

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

HAWAII CHILDREN'S ACTION NETWORK

was incorporated under the laws of Hawaii on 04/12/1996 ; 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, 2023

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Hawaii Children's Action Network; Db: Hawaii Diaper Bank (a fiscally sponsored program of HCAN)

(Typed Name of Individual or Organization)



(Signature)
Deborah Zysman

1/19/2023

(Date)
Executive Director HCAN

(Typed Name)

(Title)

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



AUTHORIZED SIGNATURE

Deborah Zysman, Executive Director, HCAN

PRINT NAME AND TITLE

1/19/2023

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, 2022.

(Attached)

2. Declaration Statement

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

(Attached)

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](#).

Hawai'i Diaper Bank (HDB) confirms that the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes¹.

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;

¹**§42F-102 Applications for grants.** Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

HDB's mission is to serve and support the keiki of Hawai'i by providing diapers, wipes, and other essentials to organizations that assist low-income families. HDB is the first diaper bank in the State of Hawai'i and the only diaper bank on Hawai'i Island. HDB is committed to eliminating diaper need for the 1 in 3 families that experience its detrimental effects. To date, HDB has distributed more than 1.5 million donations to Hawai'i's keiki.

2. The goals and objectives related to the request;

HDB's goal with this funding request is to enhance programming, elevate HDB's community presence, and improve operational efficiency, thereby enabling HDB to meet the basic needs of more children.

3. The public purpose and need to be served;

The purpose of the grant is to eliminate diaper need for the 1 in 3 families that experience its detrimental effects. Unlike other important resources, there is currently no federal or state assistance for purchasing diapers. As a result, the average low-income family pays \$1,000 per year for diapers per child. HDB's donations help parents close the "diaper gap" (i.e., the difference between the number of diapers needed, and the number of diapers that parents can afford). Research shows that diaper need is more strongly correlated to parental depression and stress than any other basic need. When parents are unable to meet their child(ren)'s basic needs, oftentimes the family falls deeper into poverty. For example, 3 in 5 parents report missing school or work because they did not have the requisite amount of diapers needed to drop their child off at daycare. For the families HDB serves, an insufficient supply of diapers means missed opportunities and missed paychecks.

4. Describe the target population to be served; and

HDB provides donations to children who are 0-5 years old. Additionally, the children who receive donations must be low-income (200% Federal Poverty Level). HDB's partners screen families at intake to ensure they meet HDB's donation criteria.

5. Describe the geographic coverage.

This project will serve low-income families statewide. HDB already serves all of Hawai'i County through its network of 17 partners. In response to COVID-19, HDB expanded services to Maui County, providing diapers and wipes to over 300 children on Moloka'i. Last fiscal year (2022-2023), HDB also started providing services within the City and County of Honolulu. Currently, HDB is in the process of establishing a partnership with an agency that services low-income families statewide. In addition, HDB has notified all current partners that it serves on Hawai'i Island of the potential to expand their partnership to other islands.

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;

Community Engagement, Awareness Building, & Donation Collection: HDB accomplishes its mission by collecting diapers and wipes via community drives and events, as well as through corporate donations and low-cost bulk purchasing. HDB also has more than 20 drop-off locations throughout Hawai'i Island where donors can conveniently and efficiently make donations. HDB's office/warehouse serves as an additional drop-off location and as an inviting space for volunteer activities. HDB volunteers sort, organize, and prepare donations for distribution. To increase incoming donations, enhance community engagement, and maximize awareness building, HDB will implement a modified social media and marketing plan to gain more engaged followers and supporters. HDB will also update its outreach strategy with drop-off locations to help ensure more active participation. Additionally, HDB will enhance its volunteer program to help keep the space and donations organized so that donations can be efficiently picked and fulfilled. It will continue to use its specialized volunteer platform that provides targeted outreach, streamlined registration, and appreciation tools. HDB will also provide volunteers with training and safety materials.

