

# COMMUNITY ALLIANCE PARTNERS

Membership Packet



**2025**

(Updated 1/1/2025)

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# COMMUNITY ALLIANCE PARTNERS LETTER OF COMMITMENT

As a member of Community Alliance Partners (CAP),

\_\_\_\_\_  
Name of Applicant (Organization or Individual)

## Commits to do the following:

- Support the mission, goals, processes, and leadership of CAP as agreed by the members.
- Send an authorized representative(s) to attend all CAP meetings.
- Prepare for each meeting by reading all pre-distributed material.
- Actively participate in all CAP convened meetings from beginning to adjournment.

## Membership Levels

All non-profit agencies, businesses, faith-based groups, public service (federal, state, and county) organizations, alliances, civic groups, and individuals are welcome to participate in CAP. All members must have a commitment to creating sustainable housing options and ending homelessness.

CAP recognizes four (4) membership categories. Organizations from every category will be included in the CAP Membership Directory and will need to complete and return pages 3 through 5, and if your organization is requesting a fee waiver, complete page 6.

1. Business Membership – A business, church group, non-profit, civic group, or other business entity may apply by completing an application and paying annual dues. Multiple attendees may represent one agency, but each member agency receives only one (1) vote. Cost: \$100.00 per year.
2. Individual Membership – An individual who is committed to working toward ending homelessness on Hawai'i Island. Individual members pay discounted dues and have one (1) vote. Cost: \$50 per year
3. Student or Lived Experience Membership – An individual who is a student enrolled in a field of study relating to human/social services, or person with recent lived experience of homelessness or housing insecurity (living in affordable housing, houseless, formerly houseless in the last three (3) years, living in a shelter, or unsheltered). Members have one (1) vote. Cost: \$5 per year
4. Associate Membership – An individual, business, church group, non-profit, civic group, or other business entity, including government agencies, may apply for associate membership, attend general and committee meetings, and participate in activities of the CAP. Associate Members do not pay dues and may not vote. Cost: \$0

To retain an active membership in good standing, all categories of members must attend at least 50% of the general meetings and have paid current membership dues. (Membership dues cover one calendar year (from January 1 to December 31.)

**Given the responsibilities and time commitment of participation in CAP and its committees, I agree to join according to the following category: (check one box)**

- Business Membership - \$100.00
- Individual Membership - \$50.00
- Student or lived Experience Membership - \$5.00
- Associate Membership - \$0.00
- Request for waiver of dues (fee) membership. Complete Fee Waiver section and return to CAP Treasurer at the address below.

Print Name and Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE ATTACH YOUR AGENCY'S SERVICES INFORMATION, BROCHURE, AND DUES PAYMENT CHECK (All Checks will be made payable to COMMUNITY ALLIANCE PARTNERS, with COMMUNITY ALLIANCE PARTNERS 2025 DUES written in the memo line), IF APPROPRIATE.**

NOTE: Attendance at meetings is reported to the Hawaii State Homeless Programs Office on at least an annual basis and is one (1) of the criteria used to determine funding awards.

Please mail all forms and your dues to:

**CAP TREASURER:** Lori Ferrin  
64-5308 Iokua Pl.  
Kamuela, HI 96743  
lgfconsultinghawaii@gmail.com

# COMMUNITY ALLIANCE PARTNERS

## Information to be included in CAP Membership Directory

Organization Name: \_\_\_\_\_

Type of organization (nonprofit, business, government, faith based, etc.):

Location(s) and types of services provided at each location:

Location:	Program or Service Provided:

Are there cost for services or funding requirements for participants?  Yes  No

Does your organization provide outreach services  Yes  No

If your organization provides outreach, what type or service (medical, supplies, food, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Information including best first contact information for other service providers, and if different for individuals seeking services; website; social media; QR code for direct contact; etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Eligibility requirements, please include:

Forms and/or documentation required:

\_\_\_\_\_  
\_\_\_\_\_

Income or work requirements

Other requirements:

\_\_\_\_\_

Do you require scheduled appointments?  Yes  No

Best number to schedule an appointment: \_\_\_\_\_

# COMMUNITY ALLIANCE PARTNERS FEE WAIVER POLICY

Any individual or group may apply for a waiver of membership fees. When applying for a fee waiver for membership in Community Alliance Partners (CAP), please be aware of the following guidelines:

1. Fee waivers must be submitted between January 1<sup>st</sup> and July 1<sup>st</sup> of each year and are only good for the current calendar year (January 1 to December 31).
2. For a group (including businesses, non-profit organizations, churches, and civic groups) the fee waiver request must be accompanied by a brief, clear, written explanation of the need for a fee waiver. *As an example*, a signed statement on letterhead referring to an agency policy that prohibits funding of membership fees would be a consideration for a fee waiver request.
3. For an individual, the fee waiver request must be accompanied by a statement of inability to pay with some documentation to prove status. *As an example*, an individual that is homeless with no income could provide a certification of homelessness from a credible service provider, along with self-certification of income below the poverty level.
4. Requests for fee waivers will be reviewed by the Executive Committee during the next regularly scheduled meeting following the date of the fee waiver request. Applicants will be notified by mail of the approval or denial of the application, with included documentation explaining any denial.
5. Fee waivers may be denied if the number of fee waivers exceeds the number of paid memberships, if insufficient documentation is provided, if the application is incomplete, if the application is submitted after July 1<sup>st</sup>, or if the applicant's stated purpose for requesting membership is not in accordance with the mission of CAP.
6. Denials may be appealed in writing within 14 days. Appeals should be mailed to the CAP's mailing address.
7. If granted a fee waiver, individuals or groups have full privileges of voting members through the end of the calendar year in which the fee waiver was granted.
8. A request for a fee waiver must be submitted annually. Previously approved fee waivers will not be automatically renewed during the next calendar year.

