

## 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

Rev. Anke Flohr, 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: DbA:

Pacific Health Ministry

Amount of State Funds Requested: \$ 316,500

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

Pacific Health Ministry (PHM), Hawai'i's sole provider of accredited Clinical Pastoral Education (CPE), has delivered compassionate, interfaith spiritual care to patients, families, and healthcare staff for over 35 years. With just 19 chaplains serving 87,758 patients across 12 healthcare facilities in 2023, the demand for spiritual care far exceeds capacity. PHM seeks to close that gap by expanding our chaplaincy team and enhancing our CPE program to ensure patients, families, and healthcare workers receive the spiritual care they need to heal and thrive.

By increasing chaplain staffing and offering 24/7 on-call services, PHM will address the critical need for spiritual care in the institutions we serve, where in Hawai'i cultural and faith beliefs intertwine with healing. Funding will also strengthen our pipeline of future chaplains through rigorous training in diverse clinical settings, safeguarding Hawai'i's spiritual well-being for generations.

This grant represents an investment in holistic healthcare, ensuring physical, emotional, and spiritual needs are met across our islands. Together, we can embrace a Hawai'i where no one faces life's hardest moments alone.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 60,000

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

\$ 50,000

Unrestricted Assets:

\$ 189,590

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:

1245 Young St., Ste. 204

City:

Honolulu

State:

HI

Zip:

96814

Contact Person for Matters Involving this Application

Name:

Rev. Anke Flohr

Title:

Executive Director

Email:

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Phone:

(808) 591-6556



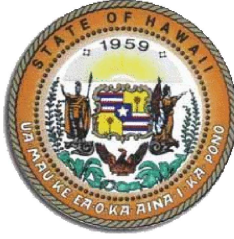
Authorized Signature

Rev. Anke Flohr, Executive Director

Name and Title

1/15/25

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:** PACIFIC HEALTH MINISTRY\*

**DBA/Trade Name:** PACIFIC HEALTH MINISTRY\*

**Issue Date:** 01/13/2025

**Status:** **Compliant**

Hawaii Tax#: 20429774-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX1185

UI#: XXXXXX2360

DCCA FILE#: 65166

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 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, 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.

**Pacific Health Ministry**

(Typed Name of Individual or Organization)



(Signature)

11/15/25

(Date)

**Rev. Anke Flohr**

(Typed Name)

**Executive Director**

(Title)



## Application for Grants

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

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

#### **1. 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](#).

This grant will be used for public purposes pursuant to Section 42F-102, Hawai‘i 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;**

Pacific Health Ministry (PHM), founded in 1986, is Hawai‘i’s only fully accredited provider of Clinical Pastoral Education (CPE) and interfaith spiritual care. As a 501(c)(3) non-profit organization, PHM is dedicated to delivering compassionate, culturally sensitive spiritual care to patients, families, and healthcare staff across the state. Our highly trained chaplains provide critical emotional and spiritual support, ensuring individuals of all faiths and backgrounds find comfort during illness, crisis, and end-of-life situations.

**Our mission is to provide the highest quality interfaith spiritual care to the people of Hawai‘i, pastoral training to students around the world and education for the community.**

PHM collaborates with 12 hospitals and long-term care facilities across the state, on O‘ahu, Maui, and Kaua‘i with a dedicated team of 19 chaplains and 5 resident chaplains who deliver round-the-clock spiritual care services. As Hawai‘i’s only ACPE-accredited institution

(Association for Clinical Pastoral Education) we are uniquely positioned to provide advanced educational programs that train future chaplains to serve diverse populations locally and globally<sup>1</sup>. PHM's accreditation ensures our chaplains are well-equipped to meet the evolving and diverse needs of those they serve.

For over 35 years, PHM has become an integral part of Hawai'i's healthcare system. Our chaplains have consistently provided steadfast spiritual support to patients, families, and medical staff during the most trying times.

Hospital chaplains are professionally trained clergy members equipped to address spiritual concerns within the healthcare setting. Their clinical training enables them to navigate complex dynamics, complementing the skills of the medical team while offering specialized support across diverse faiths and cultures. PHM's chaplains excel at delivering this care while honoring Hawai'i's rich tapestry of cultural observances, practices, and beliefs. Our chaplains have been a constant source of comfort and strength.

