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IA-0000000567

Individual Application

Application ID	IA-0000000567	Account	
Application Status	Submitted	Contact	Jessica Thompson

ACT 310 - Application for Grants

Legal Name of Requesting Org/Individual	Hawai'i Island United Way	DBA	
Type of Business Entity	501 (C)(3) Non-Profit Corporation	Existing Service(Presently in Operation)	Yes
Mailing Address	688 Kinoole Street, Suite 201 Hilo, Hawaii 96720 United States	Amount of State Funds Requested	\$80,046.00
Island			

Program Overview

Program 1 Overview	Emergency Food and Shelter Program (EFSP) Overview for Hawai'i Island United Way The Emergency Food and Shelter Program (EFSP) is a federally funded initiative administered by FEMA and governed by a National Board chaired by United Way Worldwide. It provides supplemental funding to local nonprofits and public agencies to support individuals and families facing economic emergencies. Purpose EFSP funds are designed to: - Provide emergency food (meals or groceries) - Offer temporary shelter (including hotel/motel stays) - Prevent homelessness through rental/mortgage assistance - Avoid utility shutoffs with utility bill support - Cover transportation costs related to food or shelter access - Purchase essential supplies and equipment for feeding or sheltering Local Administration Hawai'i Island United Way plays a key role in administering EFSP funds locally by: - Convening a Local Board composed of community leaders and service providers - Advertising funding opportunities to eligible nonprofits and public agencies - Reviewing applications and allocating funds based on community needs - Ensuring compliance and reporting to the National Board Eligibility Organizations must: - Be nonprofit or government entities - Have a demonstrated capacity to deliver emergency food, shelter, or financial assistance - Practice non-discrimination - Maintain sound financial management Impact on Hawai'i Island EFSP funding has historically supported: - Food pantries and meal programs - Emergency shelters and transitional housing - Rent and utility assistance programs
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Transportation services for vulnerable populations

These funds are critical in helping Hawai'i Island United Way and its partners respond to the urgent needs of residents facing housing instability, food insecurity, and financial hardship.

Program 2 Overview

Program 3 Overview

Department Notes

Agency Eligibility

Recipient of Terminated Federal Funding	Yes	Able to Provide Documentation Evidence	Yes
Serves Negatively Impacted Populations	Yes	Narrative	N/A
Date Funding Stopped	1/27/2025		

Amount of Other Funds Available

State Fund Total Amount		County Fund Total Amount	
Federal Fund Total Amount		Private/Other Fund Total Amount	
Total Amount of State Grants	\$0.00	Unrestricted Assets	

Contact Person for Matters Involving this Application

Applicant Name	Jessica Thompson	Applicant Title	President and Chief Professional Officer
Applicant Phone	808-498-1196	Applicant Email	cpo@hiuw.org

State of Hawaii Eligibility

Organization is Licensed or Accredited	Yes	Nonprofit is a 501c3	Yes
Complies with Anti-Discrimination Laws	Yes	Nonprofit has Governing Board	Yes
Will not Use State Funds for Lobbying	Yes	Is Incorporated Under Laws of State	Yes
Will Allow Access to Audit Records	Yes	Has Bylaws and Policies	Yes

Account Information

Organization Name	Hawai'i Island United Way	Organization DBA	
EIN	██████████	Street	688 Kinoole Street Suite 201
Account Email	info@hiuw.org	City	Hilo
Account Phone	808-935-6393	State	HI
Website	http://www.hiuw.org	Zip	96720
Mission Statement	To connect people, organizations and resources to build a healthier Hawai'i Island.		

Point of Contact

Point of Contact First Name	Jessica	Point of Contact Last Name	Thompson
Point of Contact Title	President and Chief Professional Officer	Point of Contact Email	cpo@hiuw.org
Point of Contact Phone	808-498-1196		

Leadership

Leadership First Name	Jessica	Leadership Last Name	Thompson
Leadership Title	President and CPO	Leadership Email	cpo@hiuw.org
Leadership Phone	808-498-1196		

