

House District 28

Senate District 12

THE TWENTY- FOURTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 82-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"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.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

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

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

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): UH101

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

HAWAII INSTITUTE FOR PUBLIC AFFAIRS

Street Address: 1001 Bishop Street ASB 1132
Honolulu, Hawaii 96813

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name WILLIAM M. KANEKO

Title President & CEO

Phone # 808-585-7931 x103

Fax # 808-585-7932

e-mail wkaneko@hipaonline.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: 22-3859206

5. STATE TAX ID #: W20052500-01

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HIPA Strategic Action Policy Initiative

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 125,400

9. 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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:


AUTHORIZED SIGNATURE

President & CEO
NAME & TITLE

4/31/08
DATE SIGNED

Application for Grants and Subsidies

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. Include the following:

1. A brief description of the applicant's background

The Hawaii Institute for Public Affairs ("HIPA") is a nonprofit, nonpartisan and independent research and educational organization whose mission is to provide research, analysis and recommendations on public policy issues facing Hawaii, and to provide opportunities for individuals to develop as productive leaders and citizens in society. We are a positive force that facilitates social and economic progress that benefits the people of Hawaii.

Founded in 2000, HIPA is Hawaii's first independent non-partisan and non-governmental public policy institute which conducts research and analysis on Hawaii issues, and provides a collaborative and neutral forum where issues can be thoughtfully discussed and acted upon.

2. The goals and objectives related to the request

In 2007, HIPA conducted an organizational assessment to evaluate its overall effectiveness in conducting policy research, and improving the level of public decision-making Hawaii. A list of "stakeholders" were interviewed as part of the assessment. Interviewees included board members, policy makers, and community leaders. The assessment was also intended to evaluate HIPA as it evolves from a start-up to a more stable, established entity. This snapshot generated new ideas, provided constructive criticism, created key communications strategies and helped develop new strategies for enhancing the level of public policy in our state.

The most compelling themes that emerged were:

- HIPA plays an important role in Hawaii by providing thorough, credible public policy research on key issues facing our community. HIPA reports have provided keen insight into such areas as the medically uninsured, economic diversification, sustainability and long-term care.

- There is great opportunity for HIPA to conduct follow-up activities to their policy studies, and create cross-sector dialogue and policy action. Using the data and information generated by the HIPA studies, forums and discussions held between groups with differing views would be invaluable in ultimately resolving key policy issues facing our state.
- HIPA needs to better “connect the dots” – policy studies are important and HIPA’s reports are extremely valuable; but the reports must also be better communicated, more widely disseminated, and better understood by the lay person.
- Legislators and policy makers want to know more, want more input into the process and want to be more engaged about some of HIPA’s key policy activities.

The goals and objectives of this request are to:

- Strengthen HIPA’s capacity to expand and conduct public policy research, and to further engage Hawaii’s decision-makers in fact-based deliberations on public issues.
- Create programs to make HIPA policy initiatives more action-oriented for legislators, government officials, business leaders and other decision makers. These “connect the dot” programs include follow-up meetings, public forums, cross-sector dialogue, and facilitated sessions to enhance the probability of successful implementation.
- Develop a process that promotes new ideas and foster public policy debate on key issues facing Hawaii.

3. State the public purpose and need to be served

HIPA’s mission is to elevate Hawaii’s decision-making process by providing Hawaii’s leaders with sound policy research and a neutral forum to resolve public issues. Having objective fact, data and analysis on public policy issues are basic requirements for the development of sound public policy. Too often, important policy decisions are based on assumptions, anecdotal evidence, biased information provided by special interests, or inconclusive and incomplete analysis of the real-life impacts of public decisions. Policy makers and community leaders should have at their finger tips sound information to evaluate important public issues. Whether it is quality research relating to the medically uninsured; the demographic and economic characteristics of Hawaii’s public schools; or the fiscal impact of proposed tax policies, having objective Hawaii-specific information will significantly enhance the probability of sound policy outcomes.

4. Describe the target population to be served

There are both primary and secondary populations being served by this GIA request. The primary populations are key stakeholders and opinion leaders, including business, government, nonprofit and labor leaders who utilize policy research and data to better understand Hawaii's key public issues, and to better deliberate and recommend public policy solutions. These recipients create the policy and political context for the allocation of public resources, government action and the creation of law and public policies.

The secondary populations are direct service agencies – those organizations and individuals who are recipients of or impacted by government action. They include nonprofit organizations which provide services to the community – related to health & human services; culture & arts; advancing public education; or the myriad of public services provided by nonprofit organizations.

5. Describe the geographic coverage.

The geographic coverage for this grant request is statewide.

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.

