

House District   2    
Senate District   1  

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

*rec'd*  
JAN 29 2009  
*gm*

Log No:

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.

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
The Arc of Hilo  
Dba:  
Street Address: 1099 Waianuenu Ave, Hilo  
Mailing Address: Hilo, Hawaii 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL G. GLEASON  
Title President & CEO  
Phone # 808-935-8535 x201  
Fax # 808-961-0148  
e-mail mgleason@hiloarc.org

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

THE ARC OF HILO COMMUNITY SUPPORT TRAINING AND COMMUNITY CENTER FOR 2009

4. FEDERAL TAX ID #: \_\_\_\_\_  
5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 1,550,000

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 \$ 450,000  
FEDERAL \$ 1,255,640  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ 400,000

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

MICHAEL E. GLEASON

*Michael E. Gleason* **President & CEO**

NAME & TITLE

01/28/09  
DATE SIGNED

**The Arc of Hilo Client and Support Services  
Training and Community Center  
2009 State Grant in Aid Application**

**I. Background and Summary**

I. 1. A brief description of the applicant's background:

**The Arc of Hilo is a non-profit social service agency serving people with developmental and other disabilities in Hawaii. It has provided these services for the past 54 years. The mission of The Arc of Hilo is to improve the quality of life for people with developmental and other disabilities, who reside on Hawai'i through educational, vocational and skill training as well as employment and residential opportunities.**

**The primary focus of our programs is to enable persons with disabilities to become accepted and included in all aspects of our community.**

**In the past five years, The Arc of Hilo has increased its program outreach from an annual operating budget of \$1.5 million to over \$6 million. It now serves over 200 clients in its present CSS and Employment Training Services (ETS) program areas, as well as houses 53 persons of low income or with disabilities in 3 apartment buildings in Hilo (See Attachment A-1 – Present and Future Programs).**

I. 2. The goals and objectives related to the request:

**This proposal requests funding to build a new community and training center. This will provide additional space for existing and future agency activities. This Training and Community Center will allow the Client Support Services (C.S.S.) department to move from its presently limited space to a 17,600 square foot new building on the same property adjoining the current Arc of Hilo site. This will permit the Employment Training Services (E.T.S.) and Administration offices to spread out into the vacated original C.S.S. space. These departments are currently severely limited in office, meeting and training program space. The new facility will correct the present space issue and accommodate the expansion of existing programs, the development of new services and the availability of much needed meeting space for the community at large. This increase in space will create 339 jobs including construction jobs. In the planning and implementation phase for the new community center, The Arc of Hilo is working with planning partners to incorporate all aspects of energy efficiency, usage of safe materials, and opportunities to accommodate persons with disabilities. A therapeutic swimming pool, new perimeter fence, and equipment to serve as a disaster facility will be added in later stages when additional future funding becomes available.**

The Training and Community Center was conceived as a means of serving the additional needs of people with disabilities in East Hawaii specifically. Statistics show 18% of the school population has disabilities and there are a preponderance of drug-affected births. As a result of increasing referrals from the Division of Vocational Rehabilitation, we project the need for doubling our capacity.

**Primary Goal:**

The primary issue The Arc is dealing with is “poor quality of life for persons with developmental and other disabilities.” Specific effects of this are: depression, poor health, isolation, exclusion, discrimination (housing, transportation, education, employment, and social ostracism), poverty, substance abuse, and aging. To deal with this issue and its effects, our primary goal is to promote a better quality of life for persons with disabilities.

The following four objectives will help us measure change in our client’s quality of life through the specific programs or activities we provide for people with disabilities:

- experience reduced feelings of isolation and loneliness.
- feel more included in the community.
- become employed in the community.
- have improved health.

**Four Objectives:**

The primary goal leads to several objectives measuring change in our clients’ quality of life. Specific methods (activities or programs) address the objectives and lead to the change.

**1. Clients feel less isolated and lonely.**

This will be measured by annual surveys, Direct Support Worker’s (DSW) daily observations and case notes, and client participation rates based on daily attendance records in various activities. The methods or new programs proposed to deal with this are specifically designed to involve the clients in group and community activities such as: daily outings, the Kiwanis Aktion Club, Easter Seals Youth Services, an expanded Arts program (including painting, drama, and a community choir).

## **2. The Clients feel included in the community.**

**This objective will be measured by Direct Support Work's (DSW's) through records of participation rates in group and community activities. The methods or new programs proposed to deal with this objective are two-fold: (1) taking clients out into the community and (2) inviting the community to The Arc to be involved with the programs at The Arc. Program activities focus on partnerships with Charter Schools for mentoring in the computer lab; teaching of vocational training skills to promote employment in the community; activities such as the Community Choir involving volunteers, friends, and family; and integration of a multitude of public activities facilitated by The Arc of Hilo's new Client Support Services Community Center. Inclusion through job training and placement provides opportunities for interaction.**

## **3. More clients are employed in jobs in the community.**

**Although the CSS client group is the most difficult to place in the competitive job market (they are the most challenged), we continue to strive to reach an annual goal of gainful employment of 5 % each year. (The Employment Training Services department works with the higher functioning and less challenged individuals and achieves remarkable success placing this group in positions each year).**

**Employment records will serve as an indication of success for this objective. The methods or new programs proposed to deal with this objective are:**

- 1) Job skills development using the new computer lab and assistance from Charter School student mentors. This opportunity addresses one aspect of the development of communication skills using the computer and internet. It will help participants to develop resumes, establish email friends, practice reading and math, and in many cases complete the G.E.D.**
- 2) Extensive community activities to encourage the appropriate social skills needed for employment in the community.**
- 3) Job Skills Classes to teach employment skills.**
- 4) Job exploration opportunities allowing participants to experience a real life work environment as part of The Arc's work crews (HI 5 redemption centers, yard, janitorial, food and clerical services) or with community based business partners.**
- 5) On-the-job support through job coaches.**

#### **4. Clients have improved health.**

It is assumed that many clients' state of health is directly affected by their specific disabilities. Much can be gained by an improvement in the clients general health, through an appropriate exercise program and regular health and dental checkups, an appropriate exercise program and a nutrition program (education, food service, cooking classes, meal planning). Dental issues and weight problems in this client population are common and usually extremely serious. This objective will be measured by regular health and dental clinics held at the new facility with nurse on staff. An appropriate exercise program can be tailored to each client's specific needs and areas of concern. A walking path, exercise equipment, and therapeutic swimming pool are future proposed facilities at The Arc of Hilo.

A specific objective is to see a 30% improvement in general health across the client base in each of the first three years. The method proposed is to hire a full time nurse who can teach and monitor health issues for staff and clients. The nurse would develop special health monitoring programs, exercise programs, administer medications when required, and allow The Arc of Hilo to begin to provide Adult Day Health Level III (the first agency to do so on Hawaii) services for mobile clients needing this highest level of care.

Achievement-based activities also promote a sense of self-worth and impacts mental health positively.

See Attachment A-1, The Arc of Hilo Present and Future Programs, which summarized the above information, estimates significant program participation rates over three years, and indicates volunteer and staff involvement.

The Arc of Hilo's Strategic Goals are to:

- 1) expand and improve the delivery of present programs and continue to develop new programs meeting the needs of our clients.
- 2) provide facilities appropriate for clients needs and activities such as the proposed Client Support Services Community Center:
  - a) broaden ADH Level II program to ADH Level III as needed
  - b) promote a community arts, drama, choir and music program
  - c) develop training programs for clients and staff in new Computer Lab
  - d) provide a variety of health and fitness services
  - e) develop after school programs for Special Needs students
  - f) provide meeting and activity space for community organizations
  - g) partner with Kiwanis Club to form an Aktion Club for the disabled.
  - h) provide a disabilities accessible therapeutic swimming pool.
  - i) partner with other agencies to provide new or expanded services more efficiently, such as The Arc of Hilo/Easter Seals Youth Services Program.

- 3) **Develop Laulima Hana Enterprise Construction & Demolition Resale Store and Student Training Facility—2009-2010. A business plan has been prepared to promote this proposed multi-purpose vocational training center located in the Puna District.**
- 4) **Develop value-added agriculture to further diversify training and employment opportunities for people with disabilities.**
- 5) **Develop low-income housing (add to present 3 low-income apartments)—proposed 2010-2011.**

I. 3. State the public purpose and need to be served:

**Promote community inclusion for everyone with disabilities by developing a multi-purpose community facility to serve the needs of the disabled and to present the public with an opportunity to become involved.**

**Provide employment and training services to people with disabilities promoting increases in self-sufficiency.**

**Partner with other similarly mandated non-profit programs and involve the general public in programs at the new proposed Client Support Services facility (activities within the framework of federal HIPA regulations).**

**Provide community facilities with particular design and amenities serving all people, but particularly those with disabilities. These facilities will promote health, community integration, flow of economic information, development of more able consumers and taxpayers, removal of dependents from state, federal and local government entitlement programs and increase of the public capacity to adequately care for and promote people with disabilities toward self-sufficiency.**

I. 4. Describe the target population to be served:

**The target population is persons with disabilities on Hawaii.**

**Who are the Disabled?**

- People are disabled if they have physical and/or mental impairments which**
- **are expected to be long, continued and of indefinite duration;**
  - **substantially impede the persons abilities to live independently**
  - **are of such a nature that such abilities could be improved by providing more suitable working conditions, and as a result**
  - **are considered to be of low or moderate income**

### **Statistics for Hawai'i:**

**In Hawai'i, nearly 25% of the 1.2 million residents have some form of disability. Hawai'i County has 94,000 persons 16 to 64 years old, 17,224 (18%) are listed as having disabilities and of those over 11,000 are prevented from work due to their disabilities (County 2004 Data Book).**

**Fewer than 20% of persons with disabilities graduate from high school and go on to college.**

**Increased numbers of "ice babies" and Fetal Alcohol Syndrome (FAS) children are now moving through the school system this next decade.**

**In the Puna High Schools alone, over 400 students are classified as "Special Needs." In all the public schools on Hawai'i Island there are over 3400 "Special Needs" classified students.**

**One of the most significant statistics is in the East Hawai'i Census tract data for age 21-64 (see attached appendix), indicating that over 52% of those with disabilities are unemployed. This is a significant unemployment level among this predominately low-income group. (U.S. Bureau of Census, Census 2000). The Disability Child Count as of 2005 for Hawai'i County's schools stated that there were 3,654 students listed as having a disability.**

***Finally, the State of Hawai'i's unemployment rate has been increasing in recent months. In 2007 the unemployment rate was about 3% and it has been estimated that over half of that 3% were citizens with disabilities. We estimate that a disproportionate number of this group are Native Hawaiian.***

**I. 5. Describe the geographic coverage and how this grant request will permit the community to benefit from this funding.**

**The Arc of Hilo provides programs throughout the County of Hawai'i.**

**Its main office is located in Hilo on Waianuenue Ave across from the new Veterans Center. It has a satellite office in Puna. It provides services throughout the remainder of the Island of Hawai'i. In 2005 The Arc obtained the County contract to staff 10 HI-5 Redemption Centers throughout the 7 Districts of the County. Its traditional client base is primarily concentrated in East Hawai'i from Honokaa to Pahala. To provide program services throughout this area it maintains a fleet of 28 vehicles.**

**The Arc does not currently have the space, staff or work conditions to handle the potential expansion of its programming demand. There is significant demand from all of our communities for more space and places for more training participants, especially, within the Native Hawaiian and homeless community. Considering other efforts to assist Native Hawaiians to enhance their economic viability, few will have the multiple bottom line impact of The Arc of Hilo's proposal because of The Arc's opportunity to 1) produce consumers for the marketplace, 2) remove beneficiaries from the community and state safety net roles and 3) provide sustainable lifestyle support, all with one strategy.**

**Obviously, the most important beneficiaries of this project are the disabled persons of Hawai'i County. Other specific beneficiaries of the project are diverse, but consist of a broad range of businesses in our community, such as county, state, and federal governments, colleges and universities, and a variety of small businesses. The small business category includes the general areas of: food service and preparation, security, car cleaners, restaurants and fast food, grounds keeping, building maintenance, sales (hardware, department store, and supermarket) schools, and hotels.**

**However, chief among beneficiaries are all of residents of the island of Hawai'i, whether they be in our surrounding target area or any part of the island that the HI-5 Redemption program serves. We have a specific goal of serving the Native Hawaiian community because of the concentration of need and the importance of preservation of culture, and improvement of their quality of life. The Arc of Hilo is dedicated to serve the Native Hawaiian population and all Hawai'i residents as we build a greener more productive society in our island environment. Through our HI-5 Redemption program, we serve Native Hawaiians and all other residents over the entire island.**

**See #2, above, Goals and Objectives and Attachment A-1, The Arc of Hilo Present and Future Programs, for examples of benefits to a broad cross-section of our community, both present and future.**

**The current area at The Arc does not have enough meeting space to meet current demand. We are thinking of organizations which supply services to the disabled, as well as activities such as disaster sheltering, public education, club meetings, square or line dancing, workshop space, etc.**

**Our primary goal of community inclusion for our clients is demonstrated by the above list of expanded programs and new proposals to integrate persons with disabilities into our community. With these new facilities The Arc proposes to provide regular activities involving all the community—both disabled and able bodied.**



**This is a listing of some of the present multiple community users of The Arc of Hilo Facilities:**

- **Shriner's Health Clinics— 8 days per year**
- **Lions Club – 4 times per year**
- **Various weekend workshops – 4 times per year**
- **Hilo Bay Rotary Club Committee meetings – 6 times per year**
- **The Arc of Hilo/Easter Seals Youth Services Program – weekly**
- **Veterans use of The Arc's facility**
- **Performing Artists Lengthening Strides – weekly**

## **II. Service Summary and Outcomes**

**See Section I, Part 2, page 2, above concerning goals and outcomes.**

**The general result or outcome will be an improved quality of life for clients served by The Arc of Hilo programs. As well, there will be a significant increase in the inclusion of clients in the community as a whole, and vice versa, a significant increase in the general public becoming involved in Arc of Hilo programs and facilities (note projected increases of clients, participants, volunteers, and the public projected in Attachment A-1. )**

**To summarize, it will result in a continued increase in the unduplicated numbers of clients served by 5 to 10 % per year. An expected significant increase in duplicated numbers of program participants (that is, clients who attend more than one program) will begin as new programs are implemented in the proposed C.S.S. facility.**

**II. 1. Describe the scope of work, tasks, and responsibilities.**

**The Arc of Hilo has already initiated the required planning and design work for the new Community and Training Center (C. & T. Center) and Auditorium buildings to allow for the implementation of construction contracts by Spring or Summer of 2009. Construction (subject to funding) is expected to begin in 2009 and be completed early in 2011. The Arc of Hilo has selected Durrant Media Five as the Architect and the architectural and engineering team has already completed all the design work and bid document preparation. This includes all environmental assessments, including the topographical survey, soils investigation, traffic study, and biological and archaeological reports. Bid documents are complete and building permits have been obtained.**

**The new Community and Training building is approximately 13,000 square feet and provides much needed space for Adult Day Health classrooms, computer classroom, Music classroom, Art classroom, Kitchen classroom as well as toilet rooms and office and administrative space for the staff. The single-story**

structure is designed with architectural elements meant to facilitate passive and natural ventilation and day-lighting of the interior spaces as well as to provide full accommodation and compliance with the American's With Disabilities Act for the comfort and safety of the users. The new Auditorium building is approximately 4,500 square feet and includes a large multi-functional auditorium space as well as toilet rooms and storage space which are designed to service both the auditorium and the future in-ground ADA Therapeutic swimming pool.

The phased development for this project will include:

- Completion of permitting requirements for construction.
- Completion of contractor bidding and final selection of qualified General Contractor.
- Completion of negotiations with selected contractor to enter into a construction contract.
- Construction Activities (Spring 2009 ~ 2011)
  - Excavating, hauling, fill and compaction of the site as required.
  - Preparation of underground site utility infrastructure and building foundation
  - Structural building frame fabrication and erection.
  - Installation of roofing materials
  - Installation of exterior and interior wall construction
  - Installation of plumbing and electrical rough-in and systems
  - Finishing interior spaces
  - Paving parking lots and other site improvements.
  - Final inspection of building and issuance of Certificate of Occupancy

The Arc of Hilo has already begun to prepare the building site by relocating (in 2007) two existing Plant Nursery greenhouses to the back of the property and will close the above ground swimming pool when needed. These costs have been covered by a U.S.D.A. grant (\$59,000) and H.I.U.W. programming grant (\$22,000) to relocate and expand the Nursery operation in its new location.

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

As suggested above, the timeline of the new Client Support Services Training and Community Center will be completed in 2011. Please see Funding Sources for Phased Development (attached below), which relates a detailed timeline in the right hand column of the table.

See Attachment A-1, Present and Future Programs with New CSS Facility for a listing of program activities for years one through three of the implemented program. See Section IV. Part A. Scope of work for timeline for the facility construction project.

II. 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.

The Arc of Hilo is implementing an internal Outcome Measurement program. The expanded present and new proposed programs will be monitored with the four measurement objectives presented on page 2 outlined below:

- experience reduced feelings of isolation and loneliness.
- feel more included in the community.
- become employed in the community.
- have improved health,

as well as these additional evaluation methods are:

- 1) a client and a caregiver Satisfaction Survey (annually)
- 2) a Continuous Quality Improvement (C.Q.I.) Caregiver Satisfaction Survey.
- 3) State contract evaluations, including:
  - Contract Compliance verification annually for Medicaid Waiver
  - quarterly Quality Improvement Trend Reporting for Adverse Events
  - face to face quarterly & annual Long-term Adult Supports and Resources (LASR) Narrative Report (including client, family, caregiver, and referring agent)
- 4) quarterly Individual Progress Report & Annual Summary evaluation, which evaluates client daily personal goal achievement
- 5) quality and success through annual job placement stats, service contract revenues, and annual audited financial statements

The Arc has an active and supportive Board of Directors which holds monthly regular meetings and committee meetings to monitor and encourage the efficient operations and growth of this organization.

A Hawai'i Community College staff member will evaluate and give feedback on the new computer lab program in the new facility in order to assure that the best use of staff and volunteer mentors and assistive technology software is made for the benefit of clients.

We have used considerable space describing the Client Support Services program and its present and future programs in the new facility. Perhaps the most important impact on this organization will occur with the use of freed up space in the existing building when the CSS department moves next door to the new facility. This will allow both the Administration offices and the ETS offices to be spread out through the existing building space.

Staff and employees who are now placed 2 and 4 per office will at last be given more room. Training courses forced in minimal classroom areas will now have appropriate teaching space. The small client computer space will be moved to

**new quarters with updated equipment in the new building's modern computer lab. One of the most popular client training activities is the laundry. When it receives more space, this will allow the handling of larger laundry contracts which will permit more client trainee involvement. The grounds keeping and janitorial services will be able to set up better storage of equipment and supplies.**

**The Employment Training Services has quite a different perspective from the CSS program described above. Its emphasis is directed more to training and placement in competitive employment. As a result, the methods of program evaluation for this department are as follows:**

**1) Clients and families annually complete a Satisfaction Survey which is reviewed by the CEO.**

**2) The Arc has a fee-for-service agreement with the East Hawai'i DVR office to provide job placement and retention services. The service agency (The Arc) is paid on the basis of placement milestones at 3, 30, and 90 days. Thus indirectly, the service is evaluated by the milestone levels reached or maintained by each job placement. In the final analysis, the DVR Counselor acts as a program evaluation point.**

**3) JWOD contracts (janitorial or grounds keeping) are a set-a-side contract for 5 years for persons with disabilities under the JWOD Act. This program is evaluated by designated staff Quality Control Manager's monthly reports to the federal contract managers. Each federal contract or property manager must approve the evaluations.**

**II. 4. The applicant shall list the measures of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

**The Department of Human Services (the State agency) will be able to directly measure the physical facilities completed in Site Development by following the check list outlined in Section II. 1. "Description of Scope of Work, tasks, and responsibilities" found on pages 7 to 8.**

**Once the facilities are completed, The Department of Human Services will be able to measure The Arc of Hilo's program effectiveness using the goals and objectives laid out in Section I. 2. (pages 1 – 4.) Each of the four objectives listed on page 2 and 3 have an identifiable and measurable outcome suggested in the text.**

### III. Financial

#### Budget

III. 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. . **See table and notes below as well as the budget forms in appendix. This State GIA funding will be utilized to complete Phase II Site Development costs as well as contribute to Phase III building costs.**

III. 2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2009-2010.

<b>1<sup>st</sup> Quarter</b>	<b>\$1,000,000</b>
<b>2<sup>nd</sup> Quarter</b>	<b>\$ 550,000</b>
<b>Total Grant</b>	<b>\$1,550,000</b>

### IV. Experience and Capability

#### IV. A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge, 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 experiences of related projects or contracts for the most recent three years that are pertinent to the request.

<u>Agency</u>	<u>Contract Number</u>	<u>Year</u>	<u>Amount</u>
Hale Ulu Hoi III (HH3) HOME renovation		01-02	\$750,000
DHS Job Placement & Retention	#DHS-06-VR-3021	05-06	\$192,000
DHS Job Placement & Retention	#DHS-04-VR-1672	03-04	\$115,200
DHS Support Employment Services	#DHS-04-VR-1671	05-06	\$ 32,000
DHS Supported Employment Service	#DHS-03-VR-1671	03-04	\$ 13,714
H. County Redemption Project	#HC-085.601.5607	05-06	\$550,000
H. County CBDG Design (HUD)	#00290	05-06	\$282,000
DOH Person Center Adults Service	ASO LOG#02-028	02-06	\$829,221
DHS Medicaid Waiver	#DHS-04-MWS-1753	04-05	\$2,512,910
Long-term Adult Supports & Resources	ASO Log No. 07-026	06-09	\$377,310
USDA RDGrant Nursery Dev.		06-07	\$59,000
HIUW New & Essential Services	CSS Operations	08-09	\$30,000
OHA Community Development –	Training Center Dev.	08-09	\$100,000
Atherton Family Foundation	Training Center Dev.	08-09	\$50,000
Cooke Foundation	Training Center Dev.	08-08	\$100,000
Federal Earmark	Training Center Dev.	08-09	\$262,640

The Arc demonstrates continued training and employment success with the following:

- Total clients currently served by The Arc of Hilo programs ~ 233
  - Client Support Services provides programs for 60 to 80 clients.
  - Employment Training Services provides employment for 60-70.
  - 5 to 15 clients are placed in competitive employment each year.
  - 50 to 80 clients are assisted to access community activities.
  - Residential Services provides housing for 53 people with disabilities.
  - CSS Direct Service Workers provide services to 40 - 50 clients.
- \*Note: some of the above are involved in multiple programs. 53 residential clients plus 51 ETS plus 80 CSS plus 49 Glass/Metal/Plastic Redemption equal over 230 persons served.

This is an outline of the present Arc of Hilo Programs by Service area:

- Employment Training and Commercial Services (ETS)
  - Grounds Keeping
  - Laundry
  - Janitorial Services
  - Nursery
  - County Recycling Redemption Centers Contract
- Residential Services
  - 3 – Low-income apartment buildings with HUD and Section 8 programs
- Client Support Services (CSS)
  - Adult Day Health Program
  - Personal Assistance Program
  - Habilitation Supported Employment Program
  - Long-term Adult Support and Resources Program

The Arc of Hilo is one of the most experienced agencies on Hawai'i to provide the services it presently provides and the new services it hopes to provide with additional facilities. As an indication of The Arc's qualifications, it has operated successful training and employment service businesses for many years and continues to develop new areas to reach the goal of increasing operating revenue earned from private sector contracts. With the addition of the County Recycling Redemption Centers Contract, the ETS department produces over \$2 to \$3 million in revenue each year from third party contracts.

Once the proposed facilities are complete, our program implementation plan will increase from the current of jobs from 233 to a total of 459 jobs within five years. The following is a breakdown of the economic impact of that job creation:

**With expansion permitted by the new facility,**

- **Jobs increase from the current 233 to 459.**
- **The payroll potential is then \$6,885,000 based on an average salary of \$20,000/year.**
- **This payroll generates \$1,377,000 in federal taxes.**
- **This payroll generates \$413,000 in state taxes.**
- **This payroll generates \$144,585 in sales taxes.**
- **The expansion will create over \$2 million in new purchases with vendors.**
- **The construction will add a minimum of \$6 million to the county economy.**
- **The increase represents a \$1.2 million annual savings in government social assistance.**

**The expanded earned income will increase the self-sufficiency of The Arc of Hilo from its current 51% to 70%, thereby reducing dependence on government funding significantly**

**The Client Support Services department continues to successfully deliver Adult Day Health services through the competitive State DOH and DVR contracts it is awarded.**

#### **IV. 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.**

**In the past five years, The Arc of Hilo has increased its operation from an annual budget of \$1.5 million to over \$6 million. It now serves over 200 clients in the present CSS and Employment Training Services (ETS) program areas, as well as houses 53 persons of low income or with disabilities in 3 apartment buildings in Hilo (See Attachment A-1 – Present and Future Programs).**

**The planning and design stage of the project is well underway supported by a 2005 CDBG grant of \$282,000. The design firm of Durrant Media Five of Hilo is presently providing the design services for The Arc and has completed the design work and permits required. All Environmental state and federal environmental assessments are complete. See the attached summary of building plans attached.**

**The new CSS facility's space allocation will consist of a complex of two interconnected buildings – a 13,000 sq ft office and classroom center and a 4500 sq ft auditorium. Within this complex will be 12 offices, 7 classrooms/assembly areas, a reception area, records storage, music room, accessible restrooms, and covered entrance area. A new paved parking area and walking paths around the grounds are sited and a proposed future ADA swimming pool site is identified.**

**The Arc of Hilo has utilized the present 10,000 sq ft building for over 25 years. The two departments (CSS and ETS) and administrative services share these facilities, which over the last five years have seen the number of clients served double and the number of employees double. The program managers have to seriously consider that the disabled population served has reached a certain limit. This client population begins to display increased negative behaviors that are injurious to themselves and to others when personal space is limited in group settings. Also the staff office space has become more and more limited as staff have been doubled and tripled in the same space. In order to insure client safety we have placed staff three to four to a room which once had only one or two.**

## **V. Personnel: Project Organization and Staffing**

### **V. 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.

**Mr. Michael E. Gleason is the President and Chief Executive Officer of The Arc of Hilo. He joined the Arc of Hilo in July 2000. He holds a bachelor's degree in Education from Western Oregon State University and has worked as a Special Education teacher for 17 years, including 12 years in Hawaii. In his last position at Pahoa Intermediate and High School he was the Felix Student Coordinator and the Vice Principal. As the President and CEO, he represents The Arc of Hilo in the community and provides leadership, management direction and support to the entire agency.**

**The Chief Financial Officer is Mrs. Deborah A. Perkins. She has worked under Mr. Penn's supervision in the Accounting Department for years. She holds a B.S. in Commerce from the University of Santa Clara in Science and Commerce. She brings to The Arc 15 years experience in accounting and record keeping for various industries: construction, manufacturing, and sales and service. Mr. Penn has trained Mrs. Perkins as the Chief Financial Officer.**

**The Client Support Services Group Manager, Ms Vicki Linter, has overseen the Client Support Services department for the past 5 years, and brings a wealth of experience leading the present program through this period of rapid growth. When she began at The Arc, she had 33 clients and is now working with 80. She holds a Bachelor's degree in Psychology, holds a certificate in Gerontology, and has extensive experience with long-term care for the Aging and disabled populations. Ms Linter's experience has been invaluable in defining the needs**



for one of the first facilities on Hawaii specifically designed to meet the programming needs of the most challenged group of The Arc's client base.

Glen Calvert has worked for the Arc for the past 5 years as a Fund Developer and small project manager. He holds an M.A. in Sociology and brings the experience as administrator for 12 years at British Columbia County government and Economic Development Officer for a British Columbia native tribal council for five years. While holding the above positions he funded and managed the development of several large projects including: a salmon hatchery, a seafood sales business, a small island airport, a mausoleum, and several regional campgrounds. He will assist Mr. Gleason in the coordination of this project.

Mr. Ron Penn, who is acting on a consulting basis for The Arc of Hilo, is a CPA and Associate Financial Planner with a Bachelor of Science Degree from the University of Colorado and over 40 years of experience in his field. His expertise includes financial analysis and planning, real estate administration and property management, corporate tax management and public accounting. Mr. Penn joined The Arc of Hilo in December 1999 and has been responsible for the agency's overall leadership and accountability for the financial and human resources management and the accurate interpretation and implementation of all policies related to these areas. He is currently acting for The Arc on a consulting basis.

The Chief Administrative and Operating Officer is Mrs. Debra Cabarloc. Her employment with The Arc of Hilo began as its Human Resources Coordinator over 4 years ago. Ron Penn, The Arc of Hilo's former Chief Financial and Administrative Officer trained Mrs. Cabarloc as his successor for Administrative issues. Mrs. Cabarloc's background is in Accounting, Human Resources, Payroll, and Systems & Information Management. She recently implemented and provides oversight to the highly successful Beverage Container Redemption program which provides job and training opportunities for people with disabilities as well as revenue for the organization.

Mr. Irvin M. Henderson is the principal of a consulting firm and development company with particular expertise in the areas of community development education and training, community development finance and capital structure, collaboration and community involvement, community reinvestment, organizational development, project design and management, strategic planning, commercial, residential and enterprise development. He has developed training and coaching programs for the community development industry in a variety of settings. His CED Studies program has been presented in seventeen states. Mr. Henderson is Founding President of the Community Reinvestment Association of North Carolina, Chairperson of the National Community Reinvestment Coalition, Board member of the National Trust Community Investment Corporation, Trustee of the CRA Mutual Fund, founding Chair of the Banker Community Collaborative Council, founding Executive Committee member of the North Carolina Fair Housing Center and a trustee of the National Trust for

**Historic Preservation. He has assisted The Arc of Hilo as a consultant for the past six months.**

**The architectural firm, Durrant Media Five, is managing the current design contract and will continue to provide architectural services during the construction phase of this project. This is one of the most experienced architectural firms on the Big Island.**

#### **V. 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 Attachment.**

#### **VI. Other**

##### **A. Litigation**

**None.**

##### **B. Licensure or Accreditation**

**Not Applicable**

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

The Arc Of Hilo

(Typed Name of Individual or Organization)	January 28, 2009
(Signature)	(Date)
Michael E. Gleason	President & CEO
(Typed Name)	(Title)

## List of Attachments

1. **Arc of Hilo Present & Future Programs (Outcomes) with Community & Training Center**
2. **The Arc of Hilo Organization Chart**
3. **Evolution of Programs Offered at The Arc of Hilo**
4. **Proposed Funding Sources for the Phased Development of The Arc of Hilo Community and Training Center**
5. **All Application budget forms:**
  - Cover Page**
  - Budget Request by Source of Funds**
  - Personnel – Salaries and Wages**
  - Equipment and Motor Vehicles**
  - Capital Project Details**
6. **Business Plan for The Center**

***Note: This business plan has been inserted for additional information. It was prepared in 2007 so some of the information is dated such as project scheduling, grants, requested and received. Detailed cost estimates and Operating Pro Forma are considered to be confidential and have been removed to protect the bidding process. These documents are available on request.***

## Arc of Hilo Present and Future Programs with New Community and Training Center

### Client Participation by Year After Construction Completion

Expand Present Programs:	Present CSS Participants	Present ETS Participants	Present Apartment Residences (people with disabilities)	Year 1	Year 2	Year 3	Community Volunteers/ Non-disabled Users	Present & Future Program Staff
C.S.S. and E.T.S—unduplicated <sup>4</sup>	55	51	53	155	165	175		120
Arts and Choir <sup>2</sup>	10							
Exposure to Computers <sup>2</sup>	10							
Shriners Childrens Hospital Clinic <sup>1</sup>	500						30	
Small swimming pool—not ADA <sup>2</sup>	10							
<b>Sub-Total</b>	<b>585</b>	<b>51</b>	<b>53</b>	<b>155</b>	<b>165</b>	<b>175</b>	<b>30</b>	<b>120</b>
<b>Develop New Programs:</b>								
ADH Level III Care <sup>2</sup>					2	3		1
Computer Training Lab <sup>2</sup>				50	70	80	15	2
Arts and Choir <sup>2</sup>				15	20	25	1	
Shriner's Hospital Clinic <sup>1</sup>				500	525	550	20	
Job Seeking Skills Class 10/Mth <sup>1</sup>				120	120	120		
Community Partners								
Kiwanis Aktion Club <sup>2</sup>				10	15	20	10	
Easter Seals Youth Services <sup>1</sup>				15	20	25	5	1
Hilo Rightcare Literacy Training <sup>1</sup>				15	20	20	7	
Charter & HawCC Schools mentors <sup>1</sup>							15	
PALS – Performing Artists L. Stride <sup>1</sup>				20	25	30	20	
Special Health Issues & Exercise <sup>2</sup>				25	35	55	2	
General Community Meetings (users)							900	
Future ADA Pool—wheelchair access <sup>2</sup>					14	25	2	1
<b>Sub-Total</b> <sup>2</sup>	<b>0</b>	<b>0</b>		<b>750</b>	<b>839</b>	<b>920</b>	<b>979</b>	<b>4</b>
<b>Total</b>	<b>585</b>	<b>51</b>	<b>53</b>	<b>905</b>	<b>1004</b>	<b>1095</b>	<b>1009</b>	<b>124</b>

Notes to above table:

<sup>1</sup> Represent disabled clients, trainees, employees from outside The Arc enrollment, i.e. new participants from the general public

<sup>2</sup> Duplicated numbers—participants may be involved in multiple programs

<sup>3</sup> Several existing staff will share duties with many of these part time programs or have volunteer coordinators

<sup>4</sup> All unduplicated numbers of clients, trainees, and residents with disabilities in The Arc of Hilo programs

**Notes to Attachment for Present and Future Programs (above).**

The Shriner's large 500 duplicated clinic total was not carried forward since it represents non-Arc disabled users and confuses the picture. It in fact will continue to occur through the three year startup.

Also, note the General Community Meeting Users was not carried across the three years since it would also skew the numbers unrealistically.

This estimate of users from the public is very difficult to predict and could be much higher than the 900 duplicated suggested.

The Adult Day Health Level III services ability would allow The Arc to include fragile adults in the current program.

The Year 1 – 3 "Unduplicated" Client Participation numbers are quite likely conservative underestimates as are many of the expanded Present Program and Proposed New Program "Duplicated" numbers.

COUNTS  
BOARD OF DIRECTORS

20

M. Gleason  
Pres. & CEO

D. Cabarloc  
Chief Administrative & Operating  
Officer

Information  
Services

Special  
Projects

ADMINISTRATIVE

Department Manager  
(Admin & HR Manager)

Administrative  
Services Dept.

Admin Asst.

Receptions

Human  
Resources  
Dept.

HR  
Generalist

Safety &  
Train  
Specialists

OPERATIONS

Department Manager  
(Operations & Syst. Manager)

Facilities &  
Maint.  
Dept.

Facilities &  
Maint.  
Supervisor

Facilities &  
Maint.  
Specialist

Purchasing  
Dept.

Purchasing  
Specialist

Division Manager  
V. Linter  
CSS Manager

PROGRAMS

Program  
Supervisors

Direct Support  
Workers  
I/II/III/IV

Materials

Admin Asst.

Division Manager  
C. Kaipo  
ETS Manager

PROGRAM  
DEPARTMENTS

Program  
Supervisors

Vocational  
Instructors

Asst. Voc. Inst.

Job Coaches

Worker

Skilled  
Worker

Materials

D. Perkins  
Chief Financial Officer

Accounting  
Department

Accounting  
Manager

Accountant

Account  
Specialist

A/P & A/R  
Supervisor

Risk  
Management

Fund  
Development

Fund  
Developer

Respon  
Services

EMPLOYMENT TRAINING  
SERVICES

CLIENT SUPPORT SERVICES

### Evolution of Programs Offered at The Arc of Hilo

Five Years Ago	Present Programs	Future Plan with New Facility
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<b>The Arc of Hilo Employment Training Services Programs</b>
--

ADH 1	ADH 1 & 2	ADH 1 & 2 & 3
PA 1	PA 1	PA 2
	HABSE	HABSE
	Chore	Chore
		Respite
		Transportation
		Level 1 & 2 Emergency Evacuation Site
		Special Health/Exercise Program – Dental / Baseline Research
		Therapeutic Pool Program

<b>The Arc of Hilo Employment Training Services Programs</b>
--

Job Placement and Retention Contract	Job Placement and Retention Contract	Job Placement and Retention Contract
Supported Employment	Supported Employment	Supported Employment
	Job Seeking Skills Classes	Job Seeking Skills Classes
Employment Training Services	Employment Training Services	Employment Training Services
Nursery Training	Nursery Training	Nursery Training
Grounds keeping	Grounds keeping	Grounds keeping
Janitorial Services	Janitorial Services	Janitorial Services
Laundry	Laundry	Laundry
	HI-5 Recycle/Redemption	HI-5 Recycle/Redemption
		Upscale Resale Store
		Laulima Hana Construction and Demolition Recycle Program



**4. Project Budget: Funding Sources for the Phased Development of  
The Arc of Hilo Community Training Center (updated January 2009)**

<b>Phase I</b>		<b>Design Development: October 2005 -- July 2006 completed</b>			
<b>Original Budget</b>	<b>Amount Requested:</b>	<b>Funding Source Applied For:</b>	<b>Funding Pending</b>	<b>Funding Secured</b>	<b>Date, Availability, Construction, &amp; Funding Schedule</b>
	\$45,000	Arc of Hilo 2005		\$45,000	Phase I Design Development - secured and completed
	\$282,000	County CDBG 2005		\$282,000	Phase I Design Development -- secured and completed
<b>\$327,000</b>	<b>\$327,000</b>	<b>Phase 1 Subtotal - not included below</b>		<b>\$327,000</b>	<b>All Final permits obtained Jan. 07</b>

<b>Phase II</b>		<b>Site Work: Spring, 2009 - parking lot &amp; services; Fall, 2009 completion</b>			
<b>Original Budget</b>	<b>Amount Requested:</b>	<b>Funding Source Applied For:</b>	<b>Funding Pending</b>	<b>Funding Secured</b>	<b>Date, Availability, Construction, &amp; Funding Schedule</b>
	\$200,000	The Arc of Hilo		\$50,000	Secured
	\$150,000	Other Foundations (6)		\$150,000	Being requested in Spring '09 from Cooke, Atherton, others
	\$100,000	OHA		\$100,000	Requested July 2007; Decision announced December 2007
	\$100,000	Local Fund Campaign (2)		\$100,000	
		<b>\$750,000 Bank Bridge Finance</b>			<b>May 2007 -- This bridge loan is secured &amp; to be used if needed.</b>
	\$450,000	State Grant-in-Aid 2006 and 2007 (3)		\$450,000	2006 - \$200,000 secured with DHS contract in 2007; 2007-\$250,000 Bill HB500 pending Governor's release
	\$993,000	Federal EDA/Other (1) & (7)		\$993,000	July 26, 2007 - Secured;
<b>\$2,142,000</b>	<b>\$1,993,000</b>	<b>Estimated Phase II Subtotals</b>		<b>\$1,843,000</b>	<b>Site Works may begin as early as April 2009 and be completed fall of 2009</b>

**4. Project Budget: Funding Sources for the Phased Development of  
The Arc of Hilo Community Training Center (updated January 2009)**

Phase III		Main Building Construction: Begins 2009; Complete buildings & facility in early 2011			
Original Budget	Amount to be Requested:	Funding Source To Be Applied For:		Funding Secured or Pending	Date, Availability, Construction, & Funding Schedule
	\$400,000	Estimated Funding From Phase II sources brought forward		\$262,640	2007 Federal Earmark brought forward since it cannot be used as a match to EDA award in Phase II above. Also shown in Phase II above. 2009 Earmark request will be similar.
	\$800,000	Local Fund Campaign (3) pledged or secured		\$100,000	
	\$1,550,000	State Grant in Aid (4)		\$1,550,000	This January 2009 GIA application should be released in Fall of 2009 for completion of Phase II and start of Phase III
		<b>\$474,000,000 Bank Bridge Financing for Phase III</b>			<b>Pending U.S.D.A. Loan Guarantee Application; Expect approval in 2009</b>
	\$1,250,000	Other federal sources			2009 requests for Federal Earmarks, OCS, JOLI grants; 2009 requests for bank foundations and other Hawaii foundations, State Work Force Development funds OR \$3 million in New Market Tax Credits.
	\$200,000	Hawaii Foundations or other federal sources		\$3,617,360	
	\$500,000	Other foundations & sources; (6)			
	\$2,480,000	Large local foundation (7) and/or New Market Tax Credits application or combination		\$1,500,000	Funds last 1/3 -- to be requested
\$6,731,000	\$7,180,000	Estimated Phase III subtotal		\$7,030,000	Building Construction: fall 2009 to early 2011
<b>\$8,873,000</b>	<b>\$9,173,000</b>	<b>TOTALS</b>		<b>\$8,873,000</b>	

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

App

The Arc of Hilo

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL (Phase II &amp; Phase III)</b>	<b>8,873,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>8,873,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,550,000	Deborah Perkins	808-935-8535	
(b)		[REDACTED]	Phone	
(c)				1/27/09
(d)			Date	
<b>TOTAL BUDGET</b>	<b>1,550,000</b>	Michael Gleason, Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant:     The Arc of Hilo    

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NONE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant:           The Arc of Hilo          

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
			\$ -
NONE			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL:</b>			
<b>JUSTIFICATION/COMMENTS:</b>			

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST
			\$ -
NONE			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL:</b>			
<b>JUSTIFICATION/COMMENTS:</b>			

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: \_\_\_\_\_The Arc of Hilo\_\_\_\_\_

Period: July 1, 2009 to June 30, 2010

<b>FUNDING AMOUNT REQUESTED</b>						
<b>TOTAL PROJECT COST</b>	<b>ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS</b>		<b>STATE FUNDS REQUESTED</b>	<b>OTHER SOURCES OF FUNDS REQUESTED</b>	<b>FUNDING REQUIRED IN SUCCEEDING YEARS</b>	
	<b>FY: 2007-2008</b>	<b>FY: 2008-2009</b>	<b>FY:2009-2010</b>	<b>FY:2009-2010</b>	<b>FY:2010-2011</b>	<b>FY:2011-2012</b>
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	250,000	250,000	1,550,000	200,000	1,550,000	1,000,000
EQUIPMENT						
<b>TOTAL:</b>	250,000	250,000	1,550,000	200,000	1,550,000	1,000,000
<b>JUSTIFICATION/COMMENTS</b> The \$250,000 received in year 2007-2008 is pending release by the governor. Funds received FY: 2008-2009 is as follows: OHA - \$100,000, Cooke Foundation - \$100,000 and Atherton - \$50,000. Future Funding Requested - \$200,000 from BOH, FHB and American Saving Bank Foundations.						

