

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

Lee Wang

AUTHORIZED SIGNATURE

Lee Wang, Executive Director

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: HOUSING HAWAII'S FUTURE

Issue Date: 01/22/2026

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#: No record

DCCA FILE#: 320674

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

I. Certification



STATE OF HAWAII
STATE PROCUREMENT OFFICE

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2. Declaration Statement

I, the undersigned authorized representative of *Housing Hawai'i's Future*, hereby certify that the organization meets and will comply with all applicable standards for the award of a grant under **Section 42F-103, Hawai'i Revised Statutes**. Specifically:

1. *Housing Hawai'i's Future* is duly incorporated and authorized to conduct the activities for which this grant is requested and holds all necessary licenses and accreditations required by federal, state, and county law.
2. The organization complies with all applicable federal and state laws prohibiting discrimination on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability.
3. *Housing Hawai'i's Future* agrees not to use any state funds provided through this grant for entertainment or prohibited lobbying activities.
4. The organization will allow the appropriate state agency, legislative committees and their staff, and the State Auditor full access to its records, reports, files, and other relevant documents for purposes of monitoring, evaluating, and ensuring the proper expenditure and effectiveness of the grant.
5. As a nonprofit organization, *Housing Hawai'i's Future* has been determined and designated as a 501(c)(3) by the Internal Revenue Service and maintains a governing board whose members have no material conflicts of interest and serve without compensation.

I further certify that the statements herein are true and correct to the best of my knowledge.

A handwritten signature in black ink, appearing to be 'Lee Wang', enclosed within a hand-drawn oval border.

Lee Wang, Executive Director

Housing Hawai'i's Future

1/23/26

3. Public purpose

Housing Hawai'i's Future certifies that the grant funds requested will be used solely for a **public purpose** as required by **Section 42F-102, Hawai'i Revised Statutes**. The purpose of this grant is to expand statewide housing education and engagement services that directly benefit the public by increasing access to affordable housing information and policy participation for youth, millennials, and other underrepresented populations in Hawai'i. The requested funds will support organizational capacity to deliver evidence-based educational programming, stakeholder coordination, and measurable community outcomes that align with the State's interest in addressing the housing crisis and improving community well-being.

II. Background and Summary

1. Housing Hawai'i's Future - Background

Housing Hawai'i's Future is a Hawai'i-based nonprofit organization focused on educating, empowering, and mobilizing Hawai'i's youth to better understand and navigate the state's housing system. The organization delivers nonpartisan housing education, policy literacy, and stakeholder engagement to increase informed participation in housing solutions across Hawai'i. Through a combination of curriculum development, public education, and legislative engagement, Housing Hawai'i's Future works to strengthen community capacity and support pragmatic, data-driven approaches to addressing Hawai'i's housing challenges.

2. Goals and Objectives Related to the Request

The goal of this request is to strengthen and sustain youth-driven housing education and policy engagement in Hawai'i through two complementary investments:

I: Sustain and expand the production of accessible housing education resources:

- Continue the development and distribution of nonpartisan housing education materials that explain Hawai'i's housing system, policy landscape, and pathways to housing access.
- Produce updated, publicly available resources that respond to current housing conditions and legislative priorities.
- Increase the reach and usability of housing education content for youth, first-time homebuyers, and community stakeholders.

II: Continue the Policy Fellows Program to generate youth-led housing research for public use:

- Support a cohort of youth policy fellows paired with specific housing topics relevant to Hawai'i's housing challenges.
- Guide fellows in producing research briefs, data summaries, and policy explainers developed by youth and made publicly available.
- Strengthen youth participation in housing policy by connecting research outputs to legislative education, community briefings, and public discourse.

3. Public Purpose and Need to Be Served

Hawai'i faces a persistent housing crisis that is exacerbated by limited public understanding of housing systems, policies, and pathways to access. Youth and young adults—who are most affected by rising housing costs and long-term displacement—are often excluded from meaningful participation in housing education and policy development. This grant serves a public purpose by expanding access to accurate, nonpartisan housing education and by supporting youth-led research that informs public discourse and decision-making.

The requested funds address a demonstrated need for sustained, accessible housing education resources and structured opportunities for youth to engage in housing policy topics in a rigorous and constructive manner. By investing in educational materials and a policy fellows program that produces publicly available research, the grant will strengthen community knowledge, increase civic participation, and contribute to more informed housing solutions that benefit the broader public.