As Harold Koenig emphasizes in JAMA, "A whole person is someone whose being has physical, emotional, and spiritual dimensions. Ignoring any of these aspects of humanity leaves the patient feeling incomplete and may even interfere with healing" (2020). This holistic perspective underpins PHM's work, as our chaplains witness daily the profound impact of integrating spiritual care into healthcare. Amid heightened challenges from the past few years, PHM has remained unwavering in its mission to provide holistic, compassionate care to all who seek it.

## 2. The goals and objectives related to the request;

The goals and objectives of this request are to provide for the essential spiritual care needs in clinical settings across the state by increasing chaplains and on-call chaplains.

In Hawai'i's healthcare system, spiritual care is not just a comfort—it's a lifeline. With 87,758 admitted patients in 2023<sup>2</sup> across the facilities we serve, and only 19 chaplains on our team, the gap between demand and capacity is staggering. Each chaplain shoulders the kuleana for the spiritual well-being of thousands annually—a burden no single individual can shoulder alone. Expanding our team is not merely beneficial; it is imperative to ensure no patient, family member, or healthcare provider in crisis is left unsupported. This funding will empower PHM to close the gap, placing more chaplains at patients' bedsides and ensuring 24/7 availability. It is not just an investment in spiritual care—it is an investment in holistic healthcare for Hawai'i, where addressing physical, emotional, and spiritual needs together fosters true healing.

Consider a patient grappling with a terminal diagnosis, a family coping with sudden tragedy, a nurse worn by the demands of caring or the distressing situations encountered. In these moments, our chaplains provide more than words—they offer hope, clarity, and a sense of peace. In Hawai'i, where spiritual beliefs often intertwine with cultural identity, our chaplains are

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<sup>1</sup> Association for Clinical Pastoral Education (ACPE). <https://profile.acpe.edu/accreditedcpedirectory>

<sup>2</sup> <https://health.hawaii.gov/shpda/agency-resources-and-publications/health-care-utilization-reports-and-survey-instructions/2023-data/>

uniquely trained to honor the diverse traditions of the people they serve. Their care resonates deeply, offering solace and connection in even the most challenging times.

Ziel and Kautz (2009) observed, “With alarms sounding, phones ringing, ambulances calling in,... it can be difficult to focus on the **spiritual aspects** of patients and their families. Yet, on this particular day, that was just what was **most important** for [the patient] and his family—and he hadn’t even arrived yet” (emphasis added)<sup>3</sup>. A grant can help PHM build a future where no one in Hawai‘i faces illness, crisis, or loss without the spiritual care they need to heal and thrive.

The goal and objective of this grant is to ensure that the essential human need for spiritual care is addressed. This grant will help PHM build a future where no one in Hawai‘i faces illness, crisis, or loss without the spiritual care they need to heal, cope, and thrive.

### 3. The public purpose and need to be served;

On three islands across Hawai‘i—O‘ahu, Maui, and Kaua‘i—Pacific Health Ministry (PHM) fulfills a vital role in healthcare: providing spiritual care during life’s most challenging moments. For patients and their families, this support often comes at times of profound crisis, when the need for compassionate, culturally sensitive care is greatest.

As Ziel and Kautz (2009) remind us, “**faith is essential for many of our patients and their families, especially when death is near**”<sup>4</sup>. Yet, spiritual care often falls by the wayside in the fast-paced, high-stress environment of healthcare. PHM bridges this gap, addressing the emotional and spiritual needs of not only patients but also the healthcare providers and first responders who bear witness to trauma daily.

The COVID-19 pandemic brought this need into sharp focus. Frontline workers also experience physical exhaustion, emotional and psychological stress, and spiritual distress<sup>5</sup>. Many sought solace through the spiritual care PHM chaplains provide. These chaplains stand at the intersection of care and crisis, offering strength to those who carry the weight of others’ suffering.

