

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
 - b) Personnel salaries and wages
 - c) Equipment and motor vehicles
 - d) Capital project details - not applicable
 - e) Government contracts, grants, and grants in aid
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

LINDA S. AHUE, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 21, 2022

DATE

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db a:
Steadfast Housing Development Corporation Steadfast Pacific

Amount of State Funds Requested: \$ 200,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Steadfast Housing Development Corporation (SHDC) would like to implement an electronic health record system. This project provides SHDC an opportunity to transition from a paper-based documentation system to an electronic health record (EHR) software program to capture and effectively use client information and knowledge to ensure quality, safe and sustainable supportive housing services. SHDC intends to purchase forty-five desktop computers, fifteen laptop computers and license to utilize Next Step Solutions Outpatient Designer software for one hundred users.


Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State: \$ <u>0.00</u>	\$ <u>\$16,377,766</u>
Federal: \$ <u>0.00</u>	Unrestricted Assets:
County: \$ <u>0.00</u>	\$ <u>634,386.87</u>
Private/Other: \$ <u>30,831</u>	

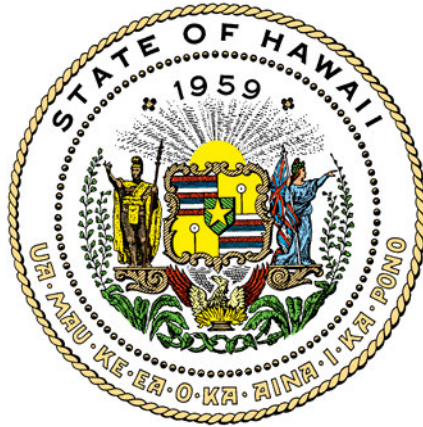
New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	888 Iwilei Road, Suite 250
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Honolulu HI 96817

Contact Person for Matters Involving this Application	
Name: Linda S. Ahue	Title: Executive Director
Email: lahue@steadfast-hawaii.org	Phone: 808-599-4309

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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	Linda S. Ahue, Executive Director	01/19/2022
_____ Authorized Signature	_____ Name and Title	_____ Date Signed



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: December 03, 2021

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

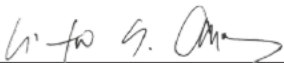
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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)

1/19/2022

(Date)

Linda S. Ahue

(Typed Name)

Executive Director

(Title)

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.

Attached immediately after cover page.

2. Declaration Statement

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

Attached immediately after Certificate of Good Standing.

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](#).

Steadfast Housing Development Corporation is pursuing this grant application for the public purpose as described in 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;

Steadfast Housing Development Corporation (SHDC), incorporated as a Hawaii private nonprofit entity on May 4, 1989. Shortly thereafter, SHDC received Capital Improvement Project funds from the State of Hawaii legislature for the purchase and development of group homes to serve the Severe and Persistent Mentally Ill (SPMI) population statewide. Simultaneously, SHDC also applied for and received federal grant funds under the then McKinney Supportive Housing Demonstration Program to acquire, renovate, operate, and manage additional facilities. Currently, SHDC manages and operates 34 group homes and 6 condo

units and a single room occupancy facility serving a total of 200 SPMI consumers daily. SHDC's Supported Housing private rental assistance programs also serves an additional 400 SPMI consumers.

SHDC's seven member Board of Directors and an Executive Director oversees three divisions within the corporation: Housing, Fiscal and Accounting and Behavioral Health Services.

SHDC's personnel are experienced and qualified in providing behavioral health, real estate, and supported housing services. SHDC personnel consists of one hundred (100) full-time employees and includes: master's level licensed social workers, a licensed real estate broker, live-in full time residential managers, residential and property specialists, and supported housing specialists.

2. The goals and objectives related to the request;

This project provides SHDC an opportunity to transition from a paper-based documentation system to an electronic health record (EHR) software program to capture and effectively use client information and knowledge to ensure quality, safe and sustainable supportive housing services. An EHR will provide a longitudinal record of information regarding the health and housing status of clients served in a computer-processible form across programs and enables authorized access to client records in real-time. As well as expanding the capacity to utilize client data for monitoring of outcomes and conducting audits and research, the EHR provides data to drive decision-making on organizational policies and management of contract awards. The EHR will also decrease staff time spent in documenting client records and daily activities and allow staff members to spend more time providing direct care. Additional integration of other functions and software, such as payroll and billing further expand its potential benefits.

