


Applicant Hawaii Island United Way

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) N/A
 - d) Capital project details (Link) N/A
 - e) Government contracts, grants, and grants in aid (Link) N/A
- ☒ 7) Experience and Capability
- ☒ 8) Personnel: Project Organization and Staffing

 Jessica Thompson
AUTHORIZED SIGNATURE PRINT NAME AND TITLE
Hawaii Island United Way
DATE 1/17/25



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: HAWAII ISLAND UNITED WAY, INC.

DBA/Trade Name: HAWAII ISLAND UNITED WAY, INC.

Issue Date: 01/13/2025

Status: **Compliant**

Hawaii Tax#: 30091096

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2257

UI#: XXXXXX4919

DCCA FILE#: 14689

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	Compliant
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 REVISD 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; and
- 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.
- 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, 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.

<u>Hawaii Island United Way</u> (Typed Name of Individual or Organization)	
<u>Jess Thompson</u> (Signature)	<u>1/16/2025</u> (Date)
<u>Jessica Thompson</u> (Typed Name)	<u>President & Chief Professional Officer</u> (Title)

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:

Hawai'i Island United Way

Amount of State Funds Requested: \$ 207,900

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

Hawai'i Island United Way is a 501c3 nonprofit located in Hilo, Hawai'i. Our mission is to unite people, organizations, and resources to build a healthier community. We are applying for funding to launch the first furniture bank on Hawai'i Island.

Amount of Other Funds Available:

State: \$ 207,900.00

Federal: \$ 0

County: \$ 24,800.00

Private/Other: \$ 42,450.00

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

\$ 0

Unrestricted Assets:

\$ 895,914.61

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:

688 Kino'ole St

City:

Hilo

State:

HI

Zip:

96720

Contact Person for Matters Involving this Application

Name:

Jessica Thompson

Title:

President & Chief Professional Officer

Email:

cpo@hiuw.org

Phone:

808-935-6393 x2



Authorized Signature

Jessica Thompson

Name and Title

1/16/2025

Date Signed

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.

2. Declaration Statement

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

3. Public Purpose

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

II. Background and Summary

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

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

Hawai'i Island United Way is a 501c3 nonprofit located in Hilo, Hawai'i. Our mission is to unite people, organizations, and resources to build a healthier community. For almost 60 years we have been raising funds to support nonprofit organizations providing direct assistance to the communities who need it most. Our primary initiatives include uplifting residents on Hawai'i Island through education, economic sustainability, health. Additionally, we administer the federal Emergency Food and Shelter Program (EFSP) in Hawai'i County.

2. The goals and objectives related to the request;

Goal 1: Launch Laulima Furniture Bank of Hilo

Objective 1.1 Create a central location for the furniture bank where donors can drop off items, and individuals in need can directly select essential household goods.

Objective 1.2 Establish a scheduling system for nonprofit and government agencies serving people transitioning into more stable housing to access the Laulima Furniture Bank with their clients.

Objective 1.3 Coordinate logistics at the in-person location, ensuring smooth operations for donation drop-offs, inventory management, and recipient pickups.

Goal 2: Foster Community Participation and Volunteer Engagement

Objective 2.1 Recruit and train staff and a diverse group of volunteers to assist with receiving, sorting, and distributing furniture and household goods at the in-person furniture bank.

Objective 2.2 Build partnerships with local organizations, community groups, and businesses to support the furniture bank through donations, volunteer efforts, and outreach.

Objective 2.3 Promote the furniture bank within the community to encourage ongoing donations and raise awareness of the program's impact on individuals transitioning into stable housing.

Goal 3: Ensure Long-Term Sustainability and Program Expansion

Objective 3.1 Secure funding through community donations, grants, and possibly a small fee for certain larger items, ensuring the continued operation of the furniture bank.

Objective 3.2 Evaluate the effectiveness and impact of the in-person furniture bank, ensuring it meets the needs of recipients and remains efficient in its operations.

Objective 3.3 Expand the furniture bank's capacity over time by increasing its physical space, broadening its volunteer network, and potentially opening additional locations to serve more individuals and families in need.