Meeting this demand requires action. PHM is Hawai‘i’s only fully accredited provider of Clinical Pastoral Education (CPE), a rigorous training program requiring over 1,600 hours of clinical experience. Currently, PHM has just 19 chaplains serving 12 institutions, including the Hawai‘i State Hospital. While these chaplains serve thousands annually, the need far exceeds our capacity.

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<sup>3</sup> Ziel, R. and Kautz, D.D. (2009). The highest priority in the Emergency Department may be a patient’s spiritual needs, *Journal of Emergency Nursing*, 35, 50-51. doi:10.1016/j.jen.2008.09.005

<sup>4</sup> Ziel, R. and Kautz, D.D.

<sup>5</sup> Sarmiento, P. J. D. (2021). Wounded healers: a call for spiritual care towards healthcare professionals in time of COVID-19 pandemic. *Journal of Public Health* (Oxford, England), 43(2), e273–e274. <https://doi.org/10.1093/pubmed/fdaa232>

The numbers tell the story: in 2023, there were 87,758<sup>6</sup> admitted patients at the institutions PHM serves, in addition to their families and medical teams. While the need for spiritual care is evident in those numbers, research shows that effective chaplaincy programs often aim for a ratio of 1 chaplain per 30 to 100 patients annually to provide adequate care<sup>7</sup>. By contrast, PHM currently has 19 full-time chaplains and 5 residents to serve those 87,758 patients, which translates to approximately 1 chaplain to 3,650 patients annually—well above the recommended ratio.

This critical gap highlights the immense pressure on chaplains to meet the spiritual and emotional needs of patients, families, and staff. Expanding chaplaincy services is not just about reducing numbers but ensuring that no patient or family feels unsupported during their most challenging times.

Funding will allow PHM to:

- Recruit and train more chaplains to meet growing demands across the islands.
- Strengthen our pipeline of CPE-trained spiritual care providers to sustain and grow Hawai‘i’s chaplaincy workforce.
- Provide on-call chaplains to ensure every individual in need—whether patient, family member, or healthcare provider—has access to compassionate care at any hour.

Spiritual care is not a luxury; it is an essential component of holistic healthcare. By investing in PHM, the State of Hawai‘i is not only addressing an immediate need but also laying the foundation for a healthier, more resilient community—one where no one faces crisis or loss alone.

Pacific Health Ministry provides the highest level of clinical pastoral education (CPE). Our CPE resident students “receive more than 1,600 hours of training focused specifically in healthcare settings” (2017)<sup>8</sup>.

With thousands of admissions per day at the institutions we serve, there is a great need for spiritual care providers to serve the patients, families, and health care staff beyond our 19 chaplains/spiritual care providers. We need greater support to meet the needs that fall both to our on-call spiritual care providers as well as preparing the pipeline of CPE educated spiritual care providers. This means funding to provide on-call chaplains/spiritual care providers who are needed to cover the spiritual care needs that our current chaplains/spiritual care providers are beyond our capacity to provide the thousands of people needing such care. This also means funding to bolster and expand the CPE program so that we develop our next generation of spiritual care providers to help meet the increasing needs of our state.

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<sup>6</sup> <https://health.hawaii.gov/shpda/agency-resources-and-publications/health-care-utilization-reports-and-survey-instructions/2023-data/>

<sup>7</sup> Association of Professional Chaplains. (2009, Oct. 1). Staffing for quality chaplaincy care services: A position paper of the APC Commission on Quality in Pastoral Services. [https://www.apchaplains.org/wp-content/uploads/2023/05/chaplain\\_to\\_patient\\_ratios\\_staffing\\_for\\_quality.pdf](https://www.apchaplains.org/wp-content/uploads/2023/05/chaplain_to_patient_ratios_staffing_for_quality.pdf)

<sup>8</sup> Koenig, H.G. Religion, Spirituality, and Medicine: Application to Clinical Practice.

4. Describe the target population to be served; and

Patients, families and staff at any of the 12 medical or long-term care institutions we serve who are ill, grieving, isolated, and underserved are offered services from PHM chaplains who provide spiritual care and emotional support. Our Chaplains are clinically trained to offer compassionate spiritual care while respecting the individual's faith tradition and religious or spiritual beliefs. In Hawai'i, this also includes respecting the numerous cultural observances, practices, and beliefs.

