

House District 18-33, 45-51
Senate District 8-15, 23-25

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

I. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

FAMILY PROMISE OF HAWAII

Db: same

Street Address: 245 N. KUKUI ST., SUITE 101, HONOLULU, HI. 96817

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MARY SAUNDERS

Title Executive Director

Phone # 548-7478

Fax # 548-7485

E-mail director@familypromisehawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
 FOR PROFIT CORPORATION INCORPORATED IN HAWAII
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL
 OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FAMILY PROMISE OF HAWAII WILL PROVIDE HOUSING PLACEMENT FOR HOMELESS FAMILIES WITH CHILDREN UTILIZING A COMMUNITY SHELTERING MODEL TO MAXIMIZE THE IMPACT ON FAMILIES AS THEY TRANSITION TO SUSTAINABLE INDEPENDENCE. OVER 200 PARENTS AND CHILDREN WILL RECEIVE SUPPORT SERVICES AND HOUSING ASSISTANCE. FAMILIES ARE PROVIDED WITH DAILY SHELTER, MEALS, WEEKLY CASE MANAGEMENT, ALONG WITH FINANCIAL LITERACY AND TENANT TRAINING CLASSES. FAMILIES IN OUR REGULAR PROGRAM WILL TRANSITION INTO HOUSING WITHIN 90-100 DAYS ALLOWING TIME TO SAVE MONEY, LEARN BUDGETING SKILLS AND SECURE/MAINTAIN FULL-TIME EMPLOYMENT. FAMILY PROMISE WILL TRACK FAMILIES FOR AT LEAST 12 MONTHS TO ENSURE RESOURCES AND SUPPORT ARE IN PLACE TO ENSURE LONG-TERM HOUSING STABILITY.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 125,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 52,328 (GIA ENDING 4/30/17)

FEDERAL \$ _____

COUNTY \$ 81,000 (CDBG)

PRIVATE/OTHER \$ 65,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

AUTHORIZED SIGNATURE

MARY SAUNDERS, EXECUTIVE DIRECTOR
NAME & TITLE

01/20/17
DATE SIGNED



RECEIVED

1/20/17 ma

Application for Grants

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

I. 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;

For the past ten years, Family Promise has provided housing and support services to families with children experiencing homelessness. Since 2006, it has been our privilege to serve over 1,600 homeless parents and children on Oahu. Our mission is to mobilize existing community resources to aid families with children experiencing homelessness and help them transition to sustainable independence. Our two Oahu day centers provide laundry, showers, mail, phone, computers and weekly case management 365 days a year. Each year we provide housing and support services to approximately 230 parents and children experiencing homelessness. Last year, 100% of our regular program guests had at least one parent employed full-time by the time they left our program and 80% of our families were successfully housed. Our average length of stay until being housed was 101 days last year.

Family Promise has committed to the housing first philosophy. We rapidly re-house families with children into sustainable housing, usually within three to four months. A high percentage of our guests are children, many under the age of 5. Short shelter stays are critical to children since 28% of homeless children go to 3 or more schools in a year (National Center on Family Homelessness). Research shows that each school transfer delays cognitive development by several months; therefore it is critical to minimize housing transitions. We know of no other local program who boasts such a high success rate and such a short length of stay. Our Program Manager and often volunteers, continue their relationships with families after they secure housing to ensure that they are receiving appropriate services during this period of transition.

Family Promise of Hawaii believes that the best way to combat family homelessness is through a collaboration of services and partnering with the community. In 2015, we served 43 families and 34 successfully secured housing last year through our program. Families stay at our day centers and community hosting sites provide overnight shelter and meals each evening. Our community sheltering model allows a large portion of the community to get involved in ending family homelessness in Hawaii. With over 1,000 volunteers, we give families an immediate sense of belonging to the community. Families sleep each evening in one of thirty Family Promise host sites and are fed dinner and breakfast. Each host site shelters families 4x per year or once a quarter for one week (7 days) at a time. Families are connected to these dedicated community

volunteers and form lasting bonds with many of them. Our volunteers are also a great resource for housing and employment. Our guests are so grateful for this outpouring of unconditional support and understanding from the community. Our volunteers, families and FPH staff share a common goal of providing immediate resources to unsheltered families so that they can quickly be placed in housing.

The United States Interagency Council on Homelessness (USICH) has set a goal of ending family homelessness by 2020. Our commitment to housing families must be greater than ever. Every child should have access to safe, affordable housing, educational opportunities and healthcare. While decreases have been made in areas of homelessness (such as veteran homelessness), there have not been as much progress in the area of family homelessness. Our current work with Iain DeJong of OrgCode (VI-SPDAT creator) has helped guide how we can continue to lower program barriers so that more families receive assistance finding long-term housing. We are currently working with Iain on Housing First and coordinated entry for families that we plan to roll out in early 2017.