Donation Distribution & Children Served: HDB distributes donations to partner organizations (nonprofits/community-based organizations) that serve low-income families, and partner organizations in turn distribute donations to certain low-income families that they serve. Partners use HDB's donations to increase program enrollment and/or attendance, build rapport with families and the community, and provide economic stability for families served. To increase donations distributed and children served, HDB will provide outreach to low-income families through printed marketing materials, HDB's website, social media, presence at community events and resource fairs, and advertisements at local donation drop-off locations. Families within the community will be encouraged to contact HDB if they need help with diapers, wipes, or other children's basic essentials. Once a family in need contacts HDB for assistance, HDB will refer the family to one of HDB's established partner organizations that serves in the family's community. HDB will also provide outreach to new partners through printed marketing materials, HDB's website, social media, and through recommendations from current partners. Once a potential partner contacts HDB, they will be provided with a link to HDB's partner survey, as well as additional materials on the partnership process and partner requirements. If approved for partnership, HDB will provide the new partner HDB's Memorandum of

Understanding for signature and, once the partnership has been memorialized, new partner training.

All partners may request donations on a monthly basis. Partners will receive a schedule at the beginning of the fiscal year (July) or at the start of partnership (with respect to new partners) with the allowable dates for submitting donation requests and for picking up donations. Once a request is received, HDB staff and/or volunteers will collect the necessary donations requested. Partners will pick up donations at HDB's office/warehouse. If partners are located outside of Hawai'i Island, donations are sent directly from a wholesale distributor if the request is for more than 25 children. For requests of less than 25 children, HDB may ship donations itself from its office/warehouse. Partners will be provided with tracking information as soon as the order is placed, or the items are shipped.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
 - a. Quarter 1
 - i. Implement modified social media and marketing plan
 - ii. Utilize online inquiry forms for potential donation drive hosts and drop-off locations
 - iii. Plan and schedule bulk purchasing
 - iv. Manage volunteer platform and prepare new training and safety materials and project and activity plans
 - v. Host volunteer sessions
 - vi. Distribute partner survey and evaluate the previous year's impact
 - vii. Schedule and provide partner training
 - viii. Engage with potential new partners
 - b. Quarter 2
 - i. Continue implementing modified social media and marketing plan
 - ii. Obtain referrals from current board members and supporters for new drop-off locations
 - iii. Engage with potential new drop-off locations
 - iv. Support donation drive hosts with outreach and donation collection materials
 - v. Accept bulk purchases of diapers, wipes, and other essentials
 - vi. Host volunteer sessions
 - vii. Onboard new partner organizations; advertise new partnerships via social media and HDB's website
 - viii. Provide partners with quarterly email correspondence that includes information and tips to enhance the donation process
 - c. Quarter 3
 - i. Analyze effectiveness of modified social media and marketing plan; make necessary updates

- ii. Onboard new drop-off locations; provide training and outreach materials; advertise new drop-off locations via social media and HDB's website
- iii. Reach out to drop-off locations that are inactive to help reengage
- iv. Support donation drive hosts with outreach and donation collection materials
- v. Accept bulk purchases of diapers, wipes, and other essentials
- vi. Continue hosting volunteer sessions
- vii. Onboard new partner organizations; advertise new partnerships via social media and HDB's website
- viii. Ask partners for feedback on the donation process; engage partners that have been less active requesting donations

d. Quarter 4

- i. Continue implementing updated social media and marketing plan
- ii. Continue reaching out to drop-off locations that are inactive to help reengage
- iii. Provide appreciation gifts for drop-off locations
- iv. Support donation drive hosts with outreach and donation collection materials
- v. Continue hosting volunteer sessions; provide appreciation gifts and volunteer awards
- vi. Accept bulk purchases of diapers, wipes, and other essentials
- vii. Onboard new partner organizations; advertise new partnerships via social media and HDB's website
- viii. Provide partners with monthly email correspondence that includes information and tips to enhance the donation process

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

Community Engagement: To evaluate this project, HDB will track the number of new drop-off locations established and drive hosts engaged, as well as the total number of donations collected. On an ongoing basis, HDB will seek feedback from supporters and volunteers to ensure it is meeting goals.

Donation requests and distribution data. To assess HDB's impact in the community, HDB actively and carefully inputs, manages, and analyzes donation data. For example, these data include recipient partner request frequency and amounts, donations distributed, and children served. Donation requests are also tracked in order that HDB may maintain a sufficient inventory to meet the needs of the families HDB serves. By assessing HDB's impact in the community, HDB maximizes its ability to serve and support the well-being of families while being as effective and efficient as possible.

