

Applicant United Self-Help

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

William S Bowles William S Bowles 12/31/25
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE
Executive Director

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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.

United Self-Help Wi

(Typed Name of Individual or Organization)



(Signature)

William S. Bowles

(Typed Name)

Rev 8/30/23

12/31/25

(Date)

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, 2025.

United Self Help has attached a current Hawaii Compliance Express Certificate.

2. Declaration Statement

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

United Self Help affirms its compliance with Section 42F-103, Hawaii Revised Statutes, and has attached a signed Declaration Statement.

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.

United Self Help (USH) warrants that it has read Section 42-F-102, Hawaii Revised Statutes, and will comply with its requirements in this request.

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;

United Self Help (USH) was established in 1987 as a 501 (c) 3 nonprofit organization whose purpose and goal was to create a "consumer managed and operated" organization that fosters consumer empowerment, engagement, and peer supported recovery. USH supports these clients' mental health wellness and recovery efforts through its existing Peer Mentoring Program, BRIDGES program, weekly support groups, employment opportunities, warm line, and

consumer social activities. USH's motto is "People (with mental illness) helping people help themselves through education and support."

2. The goals and objectives related to the request;

USH has relied on Grants, State Contracts, and donations to fund its community mental health recovery and maintenance services at no cost to the consumers of mental health services. USH has been unable to secure adequate sources of funding to carry out its mission in the future.

This request will enable USH to continue its Warm Line services as there are no other similar services available in the State. Since 2004 USH has provided a safe, understanding, and caring voice that consumers could confide in and just "talk" to. This has prevented many consumers from escalating themselves from a situation (needing someone to talk to) to a crisis/emergent mode handled by the Department of Health's (DOH) Access/Crisis Line or the emergency department/psychiatrist.

3. The public purpose and need to be served;

Warm lines (also known as peer support warm lines or peer operated behavioral health warmlines) are phone lines that provide empathetic listening and peer support to individuals who may be experiencing distress and loneliness or those seeking validation from a peer with lived experience who identifies with their concerns and can offer a confidential and non-judgmental space for connection and self-directed exploration of possible solutions and alternatives.

The warm line would provide the following benefits for community consumers:

1. Someone to talk to
2. Socialization encouraged
3. Advice on resources
4. Decreasing consumer loneliness
5. Making new friends

USH receives approximately 600 calls a month from 4:30-9 pm and throughout the day. Estimating how many different people are utilizing this service is difficult as all calls are anonymous. USH has also handled suicide attempts as the callers didn't want to call the DOH Access/Crisis line but wanted to speak to a USH peer mentor. (works with the Access line on three-way calls to talk to them)

4. Describe the target population to be served; and

All community consumers of mental health care will be urged to use the warm line as needed.

5. Describe the geographic coverage.

The planned activities will help consumers statewide.

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;

USH's warm line is available to consumers from 4:30 to 9 pm (published hours) but will answer all callers outside of those hours. The line is staffed by a cadre of people who have been trained in how to answer and handle warm line calls. A warm line training manual was developed by USH's Executive Director, William Bowles, who attends conferences with other warm line professionals, consults with and is a member of the National Warm Line Operators Network.

After talking with the anonymous caller and stabilizing their situation, USH recommends participation in the various USH programs which provide opportunities to attend mental health wellness classes, group recovery sessions, social activities, peer mentoring services, housing and job placement assistance. Participating in these activities demonstrate to the caller that they are not alone with their illness and that USH and many other consumers are willing to help and support them.

USH works closely with the DOH Access/Crisis Line staff in the event the callers' needs are beyond the capabilities of the consumer volunteer operators and other Agencies such as The Institute of Human Services in the event referrals to psychiatrists and other professionals are necessary.

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

The USH Warm Line is presently operational, and this funding will ensure that this community service will continue.

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

An encounter form is used to collect data and monitor daily performance. Data collected included the number of calls, different callers, length of calls, as well as the caller's concerns and the result of the call. These encounter forms are reviewed by the Program Supervisor and Executive Director to determine the

volume of the calls, notice any mental health concern trends in the community and evaluate the effectiveness of the operators.

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.

The measures of effectiveness will be the volume of calls, the length of the call, and most importantly the outcome of the call.

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 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$27,862	\$27,862	\$27,862	\$27,864	\$111,450

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

USH will apply for pertinent grants when available and applicable. At this time here are none being requested or available for 2027.

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 2027 for program funding.

See Attached

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

Total Assets as of 12/31/2025 are \$72,342.

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.