This project will serve approximately 600 individuals (clients) participating in SHDC's group homes, condos, and single room occupancy facility, and Supported Housing private rental assistance programs, registered with the Department of Human Services – Ohana Health Plan's Community Care Services, Department of Health – Adult Mental Health Division and other Community Based Case Management providers who are 18 years of age and above, and diagnosed with a Severe and Persistent Mental Illness. Frequently, their disabilities will have resulted from schizophrenia, bipolar illness, homelessness, and substance abuse.

At SHDC, we believe that given adequate and tailored support, all clients possess the capacity to achieve a high degree of self-sufficiency. To support our clients to reach their fullest potential, SHDC provides a safe environment, trained staff to engage with residents to build trusting relationships and hope, non-

judgmental support to reduce harm and assistance with making informed choices and stabilize their lives.

Service goals include support services to enable clients to gain knowledge and skills that allow successful integration into the community, learn adaptive skills for safe participation in their own care, assist the client to achieve a self-defined quality of life, and assist with the positive development of relationships. Support services are provided according to each clients Individual Recovery Plan (IRP) to accommodate their basic skills, supervision, health needs, behavioral concerns, therapeutic recommendations, and assistance with activities of daily living.

Support services focus on promotion of independent living, social skills, problem solving and assertiveness. Staff provide planning with client's community integration schedule of daily activities and coordinate with other service providers to ensure the needs of the client are served and provide services based on contract requirements as applicable.

3. The public purpose and need to be served;

"Many individuals with behavioral health conditions experience poor health outcomes" and are one of the most vulnerable populations in our society. (Roberts et al. 2017, Miller 2012, Druss et al. 2011). Evidence suggests that people with behavioral health conditions, especially those with serious mental illness, have a lower life expectancy than the general population. This is the result of a number of patient-related factors, including clinical risk and socioeconomic status, but can also be partially attributed to a lack of integration when care is required across different service settings (Druss et al. 2011, Rodgers et al. 2018).

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 supported and has the functional capacity, living in a community setting is a major 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. Investing in these facilities will provide an enhanced environment for residents and service providers.

Adopting electronic health record (EHR) technology is one strategy to improve communication between behavioral health providers and to provide better integrated care for beneficiaries.

An EHR is a digital version of a client's paper chart. EHRs are real-time client-centered records that make information available instantly and securely to authorized users. While an EHR contains medical and treatment histories of clients, an EHR system is built to go beyond standard clinical data collected in our offices and can be inclusive of a broader view of a client's care. EHRs are a vital part of health information technology and can contain a client's medical/psychiatric history, allow access to evidence-based tools that can inform decisions about a client's care and automate and streamline workflow. EHRs are built to share information with other health care providers and organizations - such as specialists, pharmacies, emergency facilities, and workplace clinics - so they contain information from all clinicians involved in a client's care.

A greater and more seamless flow of information within a digital health care infrastructure, created by EHRs, encompasses and leverages digital progress and can transform the way care is delivered and compensated.

4. Describe the target population to be served; and
Adults, 18 years and older, with a serious mental illness who meet eligibility criteria.
5. Describe the geographic coverage.
The community for which this proposal is written includes the geographic areas of Oahu, Maui, Kauai and Hawaii. Although this includes multiple 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.

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;

SHDC plans to enter into a contract agreement with NextStep Solutions to design, develop and implement an Electronic Health Record (EHR) software via a SaaS solution which will provide a flexible and configurable workflow solution to meet the needs of our staff and clients and allow SHDC the ability to effectively process the housing requirements of the clients we serve. SHDC will also expand a current contract with Nimble Solutions to provide the hardware required and provide technical services and support to prepare computers on site and set up

for users, migrate any necessary user data and install other software/other configurations for our facilities statewide.

Our goal of implementing a flexible software solution program isn't just a change, it's an organizational transformation. Adapting to the ever changing environment is a priority for our organization and we need to embrace this opportunity to go paperless. An EHR system will provide us the ability to quickly and efficiently retrieve client records, share electronic information with management and staff, improve client and staff interactions and communications, promote legible, complete documentation, accurately streamline coding and billing, enhance privacy and security of client data, improve staff productivity and efficiency to meet their goals, reduce costs through decreased paperwork, improve safety, reduce duplication and improve client care.

An EHR system will allow us to manage our documentation and communicate more effectively and efficiently with our clients, community members and other stakeholders. We will have data at our fingertips to share our success at SHDC with the community. EHR access will also provide the tool to quickly review and implement quality management and performance management standards as needed.