This Business Plan has been inserted for additional information. It was prepared in 2007 so some information is dated (project scheduling, grants requested or received, etc). Detailed cost estimates and Operating Pro Forma are considered to be confidential and have been removed to protect the bidding process. These documents are available on request.

**The Arc of Hilo  
Training and Community Center  
Business Plan**

**PURPOSE**

The Arc of Hilo, a 501 c 3 workforce development, training and employment provider for disabled persons, proposes the development of a 17,600 square foot Client Services Support Community Center (Training and Community Center) in Hilo, Hawai'i. The Training and Community Center is designed to increase the space for employment training and services to persons with disabilities. This will allow The Arc of Hilo to broaden the contracted services it provides its business clients as well as increase the number of trained workers with disabilities its mission is to serve. The increase will not only double the number of participants currently being served from 230 to 459, but represents a permanent increase in the ability of the Arc of Hilo to serve this very important population. Typically, 25-35% of the Arc's workers are Native Hawaiians. This plan speaks to the development and operation of the facility as a critical capital expansion of the on-going operation of the business of the Arc of Hilo. The total capital investment for the Training and Community Center is projected to be \$10.6 million.

The Arc of Hilo, formed 53 years ago, serves people with disabilities through educational, vocational and skill training, employment placement, employment, quality of life enhancement, residential accommodations and an adult day health program. With an annual budget of \$6 million, the Arc serves 230 residents of Hawai'i and currently employs 115 on a fulltime basis. The most challenged of our clients get individualized support services 24 hours a day, seven days a week. The organization staff has grown from 35 employees to more than 120 in the last five years and the budget has grown from \$3 million to \$6 million. Under the leadership of Michel Gleason, President and CEO, the Arc of Hilo now provides over 50% of its budget through earned income providing commercial services. The Arc's rapid progress and growth has triggered a critical need for additional space. The ensuing growth will allow us to perform greater outreach to disabled persons, with an emphasis on Native Hawaiians and those that may find themselves homeless as a result of having a disability or multiple disabilities. The facility will serve the entire community for meetings, disaster relief facility (accessible for people with disabilities), education and training, arts events, exercise and cultural events.

**PROBLEM / OPPORTUNITY STATEMENT**

The Arc does not currently have the space, staff or work conditions to handle the potential expansion of its programming demand. There is significant demand from all of our communities for more space and places for more training

participants, especially, within the Native Hawaiian and homeless community. Not having adequate space for those most needing services means that the state and community public assistance roles will grow even though they are oversubscribed now. It means that those who with assistance could have meaningful contributory lives unfortunately will not. Our core operating strategy rejects this premise by helping transform these vulnerable Hawaiians to whatever level of self-sufficiency possible, thereby ensuring maximum impact and contribution to our society. Considering the other efforts to assist Native Hawaiians to enhance their economic viability, few programs will have the multiple bottom line impact of assisting Hawaiians with disabilities because of the opportunity to 1) produce consumers for the marketplace, 2) remove beneficiaries from the community and state safety net roles and 3) provide sustainable lifestyle support, all with one strategy.

The need in Hilo and on the Island of Hawai'i for services and mainstreaming of the disabled is represented by the fact that over half of the hardcore unemployed are believed to be Hawaiian residents with disabilities. Many of those receiving mental health treatment for depression are people with disabilities. The chance to give them economic opportunity and remove social barriers to happiness presents an incredible double impact for any investment of grant funds. The economic development need for this investment is the need to improve the employment level of persons with developmental and other disabilities. However the area has several functional deficiencies, as well, that are being impacted by a combination of factors: The first is the underemployment of employable adults with disabilities. Without the work of The Arc of Hilo, these workers would never be able to realize their potential as tax-paying contributing consumers. 52% of the disabled population is unemployed (see Appendix 1 – Disability and Unemployment Demographics) and this represents a grossly underemployed population as has been demonstrated by the number of viable workers created through the efforts of The Arc of Hilo. Secondly, the area is still suffering from the loss of agricultural and manufacturing jobs as a result of the failure of the sugar cane industry in the 80's.

All of the studies in the area of improving the quality of life for people with disabilities sight the need for six things:

- Mainstream contact
- A sense of self-worth and purpose
- Engaging activity for the mind
- Ability to care for one's own needs at the highest level possible
- Health awareness and exercise
- Personal and financial resources



Through the program of life skills development, employment training, job placement and employment with assistance, the Arc of Hilo provides all of the six essential elements.

## **MANAGEMENT AND STAFFING**

### **KEY MANAGEMENT**

Working with national networks and government leaders, the Arc of Hilo is led by Michael Gleason, a seasoned and dedicated executive with a flair for social entrepreneurship. Mike is a nationally recognized executive in this field and leads an award-winning team that consistently is asked to serve on various boards and committees, regionally and nationally. Mike has spearheaded the development of many key stakeholder relations including the Shriner's hospital, Area Mental Health, Hui Melama, The Department of Social Services, Habitat for Humanity, the Kiwanis Club, Hilo Rotary Clubs, KTA Super Stores, Business Services Hawai'i, Hawai'i Community College, the DID. Council, Easter Seals, the Chamber of Commerce, Alu-like, Bank of Hawai'i, First Hawaiian Bank, American Savings Bank, the Hawai'i Alliance for Community Based Economic Development and Federal, State and County Agencies. He currently serves on many boards in a leadership position including the Rotary, the Boys and Girls Clubs and the Chamber of Commerce. Project Manager for the development of the facility is Glen Calvert, who has training, expertise and experience in working with large scale projects. Glen has worked in the nonprofit environment for twenty years and has particular expertise with municipal and state agencies. He is a skilled grantsman who has won business plan competitions.

Mike's key colleagues and collaborators in the executive suite are Debbie Perkins, Chief Financial Officer, and Debra Carbaloc, Chief Administrative and Operating Officer. Debbie, as CFO has been with The Arc since 2001 and has revolutionized the accounting systems of the organization. Debra has a real knack for operational feasibility and is a planning resource for the division heads.

With the aim of improving the quality of life for those with developmental and other disabilities, the Arc activities are designed to reduce depression, improve health and to decrease isolation, exclusion, discrimination, poverty and substance abuse. This is done through therapeutic activities and exercises, but also training, education, workforce development, employment placement, employment, transportation, one-on-one counseling and housing. Each of these program components were designed and developed from the Arc's 53 years of experience in learning what is effective for the clients. There is no more critical aspect of this planning and development than the opinions of the worker-clients themselves. Their relatives also give input to the process, as do seasoned professionals who understand the unique challenges of assisting the development of independence for people with disabilities. It is critical with this

empowered setting to have excellent people-first staff, who appreciate the incredible difficulties that our clients and their families deal with on a daily basis. Mike and staff are very successful at achieving a 100% contribution atmosphere that promotes input, sharing and corrective behavior that protects the spirit of the individual and motivates the clients in all aspects of their progress. The impact of the empowerment factors of the program and the peer bonding aspects cannot be overstated in the contribution made to the removal of victimization emotional scarring and the promotion of healthy self-image.

Through Mike Gleason and other staff's leadership, the Arc has successfully recruited many business relationships with the firms that employ the Arc and its vocational trainees. The partnerships with the employers are key to the ability of the organization to provide experiential employment opportunities that support the objectives listed above. Once participants with disabilities are trained in the program, many find employment in The Arc's Business Service areas:

- Grounds keeping
- Janitorial services
- Laundry services
- A plant nursery
- Island-wide HI-5 plastics, glass and metal redemption / recycling program
- Construction & Demolition Resale Store

The increase in self-esteem, self-worth and economic viability provided through the provision of a job helps the client-worker become a tax-paying, consuming contributor and reduces the amount of public assistance required to maintain the individual.

### **KEY STAFF**

The Arc of Hilo's President and CEO is **Michael Gleason**, who joined the organization in July of 2000. Mr. Gleason holds a bachelor's degree in Education and has worked as a special education teacher for 17 years, including 12 years in Hawai'i. In his last position at Pahoa Intermediate and High School, he was the Felix Student Coordinator and the Vice Principal, As the CEO he represents The Arc of Hilo in the Community and he provides leadership, management direction and support to the entire agency, including programs and services. Mike is well known by the entire nonprofit and government sectors and is increasingly considered a visionary in the private sector.

The Arc is organized into three divisions: Client Support Services, Employment Training Services, and Administrative Services. Currently, all of the divisions are housed in the 10,000 square foot Arc of Hilo Client Center. The development plan calls for the continued use of the 10,000 square foot facility for general administration and employment training. The new development of the 17,600

square foot Community Center will allow for specialized worker training classes using a computer lab. The additional space provides the protection of privacy, allowance for special needs disabilities and the ability to increase the number of people with disabilities trained at one time and therefore deployed as workers to one or more new job sites. All of this helps the Arc meet its goal of doubling the number of people served within the next four to five years. Concomitantly, severe space shortages in accounting and administration will be eliminated. It will provide space for arts and recreation, community outreach, exercise for the disabled and space for diverse community meetings.

Each division is led by a very qualified and capable leader. Administrative Services is led by **Debra Cabarloc**. She is The Chief Administrative and Operating Officer. Her employment with The Arc of Hilo began as its Human Resources Coordinator in 2001. Ron Penn, the Arc of Hilo's former Chief Financial Officer trained Ms. Cabarloc as his successor for administrative issues. Her background is in Accounting, Human Resources, Payroll, and Systems and Information Management. She is responsible for the overall administrative and operating management of the company and the accurate interpretation, compliance and implementation of the policies and procedures related to these areas. Previously, she was a Medical Claims Assistant for The Family Medicine Center of Hilo.

The Chief Financial Officer is Ms. Debbie Perkins. She joined the company in June 2003 and comes to the organization with over 20 years of experience in the Accounting and Management fields. She has served as the Chief Financial Officer for The Arc of Hilo since December of 2004 upon the retirement of Ron Penn. She has a Bachelor of Science in Commerce from the University of Santa Clara, Santa Clara, CA. Her responsibilities include the compilation and oversight of the company's audit, preparation of the 990's, monthly financial statements, payroll functions, grant reporting and compliance and oversees all aspects of the accounting functions and personnel. A true CFO, she ably assists the other executives in risk assessment, problem solving and human engineering as well. She also works closely with the Fund Developer in the development and financial aspects of grants for the organization as well as the construction of the new Community Center.

Employment Training Services is led by Mrs. **Charmaine Ka-ipo**. With a wealth of experience, she is the Employment Training Services Group Manager – including task areas such as Evaluation, Training, and Placement. She oversees The Arc of Hilo's Vocational Training Center which includes: the Job Placement and Retention and Supported Employment Program, and the Commercial Services businesses (Grounds keeping, Custodial Maintenance, Nursery, and Laundry). Ms. Ka-ipo has 16 years of experience in working with persons with disabilities. She has a Bachelor's Degree in Fashion Design/Merchandising and Business Administration from the University of Hawai'i at Manoa. Since she joined The Arc of Hilo in 1991 she provided case management, evaluation,

training and placement services. She has presided over the growth of the Arc's capacity to train people with disabilities while producing earned income for the Arc's operations. Before the Arc, she was a Customer Service Supervisor/Trainer to United Airlines and a Program Director for the Y.M.C.A.

Client Support Services is led by **Ms. Vicki Linter**, whose career spans tremendous growth in the number of people with disabilities served by the Arc. Her department works with individuals in two categories: small groups and one-on-one services. Her department provides a day program for the most physically and mentally disabled. She also shepherds the process of evaluating those clients in her charge for supported employment and is very skilled in helping seemingly dependent people with disabilities become serviceable workers adding value to their workplace and self-esteem and income for themselves. When she began at The Arc, she had 33 clients and is now working with more than 80. Ms. Linter holds a Bachelor's degree in Psychology and a certificate in Gerontology, and has extensive experience with long-term care of aging and disabled populations. She provides content and information research for the executive and grants staff, allowing the requests and planning to be clinically correct. As the CSS manager she oversees the Adult Day Health, Supported Employment, and Personal Assistance Programs.

**Mr. Glen Calvert** is the Fundraising and Project Developer for The Arc of Hilo for the past 4 years. He has a Bachelor and Masters degree in Sociology. He has extensive experience working in cross cultural situations in Micronesia (Chuk) and Canada (Salish tribes) and municipal government. He has many years experience as an economic development officer working with Micronesian fishing cooperatives, Salish oyster and fish farming projects, and administering many small and large municipal projects (rural airport, mausoleums, regional parks, rural medical clinics and municipal services—fire, water, sewer, waste management). He served as the Administrator for a Canadian county government office for 12 years. His current project at The Arc of Hilo is a \$993,000 matching grant from the Department of Commerce Economic Development Administration.

As CEO, Mike Gleason has assembled assets from the consulting worlds to assist the staff as they implement more complex projects. He is working with Irvin M. Henderson & Company, a firm dedicated to the effective execution of public-private partnerships, with nonprofit and for-profit developers, as co-developer and development coach. A former Executive Director of The Arc, Ron Penn is providing consulting services to the CFO and is assisting with HUD housing administrative issues.

**Mr. Ron Penn** serves as a consultant to the Accounting Function. He held the position of Chief Financial Officer for The Arc for four years and retired in 2004. He now serves as a consultant to the Accounting Function on an as needed basis. He has a Bachelor's of Science in Business and is a Certified Public

Accountant. His extensive bank qualifications include success in start-up, restructure and management of diverse functions with proven abilities in financial planning, retirement, and benefit consulting. He previously served for 20 years in various management positions at Norwest Bank Colorado and as a consultant in Financial Planning.

**Irvin M. Henderson** is the principal of a consulting firm and development company with particular expertise in the areas of community development education and training, community development finance and capital structure, collaboration and community involvement, community reinvestment, organizational development, project design and management, strategic planning, commercial, residential and enterprise development. He brings a background in financial planning and community development that includes a range from brokering securities to grass roots empowerment. He is the former President and CEO of Henderson Financial Services, a financial planning, securities and insurance full service company and the former President and CEO of Gateway Community Development Corporation. He has co-developed or served as development consultant for thousands of units of housing and over a million square foot of commercial space. He is the Immediate Past Chair of the National Community Reinvestment Coalition, founding Chair of the Banker Community Collaborative Council, founding Executive Committee member of the North Carolina Fair Housing Center, Trustee of the CRA Fund, Audit Chair and Executive Committee Member of the National Trust Community Investment Corporation and a Trustee of the National Trust for Historic Preservation.

### **Organizational Capacity**

Our program managers have successfully worked in their positions from five to fifteen years. This demonstrates the strong and effective leadership we have in our organization. Other non-profits in the state have tried and failed to develop similar service industries. Our leadership serves on regional and national boards and has been awarded numerous designations, certifications and awards of excellence by peer, governmental and funding entities. The edge we maintain in obtaining competitive contracts demonstrates very performance-driven and successful management.

The Arc of Hilo's proven track record continues to be demonstrated through new successful innovative ventures. The very nature of what we do advances productivity by taking those, who in many cases are not productive at all, and assisting them to develop into productive citizens. Because we begin with a nontraditional market of workers, the innovation is in concept, training and counseling methodology, community recreation and results. Additionally, many of the services that we utilize offer a great base for entrepreneurship. Staff and former workers have left the Arc and now operate successful ventures creating new jobs. Many of our vendors are small entrepreneurs and thus the operation of our facility creates a viable market for entrepreneurial enterprises.

We are prepared to take risks to develop new business enterprises. A recent example is the aforementioned County of Hawai'i HI-5 Redemption contract. It has received applause from the State Auditor and the general public. It has operated for the past 2 ½ years, and has just received an extended contract renewal. It employs over 45 people and serves as a reservoir for placing new trainees from our programs. Its innovation is exhibited by the fact that it brings together both able and disabled persons working together at work sites under The Arc of Hilo's influence and management. It required innovative design, new training methods, facilitation of worker coordination by management and flexible scheduling.

Another example of a new entrepreneurial enterprise is the Laulima Hana Construction and Demolition Resale Store plan mentioned earlier. This enterprise concept was developed last year by a USDA Rural Development Grant and an Office of Hawaiian Affairs Community Based Economic Development (CBED) grant to the Arc to prepare the business plan for a Construction & Demolition Resale store and pre-apprenticeship carpentry and construction skills training program. Led by The Arc of Hilo, it will use major for-profit and non-profit community partnerships to leverage further vocational training and employment opportunities in a low-income area of Puna District south of Hilo, after a pilot location currently being developed in downtown Hilo. The idea is that the store will take donations of building supplies and materials from local General Contractors, process and place these materials in inventory to be sold/and or donated to other nonprofit businesses and low income individuals. Some of the materials will be utilized for affordable housing thereby reducing the materials cost and that reduction will be passed down to the consumer. It will initially create 10 regular jobs at the training center of the store. Going forward, the project should fund 30 jobs annually. These workers will receive on the job training while building 3 Habitat for Humanities homes per year as a training exercise. Considering that thousands of new homes are needed in Hawai'i County in the next few years, this general construction training program will find ready employment for trainees for years to come.

The Arc of Hilo has successfully demonstrated how to train people with disabilities and prepare them for employment in the community at large. It has gone a step further and developed basic business services which employ its trainees in grounds keeping, janitorial, laundry, nursery food production, and HI-5 Redemption. These business services have been developed specifically to match the capabilities of people with disabilities. Our work is based upon service industries in which the market demand will continue to escalate as our population matures. Studies have shown that the baby-boomer retiree is becoming more interested in leisure time and activities, thus creating additional demand for these types of services in the private residential market as well. The environmental redemption and janitorial services are at a price they can afford and a quality level that they can trust. We provide this for our customers in a unique and

effective manner. With a 52 % unemployment rate of persons with disabilities between 21 and 64 years old in East Hawai'i and an increasing demand for our goods and services, The Arc of Hilo has its work projected for decades into the future. This analysis further supports the need for the additional space and capacity.

The Arc of Hilo, its staff and Board of Directors play the role of advocate in island-wide, state-wide and nationwide settings. In its role of advocating for rights, mainstream procedures and commitments, arts inclusion, access issues, recreation and independent decision-making, the Arc works independently and in coalition with other networks and nonprofits. The Arc partners with the Hawaii Alliance for Community-Based Economic Development, Puna Roundtable, Hui Melama and Alu-Like, all community-based advocates for better quality of life for special populations including youth. It is one of our core goals to promote the improvement of the quality of life of these Hawai'i people with disabilities.

The value proposition of this project and future facility is that it will provide a permanent increase in the employment training and opportunity development infrastructure for the County. It will assist in the long-term diversification of the local and regional economy. This project will continue to deliver and transition non-working government-dependent citizens to working tax-paying consuming citizens. The space will promote the overall improvement in the quality of life of our program participants in the areas of health, recreation, reduction of isolation, utility, self-esteem, life skills, employable skills, employment counseling and employment placement. These new employees will add to the enhancement of the Hawaiians with disabilities' capacity to mainstream and contribute. The Arc's programs will continue to make this transition happen for developmentally challenged Hawai'i workers, assisting them in making their contributions to society, improving their lives and enhancing their self-sufficiency despite their unique challenges.

### **Collaboration and Evidence of Management of Grant Monies**

The commitment of our stakeholder partners illustrates the respect and confidence that the broader community and specifically, the funding community have for the Arc. Many of these entities work closely with us and will play an even bigger role during the development of the Center. Examples of these relationships:

- High levels of local government or non-profit matching funds and private sector leverage. I.e. Hawai'i County Community Development Block Grant support: \$282,000 in 2005 and more CDBG funding in 2008.
- The Arc of Hilo makes significant contributions of its own funds to support the above CDBG funding: \$35,000 in 2005 and a commitment of \$210,000 for 2006-2008.

- Clear and unified leadership and support of local elected officials. See reference letters and the County's funding support.
- Support from the HUD Economic Development Initiative through the assistance of Senator Akaka's office in 2006 for \$400,000 from an appropriation committee earmark. (Earmark's were not funded by Congress in 2006 but new request has been made on behalf of The Arc of Hilo in 2007.)
- Economic Development Administration matching funding for Phase II site development of \$993,000. We are implementing this grant now.
- Strong cooperation between the business sector, relevant regional partners, and local, state and federal governments. We continue to compete successfully for county, state, and federal grounds keeping and janitorial contracts. We have the janitorial contract for the Mayor's office and maintain the downtown federal post office building. We also successfully partner with local for-profits such as KTA Superstores, a grocer and general merchandise retailer, and Business Services Hawai'i (local for-profit recycler) to execute joint ventures.
- A powerful steering committee has been assembled to guide the capital campaign for the Arc that includes captains of industry, business, labor, government, the nonprofit sector and the military.

### **Track Record in developing capital and managing development**

The Arc of Hilo is one of the oldest service providers to people with disabilities in the state. It has provided services to East Hawai'i for over 53 years. In the past few years, it has recently gone through an organizational capacity building process involving staff training funded by the Hawai'i Community Foundation. It has upgraded its accounting software and hardware. Both Mike Gleason and Glen Calvert attended and successfully graduated from the Hawai'i Alliance for Community Based Economic Development's Community Connection Training program. This program involved over 150 hours of classroom presentation and a practicum project presentation that they worked on for 7 months.

To demonstrate our successful management and project capability, the following is a listing of grants (outside of the recent CDBG and EDA funding) involving construction or business development projects.

<u>Agency</u>	<u>Project Title</u>	<u>Year</u>	<u>Amount</u>
HUD - Hale Ulu Hoi III (HH3)	HOME renovation	01-02	\$750,000
USDA Rural Development -	Laulima Hana Business Plan	05	\$35,000
USDA Rural Development-	Nursery Expansion Project	06	\$59,000
Hawai'i Community Foundation -	Org. Capacity Building	06	\$30,000
HEL + Atherton Family Fd.	Janitorial 12 passenger van	05	\$20,000
2004 Federal Transport Assistance Program-	14 pass. Bus	04	\$59,200



The Hale Ulu Hoi III project was a significant low-income apartment renovation project. It was funded by HUD's HOME program to renovate one of the three low-income apartment complexes for people with disabilities which The Arc of Hilo owns and operates. The Arc currently provides housing for 53 people with disabilities. This demonstrates The Arc's construction management and grant management skills.

The Lualima Hana Business Plan development, funded by a USDA Rural Development grant and a CBED state grant is an example of an innovative empowering project that the Arc of Hilo has under predevelopment. USDA and OHA-CBED funded The Arc of Hilo to develop an award winning business plan that received Second Place--\$10,000 award at Hogue Entrepreneur/Chaminade University 2005 Business Plan Competition. The staff and development team are currently considering sites and feasibility options for this employment training, recycling and earned income project, which will go online in the first quarter of '08.

The Nursery Expansion Project is a new effort that will erect five greenhouses at the back of The Arc of Hilo property to increase production and sales. This will expand the capacity of the Arc and its staff to do more contract work while controlling their own supply chain. A product marketing study has been completed to direct the expansion of nursery training and production. This improvement in getting capacity for additional landscaping contracts will result in new hiring, promotion to supervisor status for some and recruitment of new client-workers. Three of the greenhouses are completed. Of course as we develop more market share, we increase the viability of the Arc as a self-sufficient entity through greater earned income.

Another recent successful project example is the Hawai'i County HI-5 Redemption Project contract. The project contract requires the Arc to provide redemption and recycling facilities for the county and thereby recycles plastics, paper and glass. It now employs over 45 workers (new jobs) to successfully run one of the best rated Redemption programs of any county in the state this past year. This island-wide social enterprise is an important growth area for the Arc and demonstrates its ability to do program and project design that generates social benefit and earned income. It is obvious that the Arc maintains and runs private, federal, state and local grant and project initiatives with a great deal of success. The organization has successfully developed and maintained the internal capacity systems to train the workers, procure the contracts, manage the relationships, monitor evaluation and record keeping effectively and deliver the performance of the contracts. Some of these activities not only involve the maintenance and operation of facilities, but the development as well. The development of HUD Housing is also evidence of facilities development expertise. This success has produced the effective track record that gives us the confidence to embark upon a substantial facilities development process.

## PROJECT PLAN

The plan is to develop a 17,600 square foot (usable space) facility (22,300 square foot considering roofline measurements) to be the Client Support Services Community Center. This facility will provide the space required to grow the number of workers that are assisted in worker skill training, basic life skills training, recreation, arts and crafts and self-sufficiency counseling. This increase should include 50-60 more Native Hawaiians, perhaps more. The Arc of Hilo is implementing an outreach program that will target the core unemployed with disabilities. Within the plan, a special focus is planned for the Native Hawaiian community.

The Arc of Hilo has also begun to respond to the number of residents who are homeless and may be found on public lands or in the street. Many of this population are veterans, many are people with disabilities. Centers of influence within the Hawaiian community, the Asian community and the Portuguese community will be canvassed for referrals. Often, some of the more underserved families come from the ethnic enclaves. Community organizations, churches, neighborhood organizations and other conduits will be solicited for this growth outreach. Area mental health is already an ally, as well as the Department of Social Services and the Division of Vocational Rehabilitation. Through the school system, private and parochial schools and parental outreach, we will develop even more referrals. This Training and Community Center is planned as a resource to all aspects of the community. The Arc of Hilo will reach out in the areas of small nonprofit technical assistance and development coaching to assist in the growth and development of the nonprofit infrastructure of the island of Hawai'i. Ultimately, the Center will serve as a hub of activity dedicated to enhance the quality of life and the interaction of people with disabilities and their families and neighbors.

The project will be developed on a collection of three parcels totaling 5.4 acres, which is the present location of The Arc of Hilo training center. Its tax map key is TMK 21-3-32 in Pi'ihonua, South Hilo, Hawai'i. This property is located on Waianuenu Ave across the street from the new Veteran's Care Facility and the Hilo Medical Center. The area has become known as the "Health or Wellness Corridor", because many health-related facilities are within a few blocks of the location. As most of the other nonprofits in the corridor, the Arc of Hilo is a state lease recipient of these properties. However, the Arc's properties were statutorily granted by the Governor, expressly for the uses of the land that are both operating and proposed within The Arc strategic plan. The Arc of Hilo has 22 years left on the current lease and is negotiating an extension up to 99 years with no restrictions on the real improvements on the land with regard to finance and development. The state, as leaser, is extremely supportive of the project and is assisting in any way that it can.

The main target area for the project is the east side of Hawai'i Island from Honoka'a on the north to Na'alehu on the south, a distance of over 100 highway miles. This includes the following County Districts: Hāmākua, North and South Hilo, Puna and Ka'ū. The concentration of Native Hawaiians here represents about 10% of the base county population of 167,293, estimated by U.S. Census, 2005.

The area described above is within the service area for clients seeking The Arc of Hilo services and is generally within commuting distance of Arc of Hilo offices located in Hilo and Pāhoa on the East side of Hawai'i County. It is the area in which we place our vocational trainees and the area from which we draw our clients and vocational trainees. Our specific Native Hawaiian outreach efforts and our general outreach will involve more areas in which we have not concentrated before. This will definitely help us discover Native Hawaiian and other ethnic underserved disabled and other disabled residents who were not aware of our program and of whom we were not aware. We anticipate adding to the number of veterans and core homeless as well.

This capital project will add capacity to The Arc of Hilo training division and the adult day health services division, allowing much needed instructional and work space for staff for the expansion of present and future programs which train, employ and develop business opportunities for persons with disabilities. It will enhance the capacity of the Arc to provide arts and lifestyle programming to these important resident populations. The meeting space will be utilized by a variety of organizations from the Rotary Club to the Boys and Girls Clubs to the PALS drama group. The individual staff and client-workers who will utilize the office space will support all of the Arc's programming in education, life skills development, worker training, arts and cultural awareness, community building, disaster relief and health and wellness.

Considering the plethora of activities that underlay the development of this facility, its development and its operation will have a tremendous impact on many of the residents of the Big Island. Through the operation of the County's HI-5 redemption and recycling program, which generates a component of the \$3 plus million in earned income revenue that the Arc reinvests into its programs, the Arc touches every family and business on the Big Island. As the population grows and more services are required, the Arc of Hilo is poised to grow its capacity and become more essential to the service fabric of the island. This growth must be housed and cultivated for maximum impact with some of the most vulnerable populations within our society. We will meet these needs through the development of the Training and Community Center.

## **The Scope of Work and Funding for Phase I & II**

Phase I of this project involved the completion of feasibility, finance design, project design, fund raising, development team building and submission for regulatory approval. The Arc of Hilo is contributing \$245,000 of its own funds to these pre-development activities and the site work of Phase II. A great partner in this process, the county's Community Development Office has invested an additional \$282,000 from Community Development Block Grant (CDBG) funds for the Phase I architectural and engineering costs. All of the working drawings are complete. We have applied for our permits and have received notice of all approvals, which means that we will be able to start work on Phase II as soon as we complete the bid process. We have a grading permit that may have to be resubmitted after negotiations with the County. The architects have developed a phased approach that allows the Arc to do the site work for the facility in Phase II and actually complete the Training and Community Center buildings in Phase III.

Phase II will complete the site work, including the paved parking lot, underground service connections to the building site, utility access and construction of the eastern retaining wall. We have received a commitment of \$993,000 for EDA for this phase and a commitment from the county of \$186,000; however we are requesting deferral of the County funds to Phase III. We are trying to work out the phasing of the project with the delivery timing of these funds. We have just received approval for Office of Hawaiian Affairs capital grant funding from their large grant program of \$100,000. All of the supplemental funding including the OHA funds is important, because we are negotiating a bridge loan to assist in aligning the timing of cash flows with the requirements of the development pro forma and timetable. The OHA and other grants will give us flexibility in utilizing the bridge loan and covering the soft and hard costs of Phase II, the site work. Additionally, we have two grant-in-aides from the state for Phase II for \$200,000-2006 and \$250,000 from 2007. With the use of these funds, there will be an interest saving in Phase II of \$10,000 or more. This saving will be invested in improving the props for the dramatic arts portion of our arts and crafts programming for our client-workers, who will be applying their training in arts in the new auditorium / performing arts section of the Training and Community Center. Vicki Linter, manager of Client Support Services leads the cultural and recreation aspects of the Arc of Hilo's commitment to the improvement of the quality of life of our client-workers. Her profile is mentioned in the key personnel section.

The Arc of Hilo has good banking relationships and plans to service debt on the new facility through bridge financing of \$750,000 for Phase II and \$5,500,000 for Phase III. The funds from the bridge of \$6.75 million will be used to maintain consistent access to capital backed by the grant sources, the Capital Campaign and the committed government funds. Final Sources and Uses documentation will detail a variety of sources including:

- Foundation grants
- Federal Government agency funding
- State Grant-in-Aid(s)
- State agency funding (OHA)
- Gifts from the Capital Campaign
- Bridge financing from the ASB / Bank of Hawai'i / First Hawaiian / Hawaii National (we are reviewing proposals from all)
- Equity from the Arc of Hilo
- Special appropriation from Senator Akaka and Inouye

We anticipate a new 2009 commitment from Senator Akaka or Inouye through the HUD Economically Targeted Initiative

The bulk of our request of initial grant funds will go to support the site development work during Phase II. This work is critical to literally lay a good foundation and site pad for the development of the Center itself. We have a sloping lot that has to be corrected and is still cost effective because we have no site acquisition cost since we are utilizing land that is in a state lease, statutorily committed to the Arc alone, for the purposes of completing our mission. We also have to remove 3.5-4 feet of poor surface material, dump it at another location on site and truck in new fill material, grade and prepare it for the utilities.

The Contractor will perform the site work package per the following sequence:

1. Clear and grub the site of all trees and groundcover.
2. Remove items to be demolished (gates, fences, existing asphalt, etc).
3. Excavate and stockpile (or remove from site) earth as required.
4. Rough grade parking lot and building pad locations.
5. Construct concrete retaining wall for project building pad.
6. Excavate for and install underground dry wells.
7. Final grade parking lot and building pad locations.
8. Trench for underground utility lines within project site.
9. Connect underground utility lines (electrical, water, sewer, and tele/data) from existing point of connection (at property line) to building stub-out or service entrance.
10. Install gravel base course for parking lot and future buildings.
11. Construct concrete curbs, ramps and sidewalks as required.
12. Pave parking lot with asphalt paving.

13. Install parking lot lighting.
14. Install striping, pavement markings and signage at parking lot.
15. Install new chain link fence and gate
16. Install driveway apron from parking lot to Waiānuenue Avenue.
17. Relocate power pole

A list of the major components and estimated construction cost of this phase are included below. A site plan, location map, and floor plan are attached in the appendices. (See appendix #2--construction estimates, appendix #3, 4 and 5 respectively--site plan, location map and floor plan.)

The following is a summary of the three phases as configured at this point:

**PHASE I: Site and Building Design with Request for Regulatory Approval**

Description:	Amount
General design and working Drawings	\$282,000
Phase Take-offs	\$45,000
Subtotal	\$327,000
	Fully paid already

**PHASE II: Parking Lot and Site Improvements for Future Buildings**

Description	Amount
Infrastructure	
Parking & Paving	
Retaining Wall	
Subtotal	

Administration (4% of subtotal)  
Contingency and Escalation (10% of subtotal)

Subtotal

**PHASE III Main Construction of Buildings**

*Removed*

Description	
Client Services Building - structural	
Gymnasium - structural	
Mechanical	
Electrical	
Soft Costs	
Contingency	
Inflation Escalation Allowance	
Subtotal	
<b>TOTAL</b>	

The preliminary development pro forma includes interest expense, development administration and furniture, fixtures and equipment, which are not in these numbers. The total development cost of the project is projected to be \$10.6 million. See the Pro Forma in Appendix #6 for further detail.

## MARKET ANALYSIS

### THE INDUSTRY

There are 49 million Americans with a disability. 24 million of these Americans have a severe disability that requires day-to-day assistance with their regular activities. Others may, with some assistance maintain a household, primarily care for themselves and lead a more mainstream and rewarding social and occupational life. The Arc of Hilo serves both ends of the spectrum, and many caveats in between. All of these people with disabilities can contribute to their society through employment, consumerism, paying taxes, contributing to the social and cultural atmospheres and indeed, building families and communities. Organizations, nationwide and globally, are employing cutting-edge tactics and tools to enhance the approach to developmental assistance. To the process of training and preparing people with disabilities for mainstream lifestyles, the Arc of Hilo has added superior methodology, clinical troubleshooting and the development of best practices.

The Arc of Hilo belongs to a national organization, known as The Arc of the United States. This organization has over 850 affiliated member organizations serving over 140,000 of people with disabilities nationwide. The Arc of Hilo is a leader in this industry as is evidenced by the numerous requests for tours and visits to our existing facility, from peer organizations from across the country. Mike Gleason and others on staff have testified before Congress and made many high profile presentations about training and building community with people with disabilities.

Statistically, in a survey of adults ages 25 to 64, 23% of those with no high school diploma had a severe disability. For those with a diploma, 9% had a severe disability. For those who were college graduates only 3% had a severe disability. This correlation between educational attainment and people with disabilities illustrates the importance of specialized programming to maximize their ability to become trained and self-sufficient. The sheer number of our friends, relatives and neighbors who will labor under this particular condition will impact our economy, social safety net and quality of life for all aspects of our society. It is the mission of the Arc of Hilo to assist people with disabilities on their journey toward self-sufficiency, as far as they are capable. The closer to self-sufficiency they travel, the lower the cost to our social services, the greater will be their personal rewards and the more they will contribute as a consumer, taxpayer and mainstream resident in our society.

In a recent survey of young mothers with children who had individualized education programs (IEP's), a full one third of the children were people with disabilities and poor, only 7% were non-poor. The link between developmental disabilities, education and poverty is also very clear. Finally, 50.4% of children



with disabilities show some specific learning disability. 20% show some development disability. It is from these populations that the future clientele for the Arc and its industry will be drawn. Unfortunately, this is a growing market with significant capacity deficiencies. The additional capacities and services that the Training and Community Center will make possible will not only be in high demand, but will be one of the few sources of new capacity within this industry on the whole and certainly within the area of East Hawai'i.

## THE AREA

The project will be located on and more fully utilize the current 5.395 acre Arc of Hilo site of leased State land in Pi'ihonua. The property consists of TMK's 2-3-32: 6, 7, and 8, which are property under Executive Order to the Department of Human Services and leased by the Arc of Hilo until 2027 with a renewable lease. (See Appendix) The project site is located approximately 490 feet in elevation along Waianuenue Avenue, across the street from Hilo Medical Center campus.

In Hawai'i, nearly 25% of the 1.2 million residents have some form of disability. Hawai'i County has 94,000 persons 16-64 years old of which 17,224 (18%) are listed as having disabilities. Of these 11,000 are prevented from work due to their disabilities. (Hawai'i County 2004 Data Book)

This project has been listed in the FY 2006 Community Economic Development Strategies, as an amendment filed by the State of Hawai'i Office of Planning, and fulfills many of the current goals and objectives, that include providing a path to self-sufficiency, creating more opportunity and reducing public expenses where practicable.

How do we define those that are disabled? People are considered disabled if they have physical and/or mental impairments which

- are expected to be long lasting, continued and of indefinite duration
- substantially impedes the person's abilities to live independently
- are of such a nature that such abilities could be improved by providing more suitable working conditions, and as a result
- are considered to be of low or moderate income.

In order to address the high unemployment levels for people with disabilities in the County of Hawai'i (Hawai'i Island or referred to as "The Big Island"), The Arc of Hilo proposes to create over 300 new jobs over a 5 year period once the facility is complete. In the first year after construction of the facility 47 of these jobs are for persons with disabilities and 14 are staff (some of which will have disabilities). Typically, 25-35% of these staff and client-workers have been Native Hawaiian. The client placements will not only be within The Arc of Hilo's traditional business service areas (grounds keeping, janitorial, laundry, nursery, HI-5 redemption), but also in the community at large.

According to the 2000 U.S. Census, almost one in five working age Americans (age 16 to 64), has at least one disability (33.2 million people). Nearly a fourth of Hawai'i's 1.2 million residents have some form of disability. According to Bob Stodden, Director of the University of Hawai'i's Center on Disability Studies, 70% of disabled individuals are unemployed or underemployed and fewer than 20 percent who graduate from high school continue to college. (1) In the village of Pāhoā (near Hilo), not only are a higher number of residents low-income than in other parts of the County, but 35% of the residents, twenty-one or older, report having a disability. (2)

One of the most significant statistics is in the East Hawai'i Census tract data for age 21-64 (see attached appendix #1), indicating that over 52% of those with disabilities are unemployed. This is a significant unemployment level among this predominately low-income group. (U.S. Bureau of Census, Census 2000). The Disability Child Count as of 2005 for Hawai'i County's schools stated that there were 3654 (17%) students listed as having a disability.

*Finally, the state of Hawai'i's unemployment rate is 3% and it has been estimated that over half of the 3% are citizens with disabilities. We estimate that a disproportionate number of this group is Native Hawaiian.*

## **MARKET SEGMENTATION**

After careful analysis of government statistics and projections, market data and analysis, the executives and Board of the Arc formulated a strategic plan. Within that plan the target markets and the manner in which those markets would be approached were selected.

The Hawai'i Island Economic Development Board completed the update of County of Hawai'i Community Economic Development Strategies (CEDS) in coordination with the County of Hawai'i Department of Research and Development. A large conference, two County of Hawai'i CEDS committee meetings and four public meetings were held. The following cluster industries were targeted:

- Visitor industries
- Agriculture
- Science and High Technology
- Education
- Health and Wellness
- Energy Development

The development of the Community and Training Center and the accompanying expansion of projects and services by the Arc of Hilo support the following targeted clusters:

- Agriculture—nursery products
- Education—worker training and self-sufficiency training for people with disabilities
- Health and Wellness—exercise, arts, health education, counseling

Our programming fits directly with the priorities that have been targeted for the County and State CEDS. The Arc trains people with disabilities in occupational areas including, nursery, janitorial, recycling and redemption, commercial laundry and grounds keeping. There is also training in day-to-day life skills required for self-sufficiency. Additionally through aqua therapy, arts strategies and health education, The Arc improves the health and wellness of its clients. The combination provides an aggressive intervention strategy without which our clients would not become independent and quality contributors to their communities.

