

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) Hawaii Compliance Express Certificate (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

Ryan Catalani, Executive Director

PRINT NAME AND TITLE

1/17/2025

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:

Amount of State Funds Requested: \$ _____

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

Total amount of State Grants Received in the Past 5
Fiscal Years:

\$ _____

Unrestricted Assets:

\$ _____

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

Type of Business Entity:

☐

501(C)(3) Non Profit Corporation

☐

Other Non Profit

☐

Other

Mailing Address:

City:

State:

Zip:

Contact Person for Matters Involving this Application

Name:

Title:

Email:

Phone:



Authorized Signature

Name and Title

Date Signed



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: Family Promise of Hawaii

Issue Date: 12/31/2024

Status: Compliant

Hawaii Tax#: 78859977-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX5489

UI#: XXXXXX8223

DCCA FILE#:

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

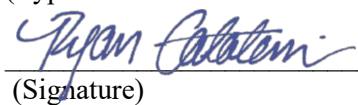
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

(Typed Name of Individual or Organization)


(Signature)

(Date)

(Typed Name)

(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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

Please see attached.

2. Declaration Statement

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

Please see 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](#).

Family Promise of Hawai'i requests funds for a public purpose, to provide housing and supportive services for homeless and low-income families, 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;

Since 2005, Family Promise of Hawai'i (Family Promise) has worked to prevent and end homelessness for families with children. In 2024, Family Promise served 2,000 individuals in 700 families on O'ahu and Maui, providing a critical safety net for families experiencing housing instability. Family Promise is a 501(c)3 nonprofit whose mission is to transform the lives of families with children in Hawai'i facing homelessness by providing housing, resources, and support.

We serve an important but often overlooked and underestimated component of the state's homelessness crisis: families with children. We employ a holistic, compassionate, and individualized approach, offering emergency shelter combined with a variety of wraparound services to help families quickly return to stable housing. This is an urgent issue, because homelessness is traumatic for children and families; it can have long-term impacts for young children's physical and mental health, academic success, and other indicators.

In addition to our short-term, low-barrier shelter programs, we offer prevention and diversion programs to help families avoid becoming homeless, rapid rehousing and rental assistance programs, housing navigation and case management services, and stabilization services to ensure families remain stably housed. Our programs also provide for families' basic needs, like meals, transportation, showers, and hygiene products, along with financial literacy education, job training, emotional support, and referrals to meet each household's unique long-term needs.

These family-centered strategies and programs have served over 6,000 family members since 2006. We are guided by the following principles:

- Dignity and Worth: We promote households' self-determination.
- Hospitality: We welcome families with empathy and respect.
- Housing Focused: Our programs are focused on identifying permanent housing resources so that households can move as quickly as possible to sustainable independence.
- Low Barriers: We believe every household deserves a home, and therefore, accept families as they are.
- Collaboration: We believe our community is strong. We collaborate with existing community resources (interfaith congregations, partner agencies, and volunteers) to fulfill our mission.
- Trauma-Informed; We recognize that many households experiencing housing instability have also experienced trauma. Our services provide emotional and physical safety.
- Anti-Racist: We are committed to advancing diversity, inclusion, equity, and social justice.

2. The goals and objectives related to the request;

Family Promise recently launched its innovative 'Ohana Navigation Center program. The 'Ohana Navigation Centers are the first of their kind – integrated campuses where families experiencing homelessness can attain a home, a livelihood, and a brighter future.

In December 2024, Family Promise opened its first two 'Ohana Navigation Centers:

- The **'Ohana Navigation Center Mō'ili'ili** was purchased by Family Promise in 2024 thanks to the support of the 2023 Hawai'i State Legislature and other partners.
- The **'Ohana Navigation Center Wahiawā** is leased to Family Promise by the City and County of Honolulu.

Now that the two Centers have opened, Family Promise seeks operational funding to provide critical capacity to fulfill its mission.