The impact of the COVID-19 pandemic has presented multiple difficulties in providing program services and in particular direct care. Clients in our group homes and other congregate living units were impacted less severely however, clients in the Supported Housing private rental assistance programs were impacted more severely as these individuals, living alone were asked to isolate and quarantine during the statewide shutdown as in person services were quickly transitioned to telehealth services to reduce the exposure to staff and clients. Access to telehealth services have been particularly valuable to those individuals who were reluctant to seek in person care or had chronic conditions that placed them at considerable risk for COVID-19 however, telehealth services are not without challenges. Lacking an EHR system, documentation requiring signatures e.g., authorizations for service, individual service plans, lease agreements etc., have been difficult to update and/or maintain.

In addition, COVID-19 has increased the need for permanent housing and assistance and SHDC has received an increase in referrals to support homeless and non-homeless clients at multiple levels of care. As more assistance and more new clients are coming to our agency and the demand is greater than ever before, implementing this program will address the needs of all clients who have been affected by the COVID-19 pandemic.

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

SHDC will phase the rollout of the software beginning with the Supported Housing Program in the first 4 months and adding the group home program and single occupancy facility over the next 8 months. NextStep will provide the implementation and project management and teams to meet with SHDC on a weekly basis to ensure completion of the project with the proposed timeline.

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

SHDC's housing programs serves approximately 600 individuals annually and actively collaborates with an equal number of case managers and family members. Once the EHR system is fully operational, SHDC personnel including Directors, Program Managers and Quality Assurance Coordinators will be able to capture and effectively use behavioral health information and knowledge to provide a balanced/systematic process to analyze the effectiveness of the organization's operations from multiple points of view: financial management, complaint management, professional development for personnel, individualized service delivery, etc., and to manage and improve service delivery and to provide intelligence to set strategic organizational goals and objectives. Annually, all programs and services review and analyze data collected for compliance with implementation of the mission and core values of the organization, performance improvement and planning practices/decision making of SHDC. Data collected from outcome evaluations, quality assurance and safety committees, accounting and personnel reports will be used by the management staff and board of directors to make decisions to expand, develop, modify, or change the delivery of services. Access to real-time data from EHR records will also be vital to the organization's quality management and decision-making process during the COVID-19 pandemic and forward.

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.

SHDC is dedicated to a process of continuous improvement of our organization, programs, and services, predicated on data that are reliable, valid, specific, accurate and inextricably linked to performance indicators. Performance indicators e.g., satisfaction surveys from persons served and stakeholders, fiscal data from monthly reports, clinical education through pre/posttests, personnel evaluations through self-report and annual performance reports, cultural competence through pre/posttests, and housing outcomes related to vacancy, length of stay, housing assessment scores, persons moving to a lower level of care and reduction in hospitalizations through monthly reports. Outcome data will

be used to address identified needs, improve the organization’s business functions and fiscal stability, improve the effectiveness of services delivery, improve the efficiency of service delivery, improve access to SHDC programs and services and improve Consumer and Stakeholder satisfaction.

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)

Please see attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
75,000	50,000	50,000	25,000	200,000

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

Included in the Budget file (tabbed Page 6) first page of the file.

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.

No state and federal tax credits granted.

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.

Included on page 10 of the application.

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

Assets	
Current Assets	
Cash	(635,151.50)
Program Receivable	0.00
Due from Affiliates	1,269,802.56
Rent Receivable	(62,750.77)
Accounts Receivable - Other	7,219.21
Prepaid Expenses	55,267.37
Total Current Assets	<u>634,386.87</u>

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.

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.

The acquisition, development, management, and operations of thirty-four (34) 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 thirty-two (32) years and serving over six hundred (600) 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.

SHDC staff have a proven 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 2021 Annual Management Report reflects this 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'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 direct 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.

List of Current/Prior Contracts (in the past 3 years) with the Public Sector

Contract Name – Department of Health	
Semi-Independent Group Homes; ASO Log. No.18-217 (11 group homes, 1SRO bldg. and 6 condo units)	
8-16 & 24 Hour Group Homes; ASO Log No. 18-214 (20 group homes)	
Supported Housing Program; ASO Log No. 18-219	
Supported Employment Program; ASO Log No. 115-113	
Program	Contract
Shelter Plus Care #1 (combined S+C 1, 2, Ekolu & Elima)	Aloha United Way – Partners In Care
Shelter Plus Care Eha (Maui)	Bridging the Gap – Homeless Programs
Kalaehoa SRO; Community Development Block Grant	City & County of Honolulu
Kalaehoa 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
Kalaehoa 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.