USH has successfully operated the State-wide warm line since 2004. Dr. Tom Hester the 2004 Director of the Department of Health, Adult Mental Health Division, conducted a study that determined that those suffering from mental health issues wanted three things: 1) The ability to live independently; 2) Better self-esteem; and 3) Someone with whom they could talk on their own level when they felt lonely. Dr. Hester's goal was to increase the level of mental health services available in the community and contracted with USH to operate a warm line to address item 3. USH was funded for 5 years, with a starting call volume of 150 calls per month. This has grown to approximately 600 calls per month.

The line is staffed by a cadre of volunteer consumers who have been trained in how to answer and handle warm line calls. A warm line training manual was developed by USH's Executive Director, William Bowles, who attends conferences with other warm line professionals, consults with and is a member of the National Warm Line Operators Network.

In 2009 the DOH warm line contract terminated. USH was able to use the funding from its Inmate Community Reintegration service contract with the Department of Public Safety and later as a DOH Alcohol and Drug Abuse Division (ADAD) Service Array Provider to continue offering consumers Warm Line services. Aside from private donations and small local grants, USH was awarded a 2024 GIA to continue its Inmate Reentry Program with the

Department of Corrections and Rehabilitation enabling USH to continue its programs through the first half of 2025.

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.

USH maintains an office at the Waikiki Health Center. This space is utilized for consumer support groups and computer education classes. USH also has one 10 x 20 work and storage spaces at the Hawaii Self Storage.

USH rents space at various churches and other charitable organizations, to host its social events. The popular "Fourth Friday" is now at the Hongwanji Mission, at 924 University Avenue. Their social hall provides room for 100 consumers who regularly look forward to each Fourth Friday. Other events and support groups utilize similar spaces on an as needed basis.

The Warm Line operators work from home utilizing modern telecommunications technology. Consumers are urged to attend USH activities online, at the USH office and other social activities.

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.

This request will cover staffing costs for the USH Director (25%), 1 Warm Line Supervisor (20 hours per week) and 3 warm line operators (25 hours per week).

Bud Bowles – Executive Director, MSW, CPRP, HCPS, provides overall supervision of the agency as well as being a backup operator. Mr. Bowles has been managing support groups and recovery programs for the last 22 years. He has also participated in the peer mentoring of released inmates for the last 10 years.

The warm line supervisor and the 3 warm line operators have a minimum of 2 years' experience and have received warm line training from Mr. Bowles. Laretta Dubin, a retired Queen's RN from is the warm line supervisor. She provides previous years of on-hand, in person experience to the program.

All staff supervision and training will be conducted by the Executive Director, the warm line supervisor and by board members who have medical and/or behavioral health experience.

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 Organization Chart

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 - \$65,000 full time (\$16,250 attributed to this program)

Warm Line Operators - \$24,000 part time

Warm Line supervisor - \$10,000 part time

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.

USH has no pending litigation to which we are a part, including any outstanding judgement.

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.

AMHD Peer Mentoring Certification (Executive Director and current Peer mentors on staff.) Warm Line Operator Training (all operators) taught by USH Executive Director William Bowles.

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.

Grant funds will not be used to support sectarian or non-sectarian private educational institutions.

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

USH will apply for pertinent grants as they are available. Discussions with the DOH Adult Mental Health Division and the Hawaii State Hospital may provide service contracting opportunities. Yet, specific funding for a warm line remains unavailable.

Discussions with other Mental Health Organizations such as NAMI and Mental Health Kokua, Mental Health America will discuss the possibility of a merger or integration of USH services into their operations. This option may end the “Consumer Run Mental Health Organization” model in Hawaii.

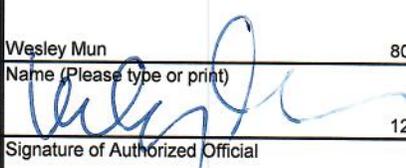
- (b) Not received by the applicant thereafter.

“Consumer Run Mental Health Organization” has been a national trend in community mental health services. Many States which did not have or support such an organization have reevaluated this issue and as of today there are such organizations in 41 States. In some instances, these organizations receive Federal and State financial support.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: United Self Help

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	98,250			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	98,250			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	2,400			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	6,000			
5. Staff Training				
6. Supplies				
7. Telecommunication	4,800			
8. Utilities				
10.				
11.				
12.				
13.				
14.				
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18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	13,200			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	111,450			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	111,450	Wesley Mun 808 358-5898		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official 12/30/25 Date		
TOTAL BUDGET	111,450	Wesley Mun, President Board of Directors Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: United Self Help