4. Target Population to Be Served

The target population includes youth and young adults in Hawai'i, particularly Millennials and Generation Z residents who are disproportionately impacted by the state's housing affordability challenges. This includes students, early-career workers, and first-time homebuyers seeking accessible, accurate information about housing systems, policies, and pathways to housing stability. The grant will also benefit the broader public by making youth-developed housing research and educational resources publicly available for use by community organizations, policymakers, and stakeholders statewide.

5. Geographic coverage

The proposed activities will be implemented on a statewide basis, serving residents across all counties in Hawai'i. Housing education resources and youth-developed research will be produced for public access and dissemination statewide, including urban, rural, and neighbor island communities. Program delivery and engagement will occur through a combination of in-person activities and digital platforms to ensure broad reach regardless of island or location.

III. Service Summary and Outcomes

1. Scope of Work, Tasks, and Responsibilities

Housing Education Resources

- Develop and update nonpartisan housing education materials that explain Hawai'i's housing systems, policy framework, and pathways to housing access.
- Produce publicly available content, including written resources, data explainers, and educational tools aligned with current housing conditions.
- Disseminate resources through digital platforms and partner networks to ensure statewide accessibility.

Policy Fellows Program

- Recruit and support a cohort of youth policy fellows annually.
- Pair fellows with defined housing-related research topics relevant to Hawai'i's housing challenges.
- Provide structured guidance, mentorship, and technical support to fellows.
- Produce youth-developed research briefs and policy explainers for public dissemination.
- Organizational staff and contracted support will manage program coordination, content development, quality control, and reporting.

2. Projected Annual Timeline

Quarter 1

- Finalize work plan and deliverables
- Recruit and onboard policy fellows
- Identify priority housing topics for education materials and research

Quarter 2

- Produce and release initial housing education resources
- Fellows conduct research and draft preliminary outputs; mid-cohort progress review

Quarter 3

- Finalize and publish research briefs and educational materials
- Public dissemination and stakeholder engagement
- Incorporate feedback into ongoing work

Quarter 4

- Complete final education resources and research outputs
- Program evaluation and documentation of outcomes
- Prepare reports for the expending agency

3. Quality Assurance and Evaluation Plans

Housing Hawai'i's Future will implement quality assurance measures to ensure accuracy, relevance, and effectiveness of all outputs. These include:

- Internal review of educational materials and research for clarity, accuracy, and nonpartisanship.
- Defined deliverables and timelines for staff and fellows.
- Ongoing monitoring of progress against planned outputs.
- Collection of feedback from participants and users of publicly available resources.

Evaluation findings will be used to refine content, improve program delivery, and strengthen future outcomes.

4. Measures of Effectiveness

The following measures will be reported to the expending agency and may be adjusted proportionally if the appropriation amount differs from the request:

- Number of housing education resources produced and publicly released.
- Number of youth policy fellows supported during the grant period.
- Number of youth-developed research briefs or policy explainers completed.
- Public accessibility of outputs (e.g., resources made publicly available statewide and number of times accessed and used).
- Completion of planned activities within the grant period.

These measures provide objective indicators of program delivery, output completion, and public benefit.

IV. Financial

Budget

1. Please see attached spreadsheets.
2. Anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

3. Other sources of funding seeking for fiscal year 2027: None.
4. State and federal tax credits granted within the prior three years: None.
5. Federal, state, and county government contracts, grants, and grants in aid granted within the prior three years and will be receiving for fiscal year 2027 for program funding: None

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025: ~\$75,000

V. Experience and Capability

1. Necessary Skills and Experience

Housing Hawai'i's Future possesses the organizational capacity, subject-matter expertise, and operational experience necessary to carry out the proposed services. The organization has a demonstrated track record of developing and delivering nonpartisan housing education, coordinating youth engagement around housing topics, and producing publicly accessible research and educational materials relevant to Hawai'i's housing challenges. Organizational leadership and staff bring experience in housing policy education, program design, stakeholder engagement, and legislative processes, ensuring that all activities are accurate, timely, and aligned with public needs.

Over the past three years, Housing Hawai'i's Future has implemented projects and initiatives related to housing education, youth leadership development, and policy-focused research, including the development of housing education resources, facilitation of youth policy fellowships, and coordination of public-facing housing research and briefings. These activities demonstrate the organization's ability to manage grant-funded projects, meet defined deliverables, and produce outcomes consistent with the scope of work proposed in this application.