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

Outputs:

At the end of the 12 month period we anticipate that:

- We will have provided temporary shelter through our network of host site facilities and three nutritious meals daily to a minimum of 110 Oahu parents and children;
- Daily use of our Honolulu center to an additional 110 parents and children on our waitlist through our day program
- Provide over 10,000 shelter bed nights;
- Provide over 30,000 meals
- Provide over 11,000 showers/baths
- Provide over 1,000 loads of laundry service
- We will have provided professional case management services as described above to a minimum of 220 Oahu parents and children;
- We will have provided financial literacy, tenant and nutrition classes to enhance our current housing services
- Provide over 1,500 volunteers to care for our families

Nutrition, shelter, meals and personal hygiene are essential to preventative health and well-being. Family Promise of Hawaii will provide food, shelter and healthcare related services (shower, laundry, sleeping supplies and personal hygiene items) to over 220 parents and children.

Outcomes:

At the end of the 12 month period, we anticipate that:

- The number of homeless Oahu parents and children will have decreased by over 130 as they transition to long-term, permanent housing;

- That employment situations will be maintained and/or improved through our job and education assistance services;
- That healthier lifestyle habits (nutrition and exercise) will be improved for our families with children;
- Parents will have tools to help ensure long-term sustainability through financial literacy and tenant training classes

Indicators:

At the end of the 12 month period, we anticipate that:

- We will transition at least 30 Oahu families with children to long-term, stable housing within approximately 90 days;
- We will maintain/improve the employment situation and ensure appropriate full benefits enrollment for at least 220 Oahu parents and children; and
- We will provide financial literacy and tenant training classes for homeless families.

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

In the past few years, Hawaii has experienced an increase in the number of homeless families, especially on the island of Oahu. **Hawaii has the highest rate of homelessness per capita among the fifty states.** City sweeps of encampments, expansion of the sit-lie ban and lack of affordable housing have become a part of our everyday news. Service providers have ever increasing pressure to serve more clients with very limited resources.

Family Promise of Hawaii assists families with children experiencing homelessness and helps them transition to sustainable independence. Support of our program is used for housing and support services for the more than 200 parents and children who are served annually through our two centers in Kailua and Honolulu. Unfortunately, families with children continue to be a growing population of the homeless community. We serve families from all over the island of Oahu and offer daily shelter, meals and case management at one of our two day centers located in Windward Oahu and Honolulu. Each year, we place at least thirty families into long-term housing.

Current government contracts are aligning with HUD requirements nationwide. The State of Hawaii recently released a shelter program RFP that adopted drastic performance measures to align with Housing First. While lowering barriers and working with a Housing First framework is important, the nature of our model does not allow for a no barrier policy since our families sleep at community host sites each night. Therefore, the state shelter contract was not awarded.

With the support of the State of Hawaii Grant-in-Aid, we want to continue to move more families into long-term housing. While we would like your support in providing the services that move these homeless families to permanent housing, we are also including in our support services enhanced financial literacy classes through American Savings Bank (ASB) and tenant training through property manager Marcus & Associates.

Hawaii currently has a reported 7,921 homeless and more than half (4,308) of them are unsheltered living on beaches, city streets and in their cars (January 2016 Point-in-Time count). Unfortunately, families with children continue to be a growing population of the homeless community.

4. *Describe the target population to be served; and*

Approximately 22% of all children in this country (about 16 million) are among the nation's poorest families. Although children are 24% of the population, they represent 34% of people living in poverty. (The National Center on Family Homelessness). The Homeless Service Utilization Report (Hawaii 2015) states that persons in families make up the greatest number of shelter clients.

In Hawaii, the minimum wage is currently \$9.25 per hour. The income needed for a two-bedroom apartment is \$32.14 per hour and 31% of Hawaii households pay more than 50% of their income to rent (The National Center on Family Homelessness). At Family Promise, 100% of our families have at least one parent employed full-time. Many of our families have two working parents but still struggle to make a living wage and find housing that they can truly afford. A single event such as job loss, illness, injury or one large household bill can push a vulnerable family into homelessness. In addition to financial literacy and case management, families were also offered EFNEP nutrition classes and fitness classes.

5. *Describe the geographic coverage.*

We serve families from all over the island of Oahu with two shelters located in Windward Oahu and Honolulu.

II. 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;*

Family Promise of Hawaii has been focused on Housing First principles for several years now. Our focus increased in our two-year work with Iain DeJong of OrgCode (VI-SPDAT creator) in applying Housing First principles to our program. Lowering program barriers and focusing on unsheltered families became an immediate priority. Our service goals are to quickly locate and provide access to housing for homeless families with children. Individualized housing plans begin as soon as a family enters our program. Shelter, meals, transportation and hygiene supplies are all provided free of charge as soon as guests are welcomed into our program.

Our program model immediately connects families to community supports to promote greater stability and a sense of belonging. Families are sheltered and fed each evening by community host sites. Families rotate every seven days to one of thirty sites. Community volunteers bring dinner and breakfast and sleep overnight with the families. The bonds formed between our program guests and these volunteers are often long-lasting and meaningful giving families an immediate sense of acceptance into a close-knit community. Activities (especially on holidays) are often planned for program guests. Our program model encourages community building, a sense of hope for families and stability.

