

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

Susan Furuta, President & CEO

PRINT NAME AND TITLE

1/23/26

DATE



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: **HELPING HANDS HAWAII**

Issue Date: **01/07/2026**

Status: **Compliant**

Hawaii Tax#: ██████████
New Hawaii Tax#: ██████████
FEIN/SSN#: ██████████
UI#: XXXXXXXX0897
DCCA FILE#: 25966

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.

Helping Hands Hawaii_CIP
(Typed Name of Individual or Organization)



(Signature)

01/23/2026

(Date)

Susan Furuta
(Typed Name) CEO
(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, 2025.

See attached

2. Declaration Statement

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

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](#).

Helping Hands Hawai'i hereby attests and certifies that this grant will be used for a public purpose as noted pursuant to Section 42F-102, HRS.

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;

Helping Hands Hawai'i (HHH) is a local nonprofit leader solving our community's immediate financial needs, increasing food security, and helping to keep Hawaii's families housed since 1974. While not affiliated with a national organization, HHH offers unique and diverse programs for individuals with wide ranging needs and helps create opportunities for greater independence and resilience.

HHH current programs include:

- Community Clearinghouse, which provides emergency financial assistance, empowerment training, and free basic household necessities (last year over 132,000 items), including school supplies and holiday support,
- SNAP Outreach, which educates communities about food benefits for healthier lifestyles, distributes emergency food resources, and assists with application and renewal of benefits, and
- Representative Payee Services, which helps individuals who are experiencing long-term illness or other impairment, such as dementia, Alzheimer's, and mental health diagnoses, to manage their Social Security benefits.

These services strengthen our community, one family at a time, by improving people's quality of life and empowering them on their path to a brighter and sustainable future. We envision a thriving, resilient, and self-sufficient community connected for generations through acts of aloha.

2. The goals and objectives related to the request;

Our goal is to update and upgrade our office, warehouse, and property at 2100 N. Nimitz Hwy. Honolulu, HI 96819. Renovation of our facility will support improved operational efficiency, enhance service delivery, and increase workplace safety to meet community needs.

Operational Efficiency

- Replace roof and photovoltaic systems to reduce utility expenses and create sustainable energy production.
- Replace racking systems for main electrical feeds on roof.

Enhance Service Quality

- Repair or replace damaged, worn, and outdated site and structural systems, interior finishes, including Americans with Disabilities Act (ADA) updates, to increase access to services by community members.

Increase Workplace Safety

- Scoping of plumbing system to identify potential solutions to issues caused by aging property.
- Demolish, repair or replace exterior wall and structural systems to ensure safety of building occupants.
- Identify damages and repair mezzanine office space.
- Repair or replace metal panel walls, louvers, windows, and screens.
- Repair or replace fire protection and life safety systems.

This project directly aligns with HHH's strategic plan to improve operational efficiencies, service quality and cost effectiveness while providing meaningful impact for clients and our community.

3. The public purpose and need to be served;

The public purpose of this grant is to build capacity to continue serving vulnerable populations of children, adults, seniors and their families, including:

- unhoused or low-income individuals/families,
- single parent and multi-generational households,
- seniors with limited income,
- survivors of domestic violence and other crimes,
- individuals diagnosed with a cognitive and/or physical disability,
- individuals diagnosed with a psychiatric and/or substance use disorder, and
- victims of natural or man-made disasters.

HHH is a local community leader solving immediate financial needs, increasing food security, and helping to keep Hawaii's families housed through:

- emergency financial assistance, empowerment training, and free basic household necessities, including school supplies and holiday support,
- community education about food benefits for healthier lifestyles, distribution of emergency food resources, and assisting with application and renewal of benefits, and
- financial management of benefits to stabilize households.

HHH's location in Kalihi is ideal for receiving and distributing goods as it is near the Port of Honolulu, Oahu and Kalihi Transit Centers, and Daniel K. Inouye International Airport. The 40,002-square foot property at Nimitz Highway and Puuhale Road is outside of the FEMA flood zone, making it a valuable location for Hawaii's supply chain resilience. HHH partners with over 400 businesses and nonprofit organizations, providing a safety net of critical day-to-day support to children, adults, seniors, and their families. HHH is a member of Voluntary Organizations Active in Disaster and part of the statewide management plan to collect, store, and distribute critical supplies to citizens from HHH's 9,686 square-foot warehouse.