This facility investment will address the economic development need of improving the employment level of persons with developmental and other disabilities. However the area has several functional deficiencies that are being impacted by a combination of factors:

- The first is the underemployment of employable adults with disabilities. Without the work of The Arc of Hilo, these workers would never be able to realize their potential as tax-paying contributing consumers. 52% of the disabled population is unemployed (see Exhibit I, Review of unemployment rate) and this represents a grossly underemployed population as has been demonstrated by the number of viable workers created through the efforts of The Arc.
- Secondly, the area is still suffering from the loss of agricultural and manufacturing jobs as a result of the failure of the sugar cane industry in the 80's. This displacement has contributed to despair and hopelessness for many workers who have dropped from the demographic analysis of the unemployed and underemployed, yet still drain county, state and federal resources through their use of indigent services. The Arc has added addressing some of these individuals, who may be homeless and on the street, with a number of disabilities, to the programs that we were already executing. It is the goal of The Arc to assist people with disabilities in developing marketable skills, improving their quality of life and enhancing their ability to mainstream and become self-sufficient.

## **ACCESS TO THE MARKET SEGMENTS & DISTRIBUTION OF SERVICES**

The Arc of Hilo receives referrals from other nonprofit agencies and the Department of Social Services for the County of Hawai'i. The agency is listed with emergency preparedness systems as a service provider for people with disabilities. Organizations from the Puna Roundtable to Alu-Like are involved in providing referrals for the Arc. The community outreach and word of mouth as well as constant networking have also provided recruits. In working with business leaders through the Chamber of Commerce, the Rotary Clubs and other professional entities, Mike Gleason and his executives have been able to secure many government and private sector contracts to provide the commercial services that are the sources of employment and earned income for the Arc. The Arc is physically located within the so-called "wellness corridor" on Wai'anuenue Avenue, with immediate access to the Veteran's facilities and the Hospital.

The organization operates its own transportation service to bring workers to jobsites all over the island. It also utilizes the public bus system. Many family members bring their relatives to the Arc as well.

## **FUNDING AND FINANCING PLAN**

### **EQUITY**

From the beginning the Arc decided to contribute \$200,000 of its own fund balance as capital equity toward the development of the Training and Community Center. This has grown to \$245,000 and by the end of the project may include more equity. Additionally, we are in negotiation with several community development entities for new markets tax credits which would provide \$4.13 million in gross equity for the project. If pricing stays current, that would generate \$2.6845 million to \$3.304 million in net proceeds to the project.

We are also running a capital campaign with a \$1 million goal, all of which will be equity from the community. We are now in the public phase just begun in December.

### **DEBT**

The Arc of Hilo has secured a loan commitment for interim financing and bridging of its subsidies, gifts and construction needs. The commitment is in two stages. The first is a \$750,000 commitment to bridge timing gaps for Phase II and the third is a \$5.75 million commitment for Phase III. We are also applying for a USDA guarantee for the second commitment. The guarantee will be for \$5 million at the guarantee percentage for USDA.

All debt will be interim financing. It is our plan to retire all debt by the end of the capital campaign or approximately 4 years from now. We will continue to solicit gifts until all debt, campaign expenses, interest and carrying charges have been defrayed. However, as a contingency, the Arc is able to amortize \$1.3 million if needed, over fifteen years.

### **SUBSIDY**

The Arc of Hilo has successfully competed for subsidy from national, state and local resources. Additionally, the organization has pending applications. This includes two and perhaps three state grant-in-aids, Community Development Block Grant funding, Economic Development Administration, Office of Hawaiian Affairs, foundations, other state and federal agencies.

### **DEVELOPMENT TEAM**

The development team is anchored by Glen Calvert, development and project director for The Arc of Hilo and Irvin Henderson; serving as co-developer in a consultancy from Henderson & Co. (capability statement for this firm is attached in appendix D). Glen's background and qualifications are listed in the Key Management section. Both represent a considerable amount of project management experience (see resumes in appendix). Glen's tenure as an administrative manager for a municipality in Canada included large scale projects in which he was the primary responsible entity. He has overseen several efforts by The Arc of Hilo including the expansion and repositioning of the agriculture project (five large hot houses) of The Arc from their previous location, which will be the new parking and building site for Phase III of our current project. Irvin has been consultant or co-developer on several hundred thousand square feet of commercial development, including his most recent development, the development of a 35,000 square foot retail and office building one block from the White House in Washington, D.C., the National Economic Justice Center.

Scott Fleming is Principal-In-Charge of the Hilo office of Durrant Media Five. Fleming's 16-year architectural career has been marked by extensive work in new construction, renovation, adaptation and modernization of education and public and institutional facilities. He has applied his design expertise to total campus renovation and new construction for Woodside School, multiple projects for the City College of San Francisco and Mission Community College in Santa Clara, and many other projects at the elementary and high school levels. In addition, Fleming has been extensively involved in the design of the new Hospice of Hilo and construction of the new Imiloa Astronomy Center and Judiciary Complex, both located in Hilo, Hawai'i. Fleming is also an experienced project manager whose hands-on approach to construction administration results in high-quality finished projects for his clients.

Fleming received his Bachelor of Architecture degree from the University of Arizona in 1993 and is a licensed Architect in Hawai'i, California and Arizona. Prior to joining Durrant in the summer of 2004, Fleming was a partner at Paul Roberts + Partners, an architecture firm in Vallejo, California and an Associate at Chong Partners Architecture, an architecture firm in San Francisco, California.

In addition, James Takamine and Roberta Chu are commercial bankers on the team, representing American Savings Bank and Bank of Hawai'i, respectively. Both bring a wealth of experience in commercial banking and construction lending. Their assistance is buttressed by island executive David Homa of First Hawaiian and Head of Commercial lending Eugene Nishimura of Hawaii National.

Legal assistance is provided by Alan Okamoto, a prominent real estate attorney with nonprofit and for profit experience. Nelson Chu is the Arc's corporate attorney. The audit firm is Ann N. Fukuhara, CPA, MBA, An Accountancy Corporation.

## **PROJECT IMPACT**

The five business service areas (janitorial, grounds keeping, plant nursery, commercial laundry, and HI-5 Redemption) which The Arc of Hilo has developed to date, generate about \$3,000,000 in revenue each year. To develop these competitive businesses, The Arc of Hilo competes for private, county, state, and federal contracts to supply services. We partner with other for-profit and not-profit organizations and we have dedicated professional staff. The Arc employs over 100 people (most with disabilities) who have been trained in our vocational training program. Our service programs are results driven or we wouldn't succeed in this competitive area very long.

The business services developed by The Arc of Hilo will grow as a result of the added facility capacity. With the additional staff and the participants who will be brought into the program, the marketing staff will recruit new client-employers and the Arc will either place new workers with them or begin providing new services to them. In either case we will significantly decrease the numbers of unemployed people with disabilities. The Arc will increase jobs on the Island of Hawai'i, by creating 229 jobs for staff and client-workers and 110 construction jobs as a result of the development of the TRAINING AND COMMUNITY CENTER. The Arc of Hilo business service trainees are not only being employed by The Arc but also by many other growing businesses in our region. Hawai'i is involved in a major construction boom. Several new large buildings are being constructed throughout the region, all of which require these services and thus represent potential growth in the Arc's market opportunities. Examples of these projects are: new HawCC Hilo Campus, State Judicial Building, UH Kona campus, U.S./China Cultural Center, Peace Institute Center, USDA Forestry

Research Center, UH-Hilo Astronomy Center and another USDA facility. The range of investment in this list is from \$10M to \$30M and represents substantial buildings that will require significant services fulfilling the need for more workers and more staff for the Arc, thus the need for additional space.

**Projected Jobs Created After One and Five Years  
With New Arc of Hilo Community & Training Center**

	First Year Job Placement		Total Jobs for Five Years
	Clients	Staff	
<b>New Placements in Community</b>	10	1	124
<b>New Placements within The Arc Business Services:</b>			
Grounds keeping	5	1	12
Janitorial	10	2	18
Laundry	3	1	4
C&D Resale Store (new business)			12
Nursery	4		4
HI-5 Redemption	2	1	9
C & D Resale Store New Venture		1	26
Job Skills Class placements	10		10
Administration Staff	2	2	4
Receptionist		1	1
Nurse		1	1
Activities Coordinator		0.5	0.5
Lab Instructor		1	1
Supervisor		1	1
Janitor	1	0.5	1.5
<b>Subtotal Jobs by Year</b>	<b>47</b>	<b>14</b>	<b>229</b>
Construction Jobs First Year (40x6mos)	20		20
Construction Jobs Final Year (120x8mos)			90
<b>Grand Total by Year</b>	<b>67</b>	<b>14</b>	<b>339</b>

## Proposed Project Development Schedule

We will continue in predevelopment until May at which time we hope to have identified all funding required and to have regulatory approval. In fact the last building permit required was obtained in the spring of '07. The quiet phase of our capital campaign has begun and will wrap up before the proposed ground breaking in February or March. The quiet phase is the period during which we build the infrastructure for the campaign, organize the committees, pursue major and lead gifts, prepare materials and event schedules and build the administrative capacity of the Arc to manage the process. In order to jumpstart publicity we have also started the public phase as of our Annual Holiday Concert Fundraiser in December '07.

This project proposes to start site work (as described above under "Scope of Work") in the spring of 2008, and will be completed in December 2008. Milestones would include: begin clearing and grubbing of the site, excavate and stockpile materials, rough grade parking lot and building pad locations, install underground services, construct retaining wall, and complete parking lot paving and facilities.

We propose to find a general contractor who will bid the entire project, yet bid and develop in phases and be adjusted based upon the fundraising schedule that we expect to complete by September. These breaks will be scheduled to accommodate the work of the contractor and the schedule of availability of funds per The Arc of Hilo.

We also intend to obtain and document bank interest in financing a long term loan for the remaining debt should there be any. We anticipate a 15 year loan at prime plus one/half interest. We are requesting that the bank waive its origination fee. The original loan commitment will be reduced by donations to our capital campaign and we will determine the loan amount after the analysis of potential donations and grants is complete. We have the capacity to service some debt for this project; however it is the intent that any remaining debt after the capital campaign would be retired through a series of annual campaigns and planned giving, both of which are currently being developed. It is our intent after a total five year campaign to have no permanent debt.



Action Items	Beginning of Activity	End of Activity
Concept Development		
Grant Development		
Phase I-architectural and engineering		
Permitting process		
Bid Process		
Capital Campaign--Quiet Phase		
Capital Campaign--Public Phase		
Phase II--Site Work and Development		
Source Negotiation and Commitments	Removed	
Financing Negotiation and Commitments		
Bridge Financing		
Phase III--Building Construction and Outfitting		
Punch list and Certificate of Occupancy		
Opening Board and Staff Retreat		
<b>Grand Opening and Break-in Period</b>		

### EVALUATION METHODOLOGY

It is critically important to the development of sustainable community economic development strategies that there is an enlightened and effective evaluation methodology in place. The Arc of Hilo will implement an evaluation methodology for the development of the building and the development of expanded and new services. The following items will be monitored and archived:

- Year over year revenue from services
- Year over year delivery of services to client workers—numbers and variety of services, as well as client-worker interviews about their satisfaction level
- Year over year expense/revenue ratios
- Full time equivalencies in staffing vs. productivity, revenue, expenses, complaints, awards and positive feedback, staff retention, clients served growth, business services delivered growth
- A self-sufficiency index for worker-clients
- A sustainability index for the organization

There are several goals for the workers in the program that are aligned with their mainstreaming, improvement of quality of life and development of their self-sufficiency. They include:

- Increase in their overall health and wellness

There are several goals for the workers in the program that are aligned with their mainstreaming, improvement of quality of life and development of their self-sufficiency. They include:

- Increase in their overall health and wellness
- Increase in their independence
- Development of basic life skills
- Improvement of their ability to interact with others comfortably
- Enhancement of their ability to earn a living wage
- Increase in their ability to maintain a household or effectively and happily coexist in a group home setting
- Enhancement of the recreation that they enjoy
- Development of arts and crafts participation
- Enhanced knowledge in a variety of areas including rights, civic participation, the arts, workforce development and independent living

In each area, each worker will be evaluated on a quarterly basis to adjust their program and reward progress. Files will be maintained over a long term basis for referral and review to additional types of assistance. Participants that are high performing will be encouraged to become volunteers in the program and to assist the recruitment of others with disabilities.

The quarterly evaluation will include the following:

- Interview with the worker
- Interview with the worker's immediate supervisor
- Attendance records
- Job description
- Job effectiveness report
- Arts, crafts and recreation evaluation
- Independence indicators updated quarterly
- Social comfort indicators evaluated
- General quality of life matrix completed

The effectiveness of the building and its space allocation plan will be evaluated quarterly. All employees will be surveyed 4 times during the first year, twice during the second and once during the third. They will be asked about the space that they occupy and their use of common space as well as the general utility of the space in total. Visitors and infrequent users will be asked to complete an assessment of the building after their use of the facility. The development team and the development committee (three board members) will meet quarterly to assess the utility of the building and make any and all adjustments required during the break-in period or the first three years.

These reports will be reviewed by management, staff and Board of Directors during the appropriate retreat setting. The data will also be utilized in individual annual staff evaluations, based on the role of the employee as well.

### **Strategic Goals**

One of the most significant public-private strategies that leaders are employing around the country is to improve their balance of payments by assisting non-productive citizens in removing themselves from public assistance and becoming tax-paying consuming citizens, empowered to live full lives and contribute to society. This has the double effect of decreasing budget needs for these citizens and increasing their contribution to tax revenues. Inherently, any region that advances this strategy to more people and more different types of challenges is a more competitive region. Working with developmentally challenged adults is an innovative way to employ this strategy. Additionally, all of our services enhance the visual and quality of life appeal for our region.

### **Project Beneficiaries**

Obviously, the most important beneficiaries of this project are the disabled persons of Hawai'i County. Other specific beneficiaries of the project are diverse, but consist of a broad range of businesses in our community, such as county, state, and federal governments, colleges and universities, and a variety of small businesses. The small business category includes the general areas of: food service and preparation, security, car cleaners, restaurants and fast food, grounds keeping, building maintenance, sales (hardware, department store, and supermarket) schools, and hotels.

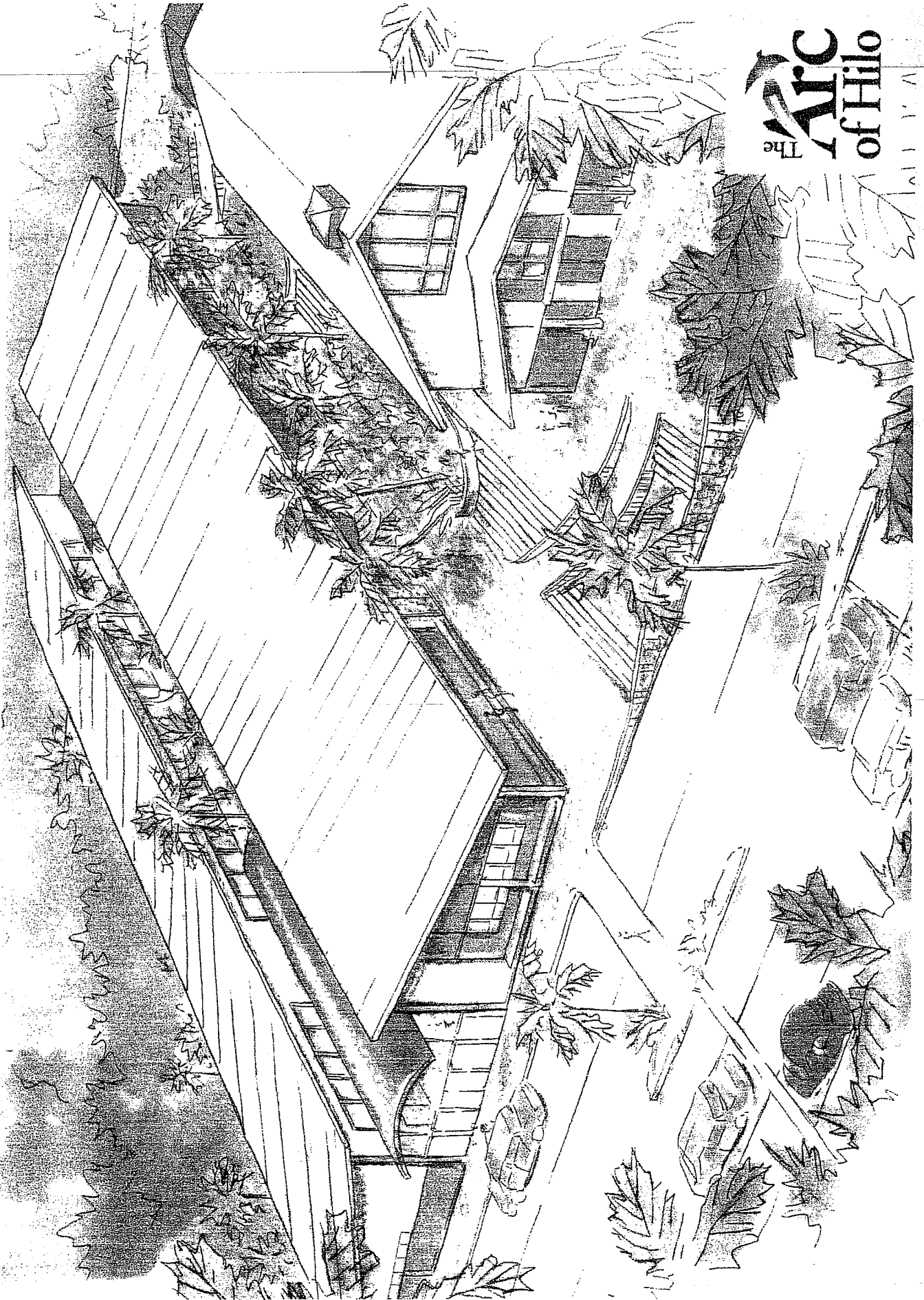
However, chief among beneficiaries are all of residents of the island of Hawai'i, whether they be in our surrounding target area or any part of the island that the Redemption program serves. We have a specific goal of serving the Native Hawaiian community because of the concentration of need and the importance of preservation of culture, Hawai'i's native residents and improvement of their quality of life. The Arc of Hilo is dedicated to serve the Native Hawaiian population and all Hawai'i residents as we build a greener more productive society in our island environment. Through our redemption program, we serve Native Hawaiians and all other residents over the entire island. We are uniquely equipped to serve these most fragile of Native Hawaiians enhancing their ability to be independent and continue the Hawaiian traditions of preservation of the aina, celebration of kupuna, resourcefulness and the fruitful pursuit of contentment, economic viability and happiness. We will fulfill our mission of enhancing the quality of life and the mainstreaming of people with disabilities through the development of the Training and Community Center. It is only with the help of all of the stakeholders that we can make these essential plans a reality. Thank you and Mahalo again for your consideration.

## LISTING OF APPENDIXES

APPENDIXES -- placed below

1. Pro Forma - *Considered confidential*
2. Site Plan
3. Site Photos
4. Locater Map & Site Plan
5. List of Board of Directors for 2007-08
6. IRS 501 (c) (3)
7. Letters of Support

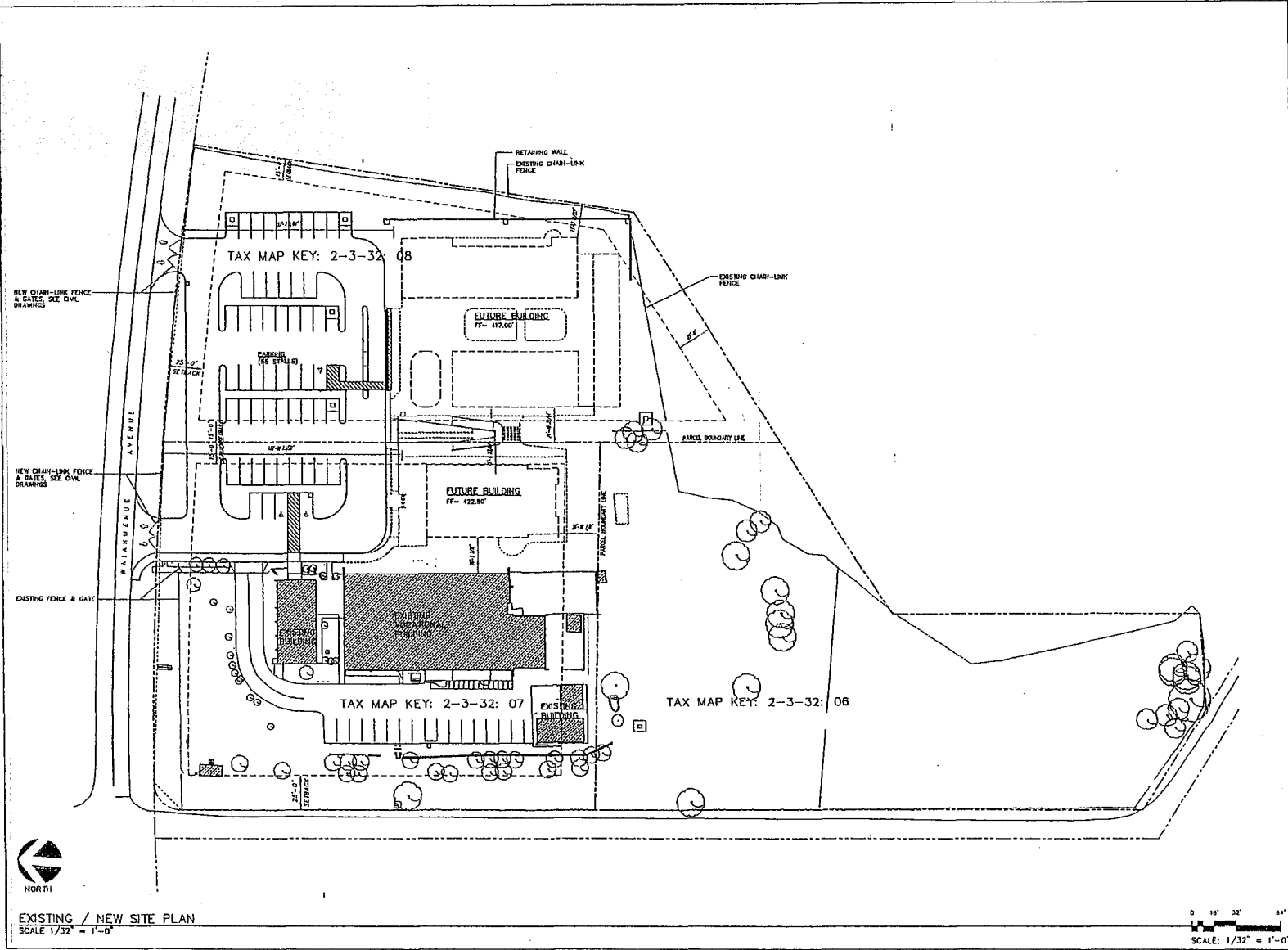
The ARC of Hilo



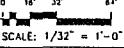
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**Pro Forma**

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 1400 KALANĀ'ŪHE, PALOALTO, CA 94301 | COMMUNITY CENTER LEASER TO THE IMPROVEMENTS  
 1400 KALANĀ'ŪHE, PALOALTO, CA 94301



**EXISTING / NEW SITE PLAN**  
 SCALE 1/32" = 1'-0"



SITE IMPROVEMENTS  
**THE ARC OF HILO**  
 1009 WAIKANEHE AVENUE  
 HILO, HAWAII  
 TAX MAP KEY: 2-3-32: 5, 7 & 8



**DURRANT**  
 Media Five

This site plan was prepared by Durrant Media Five, Inc. for the use of the Client. It is the property of Durrant Media Five, Inc. and is not to be distributed, copied, or used in any way without the written consent of Durrant Media Five, Inc. The Client is responsible for obtaining all necessary permits and approvals from the appropriate authorities. Durrant Media Five, Inc. is not responsible for any errors or omissions in this plan.

CONVEYANCE:

REVISIONS:

PROJECT: 00059.00  
 DATE: 07/07/2008  
 PROJECT DIRECTOR: MC  
 PROJECT PARTICIPANTS: SF

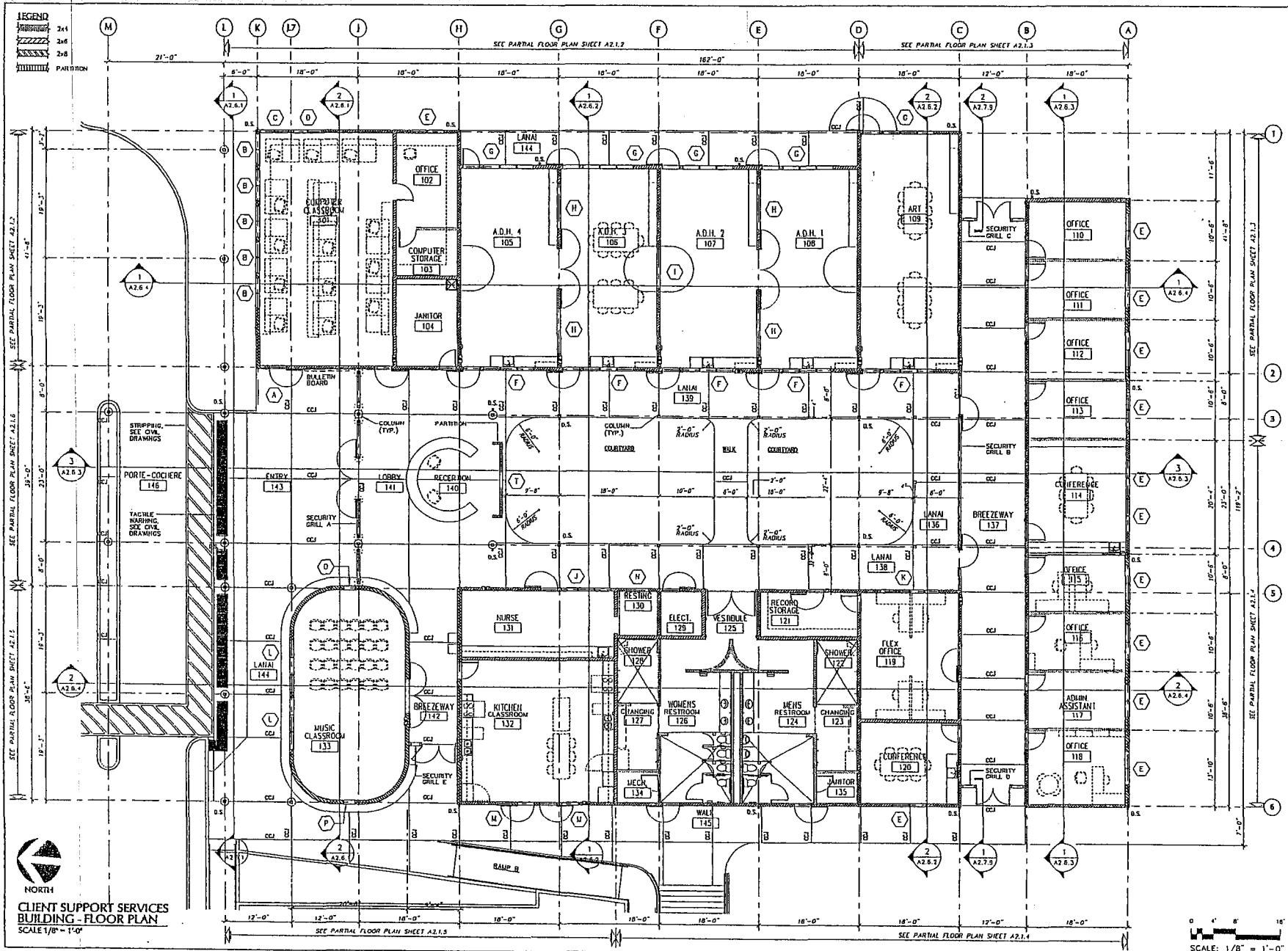
SHEET CONTENTS:  
 EXISTING / NEW  
 SITE PLAN

SHEET  
**A1.2**

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 VERSION: 16.25 (IUS TECH) DATE/TIME: April 27, 2006 10:54:23 AM  
 MANAGING PROJECT ENGINEER: ARC OF HILO CITY CENTER  
 FILE: 005060\_A030000-F2.DWG



**CLIENT SUPPORT SERVICES BUILDING - FLOOR PLAN**  
 SCALE 1/8" = 1'-0"



ARC OF HILO  
**CLIENT SUPPORT SERVICES  
 COMMUNITY CENTER**  
 1099 WAINIWAHUA AVENUE  
 TAYLOR HALL BLDG. 33-352 67.8 & 8

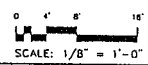


**DURRANT  
 Media Five**

We warrant that the drawings and specifications prepared by us for the project shall be in accordance with the laws and regulations of the State of Hawaii and shall be prepared in accordance with the standards and practices of the profession. We shall not be responsible for any errors or omissions in the drawings and specifications or for any consequences arising therefrom, whether or not such errors or omissions are caused by negligence on our part. This warranty shall not apply to any work performed by others under contract to us. The drawings and specifications shall be read in conjunction with the contract documents. The drawings and specifications shall be void if they conflict with the contract documents. The drawings and specifications shall be void if they conflict with the laws and regulations of the State of Hawaii. The drawings and specifications shall be void if they conflict with the standards and practices of the profession. The drawings and specifications shall be void if they conflict with the laws and regulations of the State of Hawaii. The drawings and specifications shall be void if they conflict with the standards and practices of the profession.

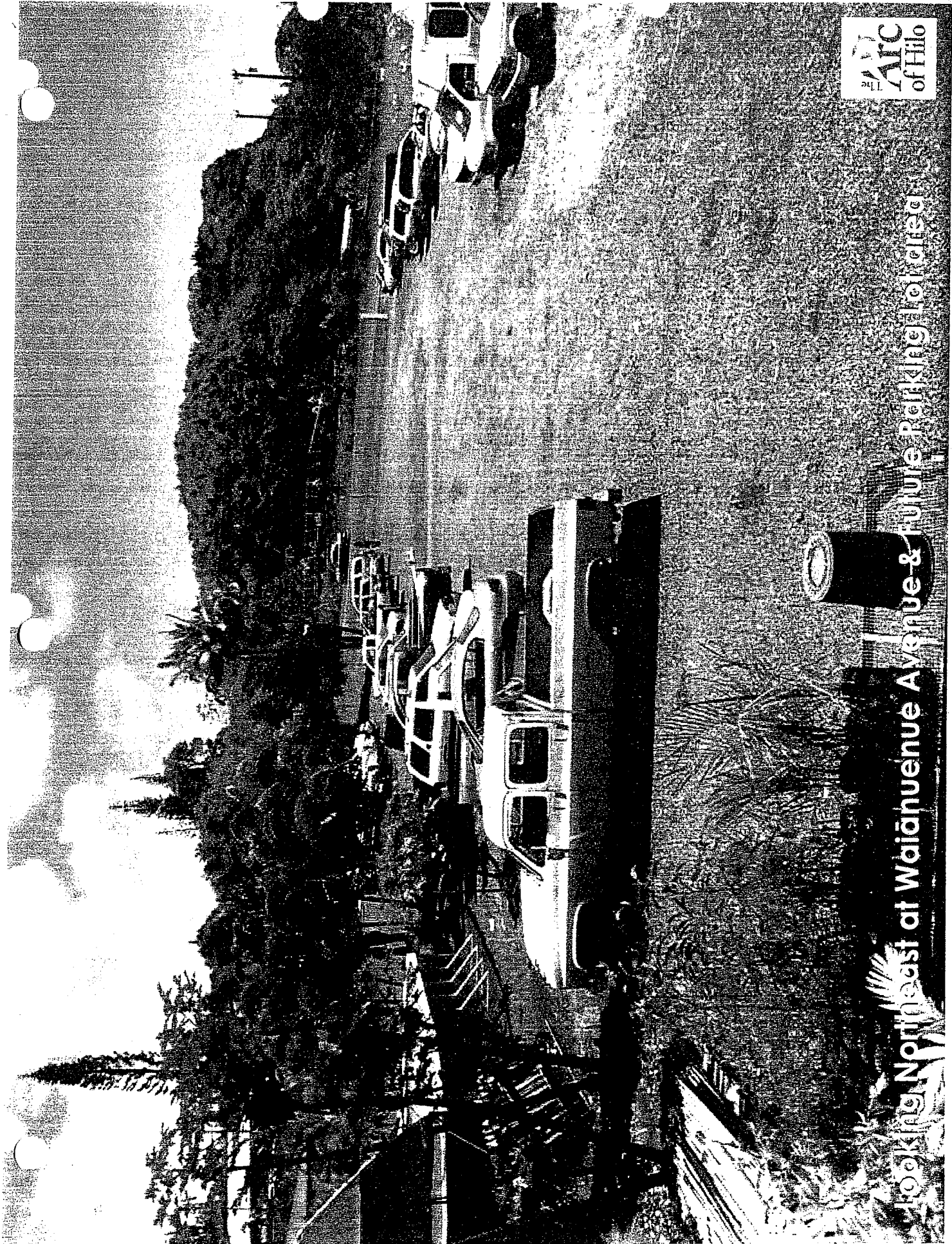
CONSULTANT:  
 REVISIONS:  
 PROJECT NO.: 04019.00  
 DATE: 06/02/2004  
 PROJECT DIRECTOR: AIC  
 PROJECT PARTICIPANTS: SF  
 SHEET CONTENTS:  
 CLIENT SUPPORT SERVICES BUILDING - FLOOR PLAN

SHEET  
**A2.1.1**

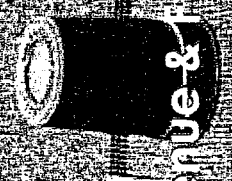




## Site Photos

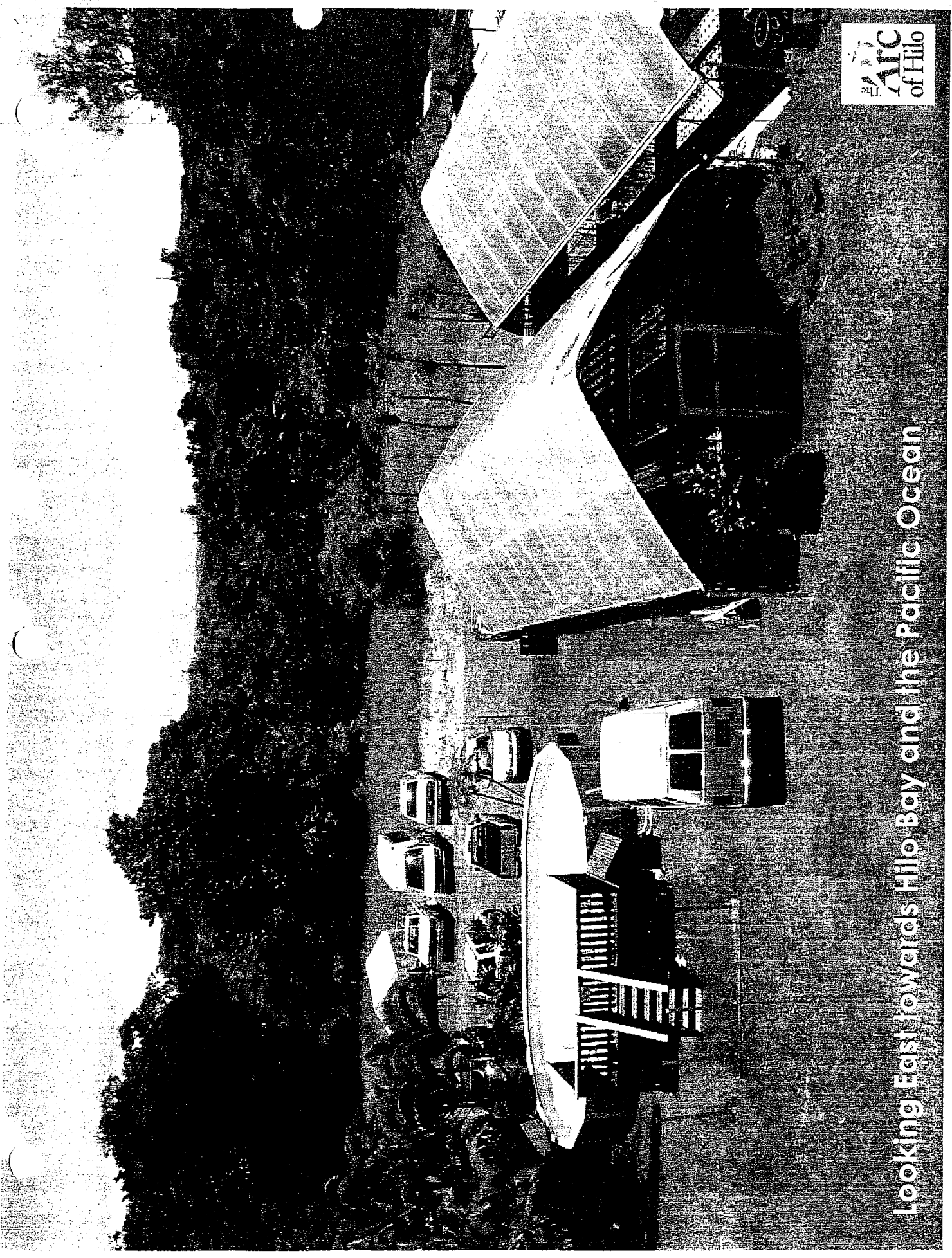


Looking Northeast at Waiāhuenue Avenue & Future Parking Lot Area





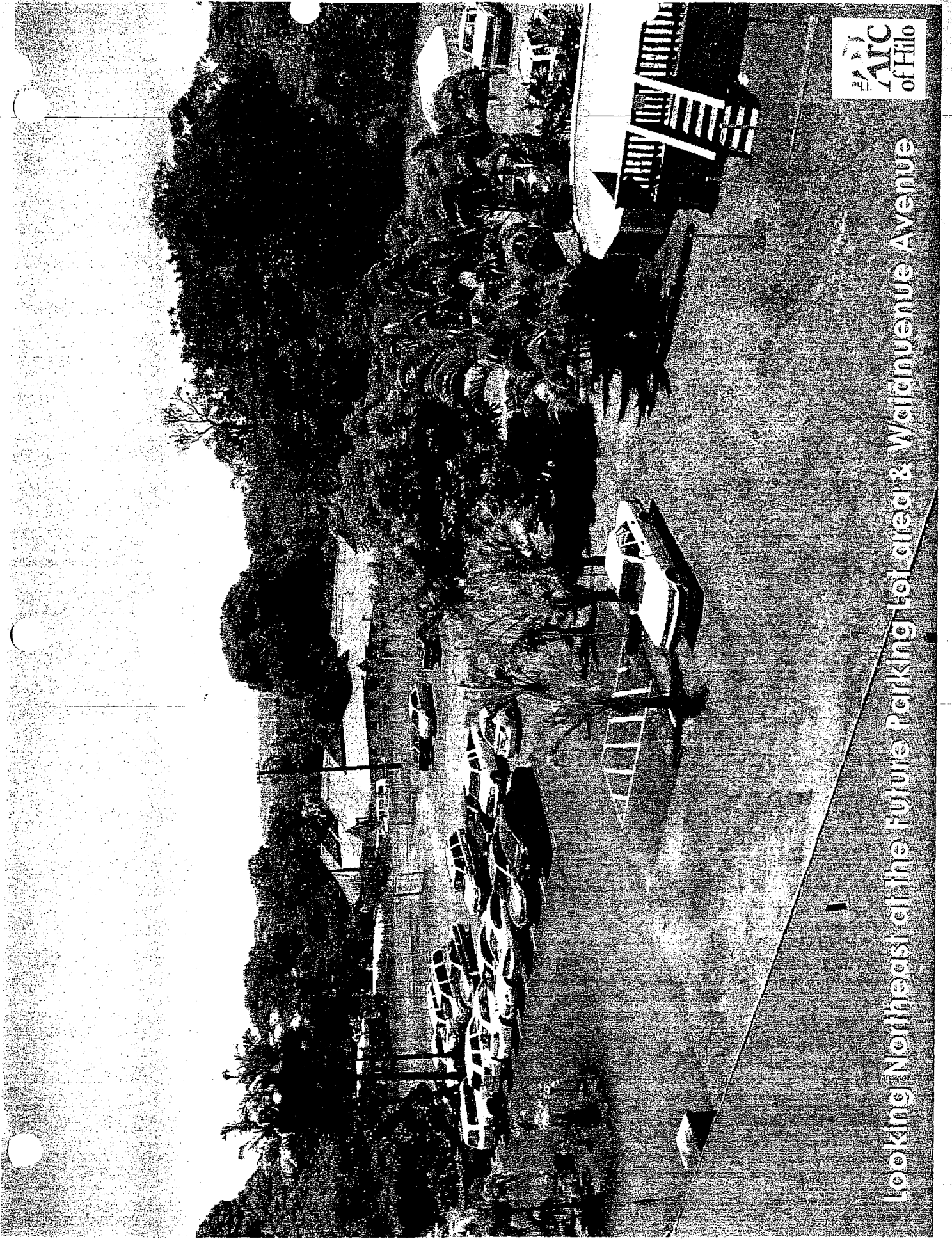
Looking East towards Hilo Bay and the Pacific Ocean





ATC  
of HILO

Joining North Tower of the old plant nursery and current building



Looking Northeast of the Future Parking Lot Area & Waiahinu Avenue

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# Locater Map & Site Plan

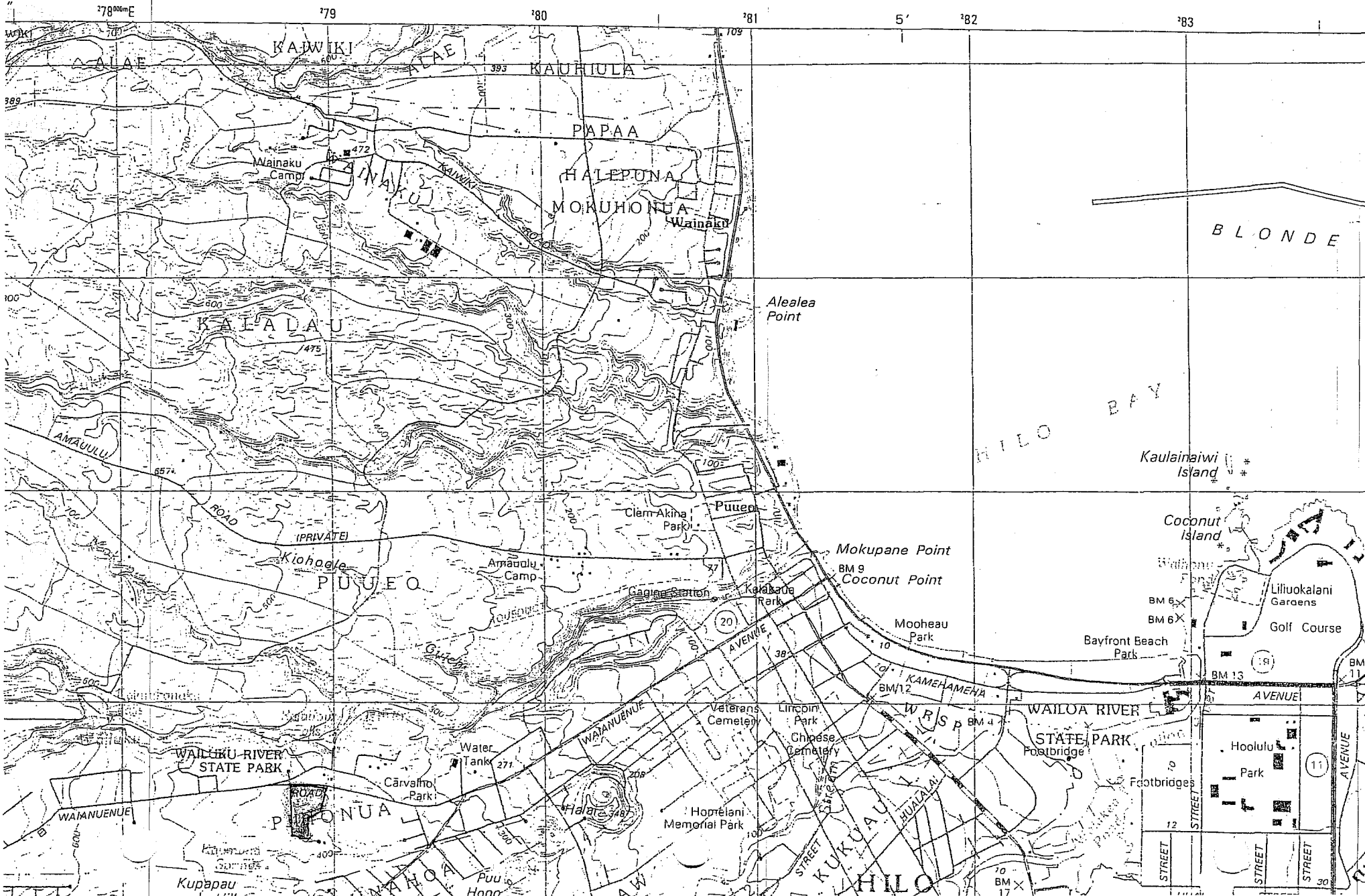
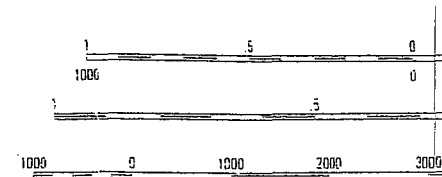
The  of Hilo  
Community and Training Center

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ice for a changing world

CONTOUR INTERVAL 20 FEET  
SUPPLEMENTARY CONTOUR INTERVAL 10 FEET  
DATUM IS MEAN SEA LEVEL  
TO CONVERT FROM FEET TO METERS, MULTIPLY BY 0.3048  
THE MEAN RANGE OF TIDE IS APPROXIMATELY 2 FEET



KAIWIKI  
KALAE  
KAURIOLA  
PAPAA  
HALEPUNA  
MOKUHONUA  
WAINAKU  
Wainaku  
ALEALEA POINT  
KALALAU  
AMAOUUU  
BOHO  
KIOHAOLE  
PIUUEO  
Clem-Akiha Park  
Puu  
Mokupane Point  
BM 9  
Coconut Point  
Mooheau Park  
KAMEHAMEHA  
WILSON  
WAILOA RIVER  
STATE PARK  
Footbridge  
Hoolulu Park  
Footbridges  
WAIANUENUE  
WAIPONOUA  
KUPAPAU  
Puu Hono  
HOPPELENI MEMORIAL PARK  
Veterans Cemetery  
Lincoln Park  
Chinese Cemetery  
Water Tank 271  
Carvalho Park  
KUPAPAU  
KUKUAU  
HULO  
WAILOA RIVER  
STATE PARK  
Footbridge  
Hoolulu Park  
Footbridges  
WAIANUENUE  
WAIPONOUA  
KUPAPAU  
Puu Hono  
HOPPELENI MEMORIAL PARK  
Veterans Cemetery  
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KUPAPAU  
KUKUAU  
HULO

State of Hawaii  
The Sugar Co., Inc. (a-  
Div. G.L. 3662  
5.28 Acs.