In 2016, a non-congregational host site joined us to host families each quarter in apartments owned by Building Futures, LLC. Students from nearby Iolani School provide the meals. In addition, our program is enhanced by partnerships with American Savings Bank (financial literacy classes for both current **and** graduated families) and Marcus & Associates for tenant training.

Currently, 100% of our families transitioned into permanent housing (2016). We placed 33 families into housing. The main role of the Housing Specialist is to expedite the permanent housing placement process for both regular and day Program families. This includes: 1) shortening lengths of stay by 20% which will allow for increased turnover and the ability to serve 20% more families per year for both the regular and day programs and 2) build a network of landlords and rental managers who are willing to offer rentals to our families.

Role of the Housing Specialist:

- Identifying affordable market rentals
- Making initial contact with landlord/rental manager/program staff
- Assisting families with all documentation and applications for housing and subsidy programs
- Accompanying families to rental showings to engage with landlords and rental managers
- Following up on applications
- Coordinating classes/workshops for families on housing-related topics such as "How to be a Good Tenant" so they can maintain their housing

Role of the Case Manager:

- Create and maintain a list of financial, health, mental health, legal, employment and housing resources for families to access.
- Connect and network with other employment, housing and income support programs to promote a smooth referral process for families. Assist families in accessing these resources and services as needed.
- Create a budget with each family, teach budgeting skills and coordinate financial literacy trainings for families to prepare them for successful transition to housing.
- Assist families with resumes and job searches and teach computer skills so they can easily access websites and job applications online.

- Follow-up either by phone or face-to-face with families each month for the first 3 months after discharge and then quarterly for up to a year. Escort families to initial meetings with other on-going services if possible and follow-up on their satisfaction.
- Respect the individuality and dignity of each participant and find effective ways of motivating them to either change behaviors or do things differently so they can achieve housing success.

There will be three full-time staff, a part-time housing specialist and 5 part-time practicum students per 40 participants at the Honolulu Center. The windward center will have one full-time staff and two practicum students per 14 participants.

Our focus is to transition families into housing and to sustain that through improved financial stability and an increased knowledge in the areas of job skills and education. Hawaii's homeless children are more susceptible to developmental delays, learning disabilities, childhood illnesses and poorer performance in school. Our program changes the lives of children and their families. When children have a stable home environment it is proven that they perform better in school, have a lower dropout rate, get sick less often and are less likely to try drugs. Our program provides a stable home environment as soon as they enter the program. Our large volunteer base provide much needed shelter and meals but also resource support.

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

Our timeline of activities and capacity is currently based on our number of community host sites (currently 30 active host sites). At any given time, we shelter 6-10 families in our program with an average length of stay of 90-110 days. When families move into housing families from our day program are quickly brought into the regular overnight program. Having the day program for waitlisted families not only helps us serve more families but enables us to quickly move families through the program. Day program families have full access to our day centers for laundry, showers, computer, mail, meals and case management. While we have lowered barriers (such as employment requirements) we are not able to accept guests with active drug and alcohol use. Our volunteers are not equipped to handle substance issues since families are sheltered each evening out in the general community (mostly, but not all of them, congregations). This community sheltering model has helped thousands of children and their parents escape homelessness and the in-kind value of our community sheltering is \$720,000 each year.

Our proposed work for the first 12 month period includes:

- At least 110 parents and children will work with Family Promise of Hawaii to move to long-term, stable housing within approximately three months of joining our program while improving their employment situations, enrolling in appropriate benefits programs and receiving relevant continuing education, job training, parenting and life skills classes;

- In addition to these families, an additional 110 parents and children will be served through our Day Program for waitlist families. The program allows up to 25 parents and children to utilize our Honolulu center for laundry, mail, computer/internet access, shower facilities, meals and weekly case management. Several of our waitlist families have been able to secure housing before having to enter the regular overnight program.
- The over 1,500 volunteers from host and support sites will work with Family Promise to become a part of the solution to the homeless epidemic on Oahu, particularly where it impacts our most vulnerable families with children. We will also continue to foster family values and change perceptions about the homeless among our existing community volunteers;
- Continue our business and community partnerships with American Savings Bank, Rotary clubs and Marcus & Associates to provide financial literacy classes, landlord guarantees/repairs and tenant training classes;
- Help educate and inspire the general public to become advocates towards ending homelessness in the State of Hawaii through community presentations and participation in education and advocacy activities with partners such as the Hawaii Community Foundation Housing ASAP program and Partners in Care;
- Provide an opportunity for community volunteers to work together to meet a community need through host congregation volunteer work, in-kind contribution drives, or financial support to Family Promise of Hawaii services;
- Promote community partnerships by continuing to educate community partners about the services we have available to support our mutual clients and linking Family Promise of Hawaii guests with resources and supportive services through referrals to partner agencies.

Our approach is unique in the following ways:

Community Building- We truly believe the only way to end homelessness is to actively involve, engage, and educate the surrounding community. Although services are important, we believe that service delivery in itself does little to address the underlying causes of homelessness. Without collaborative community support, we will never have the social or political will to prioritize resources to ensure that every child secures a stable, healthy home.