Group home facilities conform to state and county building codes and 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 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 (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.

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.

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 the ongoing support to maintaining housing quality standards of the facilities and the implementation and maintenance of the electronic medical records system.

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, HR, Staff Training 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.
Shelley Lai Controller	<ul style="list-style-type: none"> • 15 years of experience in accounting principles 	Fiscal compliance, audits and program monitoring

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 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.

- A. Executive Director, \$87,600
- B. Housing Director, \$87,600
- C. Controller, \$80,080

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.

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 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.

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 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.

SHDC would like to implement an electronic health record system. To accomplish this, SHDC intends to purchase forty-five desktop computers, fifteen laptop computers and license to utilize Next Step Solutions Outpatient Designer software for one hundred users. We intend to implement this system over two phases. The first phase will include twelve users within our Supported Housing Program over a period of four months. The second phase will include the remaining eighty-eight users for the remaining eight months. This system will allow greater flexibility in the data collection, reporting requirements and billing of our tenants, including a telehealth feature. We currently utilize a paper file system.

SHDC intends to apply for other grant funding where possible and to utilize unrestricted company funds from rental income generated from tenants in our group homes if not all anticipated funding is received.

SHDC intends to continue funding the project after the grant period ends by utilizing other grant sources and unrestricted company funds.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

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				
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. Contractual Services-Computer Services	10,555.00			
10. Software License Fees	102,933.00			
11. Telehealth Setup Fees	24,832.00			30,831
12.				
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TOTAL OTHER CURRENT EXPENSES	138,320.00	-	-	30,831.00
C. EQUIPMENT PURCHASES	61,680.00			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	200,000.00	-	-	30,831.00
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000.00	Shelley Lai		
(b) Total Federal Funds Requested	-	Name (Please type or print)		Phone
(c) Total County Funds Requested	-			1/19/22
(d) Total Private/Other Funds Requested	30,831.00	Signature of Authorized Official		Date
TOTAL BUDGET	230,831.00	Linda S. Ahue, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Steadfast Housing Development Corpora

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Dell Optiplex Model 3808 Desktop, Intel Core i5 6-core, 16 GB RA	45	\$987.00	\$ 44,415.00	
Dell Lattude Model 3410 Laptop Intel Core i5 4-core, 8GB RAM	15	\$1,151.00	\$ 17,265.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	60		\$ 61,680.00	

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, 2022 to June 30, 2023

Applicant: Steadfast Housing Development Cor

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	N/A	N/A	N/A	N/A	N/A
LAND ACQUISITION	N/A	N/A	N/A	N/A	N/A	N/A
DESIGN	N/A	N/A	N/A	N/A	N/A	N/A
CONSTRUCTION	N/A	N/A	N/A	N/A	N/A	N/A
EQUIPMENT	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Steadfast Housing Development Corporation

Contracts Total: 6,215,908

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Semi Independent Living	10/1/21-3/31/22	Department of Health-Adult Mental Health Division	State of Hawaii	349,075
2	Supported Housing & Bridge Subsidy	10/1/21-9/30/22	Department of Health-Adult Mental Health Division	State of Hawaii	500,000
3	8-16 & 24 Hour Group Home Service	10/1/21-9/30/22	Department of Health-Adult Mental Health Division	State of Hawaii	2,061,363
4	Continuum of Care-Kulalani	4/1/21-3/31/22	Dept of Housing and Urban Development	United States	49,907
5	Continuum of Care-Kaulana	6/1/21-5/31/22	Dept of Housing and Urban Development	United States	47,128
6	Continuum of Care-Kaahahele	6/1/21-5/31/22	Dept of Housing and Urban Development	United States	29,946
7	Continuum of Care-Ekolu	6/1/21-5/31/22	Dept of Housing and Urban Development	United States	126,761
8	Continuum of Care-Headway House	12/1/21-11/30/22	Dept of Housing and Urban Development	United States	219,231
9	Continuum of Care Oahu	4/1/21-3/31/22	Dept of Housing and Urban Development	United States	1,787,394
10	Continuum of Care Maui	11/1/21-10/31/22	Dept of Housing and Urban Development	United States	376,170
11	Continuum of Care PH Ohana	9/1/21-8/31/22	Dept of Housing and Urban Development	United States	581,433
12	Homeless Shelter Program	7/1/21-6/30/22	Department of Human Services	State of Hawaii	87,500
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STEADFAST HOUSING DEVELOPMENT CORPORATION
Organizational Wide Chart