PHM Chaplains serve all – regardless of what their faith background is. The target population are patients and healthcare workers in clinical situations and settings who are in need of spiritual care.

5. Describe the geographic coverage.

Communities may find PHM chaplains serving on O'ahu, Maui, and Kaua'i across 12 institutions.

### **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;

The primary scope of work for Pacific Health Ministry (PHM) involves delivering comprehensive and culturally sensitive spiritual care to patients, families, and healthcare staff in hospitals and long-term care facilities across Hawai'i. We will achieve this through the recruitment and training of additional chaplains, the provision of on-call spiritual care, and the expansion of our Clinical Pastoral Education (CPE) program. The following outlines the specific tasks and responsibilities:

Recruitment of Additional Chaplains:

Task: Recruit and hire additional chaplains to ensure a 24/7 availability of spiritual care services across the state. This will include both full-time chaplains and on-call chaplains to respond to the increasing demand for care.

Responsibility: The newly hired chaplains will be tasked with providing spiritual care across the 12 facilities PHM serves, addressing the diverse spiritual and emotional needs of patients, families, and healthcare staff.

Training: Cultural Competency and Sensitivity:

Task: Chaplains will be trained to respect and incorporate the cultural and religious beliefs of the populations they serve. This training will ensure that all spiritual care is provided in a culturally competent manner, respecting Hawai'i's diverse cultural, spiritual, and religious traditions.

**Responsibility:** Chaplains will undergo regular training to enhance their cultural awareness and sensitivity, ensuring that spiritual care is relevant, respectful, and tailored to the specific needs of each patient and family.

**Providing On-Call Spiritual Care:**

**Task:** Ensure that on-call chaplains are available to provide immediate spiritual support during off-hours, including evenings, weekends, and holidays.

**Responsibility:** On-call chaplains will be responsible for responding to urgent spiritual care needs, offering comfort and counsel to patients in crisis, grieving families, and healthcare providers dealing with stress and trauma.

**Expansion and Strengthening of the CPE Program:**

**Task:** Expand the CPE program to train the next generation of chaplains. This includes increasing the number of CPE students, providing them with rigorous training in clinical pastoral care, and ensuring that they are equipped to serve in diverse healthcare settings.

**Responsibility:** The CPE program will be responsible for providing educational resources, mentorship, and hands-on clinical training, ensuring that chaplains are prepared to deliver compassionate care in line with PHM's mission.

**Integration of Spiritual Care into Healthcare Teams:**

**Task:** Work collaboratively with healthcare teams to integrate spiritual care into patient care plans, ensuring that the emotional and spiritual well-being of patients and families is addressed alongside their physical health needs.

**Responsibility:** Chaplains will engage in multidisciplinary team meetings, providing insights into the spiritual needs of patients and contributing to holistic care plans. They will also offer support to healthcare workers and first responders, helping them manage the emotional toll of their work.

**Ongoing Support and Outreach:**

**Task:** Continue to offer ongoing spiritual and emotional support to patients, families, and healthcare staff through individual counseling, group sessions, and crisis interventions.

**Responsibility:** Chaplains will be responsible for providing care during difficult life moments such as terminal illness, crisis situations, and grief. They will also conduct outreach to healthcare staff to provide moral and spiritual support.

By fulfilling these tasks and responsibilities, PHM will continue to serve as a vital provider of spiritual care across Hawai'i, ensuring that no one faces illness, crisis, or loss without the compassionate support they need.

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

**Months 1-3: Initial Hiring and Onboarding**

**1. Hiring Process:**

- Recruit and hire 2 additional full-time chaplains and 2 on-call chaplains. This includes posting job openings, conducting interviews, and finalizing contracts.

- Conduct an orientation for new chaplains, including cultural competency training specific to Hawai‘i and integration into the healthcare system.
- 2. **CPE Program Recruitment:**
  - Begin recruitment and selection for the new cohort of CPE students to integrate into the chaplaincy team.