We've actively engaged over 1,500 volunteers to provide shelter, food, and support for our guest families. As our guests and volunteers share meals and lives together, they develop a true sense of family. Guests interact with potential employers, landlords, and other professionals in our volunteer network. This personal connection often proves the difference in giving our families equal opportunity and access. Families are given daily positive support and encouragement, increasing the determination required to transition through a difficult period of their lives. Ultimately, a large community family is created based on the shared belief that each individual has worth and deserves the dignity of shelter, food, and basic needs.

Family Stability- We strongly believe that 24-hour service enriched stability is required to help families break out of a “survival mentality” and start working towards creating a better future. When night shelter is solely provided, families often spend the day securing their belongings, stressing they won’t get a bed that evening, and staying close to the shelter to ensure their place. Little time or energy is left to spend on work, housing, and educational goals. Each month we shelter, feed and provide weekly case management for 6-10 families, as well as an additional 5-8 families in our Day program for waitlist families.

Accountability- It is our privilege to serve families and help them transition out of homelessness, not to provide mere shelter. This is a critical distinction that defines our approach. We believe that our guests are best able to help themselves and believe that the path to self-sufficiency is primarily self-directed. Due to our respect for our families, we work closely with them to help them achieve their goals. We partner to make weekly budgeting and housing goals. These goals primarily affect a family’s housing, income, savings, health, child care, and education.

Community Resources- We’ve identified that many buildings are left empty at night and can provide accommodations for homeless guests. We utilize unused facility space each evening for this purpose. We maximize the usage of community volunteers to keep minimal staff. Volunteers provide all evening staffing and provide daily meals at no cost. As a result of this, we operate at a much lower cost than other programs that provide similar services and benefits. We also have a community host site outside of the faith community sheltering families and providing long-term housing rentals. The in-kind value of this program model is \$720,000.

A recent (2015-16) Hawaii Community Foundation capacity building grant enabled us to survey our volunteer stakeholders. With feedback from 273 volunteers we were able to gather valuable program feedback as well and collect employment and housing resources for families.

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

Indicators:

At the end of the 12 month period, we anticipate that:

- We will transition at least 30 Oahu families with children to long-term, stable housing within approximately 90 days;
- We will maintain/improve the employment situation and ensure appropriate full benefits enrollment for at least 220 Oahu parents and children; and
- We will contribute to the decreased incidence of health-related issues through nutrition and an exercise program.

Outputs and outcomes will be tracked in HMIS, monthly program reports to staff and board, and quarterly reports through SMS Research. Program reports include bed nights, meals, volunteer hours, length of stay, utilization rate and family savings.

Family Promise has the capacity to serve 14 individuals (3-5 families) at a time per shelter. These timelines will be met by following a systematic process. When families first enter our program, they are each immediately assigned to a case worker who will be responsible for their case management throughout their participation in the program. To support the families in accessing the resources they need to successfully transition to independence, staff will create and maintain a list of financial, health, mental health, legal, employment and housing resources. If able-bodied adults in the family are not employed, they will be given resources and support in securing full-time employment. This includes:

- Resume-building
- Applying for jobs both online and in-person (including assistance with the computer if needed)
- Obtaining all necessary documents for the participant (e.g., social security card, picture I.D.)
- Practicing "mock" interviewing
- Providing references for participants and making connections with employers

The case worker will check in with the participant consistently throughout the week to ensure that they are on track for obtaining employment. Once employment is obtained, the case worker will be responsible for following-up with the participant. The case worker will meet *weekly* with their assigned family and work on the following:

- Creating a sensible budget and teaching budgeting skills
- Turning in bank balances and pay stubs
- Discussing any challenges the family is experiencing and problem-solving to resolve the issues
- Families will also receive financial literacy training, tenant training and food and nutrition classes to promote their health and vitality.

When a family is ready to start actively pursuing permanent housing, the case worker/Housing Specialist will assist the family with the following:

- Identifying affordable market rentals and transitional housing for families
- Making initial contact with landlord/rental manager/program staff
- Assisting families with all documentation and applications to housing and rental assistance programs

- Accompanying families to rental showings to engage with landlords and rental managers
- Following up on applications
- Networking with landlords and rental managers to foster new working relationships

Once housing is secured, the case worker will follow-up either by phone or face-to-face with families *each* month for the first 3 months after discharge and then quarterly for up to a year. Families will also be escorted to initial meetings with other on-going services if possible and the case worker will follow-up on the families' satisfaction with those services.

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.*

We will consider our homeless services program a success if we help at least 120 parents and children transition out of homeless into sustainable housing and an additional 100 individuals in our day program during the grant period. We also expect to see 100% of our families secure or maintain full-time employment. We will review qualitative input from families after each exit interview to continually improve our programs and operations. We are working with SMS Research to utilize a new guest exit evaluation to better serve our families. Program feedback from our guests will help us improve the way we serve families. SMS also provides quarterly data extracted from our HMIS numbers to help us look at trends in performance and assist us in using data to examine our core competencies on a regular basis.