1. Describe the scope of work, tasks and responsibilities

HIPA will create programs that follow-up and take action on its policy studies. In the assessment conducted, it was noted by key stakeholders that HIPA does an excellent job in creating reports that are meaningful tools for sound public policy. However, stakeholders also noted that HIPA fell short because it often did not take the reports a step further to making it action-oriented for community leaders. This grant will allow HIPA to take its policy studies and create supportive forums for key stakeholders and communities to implement the policy recommendations outlined in the reports. For example, any of the HIPA projects listed in Section IVA below could be subject of follow-up activities. HIPA will coordinate follow-up meetings, forums, and facilitated sessions to enhance the probability of successful implementation of public policy decisions.

Key activities will include:

- Cross-sector dialogue and convenings HIPA research and report relating to healthcare, sustainability, energy, venture capital, fisheries and economic development.
- Quarterly HIPA Public Affairs Forums to key stakeholder and opinion leaders.
- Quarterly policy briefs and op-ed pieces to stimulate thought and discussion on addressing Hawaii's public issues.

- Informational briefings to federal, State and county government leaders.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service

July 2008:	Development of job description and hiring of a Policy Outreach Coordinator
August 2008:	Development of a communication plan of HIPA policy initiatives through public affairs forums, events and programs
September 2008 - December 2008:	Development of plan to secure additional funding and sponsors for programs
January 2009 June 2009:	Implementation of forums, events and programs

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

HIPA will monitor and evaluate the effectiveness of the program by:

- 1 – An evaluation survey that will be given to all forum participants to ensure effectiveness of program;
- 2 – Success in securing placement of policy briefs and op-ed pieces in national and local periodicals, publications and other published materials;
- 3 – Tracking the number of participants that attend the briefings and securing comments from a few of the attendees to determine effectiveness of program;

4. The applicant shall 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.

HIPA's progress will be conducted by evaluating the number and quality of HIPA Public Affairs Forums, policy briefs and op-ed pieces, and policy briefings implemented. Success will be determined based upon achieving the stated number

of projects stated below and the quality of the presentations and policy briefs published. Evaluation forms will be developed for each of the briefings and forums.

- Four (4) Community Policy Forums
- Four (4) Policy Briefs / Op-ed Pieces
- One (1) Legislative Briefing / Four (4) County Briefings

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$31,350	\$31,350	\$31,350	\$31,350	\$125,400

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.

HIPA is Hawaii's only nonprofit, nonpartisan and independent research and educational organization whose mission is to provide research, analysis and recommendations on public policy issues facing Hawaii, and to provide opportunities for individuals to develop as productive leaders and citizens in society. We are a positive force that facilitates social and economic progress that benefits the people of Hawaii.

HIPA started operations in 2000 and has maintained its policy focus on healthcare and economic development. The following is a summary of HIPA projects:

- Hawaii Uninsured Project (research on the medically uninsured in Hawaii)
- Hawaii Health Policy Task Force (policy discussion on greater access to health care)

- Hawaii Long Term Care Policy Summit (addressing long-term care facilities & services)
- Blueprint for Rural Health Care in Hawaii (access to care in rural areas)
- Hawaii's New Economy Initiative I & II (benchmarking Hawaii's tech sector)
- Hawaii Food & Biotech Initiative (cross-sector dialogue on use of GE's in food production)
- Hawaii Jobs Summit (research on construction labor supply and demand)
- Hawaii 2050 Sustainability Plan (developed long-range sustainability plan for Hawaii)
- Hawaii Venture Capital Study (assess supply and demand for venture capital)
- Hawaii Dual Use Technology Report (evaluation of HI's dual use sector)
- State Impact on Nonprofit Corporations (Evaluation of HI's nonprofit sector)
- Hawaii Energy Policy Forum (addressing energy policy needs for the state)

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. Also describe how the facilities meet ADA requirements, as applicable.

HIPA maintains an office at 1001 Bishop Street, American Savings Bank Tower, Suite 1132, Honolulu, Hawaii. Its facilities are adequate to support the activities of HIPA, including its GIA request.

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.

HIPA's staffing includes:

William M. Kaneko, President & CEO

Mr. Kaneko is the founder, President and Chief Executive Officer of the Hawaii Institute for Public Affairs ("HIPA"), a nonprofit, nonpartisan and independent research and educational organization whose mission is to provide research, analysis and recommendations on public policy issues facing Hawaii. He is also an attorney

with the Honolulu law firm Alston Hunt Floyd & Ing, where he specializes in government relations and administrative law.

Kaneko is former National Vice President for Public Affairs and Honolulu Chapter President of the Japanese American Citizens League. He has served in many public affairs and government positions. In 1987, he was a national recipient of the CORO Foundation Fellowship in Public Affairs. From 1988 to 1993, he worked for Hawaii Governor John D. Waihee where he developed land use and housing policies for the state of Hawaii. In 1996, He initiated and implemented a national Asian Pacific American voter contact program as Director of Asian Pacific Affairs for the Democratic National Committee. He served as the primary APA liaison between the DNC and the White House, Congress, and state Legislatures. He was also a member of the U.S. Department of Justice's Office of Redress Administration Citizens Advisory Board, and was appointed to the State of Hawaii Board of Public Accountancy. He also served as an adjunct faculty member at the University of Hawaii Honors Program where he taught a course on public policy.