**By signing below, I acknowledge that I have read and understand this policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Business Name (if applicable)

# COMMUNITY ALLIANCE PARTNERS EXECUTIVE COMMITTEE POSITION DESCRIPTIONS

## **Chairperson**

- Schedules and facilitates the Community Alliance Partners (CAP) executive and general meetings, and any other special meetings or task forces.
- Serves as the primary liaison, media contact and/or public speaker on behalf of CAP.
- Writes letters on behalf of CAP, serves as primary representative from CAP to BTG, attends statewide meetings and other task force meetings related to homeless issues.
- Sends out upcoming grant announcements noticed on the Hawaii State Procurement Office website.
- Approves the disbursement of funds.
- Attends BTG meetings.

## **Vice Chair & Chief Advocate**

- Serves as chair and media contact in the absence of the chairperson.
- Serves as CAP representative to PIC Advocacy Committee, schedules and facilitates advocacy meetings, develops and advocates for a BTG legislative agenda that fits CAP needs.
- Drafts, circulates and presents testimony on behalf of CAP.
- Works closely with the Awareness committee to circulate calls to action and other advocacy-related information to membership and the public.
- Coordinates local, state and federal advocacy initiatives, participates in related task force meetings, and represents CAP accordingly.
- Represents CAP in local, state and federal legislative initiatives.
- 2<sup>nd</sup> representative to attend BTG executive meetings.

## **County Representative**

- One person from the County of Hawaii Office of Housing and Community Development will serve as liaison between the County and the CAP.
- Coordinates and disseminates necessary information exchange between these entities including, but not limited to, the announcement of available housing and supportive services funding available through local, state and federal agencies.
- Serves as the primary liaison for County announcements including, but not limited to, legislation that may impact those experiencing homelessness, grant opportunities, housing availability, emergency preparedness or disaster response information.
- Coordinates and compiles data required for the federal Homeless Assistance Grant exhibits.
- Coordinates the annual review/evaluation committee for homeless assistance programs.
- Oversees quality maintenance of the Homeless Management Information System.
- Attends BTG meetings.

## **Chair, Awareness**

- Serves as CAP representative to the PIC Awareness Committee.
- Seeks ways to bring the issues of homelessness to public awareness and remains current in local, statewide, and national trends and solutions related to homelessness and affordable housing.
  - To include creating / supporting a lived experience voice / committee
- Initiates awareness campaigns throughout the year. With Executive Committee review and approval, submits letters to the editor and other media outlets to inform the public of the issue of affordable housing and homelessness.
- Works closely with the Advocacy Committee to publicize and distribute calls to action and advocacy information to the membership and the public.
- Attends planning task force meetings on behalf of CAP and maintains responsibility for planning and leading the outreach activities such as local and state Homeless Awareness Week events, collaborates on BTG and PIC Awareness efforts, and actively supports statewide awareness and media efforts as part of a coordinated public education campaign.

## **Chair, Organizational Development/Treasurer**

- Solicits and welcomes new members to CAP.
- Schedules and facilitates organizational development meetings and circulates meeting notes.
- Collects and compiles agency descriptions and updates membership packets.
- Develops and distributes membership packets to new members.
- Encourages participation by recognizing members for consistent attendance and participation. Contacts and follows up with absentee members.
- Oversees and manages finances of CAP, reports monthly balance at general meetings, makes payments for events and other purchases upon approval from CAP membership.
- Collects dues from members, records receipts, maintains the membership roster, and reports status of members to the Executive Committee.
- Completes timely filing of required State of Hawaii General Excise taxes and related forms to the State Tax Office.

## **Secretary**

- Records and disseminates meeting minutes, coordinates general and executive meeting dates and locations, and posts announcements.
- Maintains membership attendance records.



### **Faith Representative**

- Two people (one person from East Hawaii and one person from West Hawaii) from the faith community (i.e. Church, mosque, temple, congregation etc.) authorized by your local “church” leadership will serve as a liaison between the faith community and the CAP.
- Coordinates and disseminates necessary information exchange between these entities including, but not limited to resources from the Faith community (i.e. money, muscle, materials).
- Educate CAP about what specific services, including other resources and partnerships, their organizations can provide to the community.
- Participate in a strategic discussion about how these resources can or already do fill existing gaps.
- Cultivating members of the faith community to engage with CAP.
- Representative to be able to work in multi-faith communities.

### **Chairperson from Previous Term**

- Provide back up to Chair as needed.
- Serves as consultant to provide continuity of CAP activities, if needed, for no longer than one (1) term of four (4) years.

# COMMUNITY ALLIANCE PARTNERS COMMITTEE DESCRIPTIONS

## **Executive**

Facilitated by the CAP chairperson and attended by elected members. This committee develops agenda for the CAP general meeting, develops action steps to meet CAP identified priorities, requests pertinent information from local, state and federal agencies on behalf of the CAP, and represents the CAP at key meetings and venues.

## **Advocacy**

This committee reviews and tracks legislation related to homelessness, and it develops plans of action to ensure favorable legislative outcomes.

## **Organizational Development**

This committee works to engage the involvement of more partners, and schedules member presentations for the CAP general meeting. Develops membership packets, orientation of new members, and coordinates with the Secretary to compile attendance data. Submits membership participation records for the federal Homeless Assistance Grant application.

## **Awareness**

This committee coordinates the annual Homeless Awareness Week and any additional and/or ongoing awareness and education-related activities within the community.