#### **Months 4-6: Training and Integration**

1. **Training:**
  - Provide initial training for new chaplains, including cultural sensitivity, clinical training, and understanding Hawai‘i’s diverse healthcare environments.
  - Ensure cultural competency and interfaith education for all chaplains.
  - Begin integrating new chaplains into active healthcare settings, allowing them to provide direct spiritual care.
2. **Program Expansion:**
  - Begin full deployment of on-call chaplains, ensuring 24/7 spiritual care services.

#### **Months 7-9: Mid-Year Evaluation and Adjustment**

1. **Mid-Year Evaluation of Chaplaincy Services:**
  - Conduct formal evaluations of chaplains' performance, based on qualitative and quantitative feedback.
  - Assess chaplains' cultural competence, clinical skills, and response time to spiritual care needs.
2. **CPE Program Check-In:**
  - Conduct a mid-year assessment of CPE students to ensure they are progressing and meeting the program's requirements.
3. **Adjustments:**
  - Identify any gaps or needs based on feedback and make necessary adjustments to the service delivery model.

#### **Months 10-12: Final Evaluation and Reporting**

1. **End-of-Year Evaluation:**
  - Perform an evaluation of the chaplaincy program, including services provided, feedback collected, and outcome metrics.
  - Assess the overall impact of the chaplains’ support on the healthcare system, including any improvements in patient care and emotional well-being.
2. **Final Report Preparation:**
  - Document and prepare a report summarizing the year’s outcomes, including the effectiveness of chaplains, the impact of additional personnel, and lessons learned.
  - Use this data to inform future grant proposals or program adjustments.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Pacific Health Ministry (PHM) will ensure the success of this grant by monitoring and evaluating chaplaincy services. This plan will focus on gathering key data, both qualitative and quantitative.

## **Monitoring and Evaluation Process**

### **1. Data Collection:**

- a. **Tracking Service Hours and Population Served:** essential services such as the total number of chaplain hours worked, and the number of people (patients, families, healthcare workers) served. This will be done periodically, and the data will be compiled to assess whether chaplaincy services are meeting demand.
- b. **Basic Impact Metrics:** monitor basic impact indicators, such as whether there was a reduction in unaddressed spiritual care needs and whether chaplains were able to meet the target service hours.

### **2. Training and Integration:**

- a. **Chaplain Training:** New chaplains will receive essential orientation and training. Feedback from chaplains about the training will be gathered informally to ensure the training is effective and that chaplains are integrated into the team quickly.

### **3. Institutional Feedback:**

- a. **Informal Feedback:** Gather feedback from healthcare institutions as needed. This may include informal surveys or simple check-ins with staff to understand how chaplaincy services are perceived and whether they meet the needs of patients, families, and healthcare workers. Feedback will focus on high-level satisfaction and will be summarized for reporting purposes.

### **4. Chaplain Self-Reporting:**

- a. **Simplified Reporting:** Chaplains will submit basic reports or will undergo brief check-ins on the services provided (e.g., number of patients served, type of care delivered).

### **5. Quarterly Check-ins:**

- a. **Review Progress:** Quarterly check-ins to ensure data is being collected, and to identify any issues with service delivery or compliance.

### **6. Final Report:** Summarized feedback received to show whether the program goals were met.

### **7. Continuous Improvement Plan**

- a. **Ongoing Feedback:** Continuous feedback from chaplains, healthcare institutions, and patients to understand any immediate issues. This feedback will help adjust services if needed.
- b. **Adapting Services:** Needs identified through feedback can be addressed by reallocating chaplains to meet the demand. For example, if a certain hospital requires more spiritual care, resources will be adjusted accordingly.
- c. **Improving Reporting:** Support offered for reporting as needed. Simple tracking tools and online reporting to be explored and implemented.

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.



Evaluation of program effectiveness will be continuously assessed and monitored based on the spiritual care services provided to ensure high standards of care and identify areas for improvement. PHM will conduct regular evaluations of spiritual care services, collecting statistics from chaplains and the institutions we serve. This feedback will be used to refine and improve care delivery, ensuring that spiritual support is available when it is needed most. We will also measure whether the grant helps reduce burnout by tracking chaplain retention rates and the number of chaplaincy hours worked per individual.