To evaluate the effectiveness of programs and services, each quarter, HDB tracks, reviews, and analyzes donation collection data, donations to community partners, and program impact. HDB shares this information with partners and discusses opportunities for growth and improvement through regular meetings as well as an annual survey.

Annual survey. HDB's annual survey provides partners with the opportunity to provide qualitative and quantitative feedback. The annual survey is distributed online through Microsoft Forms. Partners are asked to share information regarding how donations are utilized and the benefits of partnership. Partners are also asked to provide feedback on HDB's services. *See Attachment, "Other" Tab 3 for the annual survey, "Partner Impact Survey".*

Partner Engagement strategy. HDB has also developed a Partner Engagement strategy, which outlines a schedule and methods of partner engagement to ensure partners have the chance to share critiques and ask for additional support. HDB greatly values feedback from both partners and the families it serves. As such, we always encourage partners to provide testimonials and photos of the families served by HDB to gain a fuller understanding of the impact in the community.

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.

HDB will report the following measures for the State to evaluate our effectiveness:

- (a) Partnerships Established & Maintained: We currently have 20 partners and, by the end of next fiscal year, we will have established 5 new partnerships (for a total of 25 partnerships).
- (b) Number of Clients Receiving Diapers, Wipes, and/or Other Essentials: This fiscal year, we expect to provide donations to more than 2,500 children (unduplicated). Next fiscal year, we anticipate that we will provide donations to more than 2,750 children (unduplicated).
- (c) Donations Collected & Distributed: This fiscal year, we are on track to collect and distribute 800,000 donations. Next fiscal year, we anticipate that we will be able to distribute 900,000 donations.

- (d) Volunteers & Volunteer Hours: This fiscal year, we will receive at least 900 volunteer hours, primarily from our most dedicated supporters. Before the end of the next fiscal year, we anticipate another 1,000 volunteer hours and a more diverse and varied volunteer base.

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 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
12,500	12,500	12,500	12,500	50,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

The full budget for HDB is \$329,000. We have already applied for the County of Hawai'i Nonprofit Grants-in-Aid. The Department of Human Services TANF Contract is pending. We intend to apply for philanthropic grants, will hold a fundraiser in the fall of 2023, and will continue to grow our individual and corporate donors.

- (a) 2023-2024 County of Hawai'i Nonprofit Grants-in-Aid (Waiwai)
- (b) Department of Human Services TANF Contract
- (c) Ohana Fuels Fuel Up. Do Good. Community Giving Program.
- (d) Hawai'i Community Foundation
- (e) Wipe Out Diaper Need Fundraising Event
- (f) Corporate Sponsorships

(g) Individual Donors

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

(a) County of Hawai'i Nonprofit Grant for fiscal year 2021-2022 - \$30,000

(b) County of Hawai'i Nonprofit Grant for fiscal year 2020-2021 - \$14,000

(c) County of Hawai'i Nonprofit Grant for fiscal year 2019-2020 - \$5,625

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

Hawai'i Children's Action Network: \$917,557.85

Hawai'i Diaper Bank: \$34,246.65

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.

Since its founding in 2016, HDB has collected over 1.5 million donations through local drop-off locations, community drives, corporate giving, and low-cost bulk purchasing programs. Currently, it has more than 20 drop-off locations located across Hawai'i Island, enabling members of the community to conveniently donate diapers and wipes, while also helping to elevate HDB's presence in the community. Last fiscal year (2021-2022), HDB coordinated 26 donation drives with Hawai'i schools, hospitals, religious organizations, sports clubs, and businesses. HDB also curates an Amazon Wishlist to collect donations, allowing supporters in Hawai'i and on the mainland to send diapers, wipes, and other essentials directly to HDB. Additionally, HDB has a robust volunteer

program in which participants help to sort, organize, and distribute donations. In fiscal year 2021-2022, HDB had more than 935 hours of volunteer time.

HDB distributes donations through 20 community organizations ("partners"), who in turn provide additional services and resources to those they serve. In fiscal year 2021-2022, HDB distributed more than 515,000 donations, serving an average of 420 children per month. Partners report that, with HDB's donations, they can increase program enrollment and/or attendance, build rapport with families and the community, and provide economic stability for families served.

HDB has already successfully implemented the following projects/contracts in partnership with both governmental agencies and private funders, all which are pertinent to the proposed services.