Kaneko received his Bachelor of Arts degree from the University of Puget Sound and his Juris Doctor degree from the Catholic University of America. Mr. Kaneko also received an honorary Doctor of Laws degree from the University of Puget Sound.

Jeanne Schultz Afuvai, Director of Public Policy

Jeanne Schultz has decades of experience in planning and implementation strategies in government and business. In public service, her work has focused on advancing economic opportunities for the people of Hawaii. Jeanne has served as executive director of the Office of Economic Development at the City & County of Honolulu, deputy director and interim director of the state Department of Business, Economic Development and Tourism and deputy director of the state Department of Transportation.

In business, she played a key role in the development of Kapolei as Oahu's second city. Jeanne served as marketing manager at the James Campbell Estate, where she oversaw all aspects of the communications/branding program from planning to collateral to market research to accomplish the Estate's goal of developing the new City of Kapolei in central Oahu. In addition, she worked for the Chamber of Commerce of Hawaii where she established the military affairs council, Alexander and Baldwin as senior vice president of marketing and Xerox Corporation as branch sales manager.

Jeanne has been honored with the "Citation for Exceptional Service in Support of National Defense" by the Association of the US Army. She earned a Bachelor of Science at the University of Wisconsin, Madison, Wisconsin.

Patrick Williams, Director of Communications

Patrick Williams brings more than a decade of experience in media relations, editorial and copywriting, print production and Internet marketing to HIPA, as well as a strategic sense of positioning the organization and its projects with the media and leaders in business and community.

He began his career as a daily newspaper reporter in Erie, Pennsylvania before working as a freelance content producer with dot com companies in the late 1990s. Williams returned to Honolulu where he worked for McNeil Wilson Communications, the state's largest full-service public relations company. His clients included the Hawaii State Teachers Association, the ethanol advocacy group Clean Fuels Hawaii, the American Nurses Association, the Office of Congressman Neil Abercrombie, Architects Hawaii and Wilson Homecare among many.

He is also versed in fundraising, having worked for the University of Hawaii Foundation's communications office. Patrick earned a Bachelor of Arts from the University of California at Davis.

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 organizational chart that illustrates the placement of this request.

See attached.

VI. Other

A. 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.

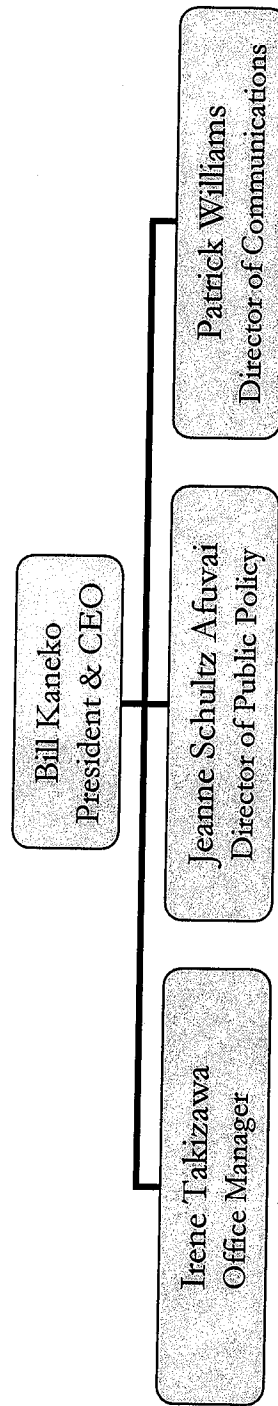
None.

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

None.

Hawaii Institute for Public Affairs
Organizational Chart



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: HIPA

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	60,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	18,000			
TOTAL PERSONNEL COST	78,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	5,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	2,400			
7. Telecommunication	2,500			
8. Utilities				
9. Printing	2,500			
10. Postage				
11. Statewide Convenings (Facilitation)	15,000			
12. Policy Forums	10,000			
13. Policy Breifs	10,000			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	47,400			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	125,400			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	125,400	William Kaneko	585-7932	
(b)		Name (Please type or print)	Phone	
(c)			January 31, 2008	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	125,400	William Kaneko	President	
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HIPA

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Policy Outreach Coordinator	1	\$60,000.00	100.00%	\$ 60,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 60,000.00

JUSTIFICATION/COMMENTS:

Community Outreach Manager will be sustained by private and grant funding after 1st year.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HIPA

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: HIPA

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
N/A						

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawai'i Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

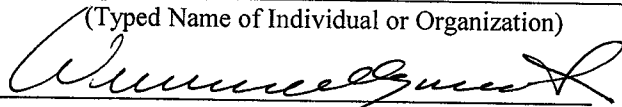
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii Institute for Public Affairs

(Typed Name of Individual or Organization)


(Signature)

January 31, 2008

(Date)

William Kaneko

(Typed Name)

President and CEO

(Title)