PLAT 26

AVENUE

(2) (2)  
"Vausing")  
EX SITE

Ac.

Richard Henderson

1738

R. 3-15260 2' DRAINAGE  
INAYAMA RD.  
WILKINSON ST.  
(OLD) RD.

PLAT 33

LIMIT OF STUDY

LIMIT OF STUDY

LIMIT OF STUDY

LOMR - AUG. 15, 2000  
Case No. 99-09-680P

0880 C  
Sept. 16, 1988

THIRD DIVISION		
ZONE	SEC.	PLAT
2	3	32
CONTAINING 2 PARCELS		
Scale: 1 in = 100 ft.		

ADVANCE SHEET  
SUBJECT TO CHANGE

G.G. - 12/12/03

PRINTED

THE FLOOD ZONES SHOWN REPRESENT  
DPW'S INTERPRETATION OF THE FIRM  
(FLOOD MAPS) AS OF APR 25 2007



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**Board of Directors**  
**2007-2008**

## Board of Directors

July 1, 2007 through June 30, 2008

<u>Director</u>	<u>Occupation/Address</u>
<b>Samuel R. Wallis, Jr.</b> <i>Chairman of the Board</i>	Retired, Investment Advisor 108 Lukia Place, Hilo, HI 96720
<b>Susan Shirachi</b> <i>Secretary</i>	Director, UHH Office of Student Affairs 200 W. Kāwili Street, Hilo, HI 96720
<b>Bobby Cooper</b> <i>Treasurer</i>	Retired, past President of W.H. Shipman, Ltd. 486-B 'Ākōlea Road, Hilo, HI 96720
<b>Michelle Bauer</b> <i>Parent of Adult with Disabilities</i>	Retired 147 Likeke Street, Hilo, HI 96720
<b>William Horace Farr</b> <i>Brother-in-law of Adult with Disabilities</i>	Data Processing Coordinator, Hawai'i County Office of Aging 505-A 'Āinalako Road, Hilo, HI 96720
<b>Tana Zwick McDuffie</b>	HPM Building Supply, Div. Manager Home Planning P.O. Box 431, Kurtistown, HI 96760
<b>Angie Miyashiro</b> <i>Director, E.HI Special Olympics</i>	Educator, Hilo High School 379-A Lama Street, Hilo, HI 96720
<b>Paul H. Rosendahl, Ph.D.</b> <i>Parent of Adult with Disabilities</i>	Archaeological Consultant 224 Waiānuenu Avenue, Hilo, HI 96720
<b>Helen Shirota-Benevides</b>	Former Educator P.O. Box 37, Pepe'ekeo, HI 96783
<b>Robert Zimmerman, Jr.</b>	Financial Consultant P.O. Box 11464, Hilo, HI 96721
<b>Ex-Officio Member:</b>	
<b>Michael E. Gleason</b> <i>President &amp; CEO, The Arc of Hilo</i>	Former Special Education Teacher RR 2, Box 3886, Pāhoa, HI 96778

**IRS 501(c) 3**

**The  of Hilo**  
Community and Training Center

District  
Director

THE ARC OF HILO  
1099 WAIANUENUE AVE  
HILO, HI 96720-2096

Person to Contact: ~~WALTER BIRD~~

Telephone Number: (213) 725-1235

Refer Reply to: ~~RF~~ Coordinator

Date: SEP 11 1998

ETN# 99-010 ~~4~~

Internal Revealed Code Section:  
501(c)(3)

Dear Sir or Madam:

Thank you for submitting the information shown below on the enclosure. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future changes in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,

[Redacted Signature]

District Director

Item Checked From To  
(Name) Hilo Association For Retarded Citizens (SEE ABOVE)

EO Division  
McClellin Industrial Park  
E Cupola Circle  
Monteary Park, CA 91755-7406

Let  976 (CC) (REV. 1-87)

---

# Letters of Support

DANIEL K. AKAKA  
HAWAII

WASHINGTON OFFICE:  
141 HART SENATE OFFICE BUILDING  
WASHINGTON, DC 20510  
TELEPHONE: (202) 224-6361

# United States Senate

WASHINGTON, DC 20510-1103

ARMED SERVICES  
ENERGY AND NATURAL RESOURCES

HOMELAND SECURITY AND  
GOVERNMENTAL AFFAIRS

INDIAN AFFAIRS

VETERANS' AFFAIRS

HONOLULU OFFICE:  
PRINCE JONAH KUHIO  
AOLE FEDERAL BUILDING  
P.O. Box 50144  
HONOLULU, HI 96850  
TELEPHONE: (808) 522-8970

June 7, 2006

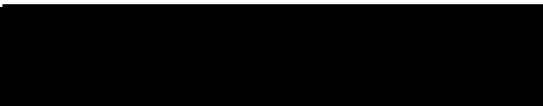
Mr. Glen Calvert  
Project and Fund Developer  
The Arc of Hilo  
1099 Waiianuenue Avenue  
Hilo, Hawaii 96720

Dear Mr. Calvert:

Thank you for contacting me regarding a Pre-application for Federal Assistance submitted by The Arc of Hilo to the Department of Commerce Economic Development Administration (EDA) for funding of its Employment Training Services Center (ETS) training facility.

I am pleased to inform you that I have written a letter of support for The Arc of Hilo's application to the EDA. I appreciate your keeping me apprised of efforts to help individuals with disabilities acquire job skills, and I look forward to the completion of the ETS training facility. Again, mahalo for taking the time to contact me.

Aloha pumehana,

  
DANIEL K. AKAKA  
U.S. Senator



HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

March 6, 2007

Mr. Michael E. Gleason  
President and CEO  
The Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, HI 96720

Dear Mr. Gleason:

Thank you for updating me on the progress being made at The Arc of Hilo and also for the letters of support.

Your commitment to providing services such as educational, skills training, and vocational skills as well as employment and residential opportunities to individuals with disabilities is such a wonderful service to our community. I truly believe that The Arc of Hilo is a positive and motivating support system and an essential part of the lives' of individuals who have utilized your facilities.

During this legislative session, I will favorably consider your GIA request. If you have any questions or concerns please feel free to contact me directly at (808) 586-6790 or via email [repcarroll@capitol.hawaii.gov](mailto:repcarroll@capitol.hawaii.gov).

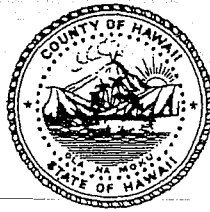
Sincerely,

  
Mele Carroll  
State House Representative  
13<sup>th</sup> District

MC:ck

Representative Mele Carroll  
Majority Whip and Vice Chair of the Energy & Environmental Protection Committee  
District 13: Paia, Haiku, Keanae, Nahiku, Hana, Kipahulu, Kaupo, Created on 2/27/2007 3:58:00 PM, Kalaupapa, Lana'i,  
Kaho'olawe, Molokini  
State Capitol, Room 405, Honolulu, HI 96813  
Phone: 586-6790 Fax: 586-6779 Neighbor Island Toll Free: Maui-984-2400 ext. 6-6790 Lana'i & Moloka'i 1-800-468-4644  
Email Address: [repcarroll@capitol.hawaii.gov](mailto:repcarroll@capitol.hawaii.gov)

Harry Kim  
Mayor



Dixie Kaetsu  
Managing Director

Barbara J. Kossow  
Deputy Managing Director

## County of Hawai'i

891 Ululani Street • Hilo, Hawai'i 96720-3982 • (808) 961-8211 • Fax (808) 961-6553  
KONA: 75-5706 Kuakini Highway, Suite 103 • Kailua-Kona, Hawai'i 96740  
(808) 329-5226 • Fax (808) 326-5663

March 15, 2007

To Whom It May Concern:

I am writing in support of The Arc of Hilo, an organization which works to improve the lives of people with disabilities in our community.

The County of Hawai'i has had ongoing and continued cooperation with The Arc of Hilo on its Community and Training Center project.

Several County of Hawai'i departments have worked with The Arc of Hilo either with funding or detailed reviews of The Arc of Hilo's development plans.

Without reservation, I support the invaluable contributions The Arc of Hilo makes to our community through its work on behalf of people with disabilities.

Thank you for this opportunity to express my gratitude to this organization for the great work they do.

Aloha,

  
Harry Kim  
MAYOR





February 28, 2007

The Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, Hawaii 96720

To Whom It May Concern:

I am Chief of Staff at the Shriners Hospitals for Children – Honolulu. Our hospital staff has been involved with The Arc of Hilo since December 2003 and is tremendously impressed with the value of services The Arc of Hilo provides to the lives of the people they serve. They have also been of great assistance the Shriners Hospitals for Children – Honolulu and the patients that we serve.

I support their proposal for a new Client Support Services Community Center. This facility is badly needed and would be an asset to the clients of The Arc of Hilo and to the Big Island in general. It would continue to be an asset to the patients and families who are cared for by the Shriners Hospitals for Children – Honolulu. We look forward to continuing our association with The Arc of Hilo in the future. We would certainly continue to use the facility if we continue to be welcomed, to meet with our families there. I have known Michael Gleason, President and CEO, since our affiliation with The Arc of Hilo. I have been impressed with the dedication that he has shown in his work.

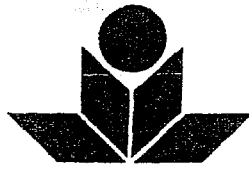
In conclusion, I wish to recommend funding requested by The Arc of Hilo. It would be money well spent and would assist a worthy organization to continue to supply a valuable service to the community.

Sincerely,

Ellen M. Raney, M.D.  
Chief of Staff

Shriners Hospitals for Children – Honolulu  
1310 Punahou Street  
Honolulu, HI 96826-1099  
(808)951-3638  
[eraney@shrinenet.org](mailto:eraney@shrinenet.org)

EMR:tlm



## KTA SUPER STORES

February 8, 2006

To Whom It May Concern:

KTA Super Stores is writing in support of the ARC of Hilo's ("ARC") Client Support Services Community Center. We have been involved with the ARC and have seen the difference the programs make in the lives of their client and the community. One of the current programs we are actively supporting is the Beverage Container Redemption Centers contract ARC has with the County of Hawaii Solid Waste Division, where clients work at the redemption centers at various County Transfer Stations. This program is a "win-win" program for the ARC, the County and the community.

The 2004 Hawaii County Data Book shows that 18% or 17,224 persons of Hawaii County's population between 16 and 64 are disabled. The ARC serves a small percentage of that population and needs this facility to increase their services to this target population.

In the past five years, the ARC has more than doubled their client base. They extended services and programs without expanding their facility. In order to continue their services and expanding their client base, this proposed facility is needed to provide the areas needed to continue services to their current and new clients.

We have supported the ARC through their fundraising events, client projects, and contributions to their Annual campaigns.

The ARC of Hilo provides a needed service to disabled people in our community. We believe the funds requested will be wisely used to continue expansion of essential programs to disabled persons in our community.

If you have any questions or need further information, please feel free to contact me at (808) 959-4575 ext. 317 in Hilo or via email at [barry\\_taniguchi@ktasuperstores.com](mailto:barry_taniguchi@ktasuperstores.com).

Sincerely,

Barry K. Taniguchi  
President

Jesus & Alberdine Pascua  
162 Nahale'a Ave.  
Hilo, Hawaii 96720  
Phone: (808) 969-3366

February 06, 2006

To Whom It May Concern:

This letter is being sent in support for funding a new Client Services Support Community Facility, which will include a 3,500 sq. ft. gymnasium/auditorium at The Arc of Hilo.


Our son, Jason has been a client at The Arc of Hilo for about 3 years and our focus has been and continues to be to improve his quality of life through specific programs and activities that are available to him in our community. As parents, we have had the responsibility of choosing the agency that would best fit our son and considering his disabilities, which facility and staff could best help us achieve the goals that we currently have in place for him. Prior to his transition from high school, we had researched and visited other agencies and found that The Arc of Hilo was the best fit for Jason. In saying this, I mean in comparison to the other agencies, but there is room for many improvements as well.

The number of clients with disabilities is increasing every year and in just the past three years there has been a noticeable reduction in space to accommodate the current activities. This trend will continue as the number of students exiting the special education school system is rising each year. We support The Arc of Hilo's goal to expand and improve the delivery of the present programs and also their desire to develop new programs meeting the growing needs of persons with disabilities. This multifaceted expansion project is overdue for our community and there is no other of this magnitude available to target the goals of persons with various levels of functioning.

As volunteer coaches with Special Olympics East Hawaii for the past eleven years, our drive is the improved health and fitness and social benefits for our son and other athletes with mental disabilities. The biggest challenge we have every sport season is securing a training facility in a community that has limited resources and numerous community sporting programs competing for the same space. With the construction of this facility, the health and fitness goals of persons with disabilities can be met through the activities provided by The Arc of Hilo and a possible partnership with Special Olympics would offer a double benefit by extending the facility usage to the same people and other athletes from various agencies in the community, all participating in their year round sport training sessions.

We applaud the efforts of The Arc of Hilo. They recognized the need and sought a plan to improve their current facility. Please support this proposal and enrich our community and the lives of persons with disabilities.

Sincerely,

  
Jesus & Alberdine Pascua

Michael E. Gleason  
ARC of Hilo  
1099 Waiianuenue Ave.  
Hilo, HI 96720

March 26, 2007

Dear Michael E. Gleason,

I welcome the opportunity to support the plan of ARC to construct a larger complex which will better serve the needs of the organization and its clientele.

As a 25 year volunteer in working with challenged persons through the PALS program (Performing Artists Lengthening Strides) I feel I have an appreciation of the Big Island's needs regarding this special population as a part of my lifetimes career in founding and managing a community theater. ARC has been a strong advocate and provider of services over the years and has added services by responding to community needs.

The organization now has the opportunity to support a multi-service complex which can work to bring monetary support to its programs, but, as well, to interact with the community in ways which will benefit both.


ARC reached out to my PALS program by giving us a place to teach classes and have been most supportive to our activities. I believe that by including a multipurpose space in the new complex, ARC can realize a rental income which it can rely on.

My experience in the East Hawaii Community has emphasized the great and continuing need for workable performance space for local theater as a major one. I know the proposed multipurpose area in the new complex would be well-used year-round at a fair rental. Nearness to central Hilo and parking space will only enhance the usage.

I stand ready to assist in every way possible ARC's planning for the future.

Sincerely,

Arval Shipley  
Director of PALS

  
1310 Wailuku Dr.  
Hilo, HI 96720  
arvship@yahoo.com

House District 14

Senate District 7

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

Log No: 12-C

For Legislature's Use Only

*rec'd*

JAN 30 2009

*[Signature]*

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
CFS Real Property, Inc.  
Dba:

Street Address:  
91-1841 Fort Weaver Road  
Ewa Beach, Hawai'i 96706

Mailing Address:  
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Patti Bates

Title Chief Operating Officer

Phone # (808) 681-1434

Fax # (808) 681-5280

e-mail pbates@cfs-hawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Acquisition and renovation of Hale Ho'omalua, a Community Center serving at-risk families on the east side of Kauai

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 400,000

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

HOWARD S. GARVAL, PRESIDENT AND CEO  
NAME & TITLE

1-30-09  
DATE SIGNED

Proposal to the

The Legislature  
State of Hawaii

for

**GRANT-IN-AID  
(Acquisition and Renovation of  
Hale Ho`omalua – Kauai)**

January 2009

**Acquisition and Renovation of Hale Ho`omalua – Kauai  
Proposal  
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Section I  
**BACKGROUND AND SUMMARY**

Child & Family Service (CFS) is requesting funding from the State of Hawai'i to support the Family Center program on Kaua'i. This proposal is a one-time request for funding to acquire and renovate a facility for the Family Center program, Hale Ho'omaluku, in the Kapa'a area of Kaua'i. CFS has been providing essential support services to at-risk families on the Eastside of Kaua'i at Hale Ho'omaluku in a rented single family dwelling since 2002. This Family Center has been a collaborative effort with other community agencies, businesses and the faith community. The property owner has listed the property for sale and CFS has been unable to locate an alternate rental facility on Kaua'i. Hale Ho'omaluku has positively impacted hundreds of east Kaua'i families and greatly increased the community commitment to creating a more family friendly community.

Should the State grant this request for funding, CFS will transfer the funds to CFS Real Property, Inc. to manage the project. The relationship between these separate non-profit organizations is detailed below.

### **1. ORGANIZATION'S BACKGROUND**

CFS is a private non-profit service organization and is Hawaii's leader in non-government social and human services and advocacy for children and families in need. Our mission is "**Strengthening families and fostering the healthy development of children.**" CFS maintains a comprehensive integrated delivery system throughout the State on Oahu, Kaua'i, Lanai, Maui, Molokai, and the island of Hawai'i .

CFS currently operates 36 programs in three major areas, delivering services at 39 locations statewide. The CFS programs are designed to meet the needs of people from all age groups – from pregnant moms and their yet-to-be born keiki to our treasured kupuna. Each year, CFS touches the lives of over 46,000 people while providing direct social and behavioral health services to more than 15,000 people statewide from a wide range of ages, ethnicity, and socioeconomic status. CFS operates the following programs to address current community needs.

- **Early Childhood and Children's Services** - Child abuse and neglect prevention and intervention, early childhood development and education, and alternative education for at-risk youth.
- **Adult and Family Services** - Domestic violence shelters and intervention, employment training, supportive home-based elder services.



- **Behavioral Health Services** - Emotional and clinical support of children and adolescents, as well as workplace based counseling.

CFS has an annual budget of \$31.9 million, with a workforce of 564 employees and approximately 97 volunteers statewide. We are accredited by the National Council on Accreditation (COA) as an organization recognized for delivering quality service. CFS earned its accreditation in 1980 and is looking forward to receiving a three-year reaccreditation from the COA in 2009.

CFS Real Property, Inc. is a support organization for CFS, a 501(c)(3). It was incorporated in May 1996 as a 509(a)(3) nonprofit support organization. Its purpose is to purchase, hold and develop real property and other investment assets for charitable, scientific, literary or educational purposes and to support CFS. This enables CFS to meet high standards for quality of its facilities and to provide an effective context for delivery of services for its clients.

### **Program Background**

CFS has been providing a broad array of services to the families on Kaua`i for more than 25 years. As part of our mission, CFS operates the Family Center program, a unique, well utilized, community based program that provides a broad array of services to support families in need. Located on the Island of Kaua`i, the Family Centers provide services which include a food pantry and clothes closet, information and referral, intake and assessment, outreach services and case management, parenting groups and classes, and individual and family counseling. Services are coordinated with local community organizations and service agencies. Currently CFS provides Family Center services at two locations on Kaua`i, Nana's House in Waimea and Hale Ho`omalulu in the Kapa`a area and has been providing this service to Kaua`i's community and families in need since 1996. The Centers also provide a larger community function by having other services co-located at the houses and providing meeting space for community groups. Moreover, the Family Centers have brought additional services to their communities supported by individual and community donations, grants and sub-contracts with other local and state agencies.

## **2. GOALS AND OBJECTIVES**

With the limited availability and affordability of suitable rental facilities, the acquisition of the existing facility will ensure the longevity of essential services for at-risk families. In addition, the necessary repair and renovation **work will provide jobs for the local community.**

The overall goal of the program is to promote safe and stable families by providing at-risk families with services that meet their needs and build upon their strengths. The program embraces family empowerment and strongly believes that at-risk families can be strengthened when provided support, skill-building activities and practical assistance in meeting everyday challenges. Stronger families tend to have fewer incidents of child abuse/neglect, domestic violence, and substance abuse, resulting in stronger communities.

Hale Ho`omalua provides services to at least 334 families annually. These families are involved in one or more of the following services: parenting classes, counseling, and information and referral. Hale Ho`omalua also helps families with basic needs such as food or clothing. Over the past year more than 170 families came into Hale Ho`omalua for food. Other services are available to families at Hale Ho`omalua through collaboration with other organizations.

Data is collected and reported to the Department of Human Services to assure that we are meeting the overall goal to prevent the incidents of child abuse in the community by working with at-risk families to accomplish the following outcomes:

- 1) 90% of the families with no reports of harm during program involvement;
- 2) 90% of the families with no reports of harm within 6 months after receiving services; and
- 3) 80% of the families complete the goals on their individualized family service plan.

In addition, Hale Ho`omalua gathers data on the percentage of parents learning new parenting skills through our parent education classes. This is measured by a pre and post test on parenting practices and developmentally appropriate discipline principles. Family satisfaction with the services provided at Hale Ho`omalua is also collected through surveys given to all families involved in services at the Family Center.

CFS measures community, as well as family, outcomes. While the family outcomes measure the success of each family in developing a safe and caring home for their children, the community goals measure the increase in community involvement in creating a safe and caring community that nurtures families. Hale Ho`omalua reports on the number of family activities and services that are provided in the Kapa`a area through community partnerships with other organizations, business partners and/or the faith community throughout the year.

### **3. PUBLIC PURPOSE/NEED TO BE SERVED**

It is important to have community-based family support services located in the community where families at-risk live so that they can reflect the specific strengths and needs of that community. Although there are basic services that are needed in every community, the

resources and stressors of the neighborhoods differ greatly and can best be met with a close collaborative network at the local level. Hale Ho`omalua Family Center has been providing this service to the Kapa`a area for more than five years. Its service array, community collaborations and staffing reflect the specific needs of Kapa`a and the Eastside of Kaua`i.

CFS has been providing community based Family Centers services at Nana's House in Waimea since its inception in 1996. Hale Ho`omalua had its official opening in October 2002. However, in response to community demand, parenting classes started in an unfurnished living room of a house during the previous summer months. Fifteen adults and fourteen children showed up for the first parenting class. Since 2002, quarterly parenting classes have remained consistently full serving 107 parents and 47 children. While Hale Ho`omalua began with these parenting classes, additional services were added in response to the families' needs until all of the basic service components were established.

### **Statistics**

The Kapa`a area of Kaua`i has the largest and densest population on the island and its community needs are high. While the entire population on Kaua`i has been increasing over the past 10 years, the greatest growth has been seen in the Kapa`a area (Kawaihau District) with an 18.5% increase. This increase brought greater transients to the area and a lack of historical connection to the neighborhood. The community has ongoing challenges with housing and transportation and the dramatic increase in housing prices has greatly increased family stress and homelessness. The number of families who are coming to Hale Ho`omalua to obtain food has increased each year the Family Center has been open with the most dramatic increase happening in the last 6 months of 2008. The Kawaihau District also ranked high in maternal and child health risk indicators such as infant mortality rate and inadequate prenatal care.

The total child abuse figures for the State peaked in 2003 with fewer reports and confirmed child abuse cases since then. This pattern is also the same for all districts on Kaua`i. Even so, the 2004 child abuse and neglect count of unduplicated children by district shows that the Kapa`a area was overrepresented with 36% of the children living in the Kawaihau District. It is important to note that while the number of child abuse reports have gone down since 2003 the number of families referred to the Family Strengthening Services (CPS Diversion) program has continued to rise. In FY 2004, 70 families were referred by Child Welfare Services to the Kaua`i Family Strengthening Program. During the 2007 fiscal year, Child Welfare Services referred 99 families and 44% were in the Kapa`a area. Clearly, more families are being identified by CWS as at-risk of child abuse and the services they need must be provided in the community.

#### 4. TARGET POPULATION

The Family Centers are open to families in need of family support services who live in the target areas. The target area for Hale Ho`omalua extends from Hanamaulu to the North Shore although no family is ever turned away. The population for the proposed services includes families (1) who are referred by Child Welfare Services, other professional agencies or are self referred, (2) whose children are victims or are at-risk of child abuse and/or neglect, or (3) who are in crisis or are seeking basic needs, information and/or support to help them through a stressful period in their family life. Many of the families seen at the Family Centers are also impacted by domestic violence, substance abuse or are in need of basic food, clothing and supplies. Families referred by Child Welfare Services are given priority when service availability is limited.

The Family Centers also provide family activities, cultural and craft classes, community resource information and other family friendly services that are open to all community families. It is important that Hale Ho`omalua and Nana's House remain accessible to all community families so that there is no stigma attached to coming to the Family Center.

#### 5. GEOGRAPHIC COVERAGE

The request will primarily serve residents living in the Eastside of Kaua`i, Hanamaulu to the North Shore, Kapa`a and surrounding communities.

##### **Program Benefits**

Each year more than 334 families come to Hale Ho`omalua for a family activity or class, food or clothing, for a meeting, information and referral, case management, parent education classes or counseling. The ultimate goal of Hale Ho`omalua is to support parents in providing a safe and stable home for their children. Our service outcomes show that more than 90% of the at-risk families that participate in the case management, parenting class and/or counseling services are able to maintain a safe home for their children without subsequent Child Welfare Service involvement.

Hale Ho`omalua is also home to several other community programs: the Tobacco Cessation project helps family members quit smoking; the Independent Living Program (funded by the Department of Human Services) teaches daily living skills to young foster teens who will need to be able to live on their own at 18 years of age; and a Family Support Specialist provides Family Strengthening Services (funded by the Department of Human Services) out of Hale Ho`omalua. The East Kaua`i Drug Prevention Task Force meets regularly at Hale

Ho`omalulu and the Department of Human Services (DHS) often uses the Family Center for their Ohana meetings. Hale Ho`omalulu has become the central meeting place for families and community agencies in the Kapa`a area.

Since being established in 2002, Hale Ho`omalulu has been instrumental in bringing additional services to the community. These new projects have been community and family driven and supported by individual and community donations, grants and sub-contracts. There has been a substantial increase in the local business and church support for families in need. For example, the Kapa`a Rotary Club donated a van to help with client transportation and regularly provides funding for food and direct assistance to needy families through Hale Ho`omalulu. Local area churches also provide funds to the center for food to support families in need. Hale Ho`omalulu has become a catalyst for bringing the business, faith and social service organizations together to support families within the Eastside area and create a more family friendly community for all.

### **Project Benefits**

**The repair and renovation work will create jobs in a variety of construction trades, including but not limited to pest control, plumbing, electrical, rough and finish carpentry. Professionals will be hired to evaluate and design the work. Additionally, the local economy will benefit from the purchase and supply of materials.**

## Section II

**SERVICE SUMMARY AND OUTCOMES**

By acquiring this facility, CFS will be able to support continuation of the only Eastside Family Center on Kaua`i and serve as a safety-net for the most vulnerable in the community Kaua`i is experiencing the highest unemployment rate in the State of Hawai`i, 5.4 percent in December 2008. **The necessary repair and renovation work of the structure will provide job opportunities for Kaua`i residents.**

**1. SCOPE OF WORK, TASKS AND RESPONSIBILITIES**

The Family Centers provide a safe, nurturing environment for families at-risk of child abuse and /or neglect, in crisis or experiencing economic or family stress. The Centers embrace values of empowerment, families as partners, cultural appreciation, community involvement and participation, pro-social activities and the ability of individuals to make positive choices for themselves and their children.

Research and our own experiences in working with families have shown that family support services must be community based and fully integrated into the life of the community. The Family Centers work in partnership with the community at many different levels. Community citizens on the `Ohana Advisory Board meet monthly to provide input on local needs and keep abreast of ongoing activities and services at the Centers. Community volunteers regularly help staff with the daily tasks of keeping the office running and the food pantry and clothes closet stocked. The services at Nana's House and Hale Ho`omalulu are closely coordinated with, and often provide space to, other community services and increase opportunities for families. In addition, we can link families with support available through other CFS programs on Kaua`i.

Most importantly, the Family Centers provide positive family activities and parenting classes that are open to all families in the area. This approach broadens the range of families that come to Hale Ho`omalulu and allows families at-risk or in crisis to be more comfortable coming for help since there is no shame or stigma attached to a visit to Nana's House or Hale Ho`omalulu. Several of the Family Center staff are bi-lingual (e.g. Ilocano, Tagalog, and Spanish) and the staff work with other community resources to provide additional support to limited English language speakers.

**Service Activities**

The Family Centers provide a range of services targeted for at-risk families as well as families in crisis:

**a. Drop-in Services**

The Centers are open daily and families are welcome to come in without an appointment. They are given a tour of the house by the Outreach Worker, informed of the services and opportunities that can be found through the program and given the opportunity to talk with staff about any concerns they may have. Any family in need may drop-in and visit the Clothes Closet or request food from the Food Pantry.

**b. Information and Referral**

The Family Centers provide information and referral to any individual who visits the House or inquires by telephone. Linking community residents with services is a very important goal for Hale Ho`omalulu and Nana's House. Staff members help families access services, make phone calls if needed and provide follow-up on the outcome of the referral. Hale Ho`omalulu has become an important referral resource for Kapa`a and the families on the Eastside of the island.

**c. Family Activities and Classes**

The Family Centers provide an assortment of classes for families and children throughout the year. Classes are culturally sensitive and are an important component in developing personal skills and self esteem. Recent classes have included learning how to play the ukulele, art and crafts, Christmas gift making and cooking. Classes are taught by local community members. Families at-risk or in crisis are encouraged to attend these classes as a way to reduce stress, decrease isolation and strengthen their ties to the community.

**d. Parenting Support and Education Groups**

Parenting classes are held each quarter to provide education and support to parents. These classes provide a forum where parents can share their concerns, feelings or questions about their child or youth. Specific information addressed in the class includes age appropriate expectations, healthy discipline approaches and limit setting, positive communication, and learning how to take time for self and relaxation techniques. By

learning these skills, parents can make appropriate choices in discipline approaches for their children. This knowledge is especially important for at-risk families.

Both of the Family Centers provide the space, support and publicity for groups sponsored by other programs or agencies. These support groups often focus on topics that may be affecting families referred to Hale Ho`omalua and Nana's House such as substance abuse, domestic violence or other issues that impact the safety of children in their family.

In 2007, Hale Ho`omalua began a series of parenting classes in Spanish that have been very successful. Because Hale Ho`omalua is so closely integrated into the community, the staff recognized that this was a growing need in the community and were able to find additional funding from the Visitor Industry Charity Walk to support this project.

**e. Community and Family Outreach**

A variety of methods are used to inform the public of the services provided at the Family Centers as well as other activities occurring in the community. Hale Ho`omalua submits articles to the community calendar section of the newspaper and prints a monthly calendar of services, activities and classes that are available at the Centers. The monthly Calendar is mailed out to a wide array of businesses, community groups, churches and agencies. The Program Manager regularly makes presentations on center programs and activities to organizations, and at meetings or other local gatherings.

Our Outreach Worker provides outreach to families who have been referred to the program or who just drop in at the Family Centers for information and referral. The Mental Health Specialist makes home visits, provides phone reminders of appointments or upcoming activities, follows up on referrals, and provides transportation to families who would be unable to access necessary services either at the Family Centers, other agencies in the area or in Lihue. These visits and phone calls build a relationship between the family and the Family Centers which makes it easier for them to engage in counseling, if necessary, or other more structured or intensive services.

**f. Counseling Services**

The Mental Health Specialists at Hale Ho`omalua and Nana's House provides individual, couples, family and group counseling to families at-risk or in crisis when requested. These families often need structured counseling sessions to help them make the positive changes in their lives needed to maintain a safe home for their children.



Counseling services are scheduled in the afternoon and evening hours at the families' convenience. Transportation is provided when needed.

**g. Childcare**

Childcare is available for counseling and parenting group sessions so that parents can participate in these services. These childcare sessions also provide the children with a positive play experience while it gives the staff an opportunity to notice any developmental or behavior problems.

**2. PROJECTED ANNUAL TIMELINE FOR ACCOMPLISHING THE RESULTS OR OUTCOMES OF THE SERVICE**

CFS anticipates 180-360 days to negotiate the purchase, obtain financing, close escrow on the acquisition, and perform necessary repair and renovations.

- a. Negotiation of purchase price and submit offer to purchase by September 30, 2009.
- b. Secure additional financing requests by November 15, 2009.
- c. Open escrow on acquisition by January 15, 2010.
- d. Complete due diligence to include conducting a Phase One Environmental Assessment, lead paint and asbestos testing, land survey, and obtain a title report by March 31, 2010.
- e. Close escrow on acquisition by May 31, 2010.
- f. Secure financing for repair and renovations by March 31, 2010.
- g. Complete repair and renovations by September 30, 2010.

The Program has established the following outcomes:

- 90% of the families with no reports of harm during program involvement;
- 90% of the families with no reports of harm within 6 months after receiving services; and
- 80% of the families complete the goals on their individualized family service plan.

**3. QUALITY ASSURANCE AND EVALUATION**

**Child & Family Service – Commitment to a Responsive and Comprehensive Approach to Performance and Quality Improvement**

CFS is dedicated to providing quality services to the individuals and families served, and to be accountable to those who fund the services. CFS has well established Performance and Quality Improvement (PQI) mechanisms. PQI is an ongoing process that occurs daily as

staff members strive to improve the service they provide internally and externally. On a quarterly basis the organization-wide committees meet to review aggregate data, and as programs and administrative department staff review their outcome data, identify their strengths, discuss compliance issues and troubleshoot areas of concern.

The PQI structure is overseen by the Quality Assurance and Training Department and PQI Committee. The committee receives and evaluates reports from the PQI Subcommittees, which includes departments and programs, for significant trends, and determines whether services meet pre-determined expectations of quality and outcomes. Systematic evaluation of effectiveness and efficiency of services includes review of incident reports, client complaints and grievances, internal and external monitoring reports, client satisfaction surveys, outcomes, case record/utilization reviews, quarterly performance indicators and program accreditation support reports.

#### **4. MEASURES OF EFFECTIVENESS**

Measures of effectiveness for securing and renovating a stable facility for the Eastside Family Center serving at-risk families include:

- a. The Chief Operating Officer and Director of Properties will meet bi-weekly to review progress, assure the timeline is being met and the project is coming in on budget. Regular reports will be provided to the Board of Directors for oversight.
- b. Obtaining the necessary additional funding for the purchase and repair and renovation by January 31, 2010.
- c. Closing escrow on the acquisition by May 31, 2010.
- d. Completing the plumbing pipe replacement, structural and termite damage repairs, termite tenting and replacement of the flooring by September 31, 2010.

**Section III  
FINANCIAL**

**BUDGET**

**1. BUDGET**

CFS is requesting funding from the State of Hawai'i to support the acquisition and renovation of the property located at 4-1112 Kuhio Highway, Kapa`a, Hawai'i, 96746 (TMK: 4-5-003-017).

Funding for program service delivery at the Hale Ho`omalua program is provided through:

- Department of Human Services
- Hawaii Community Foundation's Tobacco Cessation Program
- Community donations

The budget forms are attached to this proposal.

**2. ANTICIPATED QUARTERLY FUNDING REQUIREMENTS**

CFS anticipates the following quarterly grant funding requirements:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
			\$00,000	\$400,000

**3. ANTICIPATED SOURCES OF FUNDING**

CFS intends to apply for the following funding sources.

- \$200,000 US Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) grant administered through the County of Kaua'i
- \$200,000 Various Foundation grants and CFS Real Property funds
- \$150,000 US Department of Agriculture (USDA ) Rural Development low interest loan

Section IV  
**EXPERIENCE AND CAPABILITY**

**A. NECESSARY SKILLS AND EXPERIENCE**

**CFS Real Property, Inc. – Demonstrated Skills, Experience and Knowledge**

CFS Real Property, Inc. has extensive experience with acquisition, design, renovation, and ongoing facility maintenance. CFS Real Property, Inc. holds title to nine properties which are operating to benefit CFS programs. CFS operates 36 programs in 39 locations statewide in a variety of property types. Our Facilities Department provides ongoing maintenance for single family dwellings, group homes, apartments and apartment buildings, offices, elementary school portable buildings and church outbuildings.