In 2016, a capacity building grant from the Hawaii Community Foundation enabled us to conduct an in-depth volunteer stakeholder survey, as well as volunteer and family interviews, to get program feedback such as seek improvements, learn what works well and why our volunteers stay with our program for such long periods of time. We also collected employment and housing resources for families through this survey process. We were pleased to have 273 survey respondents. Most volunteers stated that they continue to volunteer because they can see the program working as families are housed each quarter.

We will hold quarterly meetings with volunteer coordinators from each host site in order to evaluate our programs and to provide on-going training. Reports prepared for other funding partners also provide for valuable dialogue that helps to inform our success in positively impacting the community and following industry best practices.

We continue our participation in the Hawaii Community Foundation's Housing ASAP Program (scheduled to end in September, 2017). The program was designed to advance the goal of ending family homelessness, reduce time families are placed in stable housing, increase number of families placed in housing, increase number of families that remain stably housed and develop a

network of change agents collaborating to end family homelessness. Our participation allowed us to solidify our place amongst our peers to make positive changes toward ending family homelessness. Leadership coaching and an organization assessment allowed us to strengthen our own organization and leadership. Participating in this groundbreaking network of change agents provided positive growth for our staff and board. It has also helped us examine how we serve our families and ways in which we can try to reach more in need.

Our program information is regularly updated in the HMIS (Homeless Management Information System) that is also reviewed by SMS Research. Program statistics (program guests, guest savings, length of stay, bed utilization rates, etc...) are updated at the end of each month and reviewed by staff. Statistics are then reviewed by board members at each board meeting. Current shelter bed nights are submitted in conjunction with our reporting for the shelter program contract. Monthly or quarterly reports to the state will be provided based on contract specifications.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
5
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
31,250	31,250	31,250	31,250	125,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

GIA FY18	103000.00
CDBG FY17	82,000.00
Friends of Hawaii Charities	10000.00
Private Foundations	105,000.00

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 and grants it has been and will be receiving for program funding.

1) Contract #: CT-DCS-1700103

Agency: Dept. of Community Services (CDBG FY16)

Contact Person Info.: Pamela Akena, (808) 768-7756, 715 South King Street,
Suite 311, pakena@honolulu.gov

Description of service: Housing Placement for Homeless Families

2) Contract #: DHS-16-HPO-3133 (State GIA)

Agency: DHS

Contact Person Info.: John Gibo, (808) 586-7066, 820 Mililani Street, Haseko Center,
Suite 606, jgibo2@dhs.hawaii.gov

Description of service: Housing & Support Services for Homeless Families with Children

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

\$ 586,907.08

IV. Experience and Capability

A. 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.

For the past ten years Family Promise has been helping homeless families get back on their feet through our support services and resources for long-term housing. Family Promise of Hawaii believes that the best way to combat family homelessness is through a collaboration of services and the involvement of the community. Besides working with other social service agencies (PIC, HousingASAP) to reduce family homelessness our community partnership with Building Futures, LLC provides temporary shelter as well as long-term rental opportunities for families transitioning out of homelessness. Four families moved into their long-term rentals in 2016. The Metro Rotary Club will encourage landlords to take a chance with our families by providing repair assurances up to \$2,000 and American Savings Bank conducted financial literacy classes this year for current and graduated families to help keep families on track with budgeting and housing sustainability. Our newest partnership is with Marcus & Associates to provide tenant training to help families learn how to be better tenants and avoid possible eviction.

In 2014, Family Promise of Hawaii was selected to participate in the Hawaii Community Foundation's Housing ASAP Program. This three-year program (ending in September 2017)

requires monthly commitments from our Executive Director and Program Manager. The program was designed to advance the goal of ending family homelessness, reduce time families are placed in stable housing, increase number of families placed in housing, increase number of families that remain stably housed and develop a network of change agents collaborating to end family homelessness. Our 2015 network goals were to place 20% more families into permanent housing than in 2014. We exceeded that by placing 30% more families for a total of 284 families. The network participants (ASI/Kahumana, Catholic Charities, Family Life Center, Hope Services, IHS, Waikiki Health, US Vets and FPH) represent half of the shelter beds in the state yet served 66% of homeless families that transitioned into permanent housing from January through September 2015.