3. The public purpose and need to be served;

The **Laulima Furniture Bank of Hilo** addresses both environmental and social challenges by preventing valuable household items from ending up in landfills. By redistributing gently used furniture and goods, the program reduces waste and supports sustainability through recycling and reuse. At the same time, it fosters a collective good by connecting donors with individuals and families who are transitioning into stable housing, particularly those facing homelessness, domestic violence, or economic hardship. This direct distribution of household essentials promotes dignity and stability for those who need it most, helping them create a safe and comfortable living space as they rebuild their lives.

Beyond environmental and social benefits, the project contributes to economic development by creating volunteer opportunities and partnerships with local businesses and nonprofits. Volunteers gain valuable skills while supporting the program's operations, and community organizations can more effectively meet the needs of their clients. In a time of housing instability, this initiative directly supports vulnerable populations by removing barriers to housing success, ultimately improving living conditions and promoting long-term stability for individuals and families facing the hardest challenges in our society.

4. Describe the target population to be served; and

The people served by the Laulima Furniture Bank are community members being served by housing specialists working with our nonprofit partners, including Hope Services, Salvation Army, YWCA, and other crucial agencies focusing on getting people into affordable housing. In Hawai'i County, where affordable housing remains scarce and homelessness continues to affect a large portion of the population, the Laulima Furniture Bank of Hawai'i County helps reduce barriers to success in housing retention. By providing access to necessary household items like beds, sofas, and kitchenware, the program supports individuals moving out of shelters or off the streets, ensuring they have a sense of dignity and comfort as they settle into their new homes. Furthermore, by offering volunteer opportunities and collaborating with local businesses and

nonprofits, the initiative contributes to economic development while fostering community involvement and social responsibility. This holistic approach not only reduces waste but also strengthens the community by supporting those most affected by the housing crisis, creating a pathway toward lasting stability and well-being.

5. Describe the geographic coverage.

The Lualima Furniture Bank will serve all of Hawai'i County, however this location will be in or around the Hilo area.

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;

1. Program Management and Coordination

- **Develop and manage the furniture bank's operational processes:** Establish clear procedures for donation intake, sorting, storage, and distribution of household goods to ensure a smooth, efficient operation.
- **Oversee recipient verification:** Work with local shelters, social service agencies, and nonprofits to verify individuals and families who are eligible for assistance, ensuring the program supports those transitioning from homelessness or housing instability.
- **Coordinate logistics:** Manage the transportation of furniture and household items from donors to the furniture bank, and from the bank to recipients' homes. This includes setting up secure drop-off points and organizing pickups when necessary.

2. Community Outreach and Engagement

- **Promote the program:** Conduct outreach to raise awareness about the furniture bank within the community, encouraging donations of gently used furniture and essential household goods. Leverage local media, social media, and partnerships with businesses, churches, and schools to promote participation.
- **Foster partnerships:** Build and maintain relationships with local businesses, nonprofits, shelters, and community groups to increase donations, secure financial support, and collaborate on referrals for recipients in need.
- **Volunteer recruitment and management:** Develop a volunteer program, recruit volunteers, and train them in tasks such as sorting donations, transporting furniture, and assisting clients at the furniture bank. Ensure volunteer opportunities are inclusive and accessible.

3. Inventory and Resource Management

- **Track inventory:** Set up a system to monitor donated goods, ensuring proper categorization, storage, and timely distribution. Maintain accurate records of items donated and given out to ensure fairness and accountability.
- **Manage space and storage:** Secure and maintain an appropriate storage space

for donated items, ensuring the facility is organized, clean, and safe for both volunteers and recipients.

- **Handle item selection and distribution:** Coordinate with recipients to allow them to select needed items in a dignified, respectful manner, ensuring their new home is furnished with essential items like beds, sofas, and kitchenware.

4. Financial and Sustainability Management

- **Fundraising and securing resources:** Actively seek funding from local grants, community donations, and corporate sponsors to sustain the program. This may include launching fundraising campaigns or applying for state and federal funding.
- **Track program expenses:** Maintain accurate financial records for the program, including expenses for transportation, storage, staff, and any operational costs.
- **Develop a sustainable model:** Explore opportunities for generating income or sustainability through small fees for large furniture pieces, while maintaining an exception policy for those most in need. Work to secure long-term support for the program.

5. Evaluation and Reporting

- **Monitor program impact:** Collect and analyze data to measure the program's effectiveness in addressing the housing needs of families and individuals. Track key metrics such as the number of individuals served, items distributed, and volunteer engagement.
- **Report outcomes:** Prepare regular reports for stakeholders, including donors, community partners, and funding agencies, showcasing the program's impact and providing transparency around how resources are used.
- **Solicit feedback:** Gather feedback from recipients and volunteers to continuously improve the program and ensure it meets community needs effectively.