Four of these facilities have been acquired and/or renovated with the assistance of CDBG grants in compliance with all federal, county and state administrative rules and regulations. Most recently we were awarded a \$2.5 million dollar grant-in-aid to construct a new Emergency Shelter and Transitional Housing facility, which was executed in a timely manner and within budget. Additionally, the acquisition of one facility is financed through a USDA backed, low-interest loan. Renovations have run the gamut from flooring replacement, bathroom modernization, painting, roof, plumbing and electrical repair and/or replacement and fence installation to many types of ADA compliance renovations and expansion to create additional bedrooms for clients in domestic abuse shelters.

**Child & Family Service**

Since 1899, CFS has dedicated its efforts to its mission of ***“Strengthening families and fostering the healthy development of children”***. CFS offers an integrated and comprehensive human service and behavioral health care delivery system throughout the State. It provides a large array of clinical and non-clinical services that address serious social problems impacting our community. CFS is known in the community for its willingness to work with hard to engage clients and families facing a multitude of difficult problems. As client populations present with increasingly complex problems and situations, CFS staff consistently strives to provide services based on the latest research on service models to address the changing needs of the community.

CFS demonstrates its commitment to service excellence and quality care through the provision of services that are responsive, effective and efficient. CFS establishes goals to achieve service excellence through its strategic planning process. This process involves all levels of the organization, including clients, community stakeholders, direct service staff,

management and the Board of Directors. Current strategic initiatives include improving employee recruitment and retention mechanisms, achieving positive client outcomes, developing manager training and mentoring opportunities, increasing partnerships with other organizations, and increasing non-governmental revenue.

The administrative management and service delivery systems of CFS emphasize service excellence. The following components are woven into the day to day practices of the organization:

- Cultural competence – services are delivered with the recognition of the diverse cultural heritage across our community and within our families. Providers represent the communities which they serve whenever possible.
- Person and family centered approach – the types and combinations of services are determined by the needs of the individual and family. Services build on the strengths and natural resources of the client. Individuals and families have easy access to all services, participate in planning of their services, and provide ongoing feedback on their satisfaction.
- Community and stakeholder partnerships – maintaining a strong network of partners and relationships builds approaches for individuals and families that are more comprehensive, coordinated, effective and responsive.
- Positive client outcomes – achieving projected outcomes for persons served is the foundation of service delivery. Mechanisms are in place to measure outcomes, evaluate progress, and implement changes to attain program effectiveness.
- Commitment to learning – development of a broader range of skills and knowledge for an increasingly complex society is critical to meet with the emerging needs of families. CFS has a responsibility to its staff members, as well as to the community, to provide ongoing training and education.
- Quality monitoring – service provision is monitored for quality through multiple mechanisms including program accreditation support visits, clinical coordinator monitoring and support, and numerous organization continuous quality improvement mechanisms.
- Employee excellence – in order to become the “Provider of Choice,” CFS needs to be an “Employer of Choice”. CFS is dedicated to implementing strategies to attract and retain “the best and the brightest” employees.
- Coordination of care – effective coordination is the key to meeting the needs of individuals and families, requiring assessment and development of strategies that effectively engage relevant areas of an individual’s or family’s life.

**Child & Family Service's Kaua'i Family Support Programs – Demonstrated Skills, Abilities and Knowledge**

CFS has an extensive history in providing family support services to the residents of Kaua'i. As a result, our staff members possess the necessary skills, abilities and knowledge to provide the best quality services to families in need.

CFS has been providing family support services on Kaua'i since 1982 and has developed extensive experience in engaging at-risk families and supporting their growth and development. CFS has been providing community based Family Center Services at Nana's House since its inception in 1996. Building on these experiences and working with the Title IV B Regional Planning Committee, CFS opened the Kapa'a Center, Hale Ho'omalulu in 2002. Both of the centers have been well utilized by area families since their opening. Nana's House and Hale Ho'omalulu continue to modify or expand their services to meet the changing needs of the community while consistently meeting all contractual requirements.

Nana's House and Hale Ho'omalulu occupy older plantation style three bedroom houses located in Waimea on the Westside and in Kapa'a on the Eastside of the island. Each center provides a broad array of services to support families in need. These include services to meet basic needs (food pantry and clothes closet), information and referral, intake and assessment, outreach services and case management, parenting groups and classes, and individual and family counseling. Services are coordinated with local community organizations and service agencies. The Centers also provide a larger community function by having other services co-located at the houses and providing meeting space for community groups. The Family Centers have also brought additional services to their communities supported by individual and community donations, grants and sub-contracts with other local and state agencies.

Each Family Center is supported by its community `Ohana Advisory Board, collaborative relationships with community groups, volunteers and the other CFS programs and staff. The staff at the Family Centers has many years of experience working with families and are representative of the ethnic and cultural mix on Kaua'i. Nana's House and Hale Ho'omalulu are deeply connected to their local communities and families. CFS is an integral part of the Kaua'i network of services and actively participates in many community collaborations, committees and task forces as well as interacting regularly with staff at the Department of Human Services, Department of Health, local schools and other community and faith based organizations. The Family Centers are administratively supported not only by the Kaua'i office network of services and experiences but also the larger CFS organizational resources.

## **Kaua`i Family Centers – Providing Services for 13 Years**

CFS has been a member of the Kaua`i Title IVB Regional Planning Committee since the committee's beginning. This committee was responsible for the Kaua`i Needs Assessment that described the severe lack of family support services on the Westside of Kaua`i and in the Kapa`a area. In response to that assessment, CFS proposed to create a Family Center on the Westside of Kaua`i. The Committee planned to support the creation of a second center in the Kapa`a area once the Westside center was well established.

CFS worked with the local Waimea community to find a suitable house for the center and decide upon the specific services Westside families wanted in their community. Nana's House opened its doors in October 1996 and over the years has become a treasured part of the Waimea community. The core group of services that form the base for the Family Center – information and referral, outreach and case management, access to food and clothing, individual and family counseling have remained the same over the years. However, the auxiliary services available at Nana's House have evolved as the needs of the community have changed.

The success of Nana's House was contingent on the Family Center becoming a welcoming place for all Westside families, not just those "in trouble". To foster that feeling of inclusion for all families, Nana's House developed a series of classes open to all Westside families. These classes teaching ukulele, sewing, cooking and quilting not only opened the doors to families, but also brought productive and enjoyable family activities into the community. Nana's House is seen as a safe space where families can learn and have fun together. As the classes grew in popularity, the number of families participating in Nana's House counseling, parenting classes and other basic services also increased.

In 2001, the Title IV B Regional Planning Committee decided that it was time to begin the work towards establishing the Family Center in the Kapa`a area. Because of our successful experience establishing and maintaining Nana's House, CFS was asked to write the proposal and establish a center in the Kapa`a area. The planning committee helped find a suitable house for the center and developed additional resources to support the start-up of the center.

Hale Ho`omalulu had its official opening in October 2002. However, in response to community demand, parenting classes started in an unfurnished living room of a house during the previous summer months. Fifteen adults and fourteen children showed up for the first parenting class. Since 2002, quarterly parenting classes have remained consistently full serving 107 parents and 47 children. While Hale Ho`omalulu began with these parenting

classes, additional services were added in response to the families' needs until all of the basic service components were established.

Each Family Center was developed in response to the local community. At Nana's House, the classes and access to basic food and clothing were what brought families into the Center in the beginning. In the Kapa`a area, the parenting classes and counseling services were requested from the opening and the center developed its food pantry and clothing closet later. The rapid acceptance of the Family Center in Kapa`a was facilitated by the experiences learned at Nana's House, the flexibility of the staff to vary the opening of the services in response to the families' requests and the strong reputation that had been built through Nana's House.

### **Projects and Contracts Pertinent to the Proposed Services**

In addition to the direct experience providing community based Family Center services, CFS has had extensive experience providing child abuse prevention and family support services to Kaua`i families since 1982.

We offer the following list of verifiable experience with projects and contracts that are pertinent to providing services that promote safe and stable families on Kaua`i.

<b>Contract Reference</b>	<b>Service Period</b>	<b>Contracting Agency</b>	<b>Contact Person</b>	<b>Contact Phone No.</b>	<b>Description</b>
Family Centers (Nana's House and Hale Ho`omalu) DHS-02-POS-1205	1996 to present	Department of Human Services	Suzanne Hull	586-5669	Community based family support services provided to families living on the west and Eastside of Kaua`i.
Healthy Start ASO-LOG NO-04-154	1988 to present	Department of Health	Cindi Hirai	733-4061	Hospital based Early Identification and Home Visiting program for at-risk families from birth for 3-5 years.
Head Start 09CH9054	2000 to present	Department of Health and Human Services/ Administration for Children and Families	Jan Len	(415) 437-8447	Center-based early childhood education and family support program for low-income families.
Child Care Services for Head Start Parents OCS-POS-04-07	2000 to present	Office of Community Services	Len Oyama	586-8675	Extended Head Start program for families who are working, in school or job training program.



Contract Reference	Service Period	Contracting Agency	Contact Person	Contact Phone No.	Description
Child Abuse and Neglect Diversion Services/Family Strengthening Services DHS-04-POS-1846	1999 to present	Department of Human Services	Laura Geddings	586-5748	Outreach, information and referral, short-term counseling for families at-risk of child abuse being diverted from the CPS system.

CFS has a history of success working with at-risk families on Kaua`i. Through our experiences and relationships built with other organizations and community groups over the years, we have been able to provide a safe, nurturing environment for families in need of support at Nana’s House and Hale Ho`omaluu. The Family Centers have become places where families come for information, family activities, outreach, counseling and help accessing other services available on Kaua`i.

**B. FACILITIES**

CFS maintains facilities throughout the State which are equipped and appropriately furnished to deliver the full range of services.

**Child & Family Service Is Accessible Statewide**

- Headquarters: The corporate office is located at 91-1841 Fort Weaver Road, Ewa Beach, Hawaii. CFS maintains 38 other sites throughout the State, on the islands of Hawaii, Kaua`i, Maui, Molokai, and Oahu.
- ADA Accessibility: Most of the sites meet accessibility requirements of the Americans with Disabilities Act (ADA). While CFS is in the process of ensuring that its sites are accessible, alternative arrangements are provided for those for whom it is needed.

**The Hale Ho`omaluu – Family Center Facilities**

Hale Ho`omaluu is located at 4-1112 Kuhio Highway in the Kapa`a area and serves families from Hanamaulu to the North Shore communities. Home visits and transportation are offered at the site to make it possible for families to easily access services.

Hale Ho`omaluu is plantation style house originally constructed in 1936. A home inspection was conducted in 2007 and several concerns were discovered. Due to its age the plumbing pipes have deteriorated and require replacement. As with most homes in Hawai`i, there is active termite activity in the structure and both the floor and subflooring have been affected,

as well as several walls. This will require termite treatment and renovation of the flooring and walls. A portion of the funds requested through this proposal will assist CFS in repairing these items.

The house is furnished and decorated to create a home-like environment where families feel comfortable. The home has a living room, three "bedrooms", a kitchen and a dining area. The living room is used for meetings, and the smaller rooms are being utilized as a "Clothes Closet" which is available for families who need clothing for themselves or their children; a counseling room; a children's playroom and a small workspace. The kitchen is used for the Food Pantry, which is a food distribution site for families in need, and for cooking classes. The community has donated most of the furnishings for the home. There is an additional separate large garage building that was not renovated in 2001 but could be used as additional family center office/meeting space once renovated.

The front bedroom serves as the office area and is also equipped with computers, a fax machine and a copier. The Center is also connected to the main organization-wide CFS computer network through a high-speed connection. Hale Ho`omalua has been renovated to meet ADA specifications.

The administrative staff that supports the Family Centers is housed in the CFS – Kaua`i main office at 2970 Kele Suite, Suite 203 in Lihue. Our office is centrally located and near to the Department of Human Services and other state, county and private provider offices. It is ADA accessible.

Section V

**PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

**A. PROPOSED CHILD & FAMILY SERVICE STAFFING, STAFF QUALIFICATIONS, SUPERVISION AND TRAINING**

The Hale Ho`omalua Family Center has assembled a highly qualified staff with experience needed to deliver quality service and maintain the viability of these services at high standards.

The direct service team includes our Program Manager, Outreach Worker, and Mental Health Specialist (Counselor). These staff members provide the direct family support and counseling services for the Family Center. They are supported by a Program Director II and the Neighbor Island Administrator-Kaua`i.

The Program Director II has a Master Degree's in Counseling Psychology and clinical and administrative experience. The Program Director II provides the clinical supervision and oversight functions. With this position we are able to provide consistent and high quality clinical supervision to our direct service staff. The families that are provided counseling and outreach services at Hale Ho`omalua are at-risk for child abuse or in crisis. With child safety the ultimate concern we feel it is important to have strong clinical support for staff providing direct services to families. The Program Director II position requires direct clinical experience with children and families and experience in clinical supervision. The Program Director II will also be able to provide continuity of service for families in the event of staff illness or vacancies.

The Program Manager position requires a Bachelor's degree or the equivalent of 4 years of experience. Our current Program Manager at Hale Ho`omalua, Dory Farias, has over 20 years of experience working with children and families and coordinating programs on Kaua`i. She has been with the program since its beginning in 2002.

Aida Pascual is our Outreach Worker at Hale Ho`omalua. She has a Bachelor's Degree in Counseling and has been working with children and families for over 10 years. She exceeds the CFS requirements for her position.

Our Mental Health Specialist provides individual, couple and family counseling at Hale Ho`omalua. CFS requires that a Mental Health Specialist have at least two years of experience post Master's degree and documented training in the areas of child abuse and domestic violence.

The Neighbor Island Administrator-Kaua`i position requires a Master's degree, four years of post master's administrative and supervisory experience. The current Neighbor Island Administrator-Kaua`i, Lucille Calderon, has over 25 years of direct service and administrative experience and has overseen the Kaua`i CFS office since 1999 and the Hale Ho`omalua Family Center since its beginning in 2002.

CFS Real Property has a history of success with acquisition and renovations. Staffing for this acquisition and renovation is comprised of an experienced team. The Chief Operating Officer of CFS is Patti Bates, who holds a Master's Degree in Social Work from the University of Denver and is a licensed social worker in the State of Hawaii. Bates has been employed with CFS for 15 years. Bates will provide project oversight and has management experience as well as experience with acquisition and renovation of projects.

The Director of Properties, Diane Reece, is a Certified Property Manager with over 18 years experience in the field of residential management including, administration, construction, maintenance and repair of physical assets, fiscal management, insurance and legal issues. Reece will provide direct facilitation of the acquisition and construction management of the repairs and renovation. In her three years with CFS, Reece has facilitated one acquisition and six construction projects.

The Director of Facilities and Safety, Leslie Mo'okini, manages maintenance of facilities owned, managed and rented by CFS. He also manages safety for employees and clients of CFS. Mo'okini has been with CFS for five years and would oversee coordination of the construction project.

## **Supervision**

### **Focus on Supervision Organization Wide**

CFS has well established procedures and expectations for supervision. The process of supervision holds individual staff accountable for appropriate performance of their assigned duties and responsibilities, monitors the quality of client services, and provides a mechanism for professional development. One of the major goals of the supervisory process is to provide direct line staff with the knowledge and support to remove barriers to accessing services and achieving outcomes with their cases.

The Program Director II provides individual weekly supervision to the Mental Health Specialist and the Outreach Worker at Hale Ho`omalua. The Program Director II reviews each of the case management and counseling case files, the Individual Family Support Plans and Progress Notes with the worker. In addition, the Program Director II helps the

worker address larger treatment issues and provides individual training and support. The Program Director II also meets with the Program Manager monthly to review attendance at the center, program goals, staffing, volunteer issues, or other staff or training needs. The Program Director II is responsible for staff completing required program training and creating individualized training plans with each staff member. Hale Ho`omalulu has a group staff meeting each month with all program staff as well as staff from other programs co-located at the center to address scheduling, house business and planning for larger events and classes at the center.

The Program Director II receives individual supervision with the Neighbor Island Administrator-Kaua`i every other week and attends a weekly supervisors meeting with the management staff at CFS-Kaua`i.

As related to the acquisition and renovation of Hale Ho'omalulu, the Chief Operating Officer provides bi-weekly supervision to the Director of Properties and the Director of Facilities and Safety. The Chief Operating Officer reviews written work plans with each Director and provides assistance in the decision making process. The Chief Operating Officer monitors the department budgets and provides oversight on construction projects to assure they are meeting their goals.

### **Training – Enhancing Skills and Knowledge**

CFS is committed to increasing staff knowledge and skill development through its training program. In a recent survey, CFS employees identified the ability to learn and develop their skills as an important reason they work for CFS. The organization has invested considerable resources in training and the development of training modules, as well as videoconferencing capacity. This enables CFS staff on each island to receive standardized information.

CFS has developed internal training modules for direct service staff and supervisors on Child Abuse and Neglect, Substance Abuse, Engaging Challenging Families, Positive Behavior Supports, and Medication Management. These trainings included PowerPoint presentations, pre- and post-tests, skill development activities and were held via videoconferencing. In addition to these training modules, the CFS Quality Assurance and Training Department developed PowerPoint trainings on Case Management, Client Advocacy, Reportable Criminal Behavior, Stress Management, Case Documentation, Maintaining Professional Boundaries, Therapeutic Rapport, Communication Barriers, Family Violence, Emergency Response Practice and Safety in the Field, and Community Based Practice-Psychosocial Approach. These trainings are available and accessible to staff via a CFS shared computer drive.

CFS' Training Committee has established requirements for orientation and ongoing training at an organization wide level. These requirements include those topics that are mandated for the organization to meet accreditation standards. In addition, each program has identified specific requirements for orientation and training that meet contract requirements and accreditation standards. CFS staff receives announcements of upcoming training opportunities, both internal and external, through the Quality Assurance and Training Department.

**Orientation to the Program and the Organization**

CFS provides both program-specific and organization-wide orientation. The Family Centers provide orientation to the program within 30 days of employment with the organization. In addition, CFS requires all new hires to attend an organization-wide orientation within 30 days of employment. A new hire orientation and a supervisor orientation are offered on a monthly basis. The lists below highlight some of the topics covered in these orientations.

Orientation	
<p><b>Program Specific – within 30 days</b></p> <ul style="list-style-type: none"> <li>• Program orientation</li> <li>• Child abuse laws and reporting requirements</li> </ul>	<p><b>Organization – within 30 days of employment</b></p> <ul style="list-style-type: none"> <li>• Mission and goals of CFS</li> <li>• Organization structure and overview, including communication plan and strategic planning</li> <li>• Performance and Quality Improvement process</li> <li>• Safety program and purpose, including worker's compensation overview</li> <li>• Information technology, including computer network access and usage</li> <li>• Overview of behavior management policy, State and Federal laws on confidentiality including HIPAA</li> <li>• Overview of philosophy of person and family centered services, cultural diversity, client participation in planning and delivery of services, strength based client assessment and services, collaboration with other agencies/partners</li> <li>• Client rights and responsibilities, client grievances and complaints process and client satisfaction</li> </ul>
<p><b>Program specific – within 60 days</b></p> <ul style="list-style-type: none"> <li>• Cultural competency</li> <li>• Situational ethics</li> <li>• Family dynamics and family preservation service interventions</li> <li>• Effects of substance abuse on the individual and the family</li> </ul>	
<p><b>Program Specific – within 90 days</b></p> <ul style="list-style-type: none"> <li>• Recognizing need for intensive services/resources</li> </ul>	

By the end of the first quarter of employment, employees receive training in:

- Cultural competency/cultural approaches with various populations
- Personal safety and appropriate behavior management techniques
- Performance and Quality Improvement policies and procedures

- Awareness of special needs populations
- HIPAA policies and procedures

### **Ongoing Training**

Once an employee completes orientation, ongoing training opportunities are provided. An individualized training plan is developed between the supervisor and staff. The plan identifies areas that need further development. The supervisor tracks the staff development as an integral part of regular supervision.

Training topics for ongoing training include:

- Awareness of available referral resources in the community
- Program outcomes development and measurement
- Substance use and abuse
- Case management/collaboration/coordination
- Professional boundaries
- Family dynamics and family preservation strategies
- Child development and parent education models

All CFS staff members are required to attend annual Cultural Competence training. The training is intended to increase knowledge of diverse cultural groups and develop skills that result in positive client outcomes. Some of the topics covered in this training include understanding and being aware of one's own cultural values; being aware of, accepting and understanding cultural differences; understanding the client's culture; and respecting differences.

## **B. ORGANIZATION CHART**

CFS provides the infrastructure and support to manage programs effectively. This support is provided through a number of mechanisms including direct supervision and guidance from the Vice President of Programs and Director of Program Services, Quality Assurance and Training Department, strategic planning process, CFS communication plan, and senior management.

The statewide CFS, the Kaua'i Island, and the Hale Ho'omalua Program organization charts are attached to this proposal.

Section VI  
**OTHER**

**A. LITIGATION**

CFS is a party in the following lawsuits:

- Haldeman, et al. vs. University of Nations Pre-School; The University of Nations; Hawaii County Police Department; Child Protective Services; Department of Human Services; and Child & Family Service, Jointly and Severally  
Case No. CV05-00810 DAE KSC, filed in the United States District Court for the District of Hawaii.

CFS was named in a complaint filed on December 28, 2005 with CFS filing an answer on June 2, 2006. On April 29, 2008 the Federal District Court granted CFS and Clark's Motion for Summary Judgment. Trial as to the remaining parties was stayed pending disposition of an appeal filed by the Karen Duty and Donald Cupp (State of Hawaii case workers) as to the Court's denial of their Motion for Summary Judgment. CFS is not a party to this appeal. The District Court denied Plaintiff's motion to enter final judgment on Plaintiffs' claims against CFS and other defendants who were dismissed upon motion for summary judgment. No trial date has been scheduled on the remaining claims.

- C.B., through his next friends, J.B. and R.B., and J.B. and R.B. vs. Child & Family Service and DOE Entities 1-10  
Civil No. 07-1-0595-03 KSSA, First Circuit Court, State of Hawaii.

CFS was named in a complaint filed on April 3, 2007 with CFS filing a Motion to Dismiss Complaint on Nov 29, 2007. Judge Karen S.S. Ahn denied CFS' Motion to Dismiss at a hearing on Dec 27, 2007. A status conference was held on October 13, 2008. Mediation is currently ongoing.

**B. LICENSURE OR ACCREDITATION**

The Council on Accreditation (COA) has accredited CFS since 1980. As a member of COA, CFS maintains the highest standards in organization management and program delivery. CFS has also been a member of the Alliance for Children and Families, a national standard-setting organization, since 1986. Because of its accreditation status and membership in national organizations, CFS has access to current research and best practice models. See attached Accreditation Letter.



Section VII  
**ATTACHMENTS**

- A. Budget
- B. Organization Charts
- C. Accreditation Letter
- D. Declaration Statement

**Attachment A**  
**BUDGET**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Child & Family Service

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>CDBG (b)</b>	<b>Foundations &amp; CFS Real Property (c)</b>	<b>USDA (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
0				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	400,000	200,000	200,000	150,000
<b>TOTAL (A+B+C+D+E)</b>	<b>400,000</b>	<b>200,000</b>	<b>200,000</b>	<b>150,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	400,000	Diane Reece, Director of Properties 808-681-1410		
(b) CDBG	200,000	Name (Please type or print) Phone		
(c) Foundations & CFS Real Property	200,000	[Signature]	[Signature]	1/30/09
(d) USDA	150,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>950,000</b>	Patti Bates, Chief Operating Officer		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Child & Family Service

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Child & Family Service

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

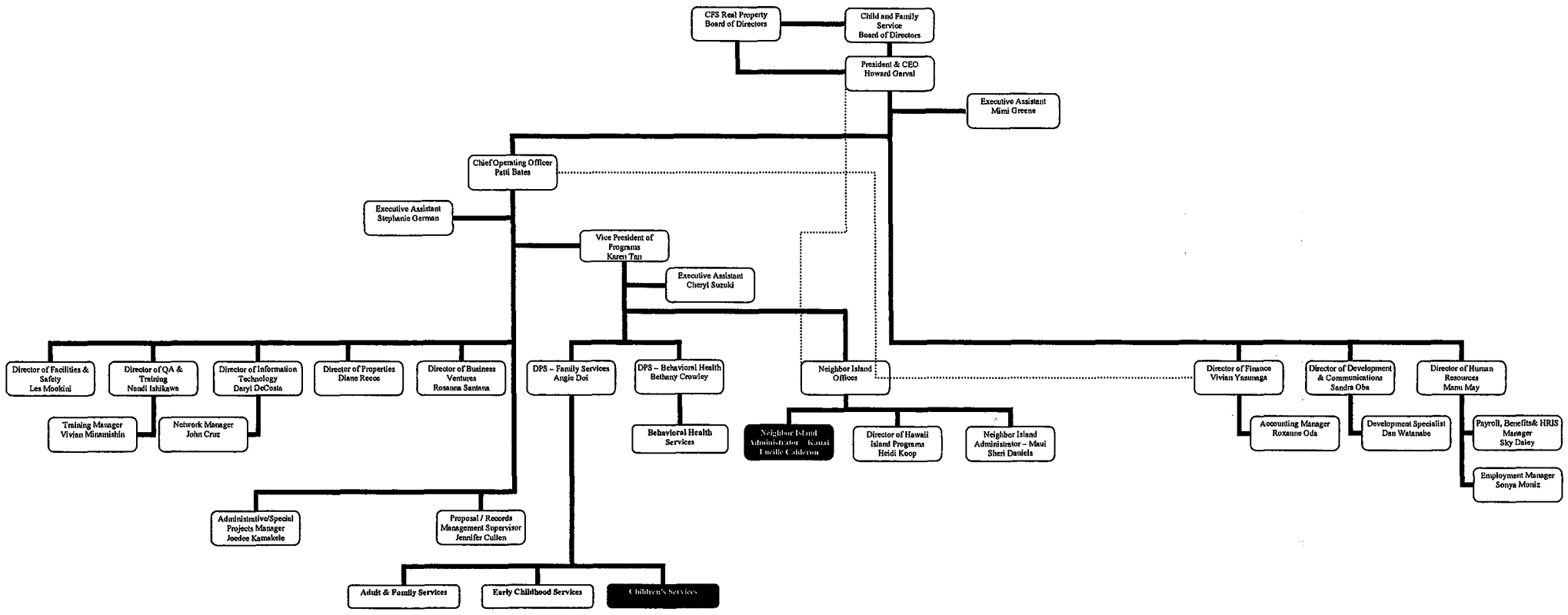
## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Child & Family Service

Period: July 1, 2009 to June 30, 2010

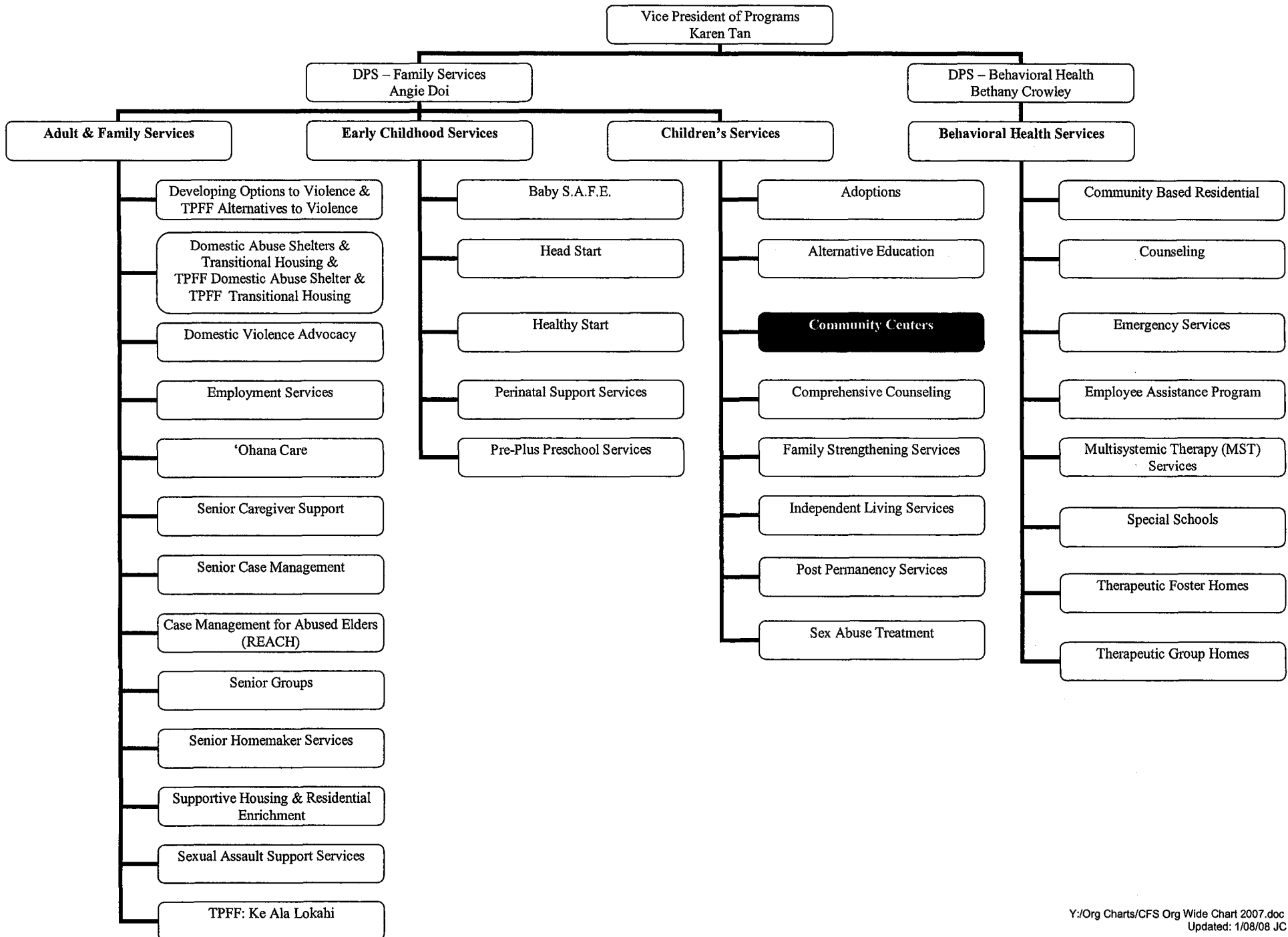
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION			\$ 400,000	\$ 400,000		
DESIGN						
CONSTRUCTION				\$ 150,000		
EQUIPMENT						
<b>TOTAL:</b>			<b>\$ 400,000</b>	<b>\$ 550,000</b>		
<p><b>JUSTIFICATION/COMMENTS:</b> The property owner has listed the property at well over \$800,000. Due to the dramatic decrease in property values, Child and Family Service intends to negotiate the purchase price. In June 2007, necessary repair and renovation work was estimated at \$125,000. The cost of materials and labor has increased substantially since then, so we have projected \$150,000 for these costs.</p>						

Attachment B  
**ORGANIZATION CHARTS**



# Child & Family Service Organization Chart





# Child & Family Service Kauai Office Organization Chart

Neighbor Island  
Administrator - Kauai  
Lucille Calderon

Program  
Secretaries

Program Administrator  
Margaret Smith  
0.75 FTE

Program Director II  
Jill Beatty  
0.75 FTE

Program Administrator  
Frank Ranger  
1.00 FTE

Program Director II  
Novelyn Hinazumi  
0.75 FTE

Program Supervisor  
Mardi Maione  
0.40 FTE

Program Director 1  
Joyce Spinden  
1.00 FTE

Healthy Start EID

Healthy Start  
Home Visiting

Head Start  
DHHS and OCS

Independent  
Living

Specialized Substance  
Abuse Treatment for  
Pregnant & Parenting  
Women

**Family Centers:  
Nana's House and  
Hale Ho'omalua**

Enhanced  
Healthy Start

Pre-Plus  
Program

General  
Counseling

Post  
Permanency  
Program

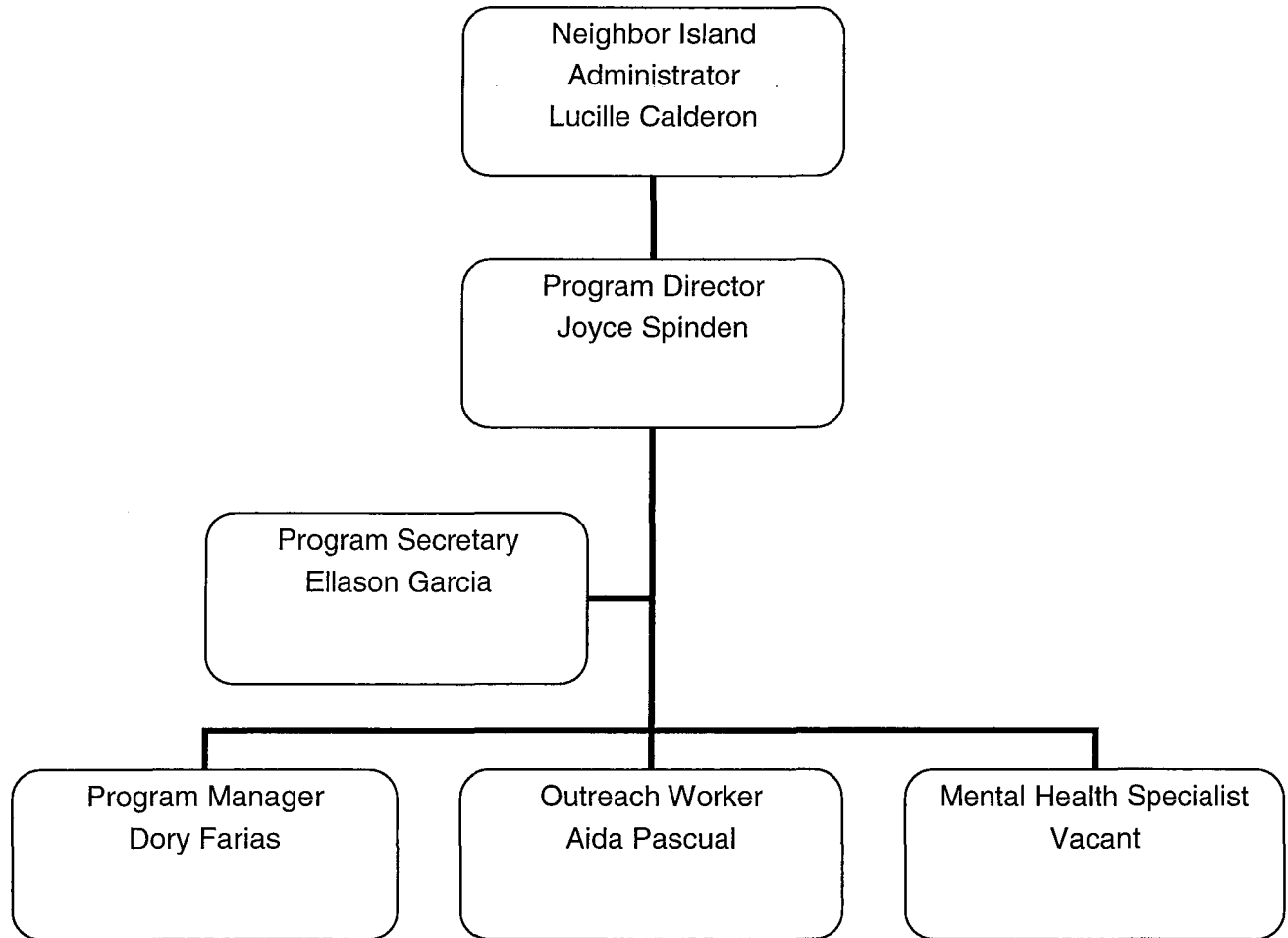
Employee  
Assistance  
Program

Family  
Strengthening  
Services

Perinatal  
Support  
Services

Tobacco  
Cessation

**Child & Family Service  
Organization Chart  
Hale Ho`omalua - Kauai**



Attachment C  
**ACCREDITATION LETTER**



CREDIBILITY • INTEGRITY • ACHIEVEMENT

June 20, 2006

**PRESIDENT AND CEO**  
Richard Klarberg

Howard Garval  
President/CEO  
Child and Family Service  
91-1841 Fort Weaver Road  
Ewa Beach, HI 96782

**BOARD OF TRUSTEES**

**Chair**  
Neil P. Newstein

Lawrence M. Abramson  
Martha Brown  
Sister Ann Patrick Conrad  
Samuel W. Croll, III  
Michael H. Danjczek  
Alan Davis  
Beverly F. Grant  
Consevilla James  
James M. Karet  
Christopher Leung  
J. Lyons  
E. McNamara  
Jean Mirabella  
Timothy F. Noelker  
Sharon Osborne  
Michael J. Rieder  
Hilda Shirk  
Samuel M. Sipes  
Alvin Snyder  
Clarence Wood

Dear Mr. Garval:

It is with great pleasure that we inform you that the Council on Accreditation (COA) has approved the reaccreditation of **Child and Family Service**. This recognition of Child and Family Service as a provider of services of high quality is effective through **December 31, 2009** and includes the following programs:

- > **Counseling Services**
- > **Employee Assistance Program (EAP) Services**
- > **Case Management Services**
- > **Substance Abuse Services**
- > **Shelter Services**
- > **Crisis Intervention Services; Emergency Telephone Response Services; Information and Referral Services**
- > **Domestic Violence Counseling; Rape Crisis and/or Battered Women's Services; Safe Homes**
- > **Intercountry Adoption Services**
- > **Home Visitor Services**
- > **In-Home Support Services**
- > **Family-Centered Casework; Intensive Family Preservation**
- > **Foster and Kinship Care Services**
- > **Supported Community Living Services**
- > **Group Living Services**
- > **Residential Treatment Services**
- > **Employment and Vocational Services**
- > **Child Care Services**
- > **Prevention and Support Services**

**SPONSORING ORGANIZATIONS**

Alliance for Children and Families  
Association of Jewish Family and Children's Agencies  
Catholic Charities USA  
Child Welfare League of America  
Foster Family-Based Treatment Association  
Lutheran Services in America  
National Council For Adoption  
National Foundation for Credit Counseling  
National Network for Youth  
Prevent Child Abuse America

Included with this letter, for your use in promoting the agency's success, is a sample news release prepared by COA. In addition a plaque attesting to your agency's accredited status will be sent to you shortly.

COA's program of quality assurance is designed to identify those providers that have set for themselves high standards for performance, and have made a commitment to their constituents to enhance the effectiveness of the service they deliver. COA is proud to once again welcome **Child and Family Service** to the Community of Excellence, that unique group of providers that meets the highest standards for professional performance. We are proud to be associated with you and your colleagues. We wish you the very best in your continuing service to persons in your community.

Sincerely,



Richard Klarberg  
President and Chief Executive Officer

RK:cj  
cc: Peter Goldberg, President/CEO, ACF  
Shay Bilchick, President/CEO, CWLA

**COUNCIL ON ACCREDITATION**

Attachment D  
**DECLARATION STATEMENT**

**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 ensuring 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.

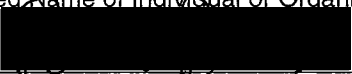
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Child & Family Service  
(Typed Name of Individual or Organization)



(Signature)

1/30/09  
(Date)

Patti Bates  
(Typed Name)

Chief Operating Officer  
(Title)

House District \_\_\_\_\_

Senate District \_\_\_\_\_

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

Log No: 15-0

*rec'd*  
JAN 30 2009

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):

OFFICE OF THE ATTORNEY GENERAL

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: County of Kaua'i,  
Office of the Prosecuting Attorney

Dbas:

Street Address: 3990 Kaana Street, Suite 210 Lihu'e, HI 96766

Mailing Address: 3990 Kaana Street, Suite 210 Lihu'e, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SHAYLENE ISERII-CARVALHO

Title Prosecuting Attorney

Phone # 808-241-1728

Fax # 808-241-1758

e-mail scarvalho@kauai.gov

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CAREER CRIMINAL PROSECUTION 2009-2010

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ \$150,244

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

NAME

AUTHORIZED SIGNATURE

SHAYLENE ISERII-CARVALHO, PROSECUTING ATTORNEY  
NAME & TITLE

1/29/09  
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 applicant is the Office of the Prosecuting Attorney for the County of Kaua'i.*

2. The goals and objectives related to the request;

*Please see the attached Agreement and Application for the Career Criminal Prosecuting Program Grant for the current biennium July 1, 2007 – June 30, 2009. (edited to delete confidential personnel information).*

3. State the public purpose and need to be served;

*Please see the attached Agreement and Application for the Career Criminal Prosecuting Program Grant for the current biennium July 1, 2007 – June 30, 2009. (edited to delete confidential personnel information).*

4. Describe the target population to be served; and

*Please see the attached Agreement and Application for the Career Criminal Prosecuting Program Grant for the current biennium July 1, 2007 – June 30, 2009. (edited to delete confidential personnel information).*

5. Describe the geographic coverage.

*County of Kaua'i*

## 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;

*Please see the attached Agreement and Application for the Career Criminal Prosecuting Program Grant for the current biennium July 1, 2007 – June 30, 2009. (edited to delete confidential personnel information).*

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

N/A

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; and

*Please see the attached Agreement and Application for the Career Criminal Prosecuting Program Grant for the current biennium July 1, 2007 – June 30, 2009. (edited to delete confidential personnel information).*

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.