Years of direct distribution and partnerships give HHH an intimate understanding of customer needs and market response, which is a significant advantage in specific areas and a deeper understanding across a wider range of industries. By updating the facility and property, HHH will be prepared to double its support for the community when activated during a disaster by being fully operational to provide critical resources like food, water, hygiene, clean-up kits, and other essentials.

The project ensures HHH is built for resilience and capable of serving generations of Hawaii residents. By addressing capital needs, HHH can improve operational efficiency, enhance service delivery, and increase workplace safety to meet community needs.

Operational Efficiency

- Ensure collected materials are safely stored to prevent damage.
- Minimize delays in receiving and deployment of resources and materials.

Enhance Service Quality

- Increase HHH response efforts and minimize operational interruptions when responding to emerging community trends.
- Increase maximum use of the warehouse to increase capacity.

Increase Workplace Safety

- Provide a safe facility for staff, volunteers, and community members to coordinate and respond to community needs.
- Upgrade structural health of facility to strengthen warehouse floors and walls and reduce wear and tear on heavy load-bearing warehouse equipment.
- Update facility to maintain ADA standards.

4. Describe the target population to be served; and

The high cost of living in Hawaii continues to place an extreme financial burden on local families, particularly those with low or fixed incomes. According to Payscale.com's Cost of Living Calculator, Honolulu's cost of living is 86 percent higher than the national average, with housing costs 206 percent and utility expenses 100 percent higher. The University of Hawaii Economic Research Organization reports that approximately 56 percent of Hawaii households are rent-burdened, spending more than 30 percent of their income on housing. Of these, 28 percent are severely rent-burdened, spending more than half of their income on rent.

At the same time, non-housing expenses have also increased. A Hawaii State Department of Business, Economic Development & Tourism study found that households earning below 30 percent of the Area Median Income (AMI) spend an average of 13.9 percent of their income on electricity, while those living below the Federal Poverty Level spend nearly 19.5 percent, more than nine times the average burden for all Hawaii households. These compounding costs leave families with little remaining income for food, transportation, or other essentials. The Aloha United Way ALICE Report further reveals that 44 percent of Hawaii households live below the ALICE threshold, earning above the federal poverty level, but not enough to afford necessities. These families are considered "working poor," surviving paycheck-to-paycheck without sufficient savings to withstand emergencies such as illness, job loss, or rent increases.

The target population to be served is children, adults, seniors and their families in Hawaii. In 2025, HHH served more than 41,000 individuals.

5. Describe the geographic coverage.

The office, warehouse, and property at 2100 N. Nimitz Hwy. Honolulu, HI 96819 is headquarters for statewide program services.

Office Facility: The office houses staff from SNAP Outreach, Representative Payee, Accounting, Development, and Administration, which primarily impacts Oahu communities and a constituency on Big Island, Maui, and Kauai.

Warehouse: The warehouse houses staff from Community Clearinghouse and its inventory of basic household necessities that primarily impacts Oahu communities and a constituency on Big Island, Maui, and Kauai.

While the physical location is on Oahu, the activities conducted at the office and warehouse facility positively affect families on all islands.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

In 2023, HHH's Executive Leadership and Board of Directors identified the need for a capital improvement plan. In 2024, HHH contracted CBRE to conduct a facilities and property condition assessment and provide a report based on their survey. This report identified that HHH's property is an approximately 70-year-old, two-story Mixed Use-type property with four buildings and an internal open-air parking lot. The internal courtyard area has gated parking and additional parking and a driveway are located along Nimitz Highway and Puuhale Road.