Through this proposal, we will:

Prevent and end homelessness for families with children through a trauma-informed, culturally responsive center

The two Centers help families transition from homelessness to stable housing and achieve lasting independence. These child-friendly facilities contain all of the resources that families need, drawing on Family Promise's 20 years of experience to ensure that services are trauma-informed and culturally responsive.

The Mō'ili'ili Center offers short-term interim housing (emergency shelter) for up to six families (20 individuals) at a time, and the Wahiawā Center provides interim housing for up to 12 families at a time (48 individuals). These shelter spaces are "non-congregate," meaning each family has a separate room, providing privacy and helping to limit the spread of disease. Each Center also includes on-site case management, shower and laundry facilities, a community kitchen, a children's play area, a computer lab, and a community room for group activities such as community meals, health screenings, tenancy classes, financial management, workforce development, employment support, and children's tutoring.

The Centers centralized and expanded services that Family Promise has long offered in various locations around O'ahu, help families return to permanent housing more quickly and effectively, which is particularly important now that other shelters for families have closed in recent years.

Provide a proven solution to the crisis of homelessness

We recognize that homelessness can feel like an intractable problem, but it's not. Family Promise provides a path to housing stability for families challenged by homelessness. The 'Ohana Navigation Centers will enable Family Promise to serve more than 140 low-income families annually through the various programs and services available at these new locations. 80% of families served through the 'Ohana Navigation Centers will successfully transition to housing stability upon their exit from the program.

3. The public purpose and need to be served;

Addressing homelessness is one of the community's top priorities. This project by Family Promise of Hawai'i (FPH) will prevent and end homelessness for families with children, a population that is often overlooked, even though young children are at the highest risk.

Children under age 1 are more likely to experience homelessness than people of any other age in the US, followed by children ages 1-5. Research has shown that homelessness in early childhood can have long-term educational, health, and economic impacts for children.

In the 2024 O'ahu Point In Time (PIT) Count, family homelessness increased 19% between 2023 and 2024 — an increase 1.5 times greater than the overall increase in homelessness. Over 1,100 children, parents, and family members were identified as homeless on a single day in 2024, including 247 who were unsheltered. In the region where this project is located, 31 households with keiki were found to be experiencing unsheltered homelessness.

On an annual basis, over 3,600 public school students experience homelessness, according to the state Department of Education (DOE). Federal research shows that 1 in 30 young children in Hawai'i experience homelessness.

Housing unaffordability is closely linked with homelessness, and low-income families with young children are at particularly high risk because of three intertwined forces: increased costs associated with young children (such as child care), lower family income (if parents leave the workforce to care for newborns), and a lack of affordable housing. For every 100 low-income households, only 40 housing units are available and affordable to them, according to the National Low Income Housing Coalition.

Homelessness has more severe effects for young children than poverty alone. The younger and longer a child experiences homelessness, the greater the cumulative toll of negative health outcomes, which can have lifelong effects on the child, the family, and the community.

Children who experienced homelessness as an infant were more likely to have health problems, hospitalizations, and emergency department visits than children in poverty who did not experience infant homelessness, according to Health Affairs. They also have more Adverse Childhood Experiences (ACEs). The early years of life are among the most formative and developmentally critical — children's brains are rapidly growing and they are developing motor and social-emotional skills — and homelessness can disrupt this critical phase of development.

Children experiencing homelessness may experience “toxic stress”—a prolonged activation of the stress response system. This kind of response can disrupt brain development and increase the chances of developmental delays, poor educational performance, and relationship and behavioral difficulties, as well as developing chronic health conditions including diabetes and heart disease.

Critical services to support families with children who have fallen into homelessness—such as temporary housing, case management, and wraparound support—are limited in the state. Over the past few years, shelter beds for families have been reduced due to the closure of programs. This project will add much-needed capacity in the community, while also providing services to help prevent families from experiencing the crisis of homelessness.