Family Promise of Hawaii is committed to leveraging community partnerships to alleviate homelessness. FPH regularly partners with organizations such as: Aloha Harvest, Alu Like, Americorps, Caravan/Waikiki Health Center, Castle Medical Center, Catholic Charities Hawaii, DHS, DOE, EFNEP (Emergency Food and Nutrition Education Program), FACE (Faith Action for Community Equity), Family Life Center, Girl Scouts of America, HCAP, Helen Wai Financial Counseling, HPHA, Hawaii Food Bank, Hope Services Hawaii, Housing Solutions, IHS, Kahumana Community (ASI), Kalihi-Palama Health Center, Kamehameha, Scholarship Programs, Kapi`olani Community College, Service Learning, Kapi`olani Medical Center, Locations Foundation, Liko A`e Native Hawaiian Scholarship Program, Myron B. Thompson School of Social Work, Next Step Shelter, Nu`uanu YMCA, Office of Social Ministries, PACT, Palama Settlement, PATCH, Parentline, Partners in Care, Punahou School Luke Center, Iolani School, Queen Lili`uokalani Children's Center, River of Life, Rotary Clubs, Salvation Army Family Treatment Center, University of Phoenix, UH Center on the Family, Waianae Community Outreach, Waikiki Health, Waimanalo Health Center, Weinberg Village Waimanalo, Windward YMCA, and the Windward Homeless Coalition.

Current Contracts verifying experience of related projects:

- 1) Contract #: DHS-14-HPO-1002-SA04
Agency: DHS - HPO
Contact Person Info.: Paul Ruddell, (808) 586-7070, 820 Mililani Street, Haseko Center, Suite 606, PRuddell@dhs.hawaii.gov
Description of service: Shelter Program
- 2) Contract #: CT-DCS-1700103
Agency: Dept. of Community Services (CDBG FY16)
Contact Person Info.: Pamela Agena, (808) 768-7756, 715 South King Street, Suite 311, pagena@honolulu.gov
Description of service: Housing Placement for Homeless Families
- 3) Contract #: DHS-16-HPO-3133 (State GIA)
Agency: DHS
Contact Person Info.: John Gibo, (808) 586-7066, 820 Mililani Street, Haseko Center, Suite 606, jgibo2@dhs.hawaii.gov
Description of service: Housing & Support Services for Homeless Families with Children

- 4) Contract #: 6088
Agency: Hawaii Community Foundation
Contact Person Info.: Cecilia Fong, 566-5561, 827 Fort Street Mall,
cfong@hcf-hawaii.org
Description of service: Capacity Building

- 5) Contract #: None
Agency: Na Lei Aloha Foundation
Contact Person Info.: Charlene Flanter, 942-1848, 1953 S. Beretania St., Suite 4C
cflanter@naleialoha.org
Description of service: Housing & Support Services for Homeless Families with Children

- 6) Contract #: 041504
Agency: HMSA Foundation
Contact Person Info.: Jason Paloma, 380-3727, 615 Piikoi St., Suite 815
Jason_Paloma@hmsa.com
Description of service: Housing Transition for Homeless Families

B. 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.

Our two day centers (Honolulu and Windward Oahu) are open 365 days a year to serve as a temporary home base for homeless families. Both centers have kitchen, laundry, shower, play areas and family designated computers.

V. Personnel: Project Organization and Staffing

A. 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.

There will be three full-time staff, part-time housing specialist and 5 part-time practicum students per 40 participants at the Honolulu Center. The windward center will have one full-time staff and two practicum students per 14 participants.

The main role of the Housing Specialist is to expedite the permanent housing placement process for both regular and day Program families. This includes: 1) Shortening lengths of stay which will allow for increased turnover and the ability to serve more families per year for both the regular and day Programs and 2) build a network of landlords and rental managers who are willing to offer rentals to our families. We hope to meet these outcomes by doing the following:

- Identifying affordable market rentals
- Making initial contact with landlord/rental manager/program staff
- Assisting families with all documentation and applications for housing and subsidy programs
- Accompanying families to rental showings to engage with landlords and rental managers
- Following up on applications
- Coordinating classes/workshops for families on housing-related topics such as "How to be a Good Tenant" so they can maintain their housing (in partnership with Marcus & Associates)
- Networking and connecting with landlords and rental managers to foster new working relationships and provide them with information about our program's successes so they are more willing to rent to our families.

Mary Saunders, Executive Director, joined the organization in March 2011 after serving for over five years as the executive director of the Rotary Club of Honolulu. Mary oversees all of the daily operations and is responsible for the developmental, financial and administrative duties of the organization. Prior to joining the nonprofit world, Ms. Saunders was the State Supervisor for the National Assessment of Educational Progress (NAEP) for over eight years. NAEP is a congressionally mandated assessment for the U.S. Department of Education. Mary holds a B.A. in English Literature from the University of Colorado.

Christel Magallanes, MSW, is our Program manager and supervises all social service provision and case management activities. She worked for over five years with the Hawaii Department of Education. There she provided behavioral support with individuals that had intellectual and developmental disabilities. Christel currently works as a habilitation worker part time to assist

people with disabilities to be actively involved in the home and community setting in order to maximize their independence. She was awarded her master's degree in social work with a concentration in behavioral mental health in 2016. She completed her master's practicum at Family Promise in 2014.

Christy MacPherson, LCSW, is our Housing Specialist. She has over 15 years of experience working with at-risk families and specialized experience in the areas of mental health, domestic and substance abuse and community development. In addition to serving as the Program Manager for Family Promise of Hawaii for the last ten years, she has worked with Child & Family Service, FACE (Faith Action for Community Equity), ACT (Assertive Community Treatment), Salvation Army Family Treatment Services, and YMCA Outreach Services. She was awarded her Masters of Social Work degree from the University of Hawaii in 1998.

