<b>42,900</b>			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>99,900</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	99,900	Kumi Macdonald	808-591-1297	
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			01/20/22
(d) Total Private/Other Funds Requested		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>99,900</b>	Kumi Macdonald, Executive Director		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: National Alliance on Mental Illness (NAMI) Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: National Alliance on Mental Illness (NAMI) Hawa

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS	N/A					
LAND ACQUISITION	N/A					
DESIGN	N/A					
CONSTRUCTION	N/A					
EQUIPMENT	N/A					
<b>TOTAL:</b>	<b>0</b>					
<b>JUSTIFICATION/COMMENTS:</b>						



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

Applicant: National Alliance on Mental Illness (NAMI) Hawaii

Contracts Total: 99,900

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Emergency Directive Suspending CH.103D,HRS DOH COVID-19 Purcurement, dtd 8.2.21Contract # 22-202	12/1/21 to 11/30/22	DOH	State	99,900
2					
3					
4					
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