When families have access stable housing, their economic, educational, and health outcomes — and overall quality of life — are improved. Through innovative partnerships and by coordinating health and housing services for our community members who are most at-risk for poor health outcomes, Family Promise of Hawai'i is collaboratively working to reduce and prevent homelessness and reducing health disparities.

4. Describe the target population to be served; and

This project will focus on serving families with children who are experiencing homelessness or who are at risk of experiencing homelessness. This includes households who have been displaced due to job loss or inability to work, households who are living in overcrowded environments, and families who are experiencing homelessness and don't have access to safe housing. While we will serve all families, we anticipate that most households served will

be those disproportionately impacted by housing instability, including Pacific Islanders and Native Hawaiians. Historically, 54% of households served by Family Promise identify as Pacific Islanders and 23% as Native Hawaiians. 100% of project beneficiaries will be low- and moderate-income households.

5. Describe the geographic coverage.

For this project, FPH will serve families across the island of O'ahu.

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;

Mo'ili'ili 'Ohana Navigation Center: 6 families (24 individuals) at a time

Wahiawa 'Ohana Navigation Center: 12 families (48 individuals) at a time

FPH will use most of the rooms for temporary housing. Larger families may need multiple bedrooms, so the facility will temporarily house up to (approximately) 12 families at a time, or approximately 48 individuals. Families typically remain in this program for three or four months before they move back into their own stable housing.

FPH will provide the following services:

1. Intake and resource coordination: FPH's Family Support Coordinator will respond to email and phone inquiries from families seeking services, triaging requests and making referrals to internal and external resources.
2. Shelter diversion: FPH employs an innovative shelter diversion approach for families experiencing homelessness. FPH's Case Manager will first attempt to connect the family directly with stable housing through problem-solving, advocacy, and if necessary, short-term rental assistance. If the family cannot be diverted from shelter, they can enter FPH's interim housing. FPH will divert 24 families (96 individuals) from homelessness.
3. Interim housing: FPH operates free, non-congregate emergency shelter space for families who are experiencing homelessness. Through this project, FPH will provide interim housing for up to 10 families (40 individuals) at a time, or 40 families (160 individuals) annually.
4. Case management: FPH will provide individualized case management to each family it serves, helping them quickly transition back to permanent housing. FPH's trauma-informed, culturally responsive case management approach helps families find appropriate, affordable housing, increase their income and savings, and get connected to other community resources. The Case Manager will create a Housing Stabilization Plan to address each family's unique needs.

5. Provide basic needs: FPH will provide food, hygiene items, and other household essentials for families in the programs, along with a digital learning center with computers and phones that families can use to find housing and employment, and that their children can use to study.
 6. Referrals to support services: FPH will refer families to childcare, health services, education resources, and other partners as necessary.
 7. Economic opportunity and other in-house educational resources: FPH's Economic Opportunity Coordinator will partner with local community organizations and volunteers to provide services for the families in the facility, such as:
 - a. Financial literacy workshops: FPH partners with the Hawaii State Federal Credit Union to provide monthly workshops on financial literacy.
 - b. Vocational workshops: Resume building, interview skills, job placement, and assistance in searching and applying for jobs.
 - c. Keiki workshops: STEM, social-emotional learning, and tutoring.
 8. Building relationships: FPH's shared dining room allows families and volunteers to eat together and build connections that will increase their long-term housing stability.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Because this facility will be used for an expansion of FPH's existing program, FPH will be able to begin services immediately. FPH is responsible for each of the following implementation steps:

- Within one month: FPH will purchase or secure donations of any necessary supplies for the facility.
 - Within two months: FPH will continue enrolling program participants into the facility as units become open.
 - Within three months: FPH will begin implementing new community partnerships that provide additional wraparound services.
 - Within six months: Families served will begin successfully transitioning into their own permanent housing, opening new spaces for additional families to be served.
 - Within the first year: 144 individuals (36 households) will have received temporary housing and wraparound services.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

To ensure the highest quality of service delivery and outcomes, Family Promise employs a robust quality assurance and evaluation framework. Our approach includes the following key components:

- Internal data systems and HMIS: We use both our internal data systems and the shared Homeless Management Information System (HMIS) to track client progress, program performance, and key outcomes. These systems allow us to maintain accurate records, identify trends, and make data-driven decisions.
- Weekly case review meetings: Program staff meet weekly with the Family Services Manager to review case progress, discuss challenges, and develop strategies to support families in achieving stability. These meetings provide an opportunity for real-

time problem-solving and continuous improvement.