Executive Director, Mary Saunders, and Program Manager, Christel Magallanes have completed Aloha United Way's RBA (Results Based Accountability) Training (October 2016-January 2017). The training is conducted by Child & Family Service, Institute for Training and Evaluation. The series was designed in partnership with AUW to support the work of our partner agencies, enhance performance measurement and community impact. RBA was developed by Results Leadership Group partner and founder of the Fiscal Policies Studies Institute, Mark Friedman. CFS is the only licensed provider of RBA in the State of Hawaii. Sessions included:

- *Session One: Creating Results Culture Change and an Introduction to Results-Based Accountability*
- *Session Two: Results-Based Accountability and How it Works*
- *Session Three: Population Accountability and Performance Accountability: Session three will present population and performance accountability and help participants get from talk to action.*
- *Session Four: Results-Based Decision Making: Bringing it All Together: The last session will help participants understand the relationship between population and performance accountability.*

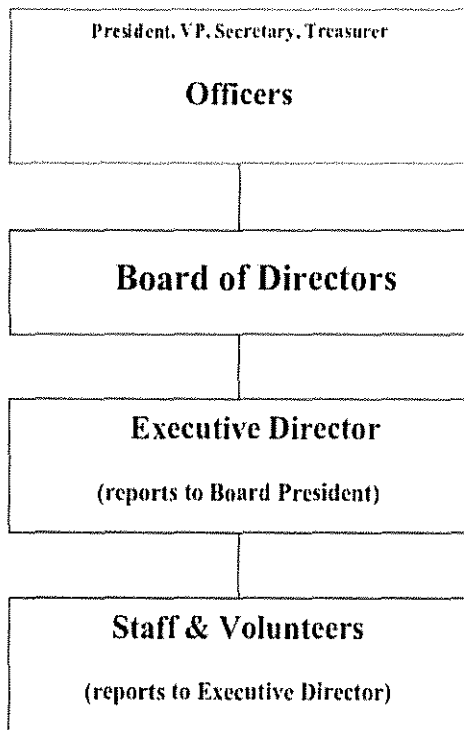
Staff trainings are ongoing and regular in several different avenues. Our Hawaii Community Foundation HousingASAP program includes leadership coaching, national conferences and consultant trainings with Iain DeJong of OrgCode. These trainings include Housing First and Coordinated Entry for Families. The trainings are scheduled to run through most of 2017. In addition, trainings offered through AFP (Association of Fundraising Professionals), HANO, Partners in Care (such as HMIS trainings) and other training opportunities are utilized whenever possible.

The program committee comprised of board members, program staff and the Executive Director meet regularly to review progress, housing and host site recruitment. Laura E. Thielen is our current program chair and has had extensive experience working with the homeless.

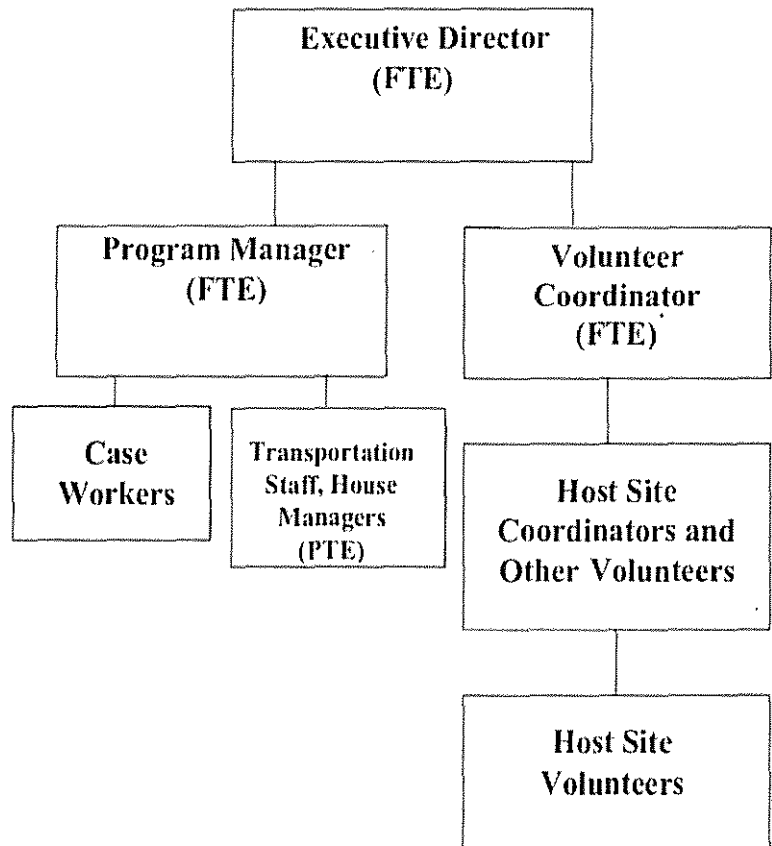
B. Organization Chart

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.