6. Community Building and Advocacy

- **Promote community involvement:** Encourage local community members to engage with the program not just through donations, but by volunteering, attending events, or participating in advocacy efforts related to homelessness and housing stability.
- **Advocate for systemic change:** Work alongside other stakeholders to advocate for policies that support affordable housing and sustainable solutions to homelessness, using insights and data from the furniture bank program to inform these efforts.

By managing these tasks and responsibilities, the administering nonprofit ensures the Laulima HIUW Furniture Bank becomes an effective and sustainable solution to housing instability in Hawai'i County, supporting vulnerable individuals and families while contributing to broader community well-being.

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

Year 1: Establishment & Launch

Quarter 1: Planning & Setup

- **Develop and manage operational processes:** Establish donation intake, sorting, storage, and distribution procedures. Finalize the logistics for coordinating

- transportation and establishing drop-off points.
- **Secure storage space:** Identify and secure a warehouse or storage facility suitable for housing donated furniture and household goods.
- **Partnership building:** Begin cultivating relationships with local nonprofits, shelters, businesses, and community groups to build a network for donations and recipient referrals.
- **Recruit initial volunteers:** Develop and launch a volunteer program. Recruit and train an initial group of volunteers to support operations, logistics, and distribution.

Quarter 2: Program Launch & Initial Outreach

- **Launch the furniture bank:** Open the facility and begin accepting donations, sorting, and distributing goods to recipients.
- **Community outreach:** Implement a comprehensive outreach campaign using local media, social media, and community partnerships to raise awareness and encourage donations.
- **Develop recipient verification process:** Set up systems with local shelters and agencies to ensure proper verification for individuals and families in need.

Quarter 3: Evaluation & Adjustment

- **Track inventory and monitor distribution:** Set up inventory systems to monitor donations and ensure timely and equitable distribution of items to recipients.
- **Assess program operations:** Review initial program performance and adjust operations, donation intake, and logistics as needed.
- **Fundraising campaign:** Launch initial fundraising efforts to secure financial support for the program's continued operations.

Quarter 4: Financial Sustainability & Partnerships

- **Secure long-term funding:** Apply for grants, seek community donations, and begin exploring corporate partnerships and sponsorships.
- **Expand partnerships:** Solidify relationships with more businesses, local agencies, and organizations for referrals and support.
- **Volunteer recruitment and training:** Expand the volunteer program, recruit more volunteers, and provide additional training opportunities.

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 **Laulima Furniture Bank** operates effectively and meets its intended goals, the program will implement a comprehensive **monitoring, evaluation, and improvement plan**. This plan will focus on maintaining high-quality service, measuring impact, and continuously enhancing the program's efficiency and effectiveness. Below are the key components of this process:

1. Monitoring and Tracking

- **Inventory Management and Distribution:** We will implement a **real-time inventory tracking system** to monitor the status of donated goods, ensuring that items are properly categorized, stored, and distributed. This system will allow us to maintain accurate records of the number of donations received, the items distributed, and the needs fulfilled.

- **Recipient Verification and Tracking:** To ensure that only eligible individuals and families benefit from the program, a robust **verification system** will be set up in collaboration with local shelters and nonprofits. This will allow us to track the individuals and families receiving furniture, ensuring their needs are met in a timely and equitable manner.
- **Volunteer Management:** Volunteers will be tracked through a **volunteer management system** that logs hours worked, tasks completed, and feedback received. This will ensure that the program has the necessary manpower and that volunteers are engaged and supported in their roles.

2. Evaluation and Feedback

- **Impact Evaluation:** We will regularly measure the **effectiveness** of the furniture bank by gathering quantitative data on key metrics, including:
 - Number of individuals and families served.
 - Total number of items distributed (e.g., beds, couches, kitchenware).
 - Demographic breakdown of recipients to ensure equity in distribution.
 - Volunteer participation and engagement.
- **Recipient and Volunteer Surveys:** To assess satisfaction and identify areas for improvement, the program will distribute **surveys** to both recipients and volunteers. These surveys will capture feedback on:
 - The quality of the furniture and household goods provided.
 - The ease of the intake and distribution process.
 - The level of support and communication with volunteers and staff.
- This feedback will be used to improve service delivery and ensure a high level of satisfaction with the program.
- **Annual Program Review:** At the end of each year, the program will conduct a **comprehensive evaluation**. This will include:
 - A review of financial reports to ensure funds are being allocated efficiently.
 - An analysis of operational processes to identify bottlenecks or inefficiencies.
 - Stakeholder feedback from donors, partners, and volunteers to gauge overall satisfaction.