- Grant compliance and administrative oversight: Weekly administrative meetings focus on grant compliance and high-level results tracking. This ensures that all activities align with grant requirements and organizational goals while allowing us to address any operational challenges proactively.
 - Continuous improvement: All households supported via Family Promise programs are also given a confidential client satisfaction survey upon program exit. Survey responses are monitored by staff and used to adjust programming. Ongoing feedback from Family Promise's advisory council, composed of households who have participated in Family Promise programs and members of the community who have a lived experience with homelessness, will be used to improve organizational performance.
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.

During the State GIA period of performance, Family Promise will submit reports to the State regarding the project's progress, including any requested or required documentation, such as architectural designs, due diligence reports, copies of submitted permits, inspections, and grant expenditures.

The following outcomes will be measured annually for each 'Ohana Navigation Center:

- Number of families who are experiencing homelessness and receive safe, secure temporary housing and daily meals through non-congregate shelter.
- Percent of families served in shelter who transition to stable housing through engagement in case management sessions and execution of their housing service plan.
- Number of families experiencing homelessness who receive rapid re-housing rental assistance and connection to permanent housing.
- Number of families who receive homeless prevention and diversion activities.
- Percent of families served in prevention and diversion activities who transition to or maintain stable housing (i.e., avoid homelessness) through provision of rental assistance and wraparound support.

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 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$104,374.50	\$104,374.50	\$104,374.50	\$104,374.50	\$417,498

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

FPH is seeking funds from the following sources for fiscal year 2026:

- Private donations and foundation grants
- U.S. Department of Housing and Urban Development, Emergency Solutions Grant
- U.S. Department of Housing and Urban Development, Continuum of Care
- City and County of Honolulu, Grant-In-Aid

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 2026 for program funding.

Please see attached.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

Family Promise's unrestricted assets as of December 31, 2024 is \$1,165,837.

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.

FPH has a proven track record of transformative services and is recognized as a community leader in addressing family homelessness. Since 2005, FPH has served more than 7,500 children, parents, and family members. In 2024, FPH served a total of 647 families (1,941 individuals). FPH measures its effectiveness through data tracking, client surveys and a variety of performance reports. The internal evaluations are validated by monitoring from funders, government partners, and the national Family Promise organization, which ranked FPH among the top 10% of highest-performing affiliates in 2023.

FPH employs a holistic, compassionate, and individualized approach, offering interim housing combined with a variety of wraparound services to help families quickly return to stable housing. In 2024, FPH served 128 individuals in 38 families in the interim housing program, with 72% exiting to permanent housing in an average of 111 days. As the number of families experiencing homelessness grows, we have taken innovative pathways to increase the number of families we serve.

In addition to our short-term, low-barrier shelter programs, we offer prevention and diversion programs to help families avoid becoming homeless, rapid rehousing and rental assistance programs, housing navigation and case management services, and stabilization services to ensure families remain stably housed. In 2024, FPH prevented 249 individuals in 57 families from entering the shelter system, provided rental assistance to 164 individuals in 51 families, stabilization services to 108 individuals in 27 families, and case management to victims of the 2023 Maui wildfires to 1,400 individuals in 501 families.

All programs also provide for families' basic needs, like meals, transportation, showers, and hygiene products, along with financial literacy education, job training, emotional support, and referrals to meet each household's unique long-term needs. Most recently, FPH established a partnership with Hawaii State Federal Credit Union to provide monthly financial literacy workshops to clients in our programs.