In the report, the property was determined to be in fair to poor condition. The property exhibits expected wear and tear for a building of this age and there are deficiencies that warrant further attention and repairs. Deficiencies include but are not limited to:

- Site Systems
- Structural Systems
- Exterior Wall Systems
- Roof Systems
- Plumbing Systems

Our plan to address these property matters is to continue working with CBRE and other consultants to renovate and upgrade the office, warehouse, and property. Renovations will improve the building envelope, structural components, property grounds, roof structure, and other infrastructures. These measures will improve operational efficiency,

enhance service delivery, increase workplace safety, and reduce potential impact on the property during natural and human-caused disasters, allowing HHH to respond to a variety of emergencies in coordination with Hawaii Emergency Management Agency (HI-EMA).

The project tasks include:

Site Systems

- Clean catch basins of debris and power wash
- Replace wheel stops and curbs
- Replace concrete entry ramps and sidewalks
- Replace windows at mezzanine office space

Roof Systems

- Repair/replace rusted/deteriorated roof areas, coat roof
- Replace roof mountings and bracings
- Replace wet roof material

Interior Finishes

- Repair/replace interior gypsum board and CMU deficiencies and replace stained and damaged ceiling tiles

Plumbing Systems

- Sewer scoping of all waste lines and roof drains

Electrical Systems

- Replace racking system for main feeds of roof
- Repair/replace damaged solar panels

Fire Protection and Life Safety

- Inspect and repair/replace smoke detectors
- Install new fire sprinkler and alarm system

Americans with Disabilities Act

- Replace door hardware

Structural Systems

- Repair cracks in slab-on-grade at warehouse and investigate cracks at slab on grade at office area
- Repair and replace CMU exterior walls
- Investigate and repair wood deck and framing at mezzanine office space

Exterior Wall Systems

- Repair/replace rusted metal panel sidewalls trims and louvers
- Replace window seals and gaskets and screens

Responsibilities:

- HHH Board of Directors: Oversee entire project, including actively seeking charitable contributions for capital improvement projects.
- HHH Leadership Team: Oversight of the entire project, including actively seeking charitable contributions for capital improvement projects, budget management, contractor coordination, reporting, and operational transition to reduce service disruption.
- Contractors and Consultants: Execution of demolition, construction, and facility upgrades in line with project specifications and timelines.

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

Q4 2024

- Helping Hands Hawaii's Executive Leadership and Board of Directors to move towards capital improvements
- Contract CBRE for Property Condition Assessment Report

Q1 2025

- Present report findings to Board of Directors
- Begin discussions about capital improvement plans
- Review of contractor proposals for photovoltaic systems replacement and roof repairs

Q2 2025

- Identified need for Capital Campaign Committee on the Board of Directors

Q4 2025

- Board of Directors' Nominations Committee focuses recruitment efforts on prospects with construction and property development experience
- Create and fill a new staff position to assist with capital campaign

Q1 2026

- Building renovations begin

Q2 2026

- Confirm Capital Campaign Committee role and begin recruiting members

Q4 2026

- Contract property development company for capital campaign projects
 - Provide construction proposals for review
 - Oversee construction documents, permitting, etc.
 - Review construction proposals, negotiate contracts, and select contractors for each renovation project

- Building renovations continue

Q1 2027-Q4 2029

- Building renovations continue

Q1 2030

- Renovations complete

Completing the renovation of areas identified as poor condition within two years of the start date.

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

We have identified subject matter experts to maintain quality assurance standards that will ensure that the project advances to completion. These experts have a good understanding of the plans and documentation, protocols, and compliance requirements. They will maintain accurate documentation and ensure construction standards through ongoing inspections.

They will meet regularly with the Board of Directors' Capital Campaign Committee and HHH Leadership to communicate changes and updates to plans and timelines to ensure compliance with public/private funder requirements. The Capital Campaign Committee and HHH staff will provide oversight to keep project contractors accountable. HHH will be responsible for any reports required by funders and routinely conduct internal audits and site reviews.

To identify operational issues in real time, community feedback will be collected and evaluated quarterly.

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.

HHH Leadership will meet regularly with subject matter experts to track the progress of renovation projects. Project updates and recommendations will be reported to the Capital Campaign Committee, which will make data-driven decisions. A monthly report will be provided to the expending State agency to ensure a standard, consistent method to assess project progress.