Organizational Chart



Program Chart for Shelter



C. 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

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but*
- (2) Not received by the applicant thereafter.*

No fees are assessed to program guests so all program funding comes from grants, individual donations, congregational donation, private foundations, City & County of Honolulu and the State of Hawaii. Many of our hygiene supplies (diapers, deodorant, shampoo, etc.) are donated by community service organizations.

We diversify our funding as much as possible to ensure financial longevity. Our fund development committee (comprised of board members and the Executive Director) meet to continue seeking our new avenues and funding opportunities. All board members assist annually with fundraising events, donate annually and provide individual donor lists for our annual appeal letter.

A private accountant (paid consultant) handles bookkeeping services and tracks expenditures for grants using QuickBooks for Nonprofits. Two CPA's sit on our finance committee and monthly financial statements are presented to the committee. Financial statements are reviewed by the Treasurer and Finance chair at every board meeting. Formal protocols are in place for all financial transactions at FPH as specified in our annual independent audit. Full annual audits are conducted each year.

If the State GIA award is not awarded for subsequent years, we will proceed with the program while utilizing other funding streams and continuing to seek out other diversified revenues. Like most nonprofits we continue to seek out new funding streams while also engaging our stakeholders in continuing to support our families.

E. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016.

See attached.

**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.
- 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.

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.

FAMILY PROMISE OF HAWAII
(Typed Name of Individual or Organization)



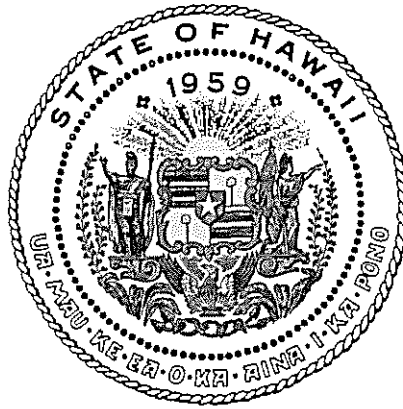
(Signature)

1/20/17

(Date)

Mary Saunders
(Typed Name)

Executive Director
(Title)



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

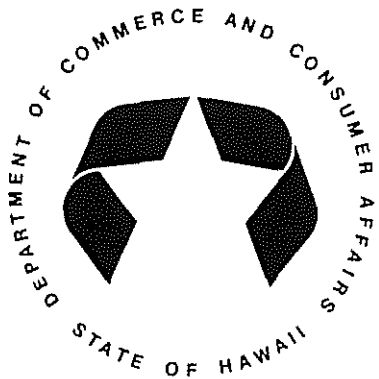
FAMILY PROMISE OF HAWAII

was incorporated under the laws of Hawaii on 04/11/2005 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 09, 2017

Director of Commerce and Consumer Affairs



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Family Promise of Hawaii

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	54,020		80,700	15,000
2. Payroll Taxes & Assessments	4,133		6,173	
3. Fringe Benefits	6,047		2,160	
TOTAL PERSONNEL COST	64,200		89,033	15,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance			3,000	
3. Lease/Rental of Equipment				
4. Lease/Rental of Shelter	45,120		56,640	
5. Staff Training				
6. Supplies	10,320		2,737	1,000
7. Telecommunication	1,200			
8. Utilities	2,000			
9. Family Transportation - Van, Bus Passes			4,840	
10. National Affiliate Dues			3,000	
11. Rental Subsidies				14,000
12. Payroll Service	2,160			
13. Operating Support				10,000
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	60,800		70,217	25,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	125,000		159,250	40,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Mary Saunders 548-7478		
(b) Total Federal Funds Requested		Name (Please type or print) _____ Phone _____		
(c) Total County Funds Requested	159,250	[Redacted Signature] 1/20/2017		
(d) Total Private/Other Funds Requested	40,000	Signature of Authorized Official _____ Date _____		
TOTAL BUDGET	324,250	Mary Saunders, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Family Promise of Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$77,000.00	16.00%	\$ 12,320.00
Program Manager	1	\$49,000.00	30.00%	\$ 14,700.00
Volunteer Coordinator	1	\$40,000.00	30.00%	\$ 12,000.00
Housing Specialist	0.5	\$30,000.00	50.00%	\$ 15,000.00
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TOTAL:				54,020.00

JUSTIFICATION/COMMENTS:
 The Executive Director oversees all aspects of the program & provides program support; the Program Manager provides counseling, financial literacy & housing transition support; the Volunteer Coordinator manages the approximate 1500 volunteers who provide overnight lodging & meal service for families; the Housing Specialist works closely with the Program Manager to help families secure more permanent housing solutions.

GOVERNMENT CONTRACTS AND / OR GRANTS

App: Family Promise of Hawaii Contracts Total: 173,324

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	CDBG FY16	10/15/16-9/30/17	DCS	C&C of Hon	81,000
2	Shelter Contract	08/01/16-1/31/17	DHS	State	39,996
3	State GIA FY16	05/1/16-4/30/17	DHS	State	52,328
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