Between 2015 and 2023, FPH's efforts contributed to a 60% decrease in Oahu families experiencing unsheltered homelessness and living in homeless shelters. FPH was part of a collaborative effort credited in 2017 with the state's "first homeless reductions in over 5 years".

FPH asks families to complete a survey after exiting its programs. In 2023, 90% of respondents agreed that they feel capable of maintaining housing after exiting our programs.

A single mom of four recently shared about her experience with FPH. After leaving an 11-year domestic violence relationship, she regained custody of her kids, secured a full-time job, and is pursuing a degree in social services. She credits Family Promise for helping her transition out of a shelter, reunite her family, and secure stable housing. Now, with a brighter outlook, she's paying off debt, saving money, and building a secure future while helping others in similar situations.

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.

FPH operates two main facilities: the Wahiawa 'Ohana Navigation Center and the Mo'ili'ili 'Ohana Navigation Center. Both facilities provide each family with their own room and bathroom along with a kitchen sink and fridge. Each Center also includes a large communal kitchen with food provided from the Hawai'i Foodbank, household and everyday essentials, washing and drying machines, onsite parking, offices to meet with their case managers, and books, computers, and toys for families to use.

The Wahiawa Center is leased from the City and County of Honolulu, and provides interim housing for 48 individuals in 12 families, at a time. Annually, the Center will serve 192 individuals in 48 families. It is staffed with three full-time case managers, a family support coordinator, and hosts a satellite office for the Hawai'i State Department of Education.

The Mo'ili'ili Center, which is owned by FPH, provides interim housing for 24 individuals in 6 families at a time. This Center will serve 96 individuals in 24 families annually. It is staffed with one case manager and one family support coordinator.

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.

Family Services Manager will designs, implements, and evaluates onsite programming in line with funding requirements as well as supervises all program staff. The Manager will oversee the entire Family Services Department on O'ahu, including the Case Managers, Family Support Coordinators, and the Economic Opportunity Coordinator. To ensure the team is fully supported, the Manager meets with each employee monthly to review program, address concerns or needs. Additionally, FPH provides staff trainings on a range of topics, including trauma-informed care, housing resources in the community, and financial education, along with an annual \$500 stipened to attend additional trainings or conferences.

Case Managers quickly transition families from homelessness to permanent housing, following a housing-first, trauma-informed approach. Case Managers assist families in overcoming barriers to sustainable independence, including finding and securing employment, increasing earning potential, maintaining housing, and accessing public benefits. Jason Tannahill holds a B.S. in Social Work and has worked with FPH for five years. Jason currently oversees the operations at the Wahiawa 'Ohana Navigation Center. Masako McCarthy holds a B.S. and Master's degree in Social Work and has over a decade of experience working with vulnerable families on O'ahu. Masako currently oversees the operations at the Mo'ili'ili 'Ohana Navigation Center.

Family Support Coordinator, Tanya Cavin, serves as the first point of contact for families

seeking assistance, and coordinates services and facility operations for families currently in FPH's programs. Tanya manages program inquiries, determines eligibility, and make appropriate referrals. She also coordinates with other staff to organize facility and supply needs, support families using the facility, and supervise volunteers at the facility. Tanya works at the Mo'ili'ili 'Ohana Navigation Center. The Family Support Coordinator for the Wahiawa Center position is currently open and interviewing applicants.

Economic Opportunity Coordinator, Teana Tamanaha holds a B.S. in Human Development and Family Studies, along with a Master of Education in Learning Design and Technology. She helps families attain long-term financial stability by developing training materials, partnerships, and workshops focusing on workforce development and personal finances. Teana works with families to design educational materials tailored to their needs, build relationships with local employers and workforce development programs, and organize volunteer-led workshops to help families increase their skills and knowledge. Since joining in September 2024, Teana has hosted monthly workshops and created an ongoing partnership with both HawaiiUSA Federal Credit Union and the American Job Center to host financial and vocational workshops for parents in FPH's programs.