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](#)) See attached
 - b. Personnel salaries and wages ([Link](#)) See attached
 - c. Equipment and motor vehicles ([Link](#)) Not applicable
 - d. Capital project details ([Link](#)) See attached
 - e. Government contracts, grants, and grants in aid ([Link](#)) See attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
83,958	229,959	375,958	375,958	1,065,833

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

Government Contracts & Grants	\$910,871
Program Service Fees	391,040
Individual Contributions	238,150
Corporate Gifts / Grants	62,001
Foundation Gifts / Grants	369,501
Sponsorship	84,000
Fundraising	120,000
In-Kind Contribution	523,000
Rental Income	148,162
Other	12,000
Total Income	2,858,725

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.

None.

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 2027 for program funding.

See attached.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

Unrestricted current assets as of December 31, 2025: \$4,470,548.18 (unaudited)

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.

HHH is a local nonprofit leader solving our community's immediate financial needs, increasing food security, and helping to keep Hawaii's families housed since 1974. While not affiliated with a national organization, HHH offers unique and diverse programs for individuals with wide ranging needs and helps create opportunities for greater independence and resilience.

In 2022, HHH's leadership team and Board of Directors constructed a new strategic plan to guide expanding the organization's reach that included:

- Operational efficiencies in all departments
- Staff professional development
- Board development
- Recruitment/retention
- Technology acquisition, maintenance, and upgrade
- Develop multipronged fund development plan
- Implement fund development plan

Now, going into the fourth year of the plan, HHH has successfully addressed and incorporated these objectives into operations and systems to expand capacity, improving its ability to serve the community.

Of the individuals served in 2025,

- CCH served 8,926 individuals (25% increase from 2024)

- SNAP Outreach served 10,893 individuals (65% increase from 2024)
- RP served 6,659 individuals (1% increase from 2024)

HHH provided almost \$820,000 of financial and material assistance and distributed over 132,000 items to families for free.

HHH's success is strengthened by enduring partnerships with over 400 businesses, community organizations, and media that amplify impact through volunteer engagement, in-kind contributions, and fundraising while providing essential resources and increasing public awareness. Through its proven infrastructure, skilled staff and volunteers, strong fiscal oversight, and broad network of collaborators, HHH provides a safety net of critical day-to-day support to children, adults, seniors, and their families.

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.

HHH is located at 2100 N. Nimitz Highway and consists of a 12,029 square foot gross, two-story mixed use-type property sited on a 0.9183-acre parcel located in Kalihi. Four buildings abut each other with two single-story office buildings and two double-height warehouse structures with two small mezzanine spaces. Access is via Puuhale Place into a gated parking area with additional parking and drives along Nimitz Highway and Puuhale Road.

The centrally located facility provides easy freeway and public transit access near the Port of Honolulu, Oahu and Kalihi Transit Centers, and Daniel K. Inouye International Airport. The property is outside of the FEMA flood zone, making it a valuable location for Hawaii's supply chain resilience.

HHH is approximately 70 years old and was last renovated in the late 1990s. To expand capacity and serve more community members, the aging facility requires significant renovations and updates to site systems, roof systems, interior finishes, plumbing systems, electrical systems, fire protection and life safety, ADA, structural systems, and exterior wall systems.

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.

Susan Furuta, President and CEO, joined HHH 25 years ago and has been in her current role since 2019. She works closely with the Board of Directors and the Capital Campaign Committee. She has more than 30 years of experience in Human Resource Management, including organizational change and systems and program development in retail, hospitality and non-profit industries, and more than 20 years of experience that include overseeing state and federal health and safety audits.

She was recognized as one of the 2026 Women Who Mean Business honorees by Pacific Business News, the 2014 Mau a Mau Na Lima Hana awardee by Helping Hands Hawai'i's management and Board of Directors, and 2013 emerging business leader by Hawaii Community Foundation.

Susan was born and raised on historic Ewa plantation and is a graduate of James Campbell High School. She holds a bachelor's degree in Human Development from the University of Hawaii at Manoa.