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: United Self Help

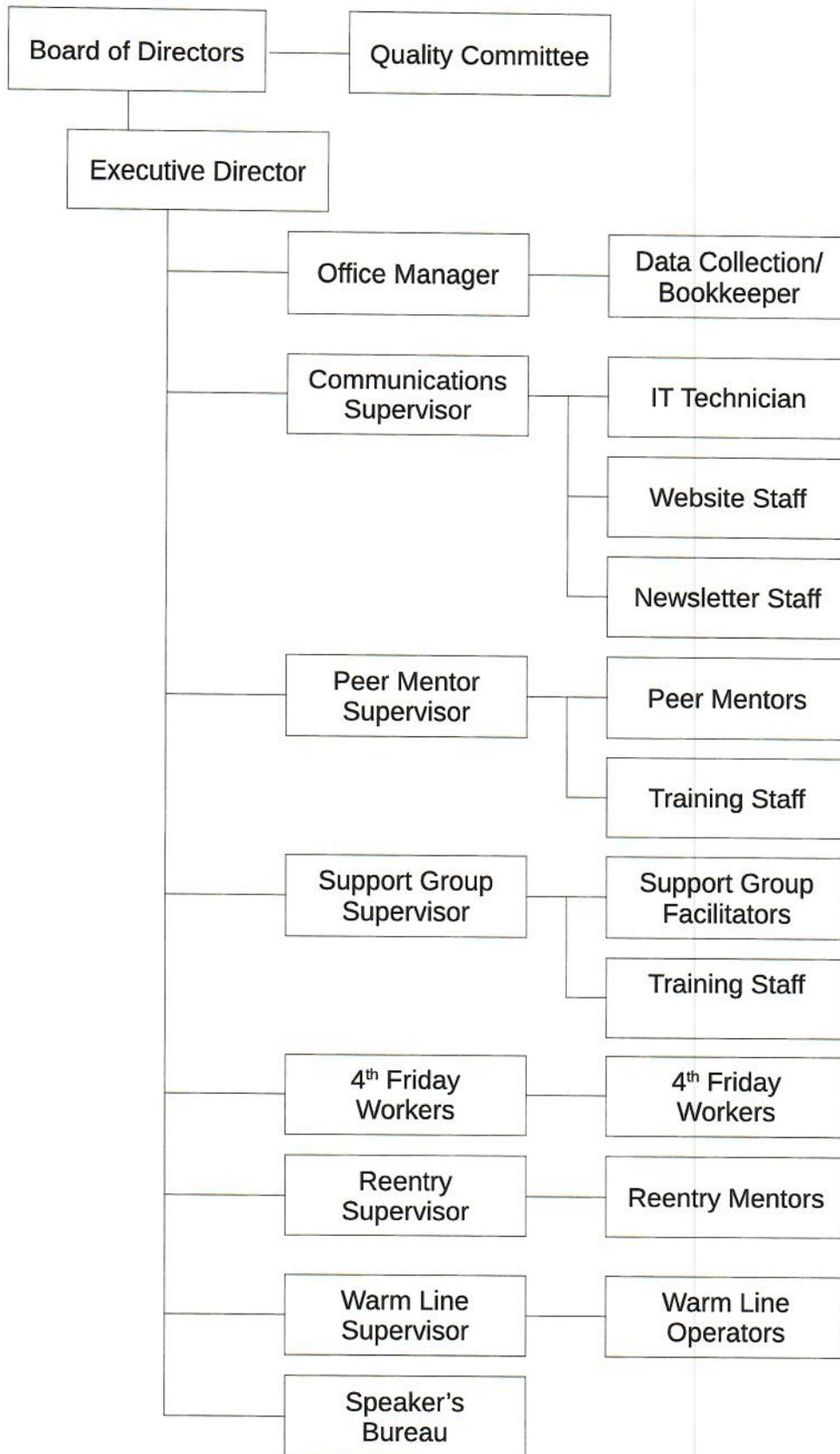
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: NOT APPLICABLE						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: United Self Help

Contracts Total: 18300

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Offender Release Ride Services		Department of		
2	Contract No. 73549	11/16/25 to	Corrections and	State of Hawaii	18300*
3		11/15/2026	Rehabilitation		
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14	* The contract amount was listed at \$100,000.				
15	Based on USH's historical records of providing a				
16	similar service for 10 years, the actual amount				
17	paid at \$100 per pickup will be approximately				
18	\$18300. There will only be 183 pickups annually.				
19					
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United Self-Help Organization Chart



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: UNITED SELF-HELP

DBA/Trade Name: UNITED SELF-HELP*

Issue Date: 01/23/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: XXXXXX8997

DCCA FILE#: 66630

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Waived
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