Director of Finance, is responsible for overseeing all financial activities to ensure the organization's fiscal health and sustainability. This includes managing budgets, financial reporting, grant compliance, and audits while ensuring alignment with the organization's mission and strategic goals. The Director develops financial policies and procedures, provides insights for decision-making, and maintains transparency for stakeholders.

Director of Housing oversees the development, implementation, and management of housing programs aimed at supporting individuals and families experiencing homelessness. The Director manages housing initiatives, including emergency shelters and transitional housing, while ensuring alignment with the organization's mission and compliance with funding and regulatory requirements.

Facilities Manager is responsible for managing the maintenance, safety, and functionality of all facilities. This includes coordinating repairs, regular maintenance, and inspections to ensure compliance with local regulations and safety standards

Community Engagement and Development Coordinator coordinates weekly volunteer activities at both the Wahiawa and Mo'ili'ili 'Ohana Navigation Centers and supports the coordination of monthly financial and vocational workshops for adults.

Additionally, the following community professionals serve on Family Promise's Board of Directors:

- President, Jennifer Diesman, Senior Vice President, Government, Policy, and Advocacy, HMSA
- Vice President, Justin Puckett, HI Market Leader, Humana
- Secretary, Shelley Ellwin, Financial Reporting Director, Hunt Companies
- Treasurer, Ken Tyson, Financial Systems Manager, Kamehameha Schools
- Director, Michael Imanaka, Senior Manager, Alexander and Baldwin
- Director, Alex Lim, Director, Strategy & Corporate Sustainability, Hawaiian Electric

Industries (HEI)

- Director, Jordan Odo, First Vice President, Associate Counsel, American Savings Bank
- Director, Jordan Ozaki, Account Manager, iQ 360
- Director, Rik Papa, Project Manager, RPAPA Construction, LLC
- Director, Greg Schlais, Vice President of Administration, Ohana Pacific Health
- Director, Jesse Nishita Wilson, Financial Advisor, Ameriprise Financial
- Director, Jadyne Yomono, Senior Manager, Talent Acquisition - Programs & Innovation, Hawaiian Airlines

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.

Three highest paid employees:

- Executive Director - \$90,000 - \$110,000
- Director of Family Services - \$65,000 - \$80,000
- Accounting Manager - \$65,000 - \$85,000

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.

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) *Received by the applicant for fiscal year 2026, but*
- (b) *Not received by the applicant thereafter.*

Whether the funding is received or not, FPH will continue to partner with city, state, private funders, and social service agencies to work towards our collective goal of ending homelessness in Hawaii. FPH has a diversified revenue stream which allows us to continue serving vulnerable families in our community. even if one funding stream ends. FPH continually seeks out new donors and funding sources to continue serving families experiencing housing instability on Oahu and Maui.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Family Promise of Hawai'i

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	309,050	257,750	101,095	
2. Payroll Taxes & Assessments	29,638	24,718	9,695	
3. Fringe Benefits	61,810	51,550	20,219	
TOTAL PERSONNEL COST	400,498	334,018	131,009	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	7,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space		120,000	12,000	
5. Staff Training	1,500			
6. Supplies	3,000	3,000		
7. Telecommunication	500			
8. Utilities	5,000			
9. Direct Family Support		330,500		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	17,000	453,500	12,000	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	417,498	787,518	143,009	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	417,498	Ryan Catalani 808-300-0560		
(b) Total Federal Funds Requested	787,518	Name (Please type or print) Phone		
(c) Total County Funds Requested	143,009	1/16/2025		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	1,348,025	Ryan Catalani, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Family Promise of Hawai'i