Background and Summary

Applicant Background	Founded in 1967, Hawai'i Island United Way has served as a trusted community funder, supporting nonprofit organizations that serve the island's most vulnerable residents. Through our Community Impact Grants, we distributed over \$218,000 last year—raised primarily through local workplace campaigns and special events. We also administer funding for the Emergency Food and Shelter Program (EFSP) in partnership with FEMA and United Way Worldwide, helping ensure critical resources reach those in need. In addition to grantmaking, we operate a Nonprofit Network Hub that fosters collaboration and capacity-building among local service providers. In 2025, we launched a Furniture Bank out of our office space to support individuals and families transitioning into stable housing by providing essential household items
Funding Request Purpose	Goals 1. Secure Funding from state for EFSP* on Hawai'i Island Ensure Hawai'i Island United Way can fund and administer the Emergency Food and Shelter Program (EFSP) to support vulnerable residents. 2. Support Local Nonprofits and Social Service Agencies Strengthen the capacity of local organizations to provide essential services such as food, shelter, and supportive resources to individuals and families experiencing or at risk of hunger and homelessness. Objectives 1. Administer EFSP Locally Establish Hawai'i Island United Way as the administrator of EFSP funds, ensuring equitable and efficient distribution to qualified service providers. 2. Expand Service Reach and Impact Use EFSP funds to supplement and expand existing programs that provide emergency food, shelter, and supportive services across Hawai'i Island. *Background regarding EFSP Funds: Funding: The EFSP is funded by federal resources and is not contingent on a presidential disaster declaration. This means it can assist individuals facing non-disaster-related emergencies. Services Provided: The program can be used for a variety of services, including: Food Assistance: Providing served meals or groceries. Shelter: Offering lodging in mass shelters, hotels, or motels for up to 30 days. Financial Assistance: Covering one month of rent or mortgage payments to prevent eviction or foreclosure, as well as utility assistance. Transportation Costs: Assisting with transportation related to food or shelter needs. Emergency Repairs: Funding minor repairs essential for mass feeding or sheltering facilities. Sources: Allocation of Funds The EFSP National Board is responsible for allocating funds to jurisdictions (counties and cities) based on the most recent national population, unemployment, and poverty data. Local boards then review applications and award grants to organizations that provide services to those in need. FEMA.gov The Emergency Food and Shelter Program plays a crucial role in addressing hunger and homelessness across the United States by providing essential resources and support to local organizations. For more detailed information, you can visit the official FEMA website here. FEMA.gov
Geographic Coverage Served	Hawai'i County, with special focus on hard to reach rural areas, such as Ka'u.
Public Purpose or Need Served	Public Good: This grant supports the well-being of Hawai'i Island's most vulnerable residents by ensuring access to emergency food, shelter, and basic household resources. It strengthens the local safety net, promotes housing stability, and fosters community resilience through coordinated nonprofit efforts. Need to Be Served: The 2025 Alice Report by County shows that on Hawai'i Island, 48% of households live below the ALICE Threshold, meaning they are either living in poverty or are ALICE (Asset Limited, Income Constrained, Employed) households. These families earn above the federal poverty level but still cannot afford basic necessities such as housing, food, child care, transportation, and health care. The delay in federal Emergency Food and Shelter Program (EFSP) funding has left local nonprofits without critical resources to serve these families. This grant request seeks to fill that gap, allowing Hawai'i Island United Way to continue administering EFSP funds and support initiatives like the Furniture Bank and Nonprofit Network Hub, which directly assist ALICE households and those in poverty.
Target Population Served	Alice families and families who live in poverty.

Summary and Outcomes

Measure(s) of Effectiveness

Intended Outcomes

Increased access to emergency food and shelter for individuals and families experiencing or at risk of homelessness and hunger.
Improved housing stability through coordinated support services, including access to household items via the Furniture Bank.
Enhanced capacity of local nonprofits to deliver essential services through EFSP funding and technical support.
Strengthened community collaboration via the Nonprofit Network Hub, promoting shared learning and resource coordination.
Timely and compliant administration of EFSP funds in alignment with State guidelines.

Measures of Effectiveness

The following metrics will be reported to the State agency to objectively assess program achievement:

Number of individuals served with emergency food and shelter services.
Number of nights of shelter provided through EFSP-funded agencies.
Number of meals distributed to individuals and families in need.
Number of households receiving household items through the Furniture Bank.
Timeliness of fund disbursement to subgrantees (measured in days from award to distribution).
Compliance rate of funded agencies with reporting and documentation requirements.
Grantee satisfaction and feedback collected through post-award surveys and quarterly convenings.

Projected Annual Timeline

Timeline

Month 1: Award Notification & Planning

Receive EFSP funding award and confirm scope with the State.
Convene EFSP Local Board and finalize program guidelines.

Month 2: Outreach & RFP Release

Launch Request for Proposals (RFP).
Begin outreach to eligible nonprofit and governmental agencies.
Host informational sessions and offer technical assistance.

Month 3: Application Review & Selection

Review and score applications with EFSP Local Board.
Select grantees and notify awardees.

Month 4: Fund Disbursement & Onboarding

Execute grant agreements and disburse funds.
Provide onboarding and compliance training for grantees.

Months 5–8: Program Implementation & Monitoring

Agencies deliver services.
Conduct site visits, monitor progress, and provide ongoing support.
Coordinate with Furniture Bank and Nonprofit Network Hub for integrated services.