The organization's experience working with public stakeholders, community partners, and policymakers positions it to responsibly administer the requested funds and deliver measurable public benefit within the grant period.

2. Facilities

Housing Hawai'i's Future operates using a combination of administrative workspace and digital infrastructure appropriate for program coordination, content development, and statewide engagement. The organization utilizes community office and meeting space donated by local organizations sufficient to support staff operations, program management, and collaboration with youth fellows and partners. Program activities, including education resource development and research coordination, are primarily conducted through digital platforms, allowing for effective statewide reach without reliance on extensive physical facilities.

Current facilities and infrastructure are adequate to support the proposed scope of work. No additional capital facilities are required to carry out the services described in this request. Should expanded meeting or training space be needed for specific activities, the organization will utilize short-term or partner-provided facilities as appropriate.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Housing Hawai'i's Future will implement the proposed services using a lean staffing model appropriate to the scope and scale of the request. The project will be managed by existing organizational leadership, with support from program staff and contracted expertise as needed. Staffing levels are designed to ensure effective delivery of housing education resources and the Policy Fellows Program without creating unsustainable long-term obligations.

Key personnel supporting this request possess experience in housing education, youth program coordination, research development, and nonprofit administration. Organizational leadership provides subject-matter expertise, strategic oversight, fiscal management, and compliance with state grant requirements. Program staff are responsible for coordinating education content development, supporting youth fellows, managing timelines and deliverables, and ensuring quality control of publicly released materials.

Staff and fellows receive structured orientation, ongoing guidance, and clear expectations related to scope of work, timelines, and deliverables. Administrative direction includes regular check-ins, review of work products, and adherence to internal policies governing fiscal management, reporting, and compliance. Staff will be under the direction and supervision of the Executive Director.

2. Organization Chart

Housing Hawai'i's Future operates under a standard nonprofit governance structure. The organization chart for the proposed request is as follows:

- Board of Directors - Provides governance oversight and fiduciary responsibility.
- Executive Director - Overall organizational leadership; responsible for program oversight, fiscal management, compliance, and reporting related to the grant.
- Director of Research and Engagement (proposed role) - Responsible for implementation of housing education resources, coordination of the Policy Fellows Program, and management of day-to-day project activities.
- Director of Policy - Provides specialized services such as research support, content development, or technical assistance under staff supervision.

Lines of responsibility flow from the Board of Directors to the Executive Director, with program staff and contracted support reporting to the Executive Director or designee.

3. Compensation

Housing Hawai'i's Future maintains a compensation structure appropriate to its size, budget, and nonprofit mission. The annual salary ranges for the three highest paid positions within the organization are as follows (by position title):

- Executive Director: \$85,000
- Director Level Staff: \$70,000 - \$80,000
- Creative Support Staff: \$20,000 - \$30,000

Compensation levels are established by the Board of Directors, reviewed periodically, and aligned with organizational budget capacity and comparable nonprofit roles. No board members receive compensation for their service.

VII. Other

1. Litigation

None

2. Licensure or Accreditation

None

3. Private Educational Institutions

None

4. Future Sustainability Plan

Housing Hawai'i's Future has designed the activities supported by this request as time-limited. If the grant is received for fiscal year 2027 but not thereafter, the organization will complete all planned deliverables within the grant period and wind down grant-funded activities at the end of the fiscal year.

Housing education resources and youth-developed research produced during the grant period will remain publicly available and continue to provide public benefit without requiring additional state funding. No permanent staffing or ongoing obligations will be created as a result of this grant. Any continuation of activities beyond fiscal year 2027 would be contingent on the availability of non-state funding and implemented at a reduced scale consistent with organizational resources.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

App

Housing Hawaii's Future

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	70,000			
2. Payroll Taxes & Assessments	7,000			
3. Fringe Benefits	13,000			
TOTAL PERSONNEL COST	90,000			
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	10,000			
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	10,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Lee Wang	808-630-3943	
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested		Lee Wang	Jan 23rd, 2026	
(d) Total Private/Other Funds Requested		Signature of Authorized Official		Date
TOTAL BUDGET	100,000	Lee Wang, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Housing Hawaii's Future

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: Housing Hawaii's Future Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	None				-
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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30					

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Housing Hawaii's Future

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						