## **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
	\$158,250		\$158,250	\$316,500

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

Private donors

Hawai'i Community Foundation Health & Wellness Sector

Evangelical Lutheran Church of America

Sidney Stern Memorial Trust

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.

Since 2018, PHM has had a contract with the Hawai‘i State Hospital for chaplaincy services which has not changed. We anticipate this contract to continue in 2026 and hope that we can increase the number of chaplains serving the Hawai‘i State Hospital where the current ratio of chaplain to bed is 1:200 and chaplain to patient is 1:400.

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

Unrestricted current assets as of December 31, 2024: \$189,590.

## **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.

Pacific Health Ministry (PHM) is uniquely qualified to meet the spiritual care needs in the state of Hawai‘i with our extensive experience and expertise in providing compassionate, culturally sensitive spiritual care across Hawai‘i. Founded in 1986, PHM is Hawai‘i’s *only fully accredited provider* of Clinical Pastoral Education (CPE) and interfaith spiritual care, ensuring that our chaplains are rigorously trained to support the emotional and spiritual needs of individuals in healthcare settings. As a 501(c)(3) non-profit, our commitment to delivering holistic care aligns with the belief that healthcare must address the physical, emotional, and spiritual aspects of a person’s well-being.

Our organization has over 35 years of experience in spiritual care in Hawai‘i’s healthcare system, with a team of 19 chaplains and 4 resident chaplains who provide support at 12 hospitals and long-term care facilities statewide, including locations on O‘ahu, Maui, and Kaua‘i. This network of partnerships and our dedicated team of professionals reflect our capacity to meet the ongoing and diverse needs of patients, families, and healthcare staff. We are highly skilled in navigating the complex dynamics of healthcare settings while respecting Hawai‘i’s rich cultural and spiritual diversity, ensuring that spiritual care is provided in a manner that honors each individual’s beliefs.

PHM’s role as Hawai‘i’s only ACPE-accredited institution further underscores our qualifications. ACPE is the only agency to have been recognized by the United States Department of Education (USDE) to accredit Clinical Pastoral Education (CPE) programs in the United States<sup>9</sup>. Our accredited CPE programs train future chaplains to serve both locally and internationally, ensuring that they are equipped to provide spiritual care in diverse environments.

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<sup>9</sup> Association for Clinical Pastoral Education. 2024, Nov. 5. ACPE continues to be the leading programmatic accreditor for CPE. Retrieved from <https://acpe.edu/detail-pages/news/2024/11/05/acpe-continues-to-be-the-leading-accrediting-body-for-cpe-accreditation>

This educational component strengthens our ability to offer high-quality pastoral training while preparing chaplains to meet the needs of a wide range of populations. Our chaplains excel in providing support during critical situations, such as crises and end-of-life care, which reinforces the trust placed in us by hospitals and other healthcare providers.

Over the past three years, PHM has successfully managed multiple projects that demonstrate our expertise and ability to provide the proposed services. These include ongoing partnerships with healthcare facilities, delivering CPE training, and offering crisis and end-of-life care in response to challenges such as various traumas and emergencies including, but not limited to the Maui wildfires. Our proven ability to integrate spiritual care into healthcare settings and train future chaplains positions PHM as a highly qualified and trusted provider of the services requested.

Pacific Health Ministry is Hawai'i's only fully accredited institution by the Association for Clinical Pastoral Education (ACPE) and attracts students from around the world.

## **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.

Pacific Health Ministry has an administrative office at 1245 Young St. in Honolulu, Hawai'i. Our clinical chaplains serve on-site at 12 healthcare institutions across the state:

- Hawai'i State Hospital
- Kapi'olani Medical Center for Women & Children
- Kaiser Permanente
- Kuakini Health System
- Maui Memorial Medical Center
- Pali Momi Medical Center
- Pōhai Nani
- The Queen's Medical Center
- The Queen's Medical Center, West O'ahu
- REHAB Hospital of the Pacific
- Straub Medical Center
- Wilcox Medical Center

## **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.

PHM's current Clinical Pastoral Education (CPE)-Certified Educator will oversee the training process, working closely with chaplain site coordinators to vet and hire the chaplains for this project.