Month 9: Reporting & Evaluation

Collect final service and financial data.
Evaluate program outcomes.
Submit final reports to the State and share impact with stakeholders.

Quality Assurance and Evaluation Plans

Quality Assurance and Evaluation Plans

Hawai'i Island United Way will implement a comprehensive quality assurance and evaluation framework to ensure the effective administration of EFSP funds and continuous improvement of program outcomes.

Monitoring

Organizational Support Staff will conduct regular check-ins with funded agencies to monitor progress, troubleshoot challenges, and ensure compliance with program guidelines.
Regular reporting will be required from grantees, including service outputs (e.g., meals served, nights of shelter provided) and financial expenditures.

Evaluation

President and CPO will lead the evaluation process by analyzing service data, financial reports, and feedback from grantees and clients.

Key performance indicators (KPIs) will include number of individuals served, timeliness of fund disbursement, and client outcomes related to food security and housing stability.

Evaluation findings will be shared with the EFSP Local Board and used to inform future funding decisions and program improvements.

Continuous Improvement

Feedback loops will be established through quarterly convenings of funded agencies via the Nonprofit Network Hub.

Lessons learned and best practices will be documented and integrated into future RFPs, training materials, and technical assistance offerings.

Adjustments to program processes will be made based on evaluation findings and stakeholder input to enhance efficiency, equity, and impact.

Scope of Work**Scope of Work**

Hawai'i Island United Way will serve as the lead agency to administer Emergency Food and Shelter Program (EFSP) funds on behalf of the State of Hawai'i. The scope includes the following:

Responsibilities of President and CPO

Act as the fiscal and administrative agent for EFSP funds on Hawai'i Island.

Ensure compliance with State of Hawai'i EFSP guidelines and reporting requirements.

Convene and manage the EFSP Local Board to guide funding decisions.

Oversee equitable distribution of funds to eligible nonprofit and governmental agencies.

Monitor program performance and ensure accountability across funded partners.

Tasks and Assigned Responsibilities**Program Setup**

Confirm program requirements and funding levels with the State

Responsible: President and CPO

Establish EFSP Local Board and schedule initial planning meetings

Responsible: President and CPO

Grant Cycle Management

Develop and release a Request for Proposals (RFP)

--Responsible: Organizational Support Staff (under direction of President and CPO)

Host informational sessions and provide technical assistance to applicants

--Responsible: President and CPO and Organizational Support Staff

Facilitate proposal review and scoring with the EFSP Local Board

--Responsible: President and CPO

Notify selected agencies and execute grant agreements

--Responsible: Organizational Support Staff

Fund Disbursement and Oversight

Disburse funds to selected agencies

--Responsible: President and CPO and Organizational Support Staff

Track expenditures and ensure proper documentation

--Responsible: Organizational Support Staff

Conduct site visit or regular virtual check-ins with grantees

--Responsible: President and CPO

Capacity Building

Provide onboarding and compliance training for grantees

--Responsible: Organizational Support Staff

Use the Nonprofit Network Hub to support collaboration and resource sharing

--Responsible: Organizational Support Staff

Coordinate with the Furniture Bank to provide household items to clients served through EFSP

--Responsible: Organizational Support Staff

Reporting and Evaluation

Collect service data and financial reports from grantees

--Responsible: Organizational Support Staff

Compile and submit required reports to the State

--Responsible: President and CPO

Share impact data and success stories with stakeholders

--Responsible: President and CPO

Financial Information

Q1 Requested Amount		Q3 Requested Amount	
Q2 Requested Amount	\$66,203.00	Q4 Requested Amount	\$13,843.00
Sources of Funding	Hawai'i Island United Way Workplace Campaign 2 Special Events County Grants State in Aid Grants Private Grants Individual Donors	State and Federal Tax Credits	0
State and Federal Contracts and Grants	0	Prior FY Balance of Unrestricted Assets	\$1,090,158.82