3. Continuous Improvement

- **Regular Performance Reviews:** The program will hold quarterly staff and volunteer meetings to review progress, address challenges, and implement solutions. These meetings will allow for the identification of operational gaps and opportunities for innovation, ensuring the program adapts to changing needs.
- **Data-Driven Adjustments:** Based on the evaluation findings, adjustments will be made to both the **operational model** and **service delivery**. For instance, if certain items are frequently in demand, the program will prioritize efforts to secure these items, whether through targeted donation drives or partnerships with local businesses.
- **Recipient and Volunteer Feedback Integration:** Feedback gathered through surveys and regular check-ins will be used to **adapt and improve** both the recipient experience and volunteer involvement. For example, if recipients report that the selection process is difficult, we may consider expanding the space or modifying the process to better serve their needs.
- **Ongoing Staff and Volunteer Training:** Based on feedback and performance evaluations, **training programs** for staff and volunteers will be updated regularly to address any skills gaps and ensure they are equipped to provide the highest level of service. This includes training on customer service, logistics management, and cultural competency.

4. Reporting and Transparency

- **Regular Reporting to Stakeholders:** The program will produce **quarterly and annual reports** that outline key performance indicators (KPIs), program achievements, challenges faced, and plans for improvement. These reports will be shared with donors, community partners, and stakeholders to ensure transparency and maintain trust.
- **Community Engagement and Accountability:** The program will hold **community feedback sessions** and **town hall meetings** to gather input directly from local residents, partners, and recipients. This will ensure the program remains accountable to the community it serves and can make informed decisions based on real-world feedback.

By implementing these monitoring, evaluation, and improvement strategies, the HIUW Community Furniture Bank will maintain high-quality standards, ensure effective use of resources, and continuously improve to better serve individuals and families transitioning into stable housing.

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.

1. Number of Individuals and Families Served

- **Definition:** The total number of individuals and families who have received furniture and household goods from the program.
- **Target:** Specific annual targets for the number of individuals/families served will be established based on available resources and program capacity.
- **Reporting:** This data will be gathered through recipient intake forms and will be tracked in the program's database. This will be reported quarterly and annually to the State agency.

Total Number of Items Distributed

- **Definition:** The total number of household items (e.g., beds, sofas, kitchenware, and other essentials) that have been distributed to recipients.
- **Target:** Specific annual targets will be set based on program goals and inventory levels.
- **Reporting:** The number of items distributed will be tracked in the program's inventory management system and reported to the State agency on a quarterly and annual basis.

5. Recipient Satisfaction and Impact

- **Definition:** Feedback from recipients regarding the quality and usefulness of the items provided and their satisfaction with the overall program experience.
- **Target:** The program will aim for at least 85% of recipients to report being satisfied with the items they received and the service provided.
- **Reporting:** Surveys will be distributed to recipients upon delivery of items and

analyzed to assess satisfaction. Survey results will be compiled and reported to the State agency annually.

6. Environmental Impact (Waste Reduction)

- **Definition:** The total amount of furniture and household goods that are diverted from landfills through donations to the furniture bank.
- **Target:** The program will aim to divert a specified amount of waste each year (e.g., a certain number of tons or volume of furniture).
- **Reporting:** The program will track donated items and their recycling/reuse impact. This data will be compiled and reported to the State agency annually, demonstrating the program's contribution to waste reduction.

7. Community Partnerships and Engagement

- **Definition:** The number of partnerships established with local businesses, nonprofits, and government agencies to support the furniture bank's operations and outreach efforts.
- **Target:** The program will aim to develop a specified number of new partnerships annually to enhance service delivery and support.
- **Reporting:** The number and type of partnerships formed will be tracked and reported to the State agency on an annual basis.

These measures will be used to assess the program's achievement in meeting its goals, ensuring that resources are used efficiently, and that the program is making a tangible impact on both the community and the environment. If the level of appropriation differs from the amount requested, these measures will be updated accordingly and transmitted to the expending agency for review.