*Please see the attached Agreement and Application for the Career Criminal Prosecuting Program Grant for the current biennium July 1, 2007 – June 30, 2009. (edited to delete confidential personnel information).*

## 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 requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$37,561.00	\$37,561.00	\$37,561.00	\$37,561.00	\$150,244.00

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

**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.

*Please see the attached Agreement and Application for the Career Criminal Prosecuting Program Grant for the current biennium July 1, 2007 – June 30, 2009. (edited to delete confidential personnel information).*

**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.

The applicant occupies a County office located at 3990 Ka'ana Street, Līhu'e, HI 96766. The office is located directly across of the 5<sup>th</sup> Circuit Court House, and is in the same building as the Kaua'i Police Department. The facility is in full compliance with ADA regulations.

**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.

*Please see the attached Agreement and Application for the Career Criminal Prosecuting Program Grant for the current biennium July 1, 2007 – June 30, 2009. (edited to delete confidential personnel information).*

**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.

*Please see the attached Organizational Chart for the County of Kaua'i, Office of the Prosecuting Attorney. The highlighted positions are those that are paid with Career Criminal Prosecution funds.*

**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.

*N/A*

**B. Licensure or Accreditation**

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

*N/A*

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: County of Kaua'i, Office of the Prosecuting Attorney

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	118,916			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	31,328			
<b>TOTAL PERSONNEL COST</b>	<b>150,244</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>150,244</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,244	Jamie D. Chong (808)241-1756		
(b)		Name: [REDACTED] Phone		
(c)		Date: 1/29/2009		
(d)		Signature of Authorized Official: [REDACTED]		
<b>TOTAL BUDGET</b>	<b>150,244</b>	Shaylene Iseri-Carvalho, Pros. Atty. Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: County of Kaua'i, Office of the Prosecuting Attorney

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Special Prosecuting Attorney	0.4	\$80,000.00	40.00%	\$ 32,000.00
Legal Clerk I	1	\$28,836.00	100.00%	\$ 28,836.00
Legal Clerk III	1	\$32,424.00	100.00%	\$ 32,424.00
Special Investigator	0.5	\$51,312.00	50.00%	\$ 25,656.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>118,916.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Positions are needed to operate the Career Criminal Prosecution Program				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: County of Kaua'i, Office of the Pros. Atty.

Period: July 1, 2009 to June 30, 2010

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

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

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: County of Kaua'i, Office of the Pros. Atty.

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	N/A					
LAND ACQUISITION	N/A					
DESIGN	N/A					
CONSTRUCTION	N/A					
EQUIPMENT	N/A					
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



AGREEMENT

CAREER CRIMINAL PROSECUTION PROGRAM

This Agreement, dated AUG 23 2007, by and

between the Department of the Attorney General, State of Hawaii, by and through the Attorney General, hereinafter referred to as the "Department," and the County of Kauai for its Office of the Prosecuting Attorney, hereinafter referred to as the "County",

W I T N E S S E T H:

WHEREAS, Chapter 845, Hawaii Revised Statutes, establishes a career criminal prosecution program and authorizes the Department to administer the program, develop a plan of financial and technical assistance for prosecuting attorneys' offices, direct the program, and allocate and award funds to counties in which career criminal prosecution units are established in substantial compliance with the policies and criteria established by the Attorney General;

WHEREAS, the Attorney General has developed such a program entitled the "Hawaii Career Criminal Prosecution Program" (HCCPP);

WHEREAS, the County by submitting to the Department its Application for Career Criminal Prosecution Program Grant (hereinafter "Application for Grant"), has applied to the Department for a grant of funds to be used for career criminal prosecutions; and

WHEREAS, the Department has reviewed, evaluated, and approved the

County's Application for Grant;

NOW THEREFORE, the parties hereto mutually agree as follows:

A. SCOPE OF SERVICES

The County agrees to utilize the funds provided to it under this Agreement in accordance with the provisions of Chapter 845, Hawaii Revised Statutes, and the Policies and Criteria of the Hawaii Career Criminal Prosecution Program (hereinafter "Policies and Criteria"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, to provide the services described in the Policies and Criteria and the Application for Grant, a copy of which is attached hereto as Exhibit "B" and incorporated herein by reference.

B. PERFORMANCE REQUIREMENTS

1. The County shall comply with the performance and reporting requirements set forth in the Policies and Criteria.
2. Upon request of the Department, representatives of the County shall meet with representatives of the Department to discuss the services performed hereunder.
3. The County shall maintain accounting procedures and practices in accordance with generally accepted governmental accounting principles and shall maintain books, records, documents and other evidence which sufficiently and properly reflect all County's performance under this Agreement. The books, records, and documents shall be subject at all reasonable times to inspection, review, or audit by the Department, or by any duly authorized agent or representative of the Department.

4. The County shall retain for a minimum period of three years and permit the Department, or any duly authorized agent or representative of the Department, to inspect and have access to any documents, papers, books, records, and other evidence which are pertinent to this Agreement and which are necessary to enable the Department, or any duly authorized agent or representative of the Department, to conduct surveys, audits, and examinations of the County's performance under this Agreement.

5. No funds provided under this Agreement shall be used to pay for any construction costs without the prior written approval of the Department.

6. All nonexpendable personal property purchased with grant funds shall be used solely for HCCPP purposes, unless otherwise approved by the Department.

7. In the event that the County obtains any of the goods or services described in the budget, which is part of the Application for Grant, at no cost, or at a reduced cost, or achieves other cost savings during the term of this Agreement, the County shall report such savings to the Department and expend such savings solely for HCCPP purposes, in a manner approved in writing by the Department.

8. County shall submit quarterly financial reports twenty (20) calendar days after the end of each calendar quarter.

9. County shall submit semi-annual statistical performance reports on a form approved by Department. The report for the period July 1 through December 31 is due 31 days after the end of the reporting period. The report for the period

January 1 through June 30, and a cumulative fiscal year report (July 1 through June 30) are due 31 days after the end of the reporting period.

C. PERIOD OF AGREEMENT

This agreement shall commence on July 1, 2007 and terminate on June 30, 2009, unless sooner terminated as hereinafter provided in Section J or if funds are not available for expenditure; provided that the County shall remain obligated to provide the last cumulative fiscal year report as provided above, even though the term has expired.

D. SUBCONTRACTS AND ASSIGNMENTS

None of the work or services covered by this Agreement shall be subcontracted or assigned without the prior written approval of the Department.

E. SERVICES AS INDEPENDENT CONTRACTOR

In the performance of services required under this Agreement, the County shall be an independent contractor with the authority to control and direct the performance and details of the work and services required under this Agreement; however, the Department shall have a general right to inspect work in progress to determine whether the work is being performed by the County in accordance with the provisions of this Agreement.

F. COMPENSATION

Subject to the continuing availability of funds, the Department agrees to pay the County for services satisfactorily performed under this Agreement, a sum not to

exceed two hundred five thousand three hundred six dollars (\$ 205,306.00) for fiscal year July 1, 2007 to June 30, 2008 and a sum not to exceed two hundred five thousand three hundred six dollars (\$ 205,306.00) for fiscal year July 1, 2008 to June 30, 2009. Such amounts represent all compensation to be made available to the County in exchange for the services it provides and the materials, supplies, equipment, overhead, taxes, and other incidentals and operating expenses it incurs under this Agreement.

G. METHOD OF PAYMENT

1. It is understood by the County that the funds appropriated to the Department for purposes of this Agreement are subject to the allotment system contained in Chapter 37, Hawaii Revised Statutes, and consequently may be reduced by the State Director of Finance in the event of a shortfall in state revenues.

2. Payments to the County shall be made in accordance with and subject to the following provisions:

a. Upon request by the County in a form acceptable to Department, payment shall be made in a minimum of two installments per year. County may request up to ninety percent (90%) of available funds in the first installment. The final ten percent (10%) of funds may be requested by County after receipt by Department of the first of County's semi-annual statistical performance reports.

b. The budget for fiscal year July 1, 2007- June 30, 2008 is attached hereto as part of Exhibit "B" and incorporated herein by reference. On or before May 15, 2008, or when otherwise designated by Department, the County shall

submit to Department its program budget for fiscal year July 1, 2008 - June 30, 2009 for review and approval by the Department.

c. If at any time during the term of this Agreement, the Department discovers that the County has expended funds received under this Agreement for purposes or services that are not allowed under this Agreement, the Department shall request that the County use other funds for said purposes or services. In the event that the County refuses to comply with said request, the Department may deduct an amount equivalent to the unallowable expenses from the next payable installment or may withhold payment of the amount of moneys equivalent to the questioned expenditure until later resolution of the discrepancy by audit or other means, or, if payment of the last installment has already been made, require that an equivalent amount of moneys be refunded to the Department.

d. All payments shall be made in accordance with and subject to Chapter 40, Hawaii Revised Statutes, which specifies the accounting procedures and controls applicable to payments out of the treasury of the State of Hawaii.

H. CONFIDENTIAL MATERIAL

All parties agree to comply with all applicable federal, state, or county laws or rules governing confidentiality of material prepared or assembled under this Agreement.

I. MODIFICATION OF AGREEMENT

Any modification, alteration, or change to this Agreement other than to

the "Application For Grant" (attached hereto as part of Exhibit "B") or to the period during which this Agreement is in effect in Section C, including increases (subject to the availability of funds) or decreases in the amount of compensation, shall be reduced to a written supplemental agreement and executed by County and the Attorney General or the Attorney General's designee. Modifications, alterations or changes to provisions of the "Application For Grant" may be requested by County, approved by the Administrator of the Crime Prevention and Justice Assistance Division or the Administrator's designee on Department's behalf, and made by substituting or inserting the revisions in Exhibit "B." Modifications, alterations or changes to the period during which this Agreement is in effect may be requested in writing by County or Department, up to forty five (45) days before the Agreement would otherwise terminate, and shall be effective as of the date approved by the Administrator of the Crime Prevention and Justice Assistance Division or the Administrator's designee (if requested by County) or County (if requested by Department) and made by attaching a party's written request with the other party's written approval thereon to this Agreement.

J. TERMINATION OF AGREEMENT

If, for any reason, the County fails to satisfactorily fulfill in a timely or proper manner its obligations under this Agreement, or if the County breaches any of the promises, terms, or conditions of this Agreement and, having been given reasonable notice of and opportunity to cure any such default, fails to take satisfactory corrective action within a reasonable time specified by the Department, the Department shall have the right to terminate this Agreement by giving written notice to the County of such

termination thirty (30) calendar days before the effective date of such termination.

In the event of termination, the County shall be entitled to receive only such compensation as shall have been satisfactorily earned prior to the effective date of termination. The Department shall determine the amount of work satisfactorily completed and the amount of compensation satisfactorily earned.

K. WAIVER

It is expressly understood and agreed that no waiver granted by the Department on account of any violation of any covenant, term or condition of this agreement shall constitute or be construed in any manner as a waiver of the covenant, term, or condition or the right to enforce the same as to any other further violation.

L. NONDISCRIMINATION

County will comply with the non-discrimination requirements: Title VI of the Civil Rights Act of 1964 (with respect to race, sex, religion, creed, national origin), Title VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973 (handicap), as amended, Title IX of the Education Amendments of 1972 (race, sex, religion, creed, national origin), the Age Discrimination Act of 1975 (age), Executive Order 12138, 44 C.F.R. 29637 (affirmative action for women's business), the United States Department of Justice Non-Discrimination Regulations, 28 C.F.R., Part 42, Subparts C, D, E and G, the Americans with Disabilities Act of 1990 42 U.S.C. §§ 12101 et seq., and the Hawaii State Fair Employment Practices Act, Chapter 378, Hawaii Revised Statutes.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first above written.

DEPARTMENT OF THE ATTORNEY GENERAL  
STATE OF HAWAII ("DEPARTMENT")

Approved as to Form:

*Wiane Crickin*  
Deputy Attorney General

By: [REDACTED]  
Its Attorney General  
Date: 8/23/07

COUNTY OF KAUAI  
("COUNTY")

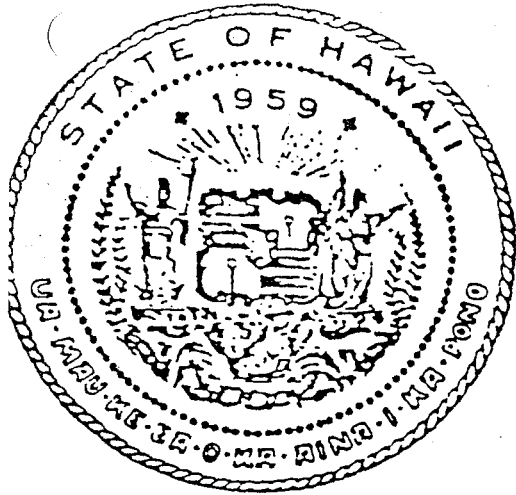
[REDACTED]  
Its Mayor  
Date: July 30, 2007

By: [REDACTED]  
Its Director of Finance

Approved as to Form and Legality:

[REDACTED]  
Deputy Corporation Counsel/County Attorney

Approved By: [REDACTED]  
Prosecuting Attorney for the County



Adopted by the Attorney General and the County Prosecuting Attorneys of the State of Hawaii, pursuant to chapter 845, Hawaii Revised Statutes, and revised October 1980 and October 1985.

POLICIES AND CRITERIA

HAWAII CAREER CRIMINAL PROSECUTION PROGRAM

I

ESTABLISHMENT OF  
HAWAII CAREER CRIMINAL PROSECUTION PROGRAM (HCCPP)

Chapter 845, Hawaii Revised Statutes, established a statewide career criminal prosecution program, "whose purpose shall be the investigation and prosecution of those persons identified as habitual or career criminals." The Department of the Attorney General is responsible, by the statutory provision, for administering the program and developing a plan of financial and technical assistance for prosecuting attorneys' offices. Further, the Attorney General is responsible for directing the program and may allocate and award funds to counties in which career criminal prosecution units are established, in substantial compliance with the Policies and Criteria established by the Attorney General.

II

CONCEPT

The purpose of these Policies and Criteria for the HCCPP is to establish guidelines from which each county prosecuting attorney can implement a career criminal prosecution unit. The HCCPP is conceptually based upon the

Establishment of a highly skilled prosecutorial unit within each county prosecuting attorney's office. The HCCPP unit shall focus its efforts on investigating and prosecuting those persons who are identified as career criminals. Criteria established by Chapter 845, Hawaii Revised Statutes, shall serve to identify the career criminal. Once a determination is made that the unit will undertake a case, the HCCPP unit will handle all matters relating to the case, e.g., bail hearings, preliminary hearings, grand jury, arraignments, all pretrial motions, trial, appeals, and, finally, sentencing hearings. The foregoing method assures a continuity and quality of effort now perhaps lacking in most prosecutorial offices because of existing caseload. Another desirable feature of the program is the envisioned close coordination between and among agencies within the criminal justice system.

These special units will consist of experienced prosecutors who are willing to expend the long hours and hard work necessary to successfully prosecute the career criminal. It will be necessary to compensate members of these units adequately, not only to attract talented people, but also to engender reasonable periods of tenure for the development of expertise and continuity of effort.

The Department of the Attorney General shall administer the program and has developed a plan of financial and technical assistance for prosecuting attorneys' offices.

Further, the Attorney General shall monitor the expenditure of funds to counties in which career criminal prosecution units are established to assure compliance with Section 845, Hawaii Revised Statutes, and with the policies and program plan established by the Attorney General.

### III

#### OPERATIONS

The HCCPP shall be operated with a view towards quickly identifying, prosecuting, and convicting those persons who make a career of crime, and, moreover, to seek sentences of these career criminals which will meaningfully guarantee members of the community their right of security and protection. The right of the people to be secure is no less important than any other rights guaranteed by our Constitution, and we in law enforcement must strive to provide the people of our communities with the safety they deserve.

The prosecutors' focus, therefore, is on the offender and not simply the crime. Career criminals do not distinguish between the types of crimes they commit.

As indicated, once the offender has been identified as a career criminal, his case is prosecuted by the same attorney from arrest to disposition. This is often referred to as vertical, as opposed to horizontal, prosecution. The same prosecutor represents the State at pretrial proceedings, trial,

entencing, appeal and even at all post-conviction hearings. Vertical representation will provide swift and effective prosecution of the career criminal. Personal contact between the same deputy prosecuting attorney and victims and witnesses throughout the various stages of prosecution will create a good working relationship and will greatly enhance prosecution effectiveness. The deputy is aware, at all times, of all facets of the case, including witness, victim, or evidence problems, and everything that has happened in the case from arrest to disposition. Vertical prosecution will also allow great success in the handling of appeals. Again, the prosecuting attorney knows of problems that occurred during the trial, knows the reasoning of the trial court for its ruling, and is better able to provide to the appellate court insight into the problems of the case and the reasons for the rulings at the trial level.

The criterial to determine career criminals shall be submitted to the police to permit early identification. This permits the prosecutor to complete his evaluation while the details are still fresh in the minds of the witnesses and police. It enables the prosecutor to immediately prepare those cases which can be prosecuted as career criminal and to quickly refer to normal procedures those cases which cannot. Once identified as a career criminal, or where several individuals are involved and one of them is identified as a career criminal, the intake prosecutor transmits the case to the

( career criminal prosecution unit where a career criminal prosecutor is assigned the case as soon as possible. That prosecutor will immediately begin handling the case through every phase of the proceeding.<sup>1/</sup>

#### IV

#### GOAL

Conviction and incarceration of those designated career criminals.

#### V

#### OBJECTIVES

##### A. Operational

1. Incarceration of the career criminal at all stages of the criminal justice process.
2. Conviction on the most serious charge, whether by plea or trial.
3. Expedited processing of cases in the criminal justice system.
4. Maximum incarceration of convicted career criminals.

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<sup>1/</sup> Where an individual is identified as a career criminal at a later stage of the process, the case would then be transmitted to the career criminal prosecution unit for assignment to a career criminal prosecutor.

B. Administrative

1. Establishment of training programs for members of the units.
2. Establishment of procedural manuals that are to be maintained and reviewed yearly.
3. Establishment of periodic meetings and procedures to exchange ideas, techniques, and names of targeted individuals among the units.
4. Development of a computer-based system of tracking and identifying career criminals.
5. Establishment of periodic and uniform compilation of unit statistics.

VI

POLICIES

- A. Vertical prosecution will be utilized to process career criminal cases.
- B. Cooperation with police and other law enforcement agencies.
- C. Use of experienced prosecutors and investigators whenever possible.
- D. Statewide cooperation between criminal units.
- E. Independence of career criminal units to allow flexibility to meet individual county needs.
- F. Limited plea bargaining when the end of justice will be served.



- G. Expedited case processing.
  - 1. Early identification of the career criminal.
  - 2. Reduced caseloads per prosecutor.
- H. Opposition to parole, probation, and pretrial release where there is a realistic chance of success.
- I. Increased sentencing efforts to incarcerate the career criminal.
- J. Strong legislative lobbying efforts.
- K. Public education of the efforts of the career criminal units.

## VII

### UNIFORM CRITERIAL FOR IDENTIFYING THE CAREER CRIMINAL

Time saved at the front end of a case usually means a speedier disposition. It follows, therefore, that early identification by the police and prosecutor of the career criminal is important. The measure of a defendant's proclivity to crime can best be attested to by the history of his arrests and convictions.

Chapter 845, Hawaii Revised Statutes, adopts the criteria for the determination of career criminals. Section 845-3, Hawaii Revised Statutes, as amended by Act 166, 1980 Hawaii Sess. Laws 275, provides as follows:

§ 845-3 Persons subject to career criminal

prosecution efforts. (a) An individual shall be the subject of career criminal prosecution efforts if he falls into categories 1, 2, or 3 in subsection (b) and may be the subject of career criminal prosecution efforts if he falls into any other category of subsection (b).

(b) Subject to the restrictions in subsection (a), career criminal prosecution applies to an individual who:

- (1) Has had two or more felony convictions within the last five years.
- (2) Has had one or more felony and two or more misdemeanor convictions and/or arrests within the last three years. Misdemeanors will be limited to prostitution, theft II and place to keep firearm.
- (3) Is convicted and/or arrested for the offense of "felon in possession of a firearm" within the last five years.
- (4) Is on parole.
- (5) Is on probation.
- (6) Is on bond awaiting an appeal.
- (7) Is on bond awaiting trial.
- (8) Is known or suspected to be an associate of organized crime.

- (9) Is known or suspected of recurring or ongoing criminal activity.
- (10) Has no adult record but who has an extensive juvenile record.
- (11) Is a juvenile with an extensive record who has been waived to the Circuit Court for trial.

### VIII

#### ORGANIZATION AND PERSONNEL

The State of Hawaii is divided into four judicial circuits with each county comprising one circuit and each county having a prosecuting attorney with authority to prosecute crimes committed within his jurisdiction. The Attorney General has statewide authority to prosecute offenders against the laws of the State.

To establish career criminal prosecution units outside the office of each county prosecutor would prove wasteful as each county has an existing organization and office procedures which can, with the assistance of state funding, absorb the special unit into the existing system. Therefore, the Attorney General will monitor and evaluate the expenditure of state funds granted under this program. It will be the primary responsibility of each county prosecutor to implement, in accordance with program guidelines, a career criminal prosecution unit within the prosecutor's office and successfully prosecute the career criminal.

The Hawaii Prosecuting Attorneys Association, which meets regularly, will exchange ideas and discuss the efforts of all county, state, and federal officials in combatting crime, and, in particular, the career criminal.

This program envisions the cooperation between county, state, and federal governments in accomplishing the HCCPP goals of the successful prosecution of the career criminal.

## IX

### FUNDING OF UNITS

Funding for financial and technical assistance for the implementation of HCCPP units established by the prosecuting attorneys' offices shall be contingent upon annual legislative appropriations to the Department of the Attorney General for said purposes.

Requests for state funding under this program shall be submitted by each county on an HCCPP Application for Grant form. Upon approval of the application, a contract will be entered into between the Attorney General and the county. Funding will be released on a semi-annual basis.

## REPORTING REQUIREMENTS

Each county program shall submit to the Attorney General, on a semi-annual basis, information and statistical data relative to HCCPP activities engaged in during the six-month reporting period. Such information and data shall include but not be limited to: number of pending cases at the start of each reporting period; number of career criminal cases opened; numbers of indictments returned, preliminary hearings held, and complaints filed; total caseload; total cases disposed of and nature of disposition; total cases dismissed by prosecution, by court before trial, and by acquittal; total cases in which a defendant was convicted as charged by plea and after trial; total cases in which a defendant was convicted by plea or trial to a lesser offense; percentage of trials won; dispositions of convictions (number of incarcerations, percentage of incarcerations to total, number of incarcerations to community correctional facilities; number of cases sentenced to prison terms; numbers of cases sentenced to regular terms, extended terms, and probations; number of cases allowed to enter a deferred-acceptance-of-guilty plea; total number of pending cases at the end of the reporting period; and total number of warrants outstanding.

HAWAII CAREER CRIMINAL PROSECUTION PROGRAM STATISTICS

Period: \_\_\_\_\_, 19\_\_ to \_\_\_\_\_, 19\_\_

	<u>Defendants</u>	<u>Counts</u>
ending (from the last reporting period)	_____	_____
Cases referred and screened	_____	_____
Total cases rejected	_____	_____
Total cases opened during period	_____	_____
by:		
Complaint	_____	_____
Preliminary hearing	_____	_____
Indictment	_____	_____
Total Dispositions	_____	_____
Total dismissed	_____	_____
by prosecution	_____	_____
partial dismissals	_____	_____
by court, prior to trial	_____	_____
partial dismissals	_____	_____
Total acquitted	_____	_____
partial acquittals	_____	_____
Total convicted	_____	_____
by plea	_____	_____
as charged*	_____	_____
to lesser charge*	_____	_____
by trial	_____	_____
as charged*	_____	_____
of lesser charge*	_____	_____
Dispositions of Convictions		
Probation with jail term	_____	_____
Probation with no incarceration	_____	_____
Prison - regular term	_____	_____
Prison - enhanced term	_____	_____
DAG/DANC	_____	_____
Total Probation Revocations Filed	_____	_____
Revoked	_____	_____
Denied/withdrawn	_____	_____
Total Pending at end of period	_____	_____
Outstanding warrants	_____	_____
Pending indictment	_____	_____
Pending trial	_____	_____
Pending sentencing	_____	_____
Total cases on appeal	_____	_____

\* For Dept. of AG use only

CAREER CRIMINAL PROSECUTION PROGRAM STATISTICS  
Definitions

Period (of reporting)

Report periods are January 1 through June 30  
July 1 through December 31.

Statistical reports due to RCD by 2nd week at the close of the period.

Defendants

the individuals accused/charged with felonies and related misdemeanor offenses.

Counts

the number of offenses an individual is charged with.

Pending from the last reporting period

the number of cases with no dispositions reported from the last statistical report (pending at end of the period).

Cases referred and screened

the number of police reports reviewed by the Career Criminal unit during the period.

Cases rejected

police reports reviewed and rejected during the period; also those cases rejected after a case is opened but prior to the commencement of prosecution.

Total cases opened during the period

Complaint: complaints filed; includes waiver of indictment after indictment and preliminary hearing  
Preliminary hearing: self-explanatory  
Indictment: self-explanatory

Total dispositions

disposition of cases carried over from previous reporting period and those opened during the current reporting period. The total should reflect the dispositions of those dismissed, acquitted, and convicted.

Total dismissed by prosecution

number of individuals whose cases were totally dismissed, and number of counts dismissed by the government after prosecution commenced.

Total dismissed by prosecution, partial dismissal

number of counts which were dismissed (for cases which not all counts were dismissed by prosecution).

Total dismissed by court, prior to trial

number of individuals whose cases were totally dismissed; includes Grand Jury indictments, and the number of counts dismissed by the court after prosecution.

Total dismissed by court prior to trial, partial dismissal  
( number of counts which were dismissed (for cases which not all counts were dismissed by court)

Total acquitted  
number of individuals whose cases were totally acquitted, and the number of counts resulting in acquittal.

Total acquitted, partial acquittal  
number of counts which were acquitted (for cases which not all counts were acquitted).

Total convicted  
Self-explanatory

by plea - self-explanatory

by trial - self-explanatory

as charged - self-explanatory; counts only  
to lesser charge - self-explanatory; counts only

Dispositions of Convictions (individuals only)

Probation with no incarceration - includes adverse modifications to probation

Probation with jail term - probation with a jail term of 12 months or less

Prison, regular term - self-explanatory

Prison, enhanced term - includes mandatory minimum and extended term, and consecutive term

DAG/DANC - DAG and DANC pleas, with or without incarceration

Revocations of Probation Filed

Revoked - probation revoked

Denied/Withdrawal - includes both instances when probation revocation is denied or withdrawn

Total Pending at end of period - the number of defendants/counts with no disposition at end of the reporting period

Outstanding warrants - self-explanatory

Pending trial - self-explanatory

Pending sentencing - self-explanatory

Pending indictment - includes screening of cases

Total cases on appeal - self-explanatory

TE: Only felony and misdemeanors related to the felony cases are to be reported on this sheet. Misdemeanor cases (district court) are to be reported separately.



Submit Original  
and two (2) copies

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division  
235 South Beretania Street, Suite 401  
Honolulu, Hawaii 96813

*APPLICATION FOR*

Career Criminal Prosecution Program Grant

PART I - TITLE PAGE

A. PROJECT TITLE: KAUAI CAREER CRIMINAL PROSECUTION PROGRAM

B. APPLICANT AGENCY: OFFICE OF THE PROSECUTING ATTORNEY,  
COUNTY OF KAUAI

C. ADDRESS: 3990 KAANA STREET, SUITE 210 LIHUE, HI 96766

D. PROJECT DURATION: FROM: 7/1/07 TO: 6/30/09

E. TOTAL FUNDS REQUESTED: \$205,306

F. PROJECT DIRECTOR

Name CRAIG A. DE COSTA Title PROSECUTING ATTORNEY

Tel. No. (808) 241-1728 Fax No. (808) 241-1758

G. FINANCIAL OFFICER

Name JAMIE CHONG Title GRANT COORDINATOR

Tel. No. (808) 241-1756 Fax No. (808) 241-1758

FOR AGENCY USE

**JUN 29 2007**

Date Received \_\_\_\_\_

Project No. 08-CCP-03

## PART II - PROGRAM DESCRIPTION

### A. PROGRAM ACCOMPLISHMENTS AND CHALLENGES

During the FY 06-07 period, which began July 1, 2006 through June 20, 2007, State of Hawaii grant funding allowed the Office of the Prosecuting Attorney of the County of Kauai to continue the operations of a Career Criminal Prosecution Program (CCPP), as established in Chapter 845 of the Hawaii Revised Statutes. Through Kauai's CCPP a highly skilled prosecutorial unit was able to focus its efforts on investigating and prosecuting individuals who are identified as "career criminals". Criteria established in the Hawaii Prosecuting Attorneys Association "Policies and Criteria – Hawaii Career Criminal Prosecution Program", attached as "Exhibit A", contain the guidelines that are used to identify the career criminal as well as the goal, objectives and policies of the CCPP.

Statistics collected during FY 06-07, include an 88% conviction rate of career criminals, point out the great successes and accomplishments of Kauai's CCPP.

- 29 new cases were opened and charged career criminals with a total of 107 counts of offenses.
  - *Objective accomplished: expedited the processing of career criminal cases through the criminal justice system*
  
- 34 career criminal cases received dispositions.
  - 88% of career criminal dispositions were convicted by either plea or trial.
  - 6% of career criminal cases were acquitted.
  - 6% of career criminal cases were dismissed.
    - *Objective accomplished: expedited the processing of career criminal cases through the criminal justice system.*
    - *Objective accomplished: conviction on the most serious charge, whether by plea or trial.*

- 28 career criminal cases were sentenced in the State of Hawaii, Fifth Judicial Circuit Court.
  - 71% of career criminals received sentences of prison incarceration.
  - 29% of career criminals received sentences of probation with a jail term.
  - 0% of career criminals received sentences of probation with no jail term.
  - 0% of career criminals received sentences of DAG and/or DANC pleas.
    - *Objective accomplished: expedited the processing of career criminal cases through the criminal justice system.*
    - *Objective accomplished: Maximum incarceration of convicted career criminal.*
  
- 14 career criminal probation revocations were processed.
  - *Objective accomplished: Incarceration of the career criminal at all stages of the criminal justice progress.*

Based on the successful outcomes of the CCPP, State funding is critical for Kauai to ensure continuation of the program. The increase of funding from \$166,347.00 to \$205,306.00 for the FY 2008 and 2009 will help maintain achievable outcomes of the program for the County of Kaua'i, Office of the Prosecuting Attorney.

As a result of the significant funding increase, the CCPP will be able to compensate one (1) FTE Special Prosecuting Attorney at 100% for 12 months, one (1) FTE Special Prosecuting Attorney for 100% for 9 months, one (1) Legal Clerk I at 100% for 12 months, and a Special Investigator at 25% for 12 months.

Although there is a significant increase for FY 2008 and 2009, the County of Kauai has continued to maintain its financial support of the CCPP program. Firstly, the County is financially supporting the program by allowing a reduced percentage of reimbursement for fringe benefits costs of the CCPP staff. Currently, the grant guidelines allow the County to charge maximum fringe benefit rate of 41.13% of salaries and wages. However, in order to keep salaries of the Special Prosecuting Attorneys at a competitive rate, and due to the Legal Clerks salary range in accordance with the bargaining agreement between the County of Kauai and the Hawaii Government Employees Association Salary Schedule for Bargaining Unit 03, the County of Kauai is budgeting to receive a fringe benefit reimbursement for only 33.7487% of CCPP staff salaries. This leaves the County covering the shortage of \$10,754.00 in fringe benefits cost. It should be noted that grant records retained from FY 97-98 forward have not usually covered any other administration or operational expenses such as supplies, postage, copying, equipment, consultants, facilities or training cost associated with the program.

To ensure the continued quality of prosecutions, a necessary investment must be made in the State funding of the program. The CCPP has proven to be a successful program that has benefited the justice system through effective prosecution, and by protecting the rights of victims and witnesses of crime. The program has become an integral part of our office and a critical part of our operations.

#### B. GOALS & OBJECTIVES OF REQUESTED FUNDS

The primary goals to identify, expeditiously prosecute, convict, and incarcerate those individuals identified as career criminals. These individuals will be given a priority in our office with the goal of removing them from society as swiftly as possible. In this way, the community is protected and the County of Kauai will have the safety that its citizens deserve.

Our office will also work towards achieving the specific goals and objectives outlined in the attached Exhibit A, Hawaii Prosecuting Attorneys Association "Policies and Criteria – Hawaii Career Criminal Prosecution Program".

#### C. PROGRAM ORGANIZATION & MANAGEMENT

The organization and management of the CCPP shall be administered by the Prosecuting Attorney of the County of Kauai. The determination whether a person is to be prosecuted as a career criminal is made by the Prosecuting Attorney or First Deputy Prosecuting Attorney during the screening process. The decision is based upon whether the defendant falls within the criteria established in the Hawaii Prosecuting Attorneys Association "Policies and Criteria – Hawaii Career Criminal Prosecution Program", attached as Exhibit A.

Once the Prosecuting Attorney or First Deputy Prosecuting Attorney identifies a defendant as a Career Criminal, his or her cases are assigned to the CCPP attorneys to be charged via petition, information, complaint, or indictment. As a result of swiftly prosecuting cases through the use of these various charging processes we have been able to incarcerate many career criminal defendants promptly and keep them incarcerated throughout the duration of their cases.

Program accountability shall be monitored by the Prosecuting Attorney and First Deputy Prosecuting Attorney. The Prosecuting Attorney and the Grant Coordinator shall be responsible for reporting the program statistics to the Department of the Attorney General. The statistics will be reviewed as an indication of the program's accountability and effectiveness.

#### D. PERSONNEL & BRIEF RESUMES

The Kauai CCPP will be staffed by 1.75 FTE Special Prosecuting Attorneys, 1.0 FTE Legal Clerk I, and 0.10 FTE Special Investigator.

Special Prosecuting Attorneys shall be responsible for representing the State of Hawaii in criminal matters in the Fifth Circuit Court. Responsibilities include working with County,

State and Federal law enforcement officials in prosecuting individuals identified as career criminals; Screen, charge and prosecute cases filed against career criminals; Conduct legal research and draft legal memoranda; Prepares memoranda summarizing facts of cases and authorities cited with conclusions and comments; Prepare for pre-trial hearings and trials.

The Legal Clerk I shall independently perform a wide variety of legal clerical work in support of the Special Prosecuting Attorneys in the prosecution of cases involving career criminals. They operate a typewriter and computer to produce letters, reports forms, summons, memoranda, motions, affidavits, orders, subpoenas and other legal documents. They research and maintain case files and records and participate in inputting, updating and retrieving information from files, records and computer-based information systems. They review and files incoming documents and correspondence and updates case files to show action taken after each court hearing and closes out completed cases. They respond to inquiries over the phone and/or in person concerning the status of cases or dispositions of completed cases, provide routine information to police personnel, victims, defendants, attorneys, witnesses, and to the general public explaining the legal processes, procedures, and/or departmental policies. They take follow-up actions on subpoenas including notifying witnesses of cancellation or continuance of scheduled court appearances and re-issues subpoenas. They input information into statewide computerized criminal history computer as well as do NCIC, criminal, license, and registered owner computer checks. They perform office errands to county and state offices including police and courts, purchasing (for mail pickup) and the post office if needed.

The Special Investigator shall be responsible for conducting follow up investigations on CCPP cases where criminal charges have already been filed including locating and interviewing and/or re-interviewing witnesses; reviewing police reports and crime scenes; conducting tests and/or measurements; taking photographs; and generating reports for CCPP Attorneys. He shall be responsible for serving subpoenas on witnesses needed for preliminary hearing, grand jury and/or trial in CCPP cases, assist the CCPP Attorneys with preparing and analyzing exhibits for trial and other evidentiary hearings. He shall be responsible for coordinating with Kaua'i Police Department the inputting of CCPP Defendants with outstanding Warrants into the NCIC data base and make all reasonable attempts at locating at locating CCPP Defendants who have outstanding Warrants and coordinate with Special Investigator, Kaua'i Police Department and/or other law enforcement in effecting arresting said Defendants.

Resumes of CCPP Special Prosecuting Attorneys, Legal Clerk and the Special Investigator are attached hereto as "Exhibit B".

## E. EVALUATION METHODOLOGY

Statistical data for the CCPP will be collected from the initial stage of a case being opened and filed in court against a career criminal. Therefore, police reports, received by the County of Kauai Office of the Prosecuting Attorney, pertaining to felony cases will be screened for career criminal status during the initial intake of the police report. Case information that is required to be reported as outlined under Section X, Reporting Requirements of the Hawaii Prosecuting Attorneys Association "Policies and Criteria – Hawaii Career Criminal Prosecution Program", attached as "Exhibit A", will be collected, compiled and maintained as cases are processed through the criminal justice system. Evaluation of the program statistics will be conducted semi-annually when preparing the Hawaii Career Criminal Prosecution Program Statistics report on the required report form (RCD/DAG: 11/88).

The Hawaii Career Criminal Prosecution Program Statistics report completed for the fiscal year 2006-2007 is attached hereto as "Exhibit C".

**KAUAI CAREER CRIMINAL PROSECUTION PROGRAM STATISTICS**

Period: July 1, 2006 to June 28, 2007

	<u>Defendants</u>	<u>Counts</u>
Pending (from the last reporting period)	<u>82</u>	<u>476</u>
<b>Total cases opened during period</b>	<b><u>29</u></b>	<b><u>107</u></b>
by:		
Complaint	<u>0</u>	<u>0</u>
Preliminary hearing	<u>18</u>	<u>81</u>
Indictment	<u>3</u>	<u>11</u>
Information Charging**	<u>0</u>	<u>0</u>
 <b>Total Dispositions</b>	 <b><u>32</u></b>	 <b><u>293</u></b>
 <b>Total dismissed</b>	 <b><u>2</u></b>	 <b><u>5</u></b>
By prosecution	<u>0</u>	<u>0</u>
by court, prior to trial	<u>2</u>	<u>5</u>
 <b>Total acquitted</b>	 <b><u>2</u></b>	 <b><u>19</u></b>
 <b>Total convicted</b>	 <b><u>28</u></b>	 <b><u>248</u></b>
by plea	<u>24</u>	<u>234</u>
as charged*		<u>71</u>
to lesser charge*		<u>8</u>
dismissed		<u>159</u>
by trial	<u>4</u>	<u>14</u>
as charged*		<u>13</u>
of lesser charge*		<u>1</u>
dismissed		<u>10</u>
 <b>Dispositions of Convictions</b>		
Probation with jail term	<u>9</u>	
Probation with no incarceration	<u>0</u>	
Prison - regular term	<u>16</u>	
Prison - enhanced term	<u>3</u>	
DAG/DANC	<u>0</u>	
 <b>Total Probation Revocations Filed</b>	 <b><u>14</u></b>	
Revoked	<u>2</u>	
Denied/Withdrawn	<u>0</u>	
 <b>Total Pending at end of period</b>	 <b><u>82**</u></b>	 <b><u>476**</u></b>
Outstanding warrants	<u>11**</u>	<u>33**</u>
Pending indictment	<u>0**</u>	<u>0**</u>
Pending trial	<u>66**</u>	<u>406**</u>
Pending sentencing	<u>5**</u>	<u>37**</u>
 <b>Total cases on appeal</b>	 <b><u>1**</u></b>	

\*For Dept. of AG use only.

\*\* Stats are from July 1, 2006 - December 31, 2006.

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
County of Kaua'i, Office of the Prosecuting Attorney

(Typed Name of Individual or Organization)

\_\_\_\_\_

(Signature)

1/29/09

(Date)

Shaylene Iseri-Carvalho

(Typed Name)

Prosecuting Attorney

(Title)



House District 9

Senate District 4

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

rec'd  
JAN 29 2009

Log No: 22-0

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):

JUDICIARY

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
**Friends of the Maui Drug Court (FMDC)**  
Dba:

Street Address:  
**33 Lono Ave. #300, Kahului HI 96732**  
Mailing Address:  
**33 Lono Ave. #300, Kahului HI 96732**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DAVID M. RAATZ, JR.

Title Administrative Assistant

Phone # 808.276.3488

Fax # 808.871.9726

e-mail friendsmauidrugcourt@gmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FMDC SEEKS FUNDING TO SUPPORT THE MAUI/MOLOKA'I DRUG COURT'S EFFORTS TO BREAK THE CYCLE OF SUBSTANCE ABUSE AND CRIME IN MAUI COUNTY BY PROVIDING MILESTONE AWARDS, FUNDING GRADUATION CEREMONIES, AND CONTRACTING FOR THE PROVISION OF CHILD CARE SERVICES, DENTAL TREATMENT, PHYSICAL EXAMINATIONS, AND DRUG PRESCRIPTIONS.