Experience, Capability, and Personnel

Skills and Experience	Hawai'i Island United Way has successfully administered EFSP for many years.
Facilities	Hawai'i Island owns our own office and has sufficient technological tools. These assets allow us to convene stakeholders in the upcoming EFSP process from start to finish.
Proposed Staffing and Service Capacity	Hawai'i Island United Way will administer the Emergency Food and Shelter Program (EFSP) through a streamlined staffing model that ensures strategic leadership and administrative support. Leadership and Oversight The program will be led by President and Chief Program Officer (CPO), Jessica Thompson, who brings over a decade of nonprofit administration experience, including five years on Hawai'i Island. Her leadership includes successful management of federally funded programs passed through both the State and County, such as a \$1 million Federal Transportation Alternatives Program (TAP) grant and a CDC Health Equity Grant. Jessica will provide strategic oversight, supervise program implementation, ensure compliance with state guidelines, and convene the EFSP Local Board to guide funding decisions. Clerical and Administrative Support A dedicated Organizational Support Staff will assist with clerical tasks essential to the program's operations, including: - Scheduling meetings and site visits - Preparing and distributing application materials - Managing data entry and filing of reports - Assisting with documentation and recordkeeping Supervision, Training, and Administrative Direction The President and CPO will directly supervise all aspects of the EFSP program, including oversight of Organizational Support Staff. She will provide training to grantees on compliance and reporting requirements, facilitate onboarding, and ensure that all administrative processes align with program goals and state expectations. Regular internal reviews and team meetings will support quality assurance and continuous improvement. This staffing pattern ensures that the EFSP grant is administered with strong leadership, efficient clerical support, and a clear structure for accountability and program success.
Staff Position(s) and Compensation	President and CPO: \$85,000-105,000 Development Manager: \$65,000-\$85,00 Organizational Support: \$42,100 - \$52,100

Other Information

Pending Litigation	No pending litigation or outstanding judgement.
Special Licensure or Accreditations	N/A
Private Educational Institutions	N/A

Confirmations

Documentation of Federal Impacts



Hawaii Compliance Express Certificate	☐	Active Status with the Hawaii AG	☐
IRS Determination Letter	☐	Certificate of Good Standing by the DCCA	☐
Records Retention Policy	☐	By-laws or Corporate Resolutions	☐
Authorized Representative Certification	☒	Signee Title	President and CPO

System Information			
Application Type	Act 310 Nonprofit Grant Application	Applied Date	10/21/2025, 6:03 PM
Owner Name		Category	Grant Application
Created By	Jessica Thompson, 10/20/2025, 3:32 PM	Created Date	10/20/2025, 3:32 PM
Last Modified By	Jessica Thompson, 10/21/2025, 6:03 PM	Last Modified Date	10/21/2025, 6:03 PM

Federal Grants	
Emergency Food and Shelter Program	
Name of Program	Program 1
Original Funding Award	\$66,203.00
Amount Reduced or Cut	\$66,203.00
Grant Cycle of Award	Fiscal Year End 2025
N/A	
Name of Program	Program 2
Original Funding Award	
Amount Reduced or Cut	
Grant Cycle of Award	
N/A	
Name of Program	Program 3
Original Funding Award	
Amount Reduced or Cut	
Grant Cycle of Award	

Files	
Hawaii Island United Way_AGStatus	Hawaii Island United Way_IRS Determination Letter
Last Modified 10/21/2025, 6:02 PM	Last Modified 10/21/2025, 6:01 PM
Created By Jessica Thompson	Created By Jessica Thompson
Hawaii Island United Way_Retention Policy Page 20 to 22 of Financial Manual	Hawaii Island United Way_Bylaws Amended April 28 2015 - RF (2)
Last Modified 10/21/2025, 6:01 PM	Last Modified 10/21/2025, 5:59 PM
Created By Jessica Thompson	Created By Jessica Thompson
Hawaii Island United Way_Hawaii Compliance Express Certificate	Hawaii Island United Way_Long-Term Sustainability Plan
Last Modified 10/21/2025, 5:52 PM	Last Modified 10/21/2025, 5:43 PM
Created By Jessica Thompson	Created By Jessica Thompson
Hawaii Island United Way_Organizational Chart	Hawaii Island United Way_Budget Request By Source of Funds
Last Modified 10/21/2025, 5:39 PM	Last Modified 10/21/2025, 5:38 PM
Created By Jessica Thompson	Created By Jessica Thompson

**Hawaii Island United Way_BUDGET JUSTIFICATION -
PERSONNEL SALARIES AND WAGES**

Last Modified **10/21/2025, 5:38 PM**
Created By **Jessica Thompson**

**Hawaii Island United Way_Hawaii Compliance Express
Certificate**

Last Modified **10/21/2025, 5:35 PM**
Created By **Jessica Thompson**

**Hawaii Island United Way_Evidence of State Set Aside
Amount 1.31.25 EFSP Meeting Minutes**

Last Modified **10/21/2025, 5:32 PM**
Created By **Jessica Thompson**

**Hawaii Island United Way_EFSP Funding Halt Evidence
YE June 30 2025**

Last Modified **10/21/2025, 5:28 PM**
Created By **Jessica Thompson**

**Hawaii Island United Way_Nature and Extent of Federal
Funding Reduction**

Last Modified **10/21/2025, 5:23 PM**
Created By **Jessica Thompson**

Hawaii Island United Way_Organizational Chart

Last Modified **10/21/2025, 4:28 PM**
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**Hawaii Island United Way_Hawaii Compliance Express
Certificate**

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