Dani Maldonado, Director of Operations, joined HHH in 2023, and oversees program operations, facility, technology, and safety to guarantee quality and mission-focused service. She is actively involved in identifying opportunities for growth to further increase our impact. She has devoted over a decade to the nonprofit sector, including eight years in executive leadership in Alaska, Colorado, Hawaii, Montana, Utah, and Wyoming. Her experience includes developing strategic plans and service programs, fundraising, disaster response, and coordinating events. She has been awarded twice for the Commanders Award for Public Service for her dedication to veterans, service members, and their families.

Dani completed her undergraduate work at Austin Peay State University and her MBA at Colorado State University.

Tara Fung, Office Coordinator, join HHH in 2025 and is responsible for logistical support for property maintenance, repairs, capital projects, inventory management, volunteering, and special events. She assists and supports agency operations, including facility maintenance, vendor relations, and fundraising. Her experience includes eight years in accounts receivable, three years of medical bill collection, and two years of medical billing and insurance claims. She is a graduate of Aiea High School and Leeward Community College, where she received an Associates of Science degree in Accounting.

Ruth Angel Ancheta, Front Office Assistant, joined HHH in 2025 and is responsible for providing administrative support and scheduling and is the first point of contact for the agency. She assists and supports agency operations, including facility maintenance, vendor relations, and fundraising. Her experience includes identifying customer needs and addressing inquiries and complaints, providing a high level of customer service,

cash handling and purchasing, and maintaining sensitive records. She is a graduate of Waipahu High School and working toward her degree in Accounting.

Sau Lan “Sandy” Lau, Accounting Manager, joined HHH in 2002 and is responsible for maintaining the agency’s accounting records and internal control systems, overseeing annual audits and monthly financials, and fulfilling fiscal requirements for all contracts. She supervises accounting clerks to ensure their work is properly allocated, completed timely and accurate, and in accordance with Accounting policies, procedures, and GAAP. She has a BA in Accounting and a minor in Speech from the University of Hawaii at Manoa.

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.

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.

President and CEO: \$100,000-\$110,000

Director of Operations: \$75,000-\$85,000

Communications and Development Manager: \$65,000-75,000

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.

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.

Not applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but

HHH will be responsible for implementing a proactive maintenance schedule that will be budgeted annually. Work will be completed by internal staff or external contractors. HHH's Board of Directors will oversee future property assessments and maintenance. The Board will actively secure additional charitable contributions to ensure completion of the capital campaign project.

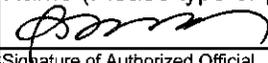
- (b) Not received by the applicant thereafter.

HHH's Board of Directors and Leadership will actively secure charitable contributions to ensure completion of the capital campaign project.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Helping Hands 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	53,254			
2. Payroll Taxes & Assessments	5,799			
3. Fringe Benefits	6,780			
TOTAL PERSONNEL COST	65,833			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	1,000,000			
TOTAL (A+B+C+D+E)	1,065,833			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,065,833	Susan Furuta (808) 440-3828		
(b) Total Federal Funds Requested	2,087,807	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	3,153,640	President & CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Helping Hands Hawai'i

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Helping Hands Hawai'i

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS			335,833	452,025		
LAND ACQUISITION						
DESIGN				74,921		
CONSTRUCTION			730,000	1,560,860		
EQUIPMENT						
TOTAL:			1,065,833	2,087,807		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Helping Hands Hawai'i

Contracts Total: 2,525,159

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	TANF Maintenance of Effort	SFY 2023	Dept of Human Services	State	400,000
2	TANF Maintenance of Effort	SFY 2024	Dept of Human Services	State	400,000
3	TANF Maintenance of Effort	SFY 2025	Dept of Human Services	State	400,000
4	TANF Maintenance of Effort	SFY 2026	Dept of Human Services	State	400,000
5	SNAP Outreach	FFY 2023	Dept of Human Services	State	182,149
6	SNAP Outreach	FFY 2024	Dept of Human Services	State	203,285
7	SNAP Outreach	FFY 2025	Dept of Human Services	State	253,855
8	SNAP Outreach	FFY 2026	Dept of Human Services	State	285,871
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Helping Hands Hawai'i Organizational Chart