Contract: Nonprofit Grant-In-Aid (Waiwai Grant) – Fiscal Year 2022-2023

Contracting Agency: County of Hawai'i

Contact Information:

Finance Department
25 Aupuni Street, Suite 2103
Hilo, HI 96720
(808) 961-8234

Description of Project: Grant to pay rental expenses for HDB's office/warehouse and compensation for HDB's President

Contract: DOH CANP Family Support Grant 2022

Contracting Agency: Hawai'i Children's Action Network (via Department of Health)

Contact Information:

Deborah Zysman, Executive Director Hawai'i Children's Action Network
850 Richards Street, Suite 201
Honolulu, HI 96813
(808) 531-5502
dzysman@hawaii-can.org

Description of Project: Grant to compensate HDB's President and to purchase diapers and wipes

Contract: Nonprofit Grant – Fiscal Year 2021-2022

Contracting Agency: County of Hawai'i

Contact Information:

Finance Department
25 Aupuni Street, Suite 2103
Hilo, HI 96720
(808) 961-8234

Description of Project: Grant to pay rental expenses for HDB's office/warehouse and compensation for HDB's President

Contract: 2020 Hawai'i Island Visitor Industry Charity Walk Grant

Contracting Agency: Hawai'i Island Visitor Industry

Contact Information:

Charity Walk Non-Profits ATTN: Bambi Lau
69-275 Waikoloa Beach Drive
Waikoloa, HI 96738
lau@marriott.com

Description of Project: Grant to pay rental expenses for HDB's office/warehouse, utilities, and compensation for HDB's president (\$6,000)

Contract: Nonprofit Grant – Fiscal Year 2020-2021

Contracting Agency: County of Hawai'i

Contact Information:

Finance Department
25 Aupuni Street, Suite 2103
Hilo, HI 96720
(808) 961-8234

Description of Project: Grant to compensate HDB's President (\$5,625)

Contract: Makamaka Ola Sponsorship

Contracting Agency: Papa Ola Lokahi

Contact Information:

Kim Ku'ulei Birnie
894 Queen
Honolulu, HI 96813
(808) 597-6550 Ext. 815
kbirnie@papaolalokahi.org

Description of Project: Grant for COVID-19 disaster recovery efforts (diapers and wipes)

Contract: COVID-19 Emergency Fund Grant 2020

Contracting Agency: Women's Fund of Hawai'i

Contact Information:

Leela Bilmes Goldstein, Executive Director Women's Fund of Hawai'i
P.O. Box 432
Honolulu, HI 96809
(808) 439-6389
grants@womensfundhawaii.org

Description of Project: Grant for COVID-19 disaster recovery efforts (diapers and wipes)

Contract: Funds for Change Strategic Initiative Grant 2020

Contracting Agency: National Diaper Bank Network

Contact Information:

Susan M. Van Ness, Chief of Programs, National Diaper Bank Network
1555 East St. Suite 101
New Haven, CT 06511

(203) 821-7348

susan@nationaldiaperbanknetwork.org

Description of Project: Grant for general operating expenses

Contract: 'Eleu Grant 2020

Contracting Agency: Hawai'i Island United Way

Contact Information:

Cheryl Holland, Office Coordinator Hawaii Island United Way

P.O. Box 745

Hilo, HI 96721

(808) 935-6393 Ext. 1

cheryl@hiuw.org

Description of Project: Grant for COVID-19 disaster recovery efforts (diapers and wipes)

Contract: Hawai'i Resilience Fund 2020

Contracting Agency: Hawai'i Community Foundation

Contact Information:

Justina Acevedo-Cross, Director, Community Grants and Initiatives, Hawai'i

Community Foundation

827 Fort Street Mall

Honolulu, HI 96813

(808) 566-5587

Jacevedo-cross@hcf.org

Description of Project: Grant for COVID-19 disaster recovery efforts (diapers and wipes)

Contract: Baby2Baby Grant (2020-2021)

Contracting Agency: Baby2Baby

Contact Information:

Norah Weinstein, Baby2Baby Co-President

5830 W. Jefferson Blvd.

Los Angeles, CA 90016

(323) 933-2229

norah@baby2baby.org

Description of Project: Grant to pay rental expenses for HDB's office/warehouse

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.