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 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
51,975	51,975	51,975	51,975	207,900

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

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

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.

Hawai'i Island United Way is uniquely positioned to seed a furniture bank in Hawai'i Island. First, we have long-standing relationships with the necessary federal, state, and county agencies whose housing insecure clients will be accessing the furniture bank. Additionally, our President and CPO served in a director role at Community Warehouse in Portland, Oregon for many years.

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.

Hawai'i Island United Way owns an office in Hilo, Hawai'i. Additionally, we have support from local leaders and partners to help us lease an adequate warehouse.

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.

The **Laulima Furniture Bank** of Hilo benefits from strong leadership and extensive expertise in furniture bank operations. The **HIUW President** has extensive experience in

managing similar programs and has acquired a deep understanding of the operational complexities and best practices essential for running a successful furniture bank. She is well-versed in the logistics of donation intake, distribution, and client service, and has a strong background in managing community-based initiatives aimed at supporting individuals in housing transition.

Additionally, the program has the full support and guidance of the **Community Warehouse in Portland, Oregon**, a proven model that has successfully operated a furniture bank system for years. The Community Warehouse has agreed to collaborate closely with HIUW, providing their expertise and advice in establishing and running the furniture bank system. This partnership ensures that HIUW is implementing a proven model, minimizing risks, and enhancing the program's chances of success.

To ensure effective day-to-day operations, the furniture bank will employ **two full-time staff members** who will be on-site Monday through Friday. These staff members will be responsible for receiving donations, managing the sorting and storage of household goods, and assisting clients and caseworkers who are picking up items. Additionally, one **staff member will be on-site during weekends (Saturdays and Sundays)** to receive furniture donations and continue operational support.

To provide further oversight and guidance, the **HIUW President and Chief Program Officer (CPO)** will work out of the warehouse **one day a week** to provide hands-on training, offer strategic direction, and ensure the smooth operation of the furniture bank. This consistent presence of senior leadership ensures the program operates efficiently, maintains high-quality standards, and meets the needs of clients and donors effectively. With the combination of experienced leadership, a proven operational model, and dedicated staff, HIUW is well-positioned to establish and sustain the Community Furniture Bank.

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.

President and CPO
Laulima Furniture Bank Staff Members: Weekdays
Laulima Furniture Bank Staff member: Weekends
Volunteers

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.

President and CPO: 95,000

Grants and Community Advancement Manager: 50,000

Organizational Support Specialist and Laulima Furniture Bank Specialists: \$20/hour

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.

None

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.

None

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.

None

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.

Will continue to seek funding via small fees from partner agencies, contingency funds from state, private foundations. Ideally, we will partner with a community partners who would like to take this on as a stand alone program once we show proof of concept.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: _____ Hawai'i Island United Way

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	56,000		24,800	33,000
2. Payroll Taxes & Assessments	8,400		3,720	4,950
3. Fringe Benefits	30,000			4,500
TOTAL PERSONNEL COST	94,400		24,800	42,450
B. OTHER CURRENT EXPENSES	1,000			
1. Airfare, Inter-Island				
2. Insurance	3,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	100,000			
5. Staff Training	5,000			
6. Supplies	2,500			
7. Telecommunication	1,000			
8. Utilities	2,000			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	113,500			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	207,900		24,800	42,450
SOURCES OF FUNDING		Budget Prepared By: Jessica Thompson 808-498-1196 Name (Please type or print) Phone <i>Jos Thompson</i> 1/17/2025 Signature of Authorized Official Date Jessica Thompson President & CPO Name and Title (Please type or print)		
(a) Total State Funds Requested	207,900			
(b) Total Federal Funds Requested				
(c) Total County Funds Requested	24,800			
(d) Total Private/Other Funds Requested	42,450			
TOTAL BUDGET	275,150			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: _____Hawaii Island United Way_____

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Furniture Bank Coordinator		1	\$41,600.00	100.00%	\$ 41,600.00
Furniture Bank Coordinator		1	\$41,600.00	19.99%	\$ 8,315.84
Furniture Bank Coordinator		0.4	\$15,365.00	0.00%	\$ -
President and CPO		0.3	\$100,000.00	0.00%	\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:					49,915.84
JUSTIFICATION/COMMENTS:					