As Hawai'i's only provider of accredited clinical pastoral education, PHM is dedicated to offering the highest level of training for chaplains. Our CPE programs provide more than 1,600 hours of focused training in healthcare settings<sup>10</sup>, ensuring that chaplains are thoroughly prepared to meet the complex needs of patients and healthcare staff. We are proud to be the primary provider of CPE in the Pacific region, with the next closest accredited institution located in Australia. Additionally, our educational offerings extend beyond initial certification to include ongoing continuing education for chaplains, as well as regular site visits to chaplains working across Hawai'i, including on Maui and Kaua'i. This request for travel access funds will enable us to maintain the highest standards of clinical spiritual care education across all the islands we serve in Hawai'i.

## 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.



<sup>10</sup> Koenig, H.G. Religion, Spirituality, and Medicine: Application to Clinical Practice

### **3. Compensation**

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

Executive Director & CPE Certified Educator \$105,397

Chaplain site coordinator \$95,000

Chaplain site coordinator \$73,200

## **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.

Pacific Health Ministry is fully accredited by the Association for Clinical Pastoral Education (ACPE). ACPE is the only agency to have been recognized by the United States Department of Education (USDE) to accredit Clinical Pastoral Education (CPE) programs in the United States<sup>11</sup>. PHM's accreditation was recently renewed in Fall 2022 for the next six years, further affirming our commitment to maintaining the highest standards in Clinical Pastoral Education.

### **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.

Pacific Health Ministry is a non-profit, nonsectarian school serving the public that does not discriminate because of race, religion, sex or ancestry in compliance with Article X, Section 1, of the Hawai'i State Constitution.

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<sup>11</sup> Association for Clinical Pastoral Education. 2024, Nov. 5. ACPE continues to be the leading programmatic accreditor for CPE. Retrieved from <https://acpe.edu/detail-pages/news/2024/11/05/acpe-continues-to-be-the-leading-accrediting-body-for-cpe-accreditation>

Public funds expended as a result of this grant complies with the Hawai‘i State Constitution Article X, Section 1, of the Hawai‘i State Constitution.

#### **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.

The funding for chaplains and on-call chaplains will be ongoing. While the timing of emergencies is unpredictable, we anticipate that the demand for chaplain services and education will remain elevated. Throughout the grant period, we will continuously assess community needs and remain responsive to changes in the healthcare landscape.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Pacific Health Ministry

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	244,000	0	0	50,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits	20,000			
<b>TOTAL PERSONNEL COST</b>	<b>264,000</b>			<b>50,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training (CPE educator)	52,500	0	0	10,000
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>52,500</b>			<b>10,000</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>316,500</b>			<b>60,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	316,500	Micki McCassey (808) 591-6556		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	1/17/25		
(d) Total Private/Other Funds Requested	60,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>376,500</b>	Rev. Anke Flohr, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Pacific Health Ministry

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Two FTE chaplains	2	\$70,000.00	100.00%	\$ 140,000.00
Two on-call chaplains	2	\$52,000.00	100.00%	\$ 104,000.00
One CPE educator	1	\$105,000.00	50.00%	\$ 52,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				296,500.00
<b>JUSTIFICATION/COMMENTS:</b> In 2023, there were 87,758 admitted patients at the institutions PHM serves, in addition to their families and medical teams. Research shows that effective chaplaincy programs often aim for a ratio of 1 chaplain per 30 to 100 patients annually to provide adequate care ( <a href="https://tinyurl.com/2mtftfje">https://tinyurl.com/2mtftfje</a> ). By contrast, PHM currently has 19 full-time chaplains and 5 residents to serve those 87,758 patients, which translates to approximately 1 chaplain to 3,650 patients annually—well above the recommended ratio.				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Pacific Health Ministry

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Pacific Health Ministry

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Pacific Health Ministry

Contracts Total: 95,108

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Hawai'i State Hospital - Chaplain service	6/1/6024-5/30/2025	Hawai'i State Hospital	State of Hawai'i	95,108
2					
3					
4					
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