HDB rents a 1,000 square foot office in Kamuela, Hawai'i for the collection, storage, and distribution of diapers, wipes, and other children's essentials. It also serves as a

meeting and event space for volunteers and as a drop-off and pick-up location for donations.

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.

HDB President (1 FTE):

Qualifications: Bachelor's degree required, graduate degree preferred. At least five years' experience at the deputy director or executive director level of a children's nonprofit or other community-based nonprofit serving low-income families.

Jessica Histo, the current President of HDB, holds a B.S. in Nursing from Hawai'i Pacific University and is a registered nurse on Hawai'i Island. Mrs. Histo has six (6) years' experience as the founder and President of Hawaii Diaper Bank. Mrs. Histo manages the day-to-day operations, fundraising, community engagement and social media of the organization.

HDB Deputy Director (.5 FTE):

Qualifications: Bachelor's degree required, graduate degree preferred. At least five years' experience at the deputy director or program or operations director level of a children's nonprofit or other community-based nonprofit serving low-income families.

Hannah London, HDB's Deputy Director, holds a B.S. in Human Development from Cornell University, a Masters in Early Childhood Education from Loyola Marymount University, and a J.D. from the UCLA School of Law. Mrs. London served as the Program Director for a diaper bank in Los Angeles, California, for three years, and has four years' volunteer experience serving the deputy director function at HDB. Mrs. London provides oversight and guidance on day-to-day operations, budgeting, strategic planning, and program development. She also manages all in-kind donation data.

HDB Office Manager (.5 FTE):

Qualifications: High school diploma required, Bachelor's degree preferred. At least five years' experience serving as an office manager in a nonprofit, small business, or corporate environment.

Jennifer Evangelista, HDB's office manager, has more than 10 years of experience in office management in various small businesses. Mrs. Evangelista is instrumental in

helping to streamline HDB's office/storage processes and donation distribution protocols.

HCAN Executive Director (In-Kind):

Qualifications: Bachelor's and graduate degree required. At least ten years' experience at executive director level at nonprofit organization.

Deborah Zysman is the current Executive Director of Hawaii Children's Action Network, HDB's fiscal sponsor. Mrs. Zysman has a master's degree in public health from the University of North Carolina Chapel Hill. Mrs. Zysman is a Weinberg Fellow and the winner of the 2017 AIM for Excellence in Nonprofit Management award.

HCAN Chief Financial Officer (In-Kind):

Qualifications: Bachelor's and graduate degree required. At least ten years' experience at Comptroller or Chief Financial Officer level in corporate, government or non-profit sector.

Joseph A. Evans, the current Chief Financial Officer at Hawaii Children's Action Network, HDB's fiscal sponsor, has over 39 years of experience in public, private and nonprofit sector finance and accounting. Mr. Evans holds a B.S. in Finance & Marketing and an MBA in Finance.

HCAN Bookkeeper (In-Kind):

Qualifications: Bachelor's degree required. At least five years' experience in nonprofit bookkeeping.

Michelle Gray holds a bachelor's degree in Business and has over fifteen years' experience as a bookkeeper in the for-profit and nonprofit sectors, including at The Children's Alliance, Women's Fund of Hawaii, Healthy Mothers Healthy Babies, and Blueprint for Change.

HCAN, HDB, and partner organization staff. HCAN and HDB ensure the qualifications of all staff. Partner organizations that provide direct services are required to complete criminal background checks of all staff and volunteers to ensure they are clear of any record of criminal convictions that would pose a risk to children or families. Volunteers and staff of partner organizations will be cleared through the State Criminal Information System Check, Hawaii Criminal Justice Data Center, and the Protective Services Central Registry Check.

Supervision and training of HDB staff. HDB has a demonstrated ability to supervise, train, and provide administrative direction to staff relative to the delivery of the proposed services. HDB is a small organization and all project staff have played an active role in preparing the direct service plan; therefore, minimal training will be required.

Nonetheless, if awarded funds, all staff and supervisees will review service activities, management requirements, and the scope of work, including, but not limited to assignments, responsibilities, timelines, and schedules.