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Family Services Manager	1	\$80,000.00	50.00%	\$ 40,000.00
Case Manager	1	\$70,000.00	100.00%	\$ 70,000.00
Family Support Coordinator	1	\$60,000.00	100.00%	\$ 60,000.00
Economic Opportunity Coordinator	1	\$75,000.00	50.00%	\$ 37,500.00
Director of Finance	1	\$95,000.00	15.00%	\$ 14,250.00
Community Engagement Coordinator	1	\$60,000.00	33.00%	\$ 19,800.00
Director of Housing	1	\$90,000.00	25.00%	\$ 22,500.00
Facilities Coordinator	1	\$60,000.00	75.00%	\$ 45,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				309,050.00

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Family Promise of Hawaii

Contracts Total: \$ 9,459,017

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	State of Hawai'i Grant-in-Aid (2024 Legislature)	7/1/24-6/30/25	Hawaii State Office of Community Services	State of Hawaii	\$ 200,000
2	Emergency Solutions Grant (Shelter) FY24	1/2/24-1/31/25	City, Department of Community Services	Honolulu County	\$ 251,048
3	Emergency Solutions Grant (Prevention) FY24	3/20/24-2/28/25	City, Department of Community Services	Honolulu County	\$ 169,215
4	Continuum of Care - Domestic Violence Rapid Rehousing FY23	1/1/24-12/31/24	Department of Housing and Urban Development	U.S.	\$ 976,786
5	Continuum of Care - Transitional Housing - Rapid Rehousing FY23	1/1/24-12/31/24	Department of Housing and Urban Development	U.S.	\$ 843,839
6	Emergency Solutions Grant FY23	7/17/22-12/31/23	City, Department of Community Services	Honolulu County	\$ 215,687
7	State of Hawai'i Grant-in-Aid (2023 Legislature)	7/1/23-6/30/24	Hawaii State Office of Community Services	State of Hawaii	\$ 300,000
8	Continuum of Care - Domestic Violence Rapid Rehousing FY22	1/1/23 - 12/31/23	Department of Housing and Urban Development	U.S.	\$ 976,786
9	Victims of Crime Act (federal sub-grantee)	7/1/22 - 6/30/24	Department of Attorney General, Crime Prevention and Justice Assistance Division	State of Hawaii	\$ 332,414
10	Continuum of Care - Domestic Violence Rapid Rehousing FY21	12/1/22 - 11/30/23	Department of Housing and Urban Development	U.S.	\$ 976,786

11	Emergency Solutions Grant FY22	4/1/22 - 05/31/23	City, Department of Community Services	Honolulu County	\$ 176,204
12	Emergency Solutions Grant - Oahu Housing Now	2/1/21 - 8/31/22	City, Department of Community Services	Honolulu County	\$ 611,640
13	Emergency Solutions Grant - FY21	1/1/2021 - 4/30/22	City, Department of Community Services	Honolulu County	\$ 250,000
14	Emergency Solutions Grant - COVID	7/17/20 - 8/30/23	City, Department of Community Services	Honolulu County	\$ 718,969
15	Victims of Crime Act (federal sub-grantee)	7/1/2020 - 6/30/22	Department of Attorney General, Crime Prevention and Justice Assistance Division	State of Hawaii	\$ 569,958
16	City and County of Honolulu Coronavirus Relief Fund	8/19/20 - 11/30/20	Hawaii Community Foundation on behalf of City, Department of Community Services	Honolulu County	\$ 1,000,000
17	Housing First Increment II	12/16/2019 - 3/31/2021	U.S. Vets on behalf of City, Department of Community Services	Honolulu County	\$ 479,685
18	Emergency Solutions Grant - FY20	5/1/2020 - 6/30/2021	City, Department of Community Services	Honolulu County	\$ 100,000
19	Emergency Solutions Grant - FY20	2/25/2020 - 6/30/2021	City, Department of Community Services	Honolulu County	\$ 110,000
20	State of Hawai'i Grant-in-Aid (2022 Legislature)	7/1/22-6/30/23	Hawaii State Office of Community Services	State of Hawaii	\$ 200,000

Family Promise of Hawai‘i
Organizational Chart, 2025