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 85,000

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ 15,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

S. LARRY SCHLESINGER, M.D., PRESIDENT

AUTHORIZED SIGNATURE

NAME & TITLE

1-27-09  
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;

**Founded in 1998, Friends of the Maui Drug Court (FMDC) is the charitable organizations that supports the efforts of the Maui/Moloka`i Drug Court to break the cycle of substance abuse, addiction, and crime.**

2. The goals and objectives related to the request;

**FMDC seeks to provide ancillary services to Drug Court clients to support their rehabilitation.**

3. State the public purpose and need to be served;

**FMDC supports the Drug Court's mission of reducing the incidence of substance abuse and crime on the islands of Maui and Moloka`i. FMDC raises and disburses funds to provide ancillary services to Drug Court clients, including by providing milestone awards, funding graduation ceremonies, and contracting for the provision of child care services, dental treatment, physical examinations, and drug prescriptions.**

4. Describe the target population to be served; and

**The target population is comprised of the Maui/Moloka`i Drug Court clients – approximately 125 adults who are charged with non-violent felonies and are in need of substance abuse treatment.**

5. Describe the geographic coverage.

**FMDC and the Drug Court provide services that directly benefit the residents of Maui and Moloka`i.**

## 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;

**FMDC has an on-going agreement with the Drug Court to provide milestone awards and fund graduations ceremonies on multiple occasions throughout the year. In addition, FMDC has contracted with a private company to provide child care services to Drug Court clients, facilitating their attendance at meetings relating to their rehabilitation. FMDC has also contracted with Maui Oral Health Center to provide basic dental treatment to Drug Court clients and their children. FMDC is negotiating with a non-profit organization to provide physical examinations and drug prescriptions to Drug Court clients.**

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

**The ancillary services provides FMDC to Drug Court clients continuously throughout the year, subject to funding availability, based on requests and recommendations of the Drug Court Judge and Drug Court Administrator.**

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; and

**FMDC's board of directors regularly meets to review progress reports providing by FMDC's administrative assistant. In addition, FMDC is in regular consultation with the Drug Court Judge and Drug Court Administrator to monitor, evaluate, and improve the results of the ancillary services provided to Drug Court clients.**

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.

**The effectiveness of the ancillary services provided by FMDC to Drug Court clients is based on a review of organization's assistance in the fulfillment of the Drug Court's goals of attaining at least 25 graduates per year and an annual recidivism rate for Drug Court graduates of less than 15 percent.**

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

**Please see attached.**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$20,000	\$20,000	\$20,000	\$25,000	\$85,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

**Alexander & Baldwin Foundation**  
**Atherton Family Foundation**  
**Bank of Hawaii Charitable Foundation**  
**Cooke Foundation**  
**County of Maui**  
**Crystal Meth Initiative**  
**Dowling Community Improvement Foundation**  
**Fred Baldwin Memorial Foundation**  
**Maui Quarantine Fund**  
**Office of Hawaiian Affairs**  
**United States Government**

#### **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.

**The FMDC's ability and commitment to raising and disbursing funds in support of the Drug Court – for the last three years and longer – can be attested to by Drug Court Judge Shackley Raffetto and Drug Court Administrator Barbara-Ann Keller. In recent years, the FMDC has focused on providing milestone awards for Drug Court clients at graduation and other important points of progress. This service is invaluable to the Drug Court's success, according to Judge Raffetto and Administrator Keller.**

##### **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.

N/A

**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.

**FMDC President S. Larry Schlesinger, M.D., board-certified plastic surgeon who is also certified in addiction medicine, has been a leader of the organization since its inception. FMDC's sole current employee, temporary Administrative Assistant David M. Raatz, Jr., is an experienced lawyer. FMDC aspires to hire another experienced lawyer as permanent Executive Director.**

**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.

**The current part-time Administrative Assistant and the proposed full-time Executive Director are under the supervision of the Board of Directors:**

**S. Larry Schlesinger, MD  
President  
33 Lono Ave., Ste. 300  
Kahului, HI 96732**

**Kevin Kunz, MD  
Vice President  
76-6225 Kuakini Hwy.  
Kailua-Kona, HI 96740**

**Arlene Ukigakiuchi  
Secretary/Treasurer  
680 Iwilei St., Ste. 528  
Honolulu, HI 96817**

**Randall H. Endo, Esq.  
120 Kane St.  
Kahului, HI 96732**

**Sen. J. Kalani English  
P.O. Box 267  
Hana, HI 96713**

**Donald S. Guzman, Esq.  
P.O. Box 2597  
Wailuku, HI 96793**

**Kirstin M. Hamman, Esq.  
200 S. High St.  
Wailuku, HI 96793**

**James Hirano  
P.O. Box 37  
Kihei, HI 96753**

**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.

N/A

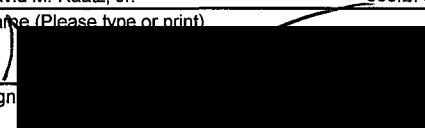
**B. Licensure or Accreditation**

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

**FMDC President S. Larry Schlesinger and Vice President Kevin Kunz are both certified in addiction medicine.**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

App Friends of the Maui Drug Court

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries		12,000		
2. Payroll Taxes & Assessments		3,000		
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>		<b>15,000</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Milestone Awards	7,500			
10 Graduation Ceremonies	7,500			
11 Child Care	25,000			
12 Dental Treatment	25,000			
13 Physical Exams	10,000			
14 Drug Prescriptions	10,000			
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>85,000</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>85,000</b>	<b>15,000</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	85,000	David M. Raatz, Jr. 808.276.3488		
(b)	15,000	Name (Please type or print) Phone		
(c)		Sign  Date		
(d)		Date 27-09		
<b>TOTAL BUDGET</b>	<b>100,000</b>	S. Larry Schiesinger, M.D., Board President Name and Title (Please type or print)		



# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Friends of the Maui Drug Court (FMDC)

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Administrative Assistant	0.5	\$12,000.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>0.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Friends of the Maui Drug Court (FMDC)    Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	0	\$0.00	\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	0	0	\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Friends of the Maui Drug Court (FMDc)

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	0	0	0	0	0	0
<b>JUSTIFICATION/COMMENTS:</b>						

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Friends of the Maui Drug Court (FMDC)

(Typed Name of Individual or Organization)

January 27, 2009

(Date)

S. Larry Schlesinger, M.D.

(Typed Name)

Board President

(Title)

House District 16+17  
Senate District 7

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 25-C

For Legislature's Use Only

rec'd  
JAN 28 2009

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: **Hale 'Opio Kaua'i, Inc.**

Street Address: **2959 Umi Street, Lihue, HI**

Mailing Address: **2959 Umi Street, Lihue, HI 96766**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MARY NAVARRO

Title Executive Director

Phone # 808-245-2873

Fax # 8080245-6957

e-mail mnavarro@haleopio.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**REPAIR OF THE THERAPEUTIC BEHAVIORAL HEALTH GROUP HOME FOR FOSTER GIRLS, LAWAI, KAUAL, HI**

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ \$80,710

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 10,000

[REDACTED SIGNATURE]

MARY NAVARRO, EXECUTIVE DIRECTOR  
NAME & TITLE

1-26-09  
DATE SIGNED

AUTHORIZED SIGNATURE

## Application for Grants and Subsidies Hale 'Opio Kaua'i, Inc.

*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;** Hale 'Opio Kaua'i, Inc. is a nonprofit organization providing services on Kaua'i since 1975 by operating residential and in-community programs to enhance quality of life and *'ohana*. Integrated across Hale 'Opio's continuum of services is the commitment to child-centered and culturally sensitive access to a comprehensive array of services that address the child's physical, emotional, educational, recreational and developmental needs.

Since its founding, the organization has continued to evolve, and services now include programs in education, prevention, diversion and treatment for boys and girls, ages 0-20. Many youth referred for residential services, including foster home services, have a psychiatric diagnosis, come from single parent households that receive public assistance, and have a documented history of physical or sexual abuse, neglect, substance abuse, involvement with the juvenile justice system or other forms of family dysfunction. Current Hale 'Opio programs include Therapeutic Group Home, Therapeutic Foster Homes, Emergency Shelter Services, Adolescent Diversion Services, Kaua'i Teen Court, Street Smart, Family Group Conferencing, Victim Impact Classes, Crisis Stabilization and Respite Home Services.

**2. The goals and objectives related to the request;** The Girls' Group Home is in need of urgent repair and renovation. The goal of the request is to repair significant water damage to inside and outside walls: replace flooring; replace inoperable and dilapidated equipment; replace outside gutters, and re-grade dirt surrounding the home to install water drainage culverts. This an extremely damp area, heavily impacted by recent torrential rainfall.

**3. State the public purpose and need to be served;** Hale 'Opio operates a Girls' Group Home in Lawai, Kaua'i for youth suffering from significant emotional and behavioral health problems. They should not have to be living in a home needing major repairs while they are trying to recover from their illness. Nationally, it has been estimated about 5% to 9% of children ages 9 to 17 have a serious emotional disturbance. According to information in the Hawaii State Department of Health (DOH) Child and Adolescent Mental Health Division's (CAMHD) Strategic Plan, 2007-2010, an estimate of between 836 and 1,003 Kaua'i youth aged 9 to 17 had

serious emotional disturbance.<sup>1</sup> These estimates are based on the 2000 Census population of these age groups on Kaua`i, however, and may well undercount those with behavioral health problems currently. According to a CAMHD report to the Twenty-Fourth Legislature dated December 2006 (Note: the latest available report since these are prepared biennially), the population of children and youth served by the state remained mostly male. However, the proportion of females is increasing. This trend is especially reflected on Kaua`i, where the Group Home for girls in Lawai is often completely filled with placements from all over the state.

**4. Describe the target population to be served:** Foster girls with therapeutic emotional, behavioral health care needs who are referred by the Hawaii Department of Health, Child and Adolescent Mental Health Division, who come from all islands and the majority of whom are Native Hawaiian, and whose families fall under the nationally recognized poverty line.

**5. Describe the geographic coverage –** While Hale `Opio's Girls' Home is located in the area of Koloa and Lawai, Kaua`i, coverage of the Home is statewide, since referrals for these foster girls come from all the Hawaiian islands. Because of the many societal and family problems existing today, youth with emotional and behavioral problems often develop habits like frequent running away and substance use, putting them even more at risk. For these reasons, many families and referral agencies frequently prefer to place a youth in a program located on another island, limiting their access to peers and familiar surroundings.

## **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;** Scope of work and tasks will include- inside the house: installation of new flooring throughout the house, replacement of the dishwasher, stove, and refrigerator, replacement of ceiling fans, wall preparation and painting of inside walls (including any mold mitigation), and window coverings replacement. Outside the home – new gutters must be installed, back and side yards graded to form culverts, vegetative debris eliminated, outside of house power washed and painted, and concrete walkway extended for water drainage.

**2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;** approximately 12 months

**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;** the effort will be evaluated more as the construction project that it is:

- Did the job start on the expected date?;

---

<sup>1</sup> Hawai`i Department of Health, "Report to the Twenty-fourth Legislature, State of Hawai`i, 2007," Honolulu: December 2006.

- Was the work conducted in a professional manner, with the least possible disruption to the girls and staff living in the home during the work?;
- Was the work completed on time and on budget?; and
- After 3 months following the job completion, water outside the home should be successfully diverted in new culverts away from the house to insure it does not flow under the home. No moisture should be seen or detected coming up into the flooring and no black mold apparent.

**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. Please see above**

### 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 requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$73,256	\$7,454	0	0	\$80,710

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

None, because \$10,000 has already been received through foundation grant.

### 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.**



One year ago Hale 'Opio completed major renovations of its headquarters building located in downtown Lihue, HI. This work, supervised by Executive Director Mary Navarro and carried out by Curtis E. Law Construction with broad community support, included re-stuccoing of exterior walls on our three-story building to repair deteriorating conditions and required scaffolding to wrap the building for access. The outside entrance staircases on the two sides of the building had to be completely rebuilt due to low grade steel originally used when the building was built in early 1980's. The roof rain gutter and water drainage system was re-engineered to increase the capacity to handle typical rainfall in the Lihue area. Exterior walls were repaired and painted. Due to our island location, scaffolding and cement staircase treads had to be ordered and shipped from the Mainland, adding dramatically to the cost and completion time of the project.

Additionally, Ms. Navarro has been the lead administrator for numerous smaller projects at each of the Group Homes, including installation of a new roof and solar vent system, renovation of the solar water system, and consultation with numerous contractors, professionals, and workmen to assess the extent of work that continues to need to be done and is part of this request.

## **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.**

The facility related to this request exists in Koloa/Lawai area of Kaua'i, and was built by Hale 'Opio as a small group home facility in 1994. The Girl's Group Home is a family-style facility and has four bedrooms and four bathrooms. Common areas are very open to insure that visual supervision of the youth in our care is possible at all times. Modifications were completed in 2004 to the entrance and interior to insure adequate access that meets ADA standards. (Assistance was acquired and supervised from a government CGBD grant to accomplish the ADA modifications.) Exterior access ramps and walkways were installed with appropriate dimensions and slopes, and the designated interior bathroom was modified to insure wheelchair accessibility.

## **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.**

Hale 'Opio's Executive Director, Mary Navarro, will provide the needed leadership and oversight for this project. Ms. Navarro has a master's degree in psychology with a specialty in child development, and is licensed in Hawaii and California as a Marriage and Family Therapist

and is credentialed as a School Counselor in both states, as well. More relevant to this project is Ms. Navarro's experience in house rebuilding and renovation, and her connections with professionals in the construction industry on Kaua`i through the agency's current donors and several Board members. In addition to the overseeing the recent restoration to the agency's administration building in Lihue, in spring 2008, Ms. Navarro contracted and supervised several large projects at the Girl's Group Home involving replacement of the roof, black mold eradication, and repair of the solar water system. Additionally, having an architect and a contractor on the Hale `Opio Board of Directors gives the agency added expertise to provide any needed oversight for this project.

## **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.**

The Organization Chart enclosed has staff directly impacted by this project highlighted in yellow. The only staff person who will be involved in this project will be the Executive Director.

## **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.**

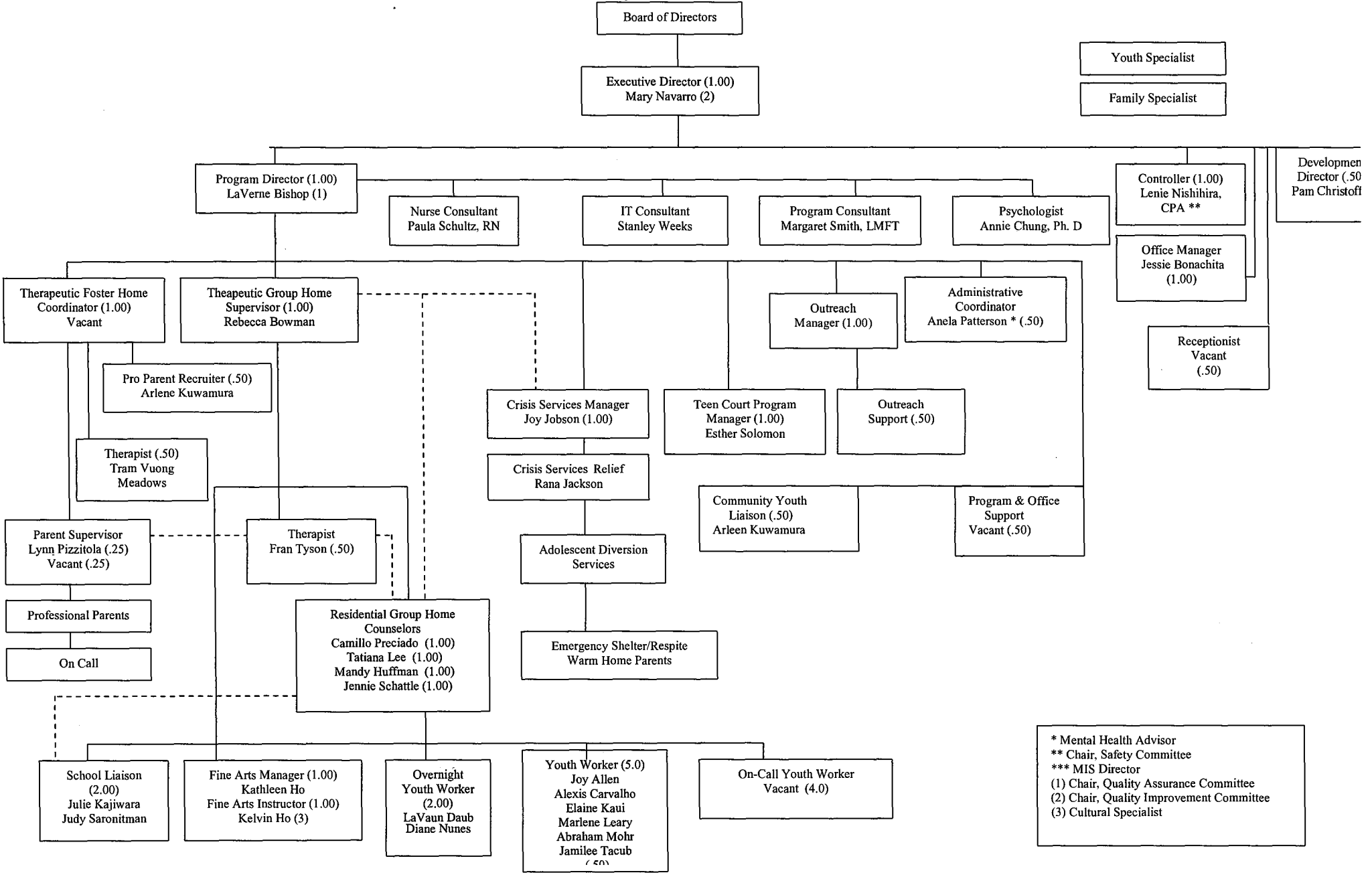
None

### **B. Licensure or Accreditation**

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

- 1.) Hale `Opio Kaua`i, Inc. is Accredited by the Council on Accreditation for Services for Children and Families. We have license from the state of Hawaii to provide therapeutic residential services for children and youth.
- 2.) Two current members of our Board of Directors have been in their respective professional fields for over thirty years each and are related to this project:
  - Avery Youn, A.Y.Architect LLC, #AR-3576
  - Curtis E. Law, Curtis Law Construction, Contractor License #BC12421


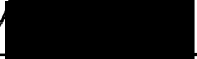
**HALE 'OPIO KAUA'I, INC.**  
**ORGANIZATIONAL CHART**



\* Mental Health Advisor  
 \*\* Chair, Safety Committee  
 \*\*\* MIS Director  
 (1) Chair, Quality Assurance Committee  
 (2) Chair, Quality Improvement Committee  
 (3) Cultural Specialist

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Hale 'Opio Kaua'i, Inc. \_\_\_\_\_

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Other Sources (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	\$3,168			
2. Payroll Taxes & Assessments	\$0			
3. Fringe Benefits	\$792			
<b>TOTAL PERSONNEL COST</b>	<b>\$3,960</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	\$0			
2. Insurance	\$0			
3. Lease/Rental of Equipment	\$0			
4. Lease/Rental of Space	\$0			
5. Staff Training	\$0			
6. Supplies	\$0			
7. Telecommunication	\$0			
8. Utilities	\$0			
9 materials+install 2500ft VCT tile flooring	\$10,000	\$10,000		
10 Wall prep & paint home interior	\$7,454			
11 materials+install outside gutters	\$4,300			
12 Grade&create outside waterdiver culve	\$13,397			
13 Cut&remove outside veget. debris	\$25,495			
14 Seal home underside from moisture	\$1,523			
15 Prep & paint home exterior	\$5,775			
16 Mold elimination	\$598			
17 Extend concrete walk for drainage	\$4,333			
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$72,875</b>	<b>\$10,000</b>		
<b>C. EQUIPMENT PURCHASES</b>	<b>\$3,875</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>\$0</b>			
<b>E. CAPITAL</b>	<b>\$0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>\$80,710</b>	<b>\$10,000</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$80,710	Mary Navarro	808-245-2873 x223	
(b) Foundation grant	\$10,000	Name (Please type or print)	Phone	
(c)	\$0			1-26-09
(d)	\$0	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>\$90,710</b>	Mary Navarro, Executive Director	Name and Title (Please type or print)	

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hale 'Opio Kaua'i, Inc.

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Manager	1	\$68,000.00	4.66%	\$ 3,960.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>	1	68000.00	0.05	3,960.00
<b>JUSTIFICATION/COMMENTS:</b>				
Mary Navarro, Hale 'Opio Kaua'i, Inc. Executive Director, will serve as Project Manager, aided by volunteer Board members				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hale 'Opio Kaua'i, Inc.

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Dishwasher	1	\$630.00	\$ 630.00	\$630.00
Stove	1	\$923.00	\$ 923.00	\$923.00
Refrigerator	1	\$767.00	\$ 767.00	\$767.00
Ceiling Fans	4	\$225.00	\$ 900.00	\$900.00
Window coverings and rods	5	\$131.00	\$ 655.00	\$665.00
<b>TOTAL:</b>	12		\$ 3,875.00	\$3,885.00

**JUSTIFICATION/COMMENTS:**

These household appliances and other equipment would replace non-working or dilapidated items

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				0

**JUSTIFICATION/COMMENTS:**

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Hale 'Opio Kaua'i, Inc.

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	3875	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>3,875</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Hale 'Opio Kaua'i, Inc.

(Typed Name of Individual or Organization)



(Signature)

1-26-09

(Date)

MaryNavarro

(Typed Name)

ExecutiveDirector

(Title)



House District 13

Senate District 6

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

REC'D  
JAN 27 2009

Log No: 26-C

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: HANA HEALTH

Dba:

Street Address: 4590 HANA HIGHWAY  
HANA, HAWAII 96713

Mailing Address: P.O. BOX 807  
HANA, HAWAII 96713

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHERYL VASCONCELLOS

Title Executive Director

Phone # 808-248-7515, ext. 26

Fax # 808-248-7225

e-mail cvasconcellos@hanahealth.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MEDICAL CENTER EXPANSION  
SCHEMATIC DESIGN AND CONSTRUCTION DOCUMENTS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 1,100,000

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

CHERYL VASCONCELLOS, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 24, 2009  
DATE SIGNED

# APPLICATION FOR GRANTS AND SUBSIDIES

## CHAPTER 42F, HAWAII REVISED STATUTES

### I. Background and Summary

#### 1. A brief description of the applicant's background;

Hana Health is a 501(c)(3) non-profit organization. The purpose of Hana Health is to improve the general health and well being of the Hana community through the provision of medical care and other social, economic and health related programs. Hana Health is the only health care provider in the Hana district, serving the primary health care and emergent medical needs of residents and visitors alike. Hana has been designated by the federal government as a Medically Under-Served Population, a Primary Care Health Professional Shortage Area, a Dental Health Professional Shortage Area and a Mental Health Professional Shortage Area.

Hana Health is currently providing primary medical care, dental health services and behavioral health care to the people of Hana. Unlike most primary care clinics in the State, Hana Health coordinates activities with American Medical Response and Maui Memorial Medical Center in the provision of urgent/emergency medical services. Hana Health provides assistance in stabilizing patients with life threatening illness or traumatic injury prior to transport to the hospital on the other side of the island. This takes place seven days a week, 24 hours a day as **Hana Health is the only health care provider in the district.**

In fiscal year 2007-2008, Hana Health provided medical care to 1,721 individual patients who made 5,702 visits to the Health Center of which 378 were urgent care visits and 24 were emergency visits. In addition, there were more than 1,000 dental visits, and 216 visits for acupuncture and lomi-lomi therapy. Fifty two percent (52%) of the patients served were insured through Medicaid or Medicare, or were uninsured. Seventy four percent (74%) of patients served were Native Hawaiian. Thirty three percent of those served were under 19 years of age, and 9% were 65 years of age and older.

Since its inception, Hana Health has demonstrated an ability to generate funds from a variety of funding sources for the initiation of needed programs and services. It should be noted that state funds have been used to leverage both federal and private support for a variety of health care services in the Hana area.

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

**Goal I.** It is the goal of Hana Health to construct a modern medical facility, designed to meet the health care needs of the districts current and projected population.

**Objectives.**

- A. Develop the schematic design for the project which will establish the general scope, conceptual design, scale and relationship among project components.
- B. Develop the design to include floor plans showing all rooms in correct size and shape, structural, mechanical and engineering systems, and specifications for major material and room finishes.
- C. Develop construction documents to include the preparation of detailed working drawings and specifications, as well as construction cost estimates.

**3. State the public purpose and need to be served;**

Construction of a modern medical facility in the Hana District will improve the health, wellness and safety of the resident population, as well as visitors to the area. Without Hana Health, the only medical center in the District of Hana, the entire resident population of the District, as well as 600,000 visitors per year would be at greatly increased risk for serious, often fatal medical problems and injury resulting in death.

**Geographic Need Indicators:** Located in Maui County, the rural district of Hana (Census Tract 301) is one of the most isolated areas in the state of Hawaii. Hana town is 57 miles from Wailuku, the County Seat. The trip takes approximately 2.5 hours along a single lane road with 617 turns and 56 bridges. The road winds through tropical rain forests and along steep cliffs. Hana District is made up of small, isolated settlements scattered over 233 square miles. Many of the villages are located a minimum of 45 minutes from the main town of Hana. Limited access to health and social services, as well as education, employment and economic opportunity can largely be attributed to Hana's isolation and relatively small population base.

According to the 2000 Census, the population of the Hana District is approximately 1,855. However, given the number of hidden residents, estimates of true population are closer to 2,500. Per the 2000 Census, the majority of Hana residents, 1,138, or 62% are Native Hawaiian. Again,

given the large number of hidden residents, most of whom are Native Hawaiian, this is likely an under count. Almost 76% of the children enrolled in Hana High and Elementary School are Native Hawaiian. Hana District has the highest percentage of Native Hawaiians of any other district in the state with the exception of the privately owned island of Niihau.

**Economic Need Indicators:** In 1999, 17.4% of Hana's population was at or below the poverty level, and 40.7% were at the 200% of poverty level, as compared to 10.7% and 25.9% of the population statewide (2000 U.S. Census and Hawaii Department of Health, Primary Care Needs Assessment Data, 2007). Again, it must be pointed out that the undocumented or "hidden" population would likely add to the rate of poverty in Hana if counted. Assuming there are 1,550 Native Hawaiians living in the Hana District (62% of 2,500 residents), it is estimated that there are 269 Native Hawaiians living at or below poverty level, and 737 Native Hawaiians living at 200% of poverty level. Seventy Five percent (75%) of the children attending Hana School receive free or reduced cost lunch. Hana's median household income was \$38,385 in 1999, compared to \$49,820 statewide and \$42,228 nationwide (2000 U.S. Census). According to the State Department of Health, Hana's per capita income is \$12,031, compared to \$21,888 statewide. Hana is the third poorest community in the state, based on per capita income.

Although unemployment information is not available for the District of Hana, Hana Health commissioned a quantitative study among Native Hawaiians, 18 years of age and older, living in the Hana District (conducted by QMark Research and Polling, February 2004) and found that approximately 13% of the households contacted (a random sample of 176 households were contacted by phone) had an adult in the household who was unemployed and looking for work, compared to 3.8% statewide (U.S. Department of Labor). An additional 19% of households contacted, had an adult who was employed part-time, but looking for full-time work. This suggests that one third (32%) of Native Hawaiian adults living in Hana are unemployed or under-employed. The economics of the area force many families to live in multigenerational households. The mean household size among Native Hawaiians living in Hana, according to the February 2004 QMark study, was 4.0, compared to 2.72 statewide (U.S. Census). Almost 30% of households have five or more occupants. Additionally, a number of homes do not have basic infrastructure such as electricity, telephones or running water.

#### **Health Need Indicators:**

Overall, Native Hawaiians have the poorest health status and quality of life indicators of any ethnic group in the State and the country. They have the

lowest life expectancy and the highest proportion of mortality in all age groups birth to age 64. Native Hawaiians have a death rate that is thirty-four percent higher than the death rate for the United States all races and in a number of areas, the evidence is compelling that Native Hawaiians constitute a population group for whom the mortality rate associated with certain diseases exceed that for other U.S. populations in alarming proportions.

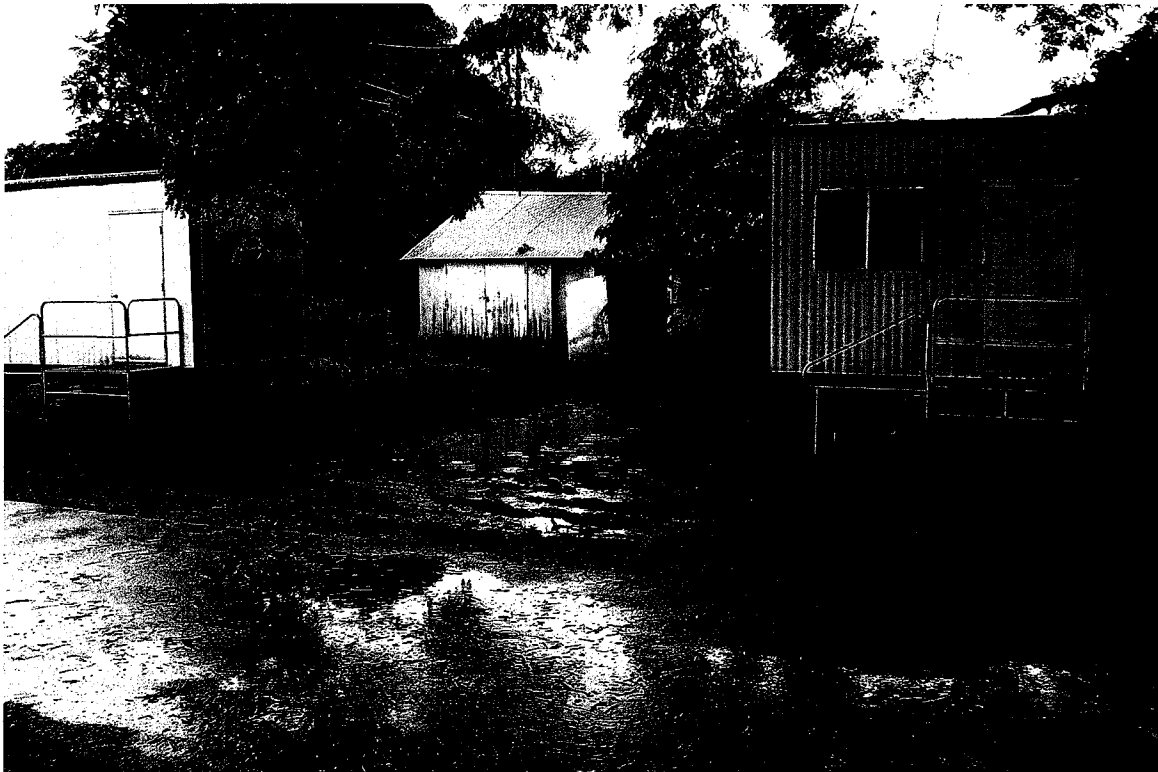
Statistics reveal a high risk profile for Native Hawaiians with the bulk of them having one of the following risk factors: sedentary life, obesity, hypertension, smoking and acute drinking (Native Hawaiian Data Book 2006 – OHA). Native Hawaiians die from diabetes at a rate that is 222 percent higher than for the U.S. all races (S87, The Native Hawaiian Health Improvement Act). Native Hawaiians had the highest mortality rate due to diabetes mellitus in the State of Hawaii (34.7 out of every 100,000 residents) which is 130% higher than the statewide rate for all other races (15.1 out of every 100,000 residents). This situation is repeated for heart disease and cancer as well.

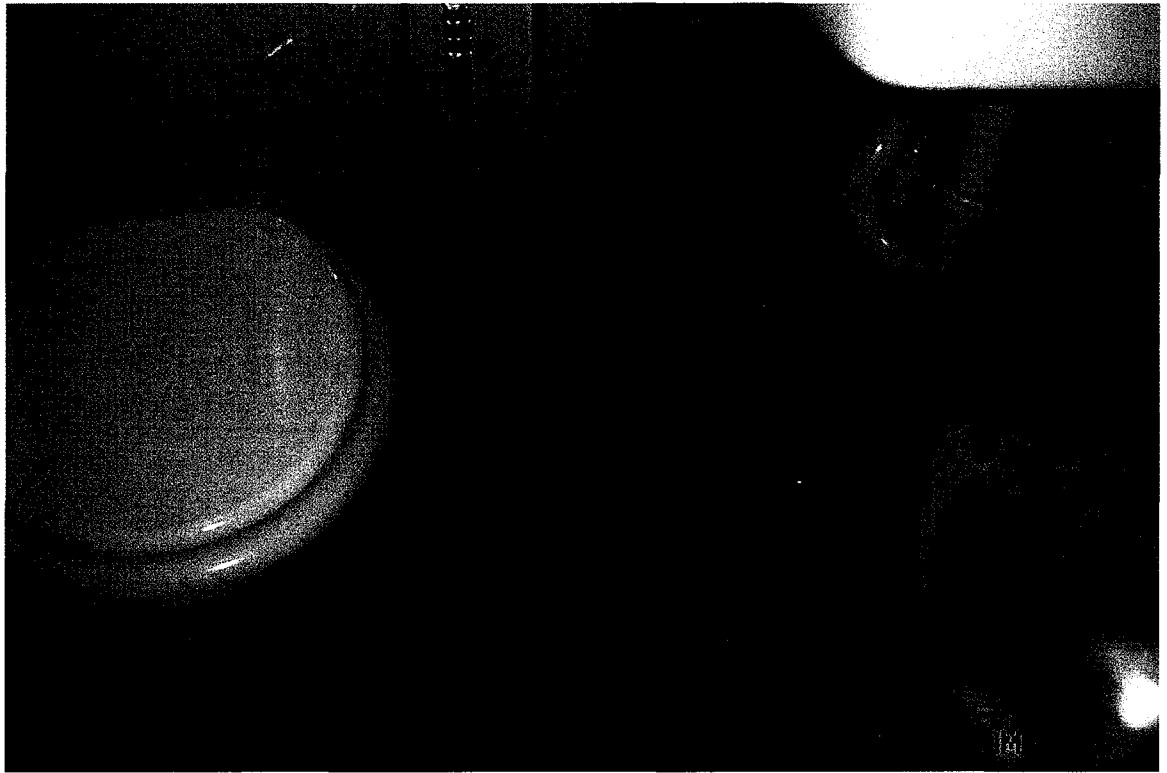
Hana's isolation and relatively small population base has resulted in limited access to health care, educational opportunity, social services and quality employment. The cost of providing service of any kind to this small, yet vulnerable population is extremely high, often 30% to 50% higher than the main population centers of Maui. There is no public transportation system in Hana or on the island of Maui. There is almost no available housing in the Hana District. Hana has been federally designated as a Medically Under-Served Population, a Primary Care Health Professional Shortage Area, a Dental Health Professional Shortage Area and a Mental Health Professional Shortage Area.

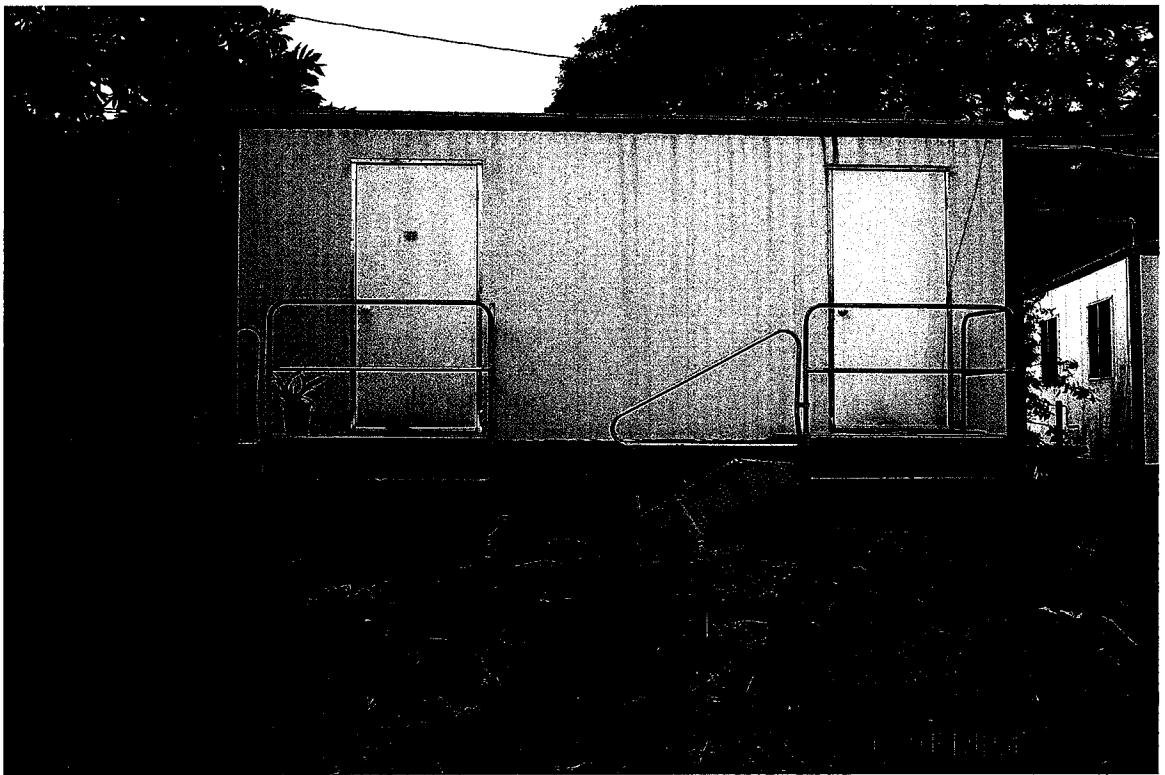
#### **Facility Need Indicators:**

- Built in 1965, the current medical center is more than 40 years old.
- Originally designed as a small hospital, the layout is not conducive to the current primary health care setting.
- Current programs have outgrown the 4,000 square foot facility. Six trailers have been leased and placed on the property to help alleviate the space crunch, at an annual cost of \$49,200. These trailers currently house behavioral health programs, acupuncture, lomilomi services and administrative offices. Patients are often required to walk through the rain and mud to reach the trailers located behind the clinic. There is inadequate lighting in the evening and this creates a safety hazard.
- Program expansion is hampered by the lack of facilities. Health and wellness programs are often conducted outside, under a tent.

- Inadequate toilet facilities. Patients and staff located in the trailers must walk through rain and mud in order to use the rest room.
- Administrative offices are scattered throughout the campus, complicating communication and the use of shared equipment, i.e. copy and fax machines, mail machines, etc.
- A 75 year old, 500 to 600 square foot house has been divided into three sections and provides space for the nutrition center, administrative office space, and a staff residence.
- There is no staff lunch room, or an area to place personal belongs.
- Storage space is non-existent. There are two rapidly deteriorating sheds that are used to store everything from medical records, to office supplies, to the generator. There are tents located throughout the property that provide "storage space" for supplies and equipment.
- The plumbing is old and in need of constant repair and maintenance. Existing cesspools need to be replaced with septic tanks in order to comply with existing standards.
- The use of new medical technology is limited by the cramped facilities, limited electrical capacity and inadequate air conditioning.
- So far this fiscal year, one central air conditioning unit has been replaced (\$10,000), the generator has been repaired (\$3,900), the plumbing in several areas has been repaired (\$4,700), repairs to the electrical system (\$5,000) and numerous other repairs have been made to keep the facilities operational. These expenses are on-going.















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

Residents of the Hana District make up Hana Health's primary target population with a special emphasis on meeting the needs of Native Hawaiians.

**5. Describe the geographic coverage;**

The District of Hana – Census Tract 301.

**II. Service Summary and Outcomes**

**1. Scope of Work, Tasks and Responsibilities**

**Scope of Work:** Complete the schematic design, design development and construction documents for the expansion of the medical facility.

## **Tasks and Responsibilities:**

- A. Prepare/Publish RFP and select architect - Board of Directors and Executive Director.
- B. Meetings with architect to develop conceptual framework for schematic design – Board of Directors, Administrative and Program Staff.
- C. Preparation of Schematic Design – Architect
- D. Review and Approval of Schematic Design – Board of Directors
- E. Design Development – Architect, Executive Director
- F. Review and Approval of Design – Board of Directors
- G. Preparation of Construction Documents – Architect
- H. Preparation of Cost Estimates – Architect

## **2. Timeline**

See Attached.

## **3. Quality Assurance and Evaluation Plans**

Hana Health is committed to providing quality services to all service beneficiaries in an organization - wide effort to continuously improve our processes and the delivery of care to the community we serve. Hana Health maintains a Quality Assurance/Performance Improvement System to assure excellence in the quality of care provided. The system is designed to increase accountability, support quality improvement, facilitate and support program decisions, monitor the population's health status, empower patients and families to make informed health care decisions and provide evidence to eliminate wasteful practices. Hana Health's quality assurance program measures, monitors, tracks and improves performance in key aspects of all operations.

The Board of Directors maintains oversight for the Quality Assurance/Performance Improvement Program and will be monitoring progress on this project as well. Completion of construction documents is the basis for evaluating this project.

#### **4. Measures of Effectiveness**

- A. Completion of Schematic Design to be submitted to the appropriate state agency.
- B. Completion of Construction Documents to be submitted to appropriate state agency.

### **III. Financial**

#### **1. Budget forms attached.**

#### **2. Quarterly Funding Requests.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$16,500	\$148,500	\$467,500	\$467,500	\$1,100,000

#### **3. Other Sources of Funding**

Attempting to secure federal funds for this project through the Bureau of Primary Health Care.

### **IV. Experience and Capability**

#### **A. Necessary Skills and Experience**

Hana Health has been providing medical care to the district of Hana since July 1997 and State Grant-In-Aid support has been awarded to Hana Health for the same period.