In the event that a staff member leaves and a new staff member joins HDB, they will be provided training in every phase of operations, including but not limited to:

- Working with families and the referral process
- Partner orientation and onboarding process, including, but not limited to, executing Memoranda of Understanding and training
- Partner engagement and outreach
- Donation request process, order fulfillment, and distribution
- Donation collection and inventory process
- Ordering donations and working with wholesale distributors
- Budgeting, invoicing, and reimbursements
- Data analysis, evaluation, and reporting

Supervision and training of partner agencies. HDB's President will provide one-on-one partner training. Training will take place virtually or in-person with the support of a PowerPoint presentation. All partners will be provided with a PDF copy of the presentation for notetaking and to reference throughout the project. Partners will also be provided with a follow up email to review key points from the presentation, along with two additional PDFs: (1) an overview of the donation request process and how to determine which children are eligible to receive donations and (2) a list of frequently asked questions about the donation request and pickup process.

HDB's Deputy Director will provide monthly emails to remind partners to submit donation requests prior to the submission deadline. Partners will be encouraged to contact the Deputy Director if they have any difficulty completing the donation request form.

If partners are not correctly completing any portion of the donation process (i.e., request, pickup/acceptance, and reporting), HDB's President will suspend services and require the partner to undergo additional training. All new partners will partake in project training after execution of HDB's Memorandum of Understanding.

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.

(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.

HDB President: \$60,000-\$75,000

HDB Deputy Director: \$36,000-\$45,000

HDB Office Manager: \$24,000-\$30,000

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.

Not applicable.

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.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

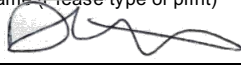
In addition to applying for foundation and grant support, HDB will continue building relationships and raising awareness within the community in an effort to

receive an increase in donations from individuals and local corporations and other business entities. HDB's Auntie and Uncle Ambassadors, who act as auxiliary board members, will also hold their own drives or fundraisers on HDB's behalf. HDB will also extend more membership opportunities for Auntie and Uncle Ambassadors. HDB is fortunate to be part of the National Diaper Bank Network and Baby2Baby National Network, each of which afford opportunities to apply for grant funding, as well as additional in-kind support. Finally, HDB will hold its annual fundraising event, Wipe Out Diaper Need.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Children's Action Network; Dba: Hawai'i Diaper Bank (a fiscally sponsored program of HCAN)

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	18,000	0	18,000	84,000
2. Payroll Taxes & Assessments	3,375	0	3,375	15,750
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	21,375	0	21,375	99,750
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	1,200	0	1,200	5,600
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	27,425	0	14,000	575
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	1,000
7. Telecommunication	0	0	500	940
8. Utilities	0	0	500	425
9. Indirect Services	0	0	5,000	27,900
10. Program	0	0	4,000	79,375
11. Operations	0	0	3,425	12,435
12. Furniture & Equipment	0	0	0	1,000
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	28,625	0	28,625	129,250
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	50,000	0	50,000	229,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Deborah Zysman (808) 531-5502 ext. 1		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone 1/19/23		
(c) Total County Funds Requested	50,000			
(d) Total Private/Other Funds Requested	229,000			
TOTAL BUDGET	329,000	Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Children's Action Network; Dbai:Hawai'i Diaper Bank (a fiscally sponsored program of HCAN)

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Hawai'i Diaper Bank's President	1	\$60,000.00	15.00%	\$ 9,000.00
Hawai'i Diaper Bank's Deputy Director	0.5	\$36,000.00	15.00%	\$ 5,400.00
Hawai'i Diaper Bank's Office Manager	0.5	\$24,000.00	15.00%	\$ 3,600.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				18,000.00
JUSTIFICATION/COMMENTS: This project represents approximately 15% of HDB's services. In order to effectively manage the program, HDB would need compensate HDB's employees for this percentage of the work.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Children's Action Network; Db a: Hawai'i Diaper Bank (a fiscally sponsored program of HCAN)

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Children's Action Network; Db a: Hawai'i Diaper Bank (a fiscally sponsored program of HCAN)

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: 2021-2022	FY: 2022-2023	FY: 2023-2024	FY: 2023-2024	FY: 2024-2025	FY: 2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not Applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawai'i Children's Action Network; DbA:Hawai'i Diaper Bank (a fiscally sponsored program of HCAN)

Contracts Total: 30,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	County of Hawai'i Waiwai Grant 22-23	7/1/22 - 6/30/23	County of Hawai'i	County of Hawai'i	30,000
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27		10			Application for Grants

Organization Chart