Hana Health's Executive Director and Board of Directors has a demonstrated track record in securing and managing public funds for both operations and capital improvement. In addition, Hana Health manages a twelve-acre project site which currently includes the medical center, a residence for ambulance personnel, administrative offices, a small kitchen facility, six modular office spaces, and the Hana Fresh organic farm.

For example, Hana Health has received funds for and has managed the following projects in the past year:

1. Federal Title VI funds for the Senior Lunch Program in the amount of \$92,000.
2. Bureau of Primary Care FQHC 330 funds (federal) in the amount of \$632,000.

3. CDBG funds (county) in the amount of \$285,000 for the development of Nutrition Training Center construction documents.
4. ANA grant funds (federal) in the amount of \$1.1 million over three years beginning in October 2005 to convert the Hana Fresh farm to a self-supporting business venture.
5. State Purchase of Service for operation of the Hana Health in the amount of \$1.2 million in fiscal year 2008-2009.

**B. Facilities**

Hana Health operates on a 2.035 acre parcel of property where the current medical center is located, and an adjoining ten acre parcel which will be used for expansion of the health campus. Both parcels are owned by the State of Hawaii and have been leased to the Hana Health for 55 years, at \$1 per year. Hana Health facilities range from 44 to 80 years old and are in need of continual repair and maintenance. Limited renovation of the medical facility was completed in 1999 and included measures to meet ADA requirements and replacement of the roof.

Hana Health currently prepares healthy meals/snacks for Hana Health's nutrition training and meal programs in a tiny 100 square foot kitchen which is located in a 75 year old house on the Health Center property. The house is divided into three sections, serving as the administrative offices, the Executive Directors residence and the program Kitchen. Meals are either served under a tent on the Hana Health campus, delivered to the homes of kupuna, or delivered to off-site program locations.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

<u>Staffing</u>	<u>Position Requirements</u>
Executive Director	A minimum of 10 years experience in similar capacity.

The Executive Director is responsible for project implementation and oversight. She has worked with several architectural and planning firms in the completion of state and federal environmental assessments, zoning issues, conceptual designs for the health center campus, schematic designs and construction documents for the Hana Health Nutrition Center

and the Maui County building permit process. Ms. Vasconcellos also managed a \$350,000 health center renovation project in 1997. The "Capital Improvement" committee of the Hana Health Board of Directors will be established for general project oversight.

Prior to working in Hana, Ms. Vasconcellos was the Executive Director of Planned Parenthood of Hawaii, a statewide reproductive health organization, for 15 years. In this capacity, she was involved with ten clinic renovation/construction projects.

## **B. Organizational Chart**

Hana Health is a 501(c)(3) private, non-profit corporation governed by a voluntary Board of Directors which assumes full authority and oversight responsibility for the Health Center. The Board of Directors has a line of authority to the Executive Director who delegates as appropriate to the other management and professional staff. The Executive Director is accountable to board-established long term goals and operating plans. The Executive Director has the authority and responsibility for assuring that board policies are implemented; the management of personnel and systems; the allocation of resources and operation within available resources; the identification and resolution of problems; interaction with the various external markets; responding to opportunities and planning for future events. The Executive Director is responsible for overall corporate management including other Hana Health programs related to and supportive of the Health Center.

Organizational Chart Attached.

In this capacity, she managed a \$350,000 clinic renovation project.

## **VI. Other**

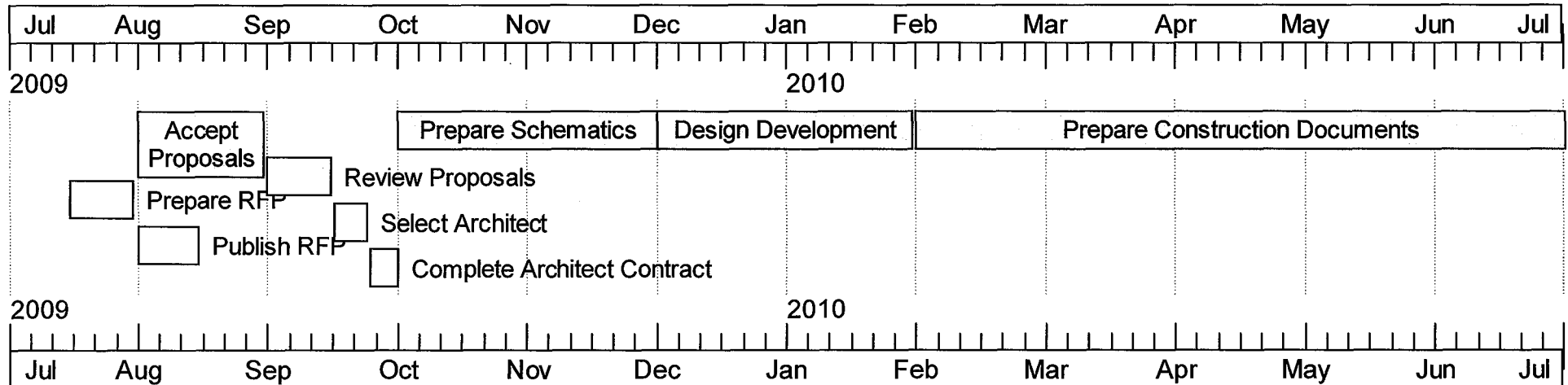
### **A. Litigation**

None.

### **B. Licensure or Accreditation**

N.A. All architects/engineers used for this project will be appropriately licensed.

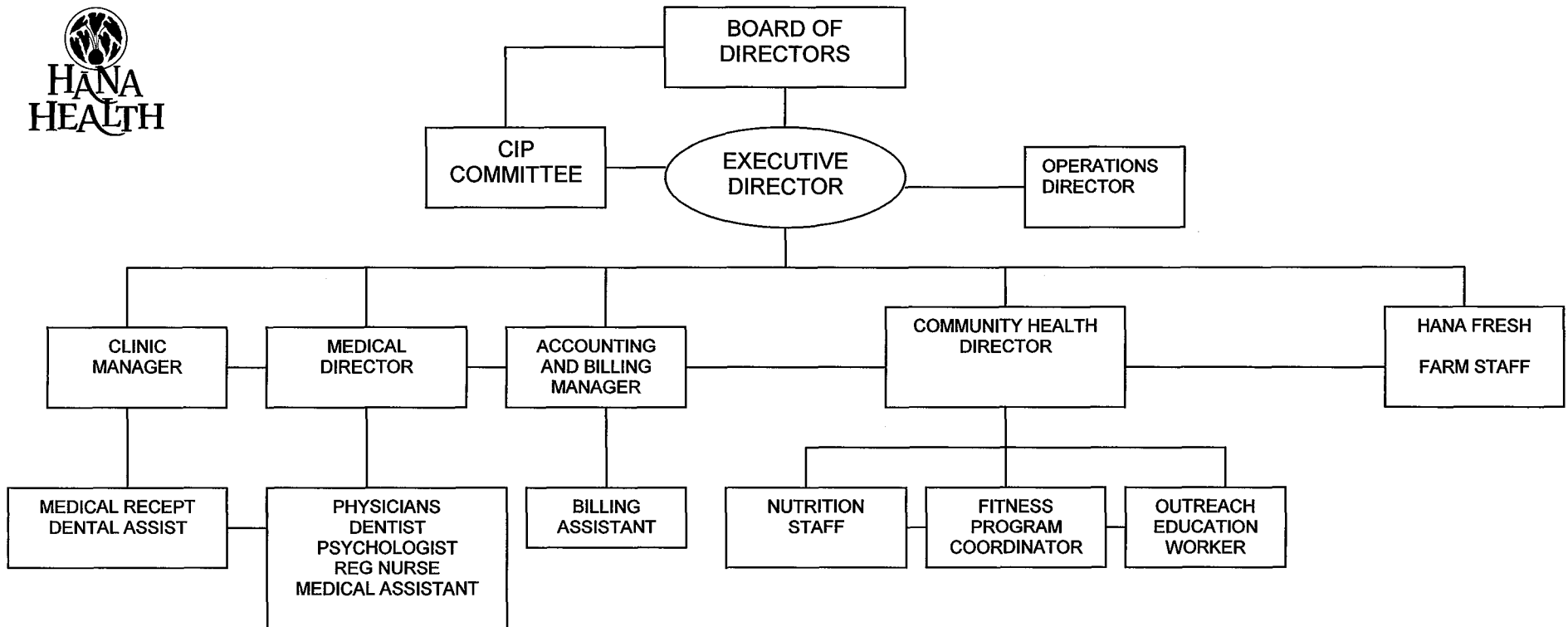
# HANA HEALTH MEDICAL CENTER EXPANSION SCHEMATIC DESIGN AND CONSTRUCTION DOCUMENTS



Legend:  Unassigned



ORGANIZATION CHART 1-09



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: HANA HEALTH

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested</b> (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>1,100,000</b>			
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,100,000	Cheryl Vasconcellos		808-248-7515, 26
(b)		Name (Please type or print)		Phone
(c)		Signature of Authorized Official		Date
(d)				1-24-09
<b>TOTAL BUDGET</b>	<b>1,100,000</b>	Cheryl Vasconcellos, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HANA HEALTH

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HANA HEALTH

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HANA HEALTH

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS - CONSTRUCTION DOCUMENTS			935,000			
LAND ACQUISITION						
DESIGN - SCHEMATIC			165,000			
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>			<b>1,100,000</b>			
<b>JUSTIFICATION/COMMENTS:</b> Based on an estimate of \$88/square foot for a 12,500 square foot facility.						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

HANA HEALTH

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

\_\_\_\_\_  
(Signature)

JANUARY 24, 2009

\_\_\_\_\_  
(Date)

CHERYL VASCONCELLOS

\_\_\_\_\_  
(Typed Name)

EXECUTIVE DIRECTOR

\_\_\_\_\_  
(Title)

1, 30-39, 46-50

House District 1-4, 6, 8-12  
Senate District 1, 2, 4-6, 14-18, 22-25

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 29-0  
For Legislature's Use Only

*read*  
JAN 20 2009  
*ML*

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
 Dba: Hawaii Alliance of Boys & Girls Clubs, Inc.  
 Street Address: 100 Kanaaloa Ave. Kahaoluhi, HI  
 Mailing Address: 96732

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANDRA-ANN Y.H. WONG  
 Title Lobbyist/Attorney  
 Phone # 537-2598  
 Fax # 537-2598  
 e-mail sawonglaw@hawaii.vv.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Pilot Outreach Program

4. FEDERAL TAX ID #: [REDACTED]  
 5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 340,000.00

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 \$ -0-  
 FEDERAL \$ -0-  
 COUNTY \$ -0-  
 PRIVATE/OTHER \$ -0-

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]  
AUTHORIZED SIGNATURE

COLIN HANLON, TREASURER

NAME & TITLE

JANUARY 23, 2009  
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 State Alliance of the Boys & Girls Clubs is a collaboration of Boys & Girls Club programs in the State of Hawaii. Its participating members includes 5 clubs (Boys & Girls Club of Maui, as lead club; Boys & Girls Club of the Big Island; and three Hawaii-based Military Boys & Girls Club (Army, Air Force, and Marines)), with 5,100 registered youth members (with membership continuing growing). Additionally, the 5 clubs serve another 4,000 plus keiki annually through their outreach programs. All the Boys & Girls Clubs in Hawaii have been invited to join the Alliance and to work together to enable all Hawaii keiki, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens of Hawaii.

Boys & Girls Clubs operate dedicated youth development facilities for school-aged keiki. Our centers are open every day after school, on school holidays, and during the summertime. Our Clubs offer Hawaii's keiki a positive alternative, during the hours when they might otherwise be unsupervised at home or on the streets, with trained, caring professional staff and some of the best evidence-based programs in the nation. Boys & Girls Clubs aim to help every child develop the character, skills and self-confidence to make the most of their lives. To do so, our Youth Development strategy is directed to giving young people a sense of:

- **Belonging** – Young people know they're part of this Club;
- **Usefulness** – Young people aren't just tolerated or patronized, they're needed in our Clubs;
- **Influence** – Young people have a say in what goes on in the Clubs, and what activities they will pursue;
- **Competence** – Young people learn the skills to become *good at* something.



Boys & Girls Clubs offer programs in education and career development, character and leadership, life-skills, arts & culture, and fitness, sports and recreation.

The Boys & Girls Clubs of the Hawaii State Alliance has the capacity and experience to provide prevention services to the keiki in the communities they serve. The Hawaii Alliance of Boys & Girls Clubs has the experience to support direct service, and staff responsible for implementing prevention services and to closely monitor progress and evaluate program effectiveness.

2. The goals and objectives related to the request;

The Hawaii State Alliance of Boys & Girls Clubs requests a Grant In Aid for Three Hundred Forty Thousand and no/Dollars (\$340,000.00) to support a collaborative effort of its member Clubs to begin a pilot outreach program to bring in approximately 510 new keiki ages 10 through 17 years to participate in its programs during after school hours.

The proposed programs are designed to prevent, reduce, or eliminate anti-social behaviors among adolescents by increasing their protective factors and decreasing related risk factors. This "One-Stop Shop" concept reflects a collection of Boys & Girls Club activities that will focus on middle and high school aged youths and emphasizing early interventions, when research clearly indicates youth are highly vulnerable to the initiation of a range of antisocial behaviors and of alcohol and drug use. These programs provide a package of evidenced-based programs that develop and increase important protective factors while decreasing risk factors related to these problem areas. "One Stop Shop" components include a comprehensive program that will encompass programs like Boys & Girls Club of America's nationally acclaimed research-based prevention program "SMART Moves"; the fitness and nutrition program Triple Play; educational enhancements Power Hour and Project Learn; leadership programs Torch and Keystone Clubs; and Boys & Girls Clubs' general youth development strategy - Drop In Program.

## **GOALS AND OBJECTIVES**

The primary goal of this Grant Request is to fund a pilot outreach program to recruit approximately 510 new adolescents into programs at member clubs to develop the skills, attitudes and positive personal relationships that will support their own efforts to avoid or resist antisocial behaviors like juvenile crime and adolescent alcohol, tobacco, and other drugs ("ATOD") use/abuse. As stated above, together member clubs serve close to 9,100 (5,100 registered members and 4000 or other youth serves) keiki annually. However, with this grant we proposed to reach even more keiki. Specifically, the Boys & Girls Club of Maui would like to reach 200 more keiki, the Boys & Girls Club of the Big Island 160 more keiki and the three Hawaii based Military Boys & Girls Clubs 50 more keiki per club. That is a targeted goal of 510 new adolescents that will benefit from the programs and facilities of Boys & Girls Club and the experience and guidance of its staff.

In working toward accomplishing this goal, member clubs will go out to their respective communities to encourage the community's youth to give Boys & Girls Club a try.

**Military Boys & Girls Clubs will offer the "One Stop Shop" package of programs in off-base surrounding communities to ensure that keiki from both non-military, as well as military families can take advantage of these services.**

The goals and objective of this pilot are listed below, followed by the activities designed to accomplish the intermediate goals of increasing specific protective factor while decreasing risk factors.

**LONG TERM GOAL:**

To reduce the delinquent and risky behaviors of youths, ages 10 to 17 (particularly middle school aged youth ages 10-14), in communities in Hawaii. The goal is to facilitate youth development of skills, attitudes, and positive personal relationships that will support their efforts to avoid or resist antisocial behaviors such as juvenile crime and ATOD use/abuse.

**Outcome 1:**

Reduce delinquent and risky behaviors among participants by improving youth's academic skills, as demonstrated in the number of youth reporting an increase in school grades or maintaining 2.0 grade point average, verified by school report cards. "One Stop Shop" programs focus on the provision of a variety of activities during non-school hours during the weekdays to engage youth in positive alternative activities and provide opportunities for academic achievement through the education and career development program area.

**Outcome 2:**

Reduce delinquent and risky behaviors among participants through SMART Moves by providing *effective* curriculum based programs that engage youth in positive behaviors and that empower youth to sustain meaningful relationships and develop a positive self-image. Impact on reducing delinquency and antisocial behaviors will be assessed by each participant's number of arrests or encounters with law enforcement agency as obtained from self-report (survey/interview and police records).

3. State the public purpose and need to be served;

Hawaii's Youth One Stop Shop is a collaborative effort between the member Clubs of the Hawaii Alliance of Boys & Girls Clubs and other youth serving organizations and schools in the State of Hawaii. The proposed collaboration will provide after school programs for youths ages 10 through 17 years. These programs are designed to prevent, reduce, or eliminate antisocial behaviors and alcohol and drug use among adolescents by increasing important protective factors and decreasing risk factors related to these problem areas through evidenced-based practices. These programs will emphasize early interventions during the middle and high school years when research clearly indicates young adolescents are highly vulnerable to the initiation of a range of antisocial behaviors and of

alcohol and drug use. The Hawaii Alliance of Boys & Girls Clubs will implement the “One Stop Shop” in targeted communities throughout Hawaii for those young people in need of a positive and safe place to “hang out” from the time school lets out until the early evening.

Many of these youth have only intermittent contact with adults, including their parents, commonly spending their after school hours in the company of their peers. They lack opportunities to participate in developmentally appropriate activities supervised by adults, consequently missing exposure to positive role models and potential mentors. While the after school programs will emphasize early intervention by targeting students attending middle schools, they will also provide age-appropriate activities, life skills development, and positive growth experiences to older adolescents.

Middle school aged youths reported poor family supervision, perceived ease of availability of ATOD, early initiation to ATOD, and favorable attitudes towards antisocial behaviors. Furthermore, today’s youth have comparatively few mentors and positive adult role models who can encourage them to pursue further education and to develop career goals.

Recent studies have explored the correlation of risky sexual behavior with adolescent ATOD use/abuse. Youths who use one substance are more likely to use other substances; and these studies showed a strong relationship between substance use and other risk behaviors, including teenage sexual behavior. The Duncan and Associates Study conducted in 2000, looked at trends and relationships between alcohol use, cigarette use, marijuana use, and sexual behavior among teens. This study noted these behaviors as “significantly related, suggesting that adolescents engaging in one behavior were engaging in the other behaviors as well.” This further supported other research that strongly related cigarette use by teens as one of the most influential risk factors and that “an increase in cigarette use over time was related to an increase in risky sexual behavior over time” (Journal Summary, “Exploring Associations in Developmental Trends of Adolescent Substance Use and Risky Sexual Behavior in a High-Risk Population,” <http://www.etr.org/recapp/research/journal200011.html>).

Research has shown that youth who do not participate in after school activities and are left unsupervised from 3:00 p.m. to 6:00 p.m. are significantly more likely to drink alcohol, smoke, use drugs, get into trouble, engage in sex, get into fights, and skip school. Teens that are not supervised after school are six times more likely to be "D" students than those who participate in supervised activities each day after school. Among youth in middle school (6<sup>th</sup> through 8<sup>th</sup> grade), 54% report low community opportunities for positive involvement; 41% report exposure to ATOD use in the community, 50% in the family, and 33% among their peers. Among middle school youth, nearly 42% of the students report low school commitment while half (50%) indicate poor academic performance. Youths who reach high school with serious educational deficiencies have high dropout rates and are more likely than the general population to turn to crime.

Extensive research has been conducted in recent years about the challenges faced by children and adolescents in Hawaii. For example, the Pearson study on the behaviors of young people in Hawaii (Pearson, R. S. (2004) *Ka Leo O Na Keiki: The 2003 Hawaii Student Alcohol, Tobacco, and Other Drug Use Study (HSATOD); Adolescent Prevention and Treatment Needs Assessment, statewide*. Honolulu, HI: Hawaii State Department of Health, Alcohol and Drug Abuse Division (ADAD)) surveyed 30,000 Hawaii students about their drug use and their perception of issues like community strengths, opportunities for advancement and family attachment. This study reported an alarming increase in ATOD use and other antisocial behaviors that started during the middle school years (grades 6-8) in Hawaii. For example, 13.2% of 6<sup>th</sup> graders reported alcohol use compared to 36.8% of 8<sup>th</sup> graders and 72.5% of 12<sup>th</sup> graders; any use of marijuana was 1.5% among 6<sup>th</sup> graders, but increased to 12.5% among 8<sup>th</sup> graders, and peaked at 44.4% among 12<sup>th</sup> graders. Similar patterns of increased use starting during the middle school years were found in every other drug category.

Pearson also documented an increase of other antisocial behaviors beginning in the middle school years. For example, 5.8% of students reported being suspended in the 6<sup>th</sup> grade; by the 8<sup>th</sup> grade reported suspensions increased to 14.6%. Similarly, students' sense of a positive connection to family and community weakened during this period of time. While about 33% of the 6<sup>th</sup> grade students reported poor family supervision, this increased to almost 50% by the 12<sup>th</sup> grade. Pearson further reported that students reported a lack of sanctions by their parents against antisocial behavior that increased from 11% among 6<sup>th</sup> graders to 22.2% of the 8<sup>th</sup> graders, and reaching 34.5% in the 10<sup>th</sup> grade. The study also found that among 6<sup>th</sup> graders, 8.6% of their peers had a favorable view of ATOD use, which increased to 29.8% among 8<sup>th</sup> graders. Not surprisingly, interaction with antisocial peers increased from 30.8% among 6<sup>th</sup> grade students, to 55.9% among the 8<sup>th</sup> graders.

The deterioration of the family structure caused by drug use among adults is just another indication of the serious problems young people face in Hawaii. Hawaii has the highest rate nationally among adults who have tried methamphetamine, which has replaced alcohol as the primary substance used by adults in drug treatment programs (Hawaii State Department of Health, ADAD, 2002).

**Thus, the proposed outreach pilot program proposes to serve an additional 510 keiki in Hawaii. When you breakdown the requested amount requested in this grant, it comes out to approximately \$667/youth. In the long run this nominal investment in Hawaii keiki will make a huge impact on these 510 keiki's lives and actually save the State money when you take into account the long term cost of alcohol and drug use, incarceration, high school dropouts which our programs attempt to prevent.**

4. Describe the target population to be served; and

Youths ages 10 through 17.

5. Describe the geographic coverage.

The Boys & Girls Club of Maui has clubs throughout the Island of Maui, specifically in: Kahului, Wailuku - Paukukalo (on Hawaiian Home Lands) and Kahekili Terrance (in State Public Housing), Makawao, Haiku, and Lahaina.

Senate Districts: 4, 5, and 6

House Districts: 8, 9, 10, 11, and 12

The Boys & Girls Club of the Big Island has clubs throughout the Island of Hawaii, specifically in: Hilo, Keaau, Oceanview, Pahala, Pahoia and Hamakua

Senate District: 1 and 2

House District: 1, 2, 3, 4, and 6

The Army Boys & Girls Club has clubs at their bases located at Fort Shafter, Schofield Barracks, Aliamanu Military Reservation, and Helemano Military Reservation.

Their proposed outreach pilot program will target youths from the Leilelua, Moanalua, Radford, Aiea, and Mililani School Complexes.

Senate Districts: 14, 15, 17, and 22.

House Districts: 30, 32, 33, 37, 38, 39, and 46

The Air Force Boys & Girls Club is located at its base at Hickam. Their proposed outreach pilot program will target youths from the Moanalua, Radford, Aiea, Pearl City, and Aliamanu School Complexes.

Senate Districts: 14, 15, and 16

House Districts: 30, 31, 32, 33, 34, and 36

The Marine Corps Boys & Girls Club is located at Kaneohe Marine Corps Base and Manana Housing in Pearl City. Their proposed outreach pilot program will target youths from Pearl City, Castle, Kailua, and Kalaheo School Complexes.

Senate Districts: 16, 18, 23, 24, and 25

House Districts: 34, 35, 36, 47, 48, 49, and 50

## **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;

Using the "One Stop Shop" concept, the Hawaii Alliance of Boys & Girls Clubs proposes to implement an after-school, facility-based pilot outreach program incorporating a comprehensive strategy that includes an after school program and a

curriculum focused 12-week program. To ensure delivery of quality services, the Hawaii Alliance of Boys & Girls Clubs will provide fiscal and administrative oversight as the lead agency in this partnership and facilitate program implementation on Maui, the Big Island, and select communities on Oahu.

The proposed target population will be youth ages 10 through 17 years, with a specific focus on middle and high school aged youths who have never participated in Boys & Girls Clubs activities in the past. The “One Stop Shop” goals and objectives will be achieved through implementation of an evidence-based prevention curriculum complimented by other Boys & Girls Clubs positive alternative activities.

The long-term goal is to prevent, reduce, or eliminate antisocial behaviors and ATOD use among youth by increasing important protective factors and decreasing risk factors related to these problem areas through evidenced-based practices. Examples of specific program objectives include learning to make decisions that support healthier choices, resisting peer and media messages that glamorize drug use or sexual acting out, and developing communication and coping skills to deal with common stressors of adolescence.

“One Stop Shop” programs include activities that fall in the Boys & Girls Clubs five Core Program Areas:

- *Education and Career Development.* This includes Power Hour (tutorial/homework assistance) and Project Learn. These activities enable youth to become proficient in basic educational disciplines, apply learning to everyday situations, set goals, explore careers, prepare for employment and embrace technology to achieve success in a career. Power Hour provides the youths with the support, resources, and guidance necessary to complete their homework – and start the school day with a sense of confidence and ability. Project Learn is a tested and proven strategy designed to incorporate high-yield learning activities throughout the Club, allowing keiki to develop math and reading skills both inside the classroom and during their recreational hours.

- *Sports, Fitness, & Nutrition.* The Triple Play Program will be implemented for this Core Program Area. The Triple Play program is designed to encourage youth to develop healthy habits mentally, physically and socially. Triple Play facilitates this positive change by integrating activities that incorporate the mind, body, and soul. The program helps teach youth how eating right, keeping fit, and engaging in positive relationships is a winning combination. These activities promote physical fitness and positive use of leisure time, and also consist of sports leagues, health and fitness activities, and skill building clinics. The Triple Play Program was developed in response to the growing concern about the declining state of physical fitness among our nation’s youth.

- *Character Development & Leadership Development.* Torch and Keystone Clubs are Boys & Girls Clubs of America’s flagship youth leadership and character development programs. Torch Clubs are for Club members ages 11-13; Keystone Clubs

are for members ages 14-18. Both focus on cultivation of good character and effective leadership, and support the development of productive, responsible, caring citizens through projects serving community and Clubhouse. Members of the Keystone Club participate in Boys & Girls Clubs Youth of the Year program, a competition that starts at the local club branch and leads through a series of levels to a national competition, where winners are recognized in the Congress and White House.

- *Social Recreation.* This program includes excursions, field trips, dances, socials and Drop-In Programs. Youths will participate in a wide range of recreational activities, presenting opportunities for inclusion and belonging and helping them acquire and enhance social skills and make new friends as well as providing opportunities to expand their interests in the arts, culture and humanities, appreciation for the environment. Additional activities consist of quiet games, excursions, tournaments, clinics, and inter-club competition, including activities of interest in the arts and crafts and other cultural activities.

- *Health and Life Skills.* **SMART (Skills Mastery and Resistance Training) Moves**, a curriculum-based, 12-part program that reinforces substance abuse prevention skills and knowledge to help youths increase their capacity to make successful transitions to adulthood. Smart Moves recognized that in addition to resistance training and the development of social skills, self-esteem is a very important factor in regulating basic human drives and attitudes. When keiki are made to feel that they matter, that they have a unique contribution to make, and when they are helped to understand their feeling, they are less likely to endanger their own health or that of others by indulging in behaviors that put them at risk. Program components are age appropriate and include Start SMART, Stay SMART for teens, and SMART Leaders. These components cover issues such as self-esteem building, planning and accomplishing personal goals, and developing resistance skills against drugs, alcohol, tobacco and other at-risk behaviors. SMART Moves also supports the development of protective factors including bonding, healthy beliefs and clear standards, while addressing risk factors such as favorable attitudes toward substance abuse. SMART Moves was rated "Effective" by the Federal Substance Abuse and Mental Health Services Administration.

Additionally, for our three Hawaii based Military Boys & Girls Clubs we will be pursuing the following results and outcomes:

**Program outcome goals:**

1. Improve relationships among students, parents, military, and school community.
  - Identify goals and timeline for the committee to report action plan to Alliance
  - Review ground rules and operational results
  - Get feedback from students in local school district to identify issues and make recommendations for additional services
  - Focus on student as individuals vs. stereotyping them into groups

2. Cultural Awareness.

- Cultural awareness/ethnic training and sensitivity
- Communication/parent involvement
- Youth tours of military bases and youth programs to include programs offered thru B&GCA Military clubs
- Provide cultural field trips around Hawaii for students to learn about local culture, customs, foods, way of life, etc.
- Work with the Student Government in community schools to help lead diversity events

3. School Safety and Security.

- Address Gang behaviors

4. Provide support to the Student Transition Center for military youths and other youths moving to Hawaii.

The Applicant will set target goals for the number of new youths that it wants to reach each quarter and monitor youth participation to evaluate if they have met their projected goals. If they have not met their projected goals, they will institute corrective measures to ensure that the targeted goals are met in the next quarter.

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

12 months.

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; and

The Applicant's quality assurance and evaluation plans for the request will be a two-part evaluation procedure, based on a Formative Evaluation Model, which utilizes both process and outcome measures to evaluate the quality of the program implementation and the effects of the intervention on the youth participants.

Part I: Process measures; assess the extent to which the program is actually implemented.

Part II: Outcome measures; assess the effectiveness of the program in meeting its goals and objectives in terms of expected changes in the youth participants.

The process will include, but is not be limited to:

- 1) Frequent monitoring of services to youth participants by Project Director and staff;



- 2) Frequent staff and administrative/ management meetings to review results of monitoring as well as progress of program implementation;
- 3) Quarterly progress reports on program;
- 4) Annual year-end report; and
- 5) Any other required reports by the Legislature and/or expending agency.

Outcomes for the program will be assessed with pre- and post-tests and surveys measuring level of participation in program activities, changes in targeted risk and protective factors, and behavioral outcomes related to antisocial behaviors and alcohol and drug use.

Other informal and on-going evaluation considerations include meetings with staff, management, and community partners on problems encountered and appropriate corrective actions to be taken. Dialogue with youth and other agencies will also provide a natural venue to address effectiveness of the program.

In addition, information gathered through the evaluation procedure will be utilized to make appropriate programmatic and culturally competent adaptations regarding: 1) the efficiency of programs; 2) the impact of the programs on the targeted population (primarily youth in 6 through 8 grades, and up to 17 years old); 3) the impact of the programs on the total community; and 4) the impact of the program on the overall identified problems.

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.

The Hawaii State Alliance of Boys & Girls Clubs' Pilot Outreach Program for its "One Stop Shop" will be conducted by Dr. Richard Kim and his team at The Catalyst Group, LLC (TCG), which is an independent consulting firm. Dr. Kim holds a doctorate degree in clinical psychology and has over 13 years of program evaluation experience, both in Hawaii and on the mainland.

Dr. Kim will evaluate the Outreach Program's achievement and accomplishments as follows:

*Evaluation Methodology and Measures:*

Comprehensive program evaluation will be conducted throughout the year and will

include process, outcome and qualitative methods. Such a methodology includes (i) use of various forms and computer database program to track and monitor outreach and service delivery efforts, (ii) self-report survey, (iii) school records, (iv) youth and staff interviews as well as alumni telephone surveys. This system will ensure that each goal and objective is assessed appropriately.

The *Outcome Survey* will be developed by TCG evaluation team to assess the multiple outcomes proposed by the program. The measures selected for the survey are established tools that have been utilized in other youth prevention and intervention evaluation studies, such as those that were funded by U.S. Center for Substance Abuse Prevention. From beginning of the funding year, all newly recruited youth will be asked to complete the baseline survey. This baseline administration will be part of the intake registration process. To assess changes of these youth across time, they will be asked to complete the surveys again at mid year and again at the end of the funding year. This will ensure assessment of changes for these youths at short and longer term in regards to: (i) personal character and leadership development; (ii) education and career development; and (iii) health and life skills.

Additionally, SMART Moves pre- and post-tests will be used to assess youth's perceived benefits from using marijuana and social benefits from ATOD use, ability to refuse alcohol, tobacco, and marijuana from peers, and involvement in other antisocial behaviors such as sexual activity, and level of deviant peer bonding. Program staff will be responsible for facilitating the collection of information.

Information collected will be compiled in accordance with the schedule of program services and activities (such as before/after the curriculum-based program sessions or logged during the educational enhancement core program daily) and presented in the quarterly reports.

*Community Based Outreach and Membership:*

Process evaluation will be conducted to ascertain project implementation efforts; the "process" by which the project is administered. Data that are obtained from Outreach Logs, Intake Forms, Sign-In Sheets and Attendance Logs will be systematically tracked and monitored with the aid of a computer database program. With the use of these tools, information to be collected will include:

- Outreach efforts;
- Number of youth recruited and their demographic background; and
- Type and amount of services provided.

Monthly reports will be generated and reviewed with all staff members as part of program quality assurance efforts.

As a way to further assess implementation of the programs, the evaluation team will also conduct site visits to the member Clubs to assess the following key areas:

- Ability of the project to meet cultural needs of the youth;
- Involvement of the youth and the community in programming;
- Participant satisfaction with program services;
- Retention and drop out rates, and
- Collaboration efforts with other community organizations.

### 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 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$340,000.00

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

N/A

### IV. Experience and Capability

#### A. Necessary Skills and Experience & Facilities

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.

In a world that has never seemed more threatening and devoid of promise for a disproportionate number of America's children, Boys & Girls Clubs provide a tangible measure of hope. Clubs have been offering young people what they need and want most: adults who respect and listen to them; a safe environment where they can have fun and be themselves; and interesting, constructive activities that channel youthful energy into challenging pursuits.

Member organizations of the Hawaii Alliance of Boys & Girls Clubs are part of a nationwide affiliation of local, autonomous organizations and Boys & Girls Clubs of America working to

help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders. Together, Hawaii's military clubs along with the traditional Boys & Girls Clubs of Maui and the Big Island serves 9,100 plus youngsters in Hawaii and will continue to expand its reach. Clubs are facility-based, employ full and part-time staff and volunteers and offer daily access to a broad range of programs in five core program areas: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation.

A Description of the necessary skills and experience & facilities of each participating Club in the Hawaii Alliance of Boys & Girls Clubs follows:

**BOYS & GIRLS CLUB OF MAUI**

Prevention of substance use among youth is inherent in every programmatic aspect of the Boys and Girls Club of Maui. Formerly a youth center organization since 1992, the Boys & Girls Club of Maui was chartered in 2000.

The Boys & Girls Club of Maui (BGCM) in UpCountry, Haiku, Central Maui, West Maui and now in Paukukalo Hawaiian Homes has been in the forefront of youth development, working with all youth. BGCM has actively sought to enrich the lives of boys and girls, giving them a place to learn and grow ongoing relationships with caring adult professionals, life enhancing programs, character development experiences, hope and opportunity.

BGCM was chartered in 2000, when club leaders decided to garnish support from the National Boys & Girls Clubs of America (BGCA). In response to Maui County officials' request to diversify our funding sources and create collaborations/partnerships, the UpCountry Youth Center, Inc. became the Boys & Girls Club of Maui. Clubhouses in Makawao, Haiku, Central Maui and West Maui serves ages 9-17 years, while clubs in Paukukalo Hawaiian Home Lands and Kahekili Terrace in State Public Housing serves youth from age 6. Last year the Maui clubs served over 1,900 of Maui's youth.

For the last thirteen years, this organization has been the leader in providing a safe environment for youth ages 9-17 years. Youth benefit from trained, caring, professional staff and volunteers who help young people take control of their lives, envision productive futures, and reach their goals. BGCM also prides its program on the ability to work in partnership with other agencies in the community.

In recent years, BGCM has gained support from the National Boys & Girls Clubs of America, the Federal Bureau of Justice Administration and the State of Hawaii, County of Maui and other Private Foundations. In order to be supported by these different agencies, BGCM has had to prove that this is a fiscally responsible organization and it has been successful in doing this for the past decade. For the past thirteen years, the County of Maui, Community Partnership Grants have provided funding to operate one, four and now today six clubhouses in the County of Maui. The County of Maui also funds an outreach program in which immigrant students at Maui Waena Intermediate School participate in POWER Hour and Recreation activities after school. The

County of Maui, Community Development Block Grant (“CDBG”) helped to build the Haiku, UpCountry and Central Clubhouses with Federal dollars from the Office of Juvenile Delinquency. CDBG also has funded the most recent renovation of the West Maui Clubhouse in Lahaina, which is scheduled to open in early 2009.

Federal dollars from the Office of Juvenile Delinquency Prevention (“OJJDP”) through the Boys & Girls Clubs of America has enabled BGCM to expand its outreach for the last six years. BGCM has been the recipient of the State of Hawaii, State Incentive Grant (SIG) which funded the delivery of the SMART Moves program to members in the UpCountry Club and students at Kalama Intermediate School. The more recent funding sources include the Hawaii Community Foundation, Crystal Meth Initiative and its Tobacco Prevention Grants.

*A Collaborative Approach:* BGCM has the reputation, experience and capability to work together with other agencies to ensure that all youth and families needs are met. BGCM will continue to use its existing collaborations, working partnerships and community relations with other community agencies to provide a varied and diversified realm of resources and services. Current relationships exist with the following (but are not limited to):

- Maui Economic Opportunity (MEO) Youth Transportation – free transportation;
- Other Boys & Girls Clubs in the State of Hawaii;
- State of Hawaii, Department of Health;
- Rotarians – networking with the local business and non-profit sectors;
- Maui Non-Profits Executive Directors Association – networking;
- Maui Police Department, Juvenile Section;
- Department of Education, School personnel, PCNC’s, etc. (dissemination of information to youth and parents);
- County of Maui, Department of Housing & Human Concerns and Maui Waena Intermediate School;
- State of Hawaii, The Institute for Family Enrichment (TIFE);
- Community Work Day;
- County of Maui, Department of Parks and Recreation; and
- Other Maui County Youth Centers.

*Helping the Disadvantaged:* A recent program that has just started with the Boys & Girls Club of Maui features a great partnership with the Maui Food Bank. The Maui Food Bank provides a free meal for the members of the Boys & Girls Club of Maui. Once a week, the Maui Food Bank delivers approximately 200 lunches and BGCM staff distributes the meals to the members at the Central, Kahekili, and Paukukalo Clubs. Meals are nutritious and provide the only full meal for some of the Clubs’ disadvantaged youths.

In conjunction with this program, The Department of Nutrition and Youth Development will be training Club staff on nutrition and presenting workshops to youths relating to health and nutrition. The trained staff will then provide health and nutrition to its youth members.

## ***FACILITIES***

BGCM's Administrative Offices are located at the Central Clubhouse which is directly across of Maui's War Memorial Football Stadium, near the Police Department, Kaiser Permanente and Maui Memorial Medical Center. Kanaloa Avenue is off of Central Maui's major roadway, Kaahumanu Avenue and in the center of lots of athletic fields and the County's main swimming pool and baseball stadium.

In September of 2006, the BGCM Central Club opened the doors to its new 9,700 square foot clubhouse. While it was very exciting to move most of the programs to the new facility, it was even more exciting to see a future for the existing 5,532 square foot building as the new home for the Club's new Vocational Training Program. The Central Club is home to many teenagers who attend Baldwin High School which is also located across the street.

All services described in this entire proposal are provided at the six facilities operated by the Boys & Girls Club of Maui. There are clubhouses in Central Maui (serves the Kahului and Wailuku communities), Haiku and Makawao (serves the UpCountry areas), West Maui (serves Lahaina, Kaanapali and Napili) and Paukukalo (serves the Hawaiian Homes community in Waiehu). Both Haiku and Makawao have new buildings that were built not more than three years ago, while Paukukalo programs are conducted in the Paukukalo Community Center. In September of 2006, the new Central Club opened its doors of its new 8,800 square foot clubhouse. Currently, the County of Maui has proposed to fund the newly renovated West Maui Club.

BGCM's sixth site is actually a satellite site of the Central Clubhouse and is located in one of Maui's most disadvantaged low-income State Housing areas in Happy Valley, Wailuku. The Kahekili Terrace Club is located on the grounds of the Kahekili Housing Project and serves as an after-school safe haven to youngsters ages 6-17 who reside in and around the project area.

All facilities are either located near schools or in housing areas. All facilities are also located in County parks that make it easier for staff to conduct outdoor recreational activities. All facilities are maintained and kept clean and safe by Club staff, members and volunteers. BGCM also partners with the State Judiciary system to utilize people who are mandated to perform community service hours help to clean and maintain the buildings and surrounding areas. The County of Maui, Parks Department also plays an active role in making sure repairs are made and the lawns are groomed.

All clubhouses are easily accessible in their communities:

Central Clubhouse – original 5,532 sq. ft. and new 8,800 sq. ft facilities (Located in the center of Kahului and Wailuku)

100 Kanaloa Avenue, Kahului, Hawaii 96732

Across War Memorial Stadium, in Keopuolani Park. Across Baldwin High School, near the Police Department, Kaiser, Maui Memorial Medical Center and lots of athletic fields, the swimming pool, etc.

Kahekili Terrace Club (satellite site of the Central Club)  
Located in Happy Valley, Wailuku in the Kahekili Terrace State Housing Project  
2015 Holowai Place, Wailuku, Hawaii 96793

Paukukalo Clubhouse (Located in the Paukukalo Hawaiian HomesLands Community)  
657 Kaumualii Drive, Wailuku, Hawaii 96793  
In the middle of the community park, next to Kamehameha Pre-School

Haiku Clubhouse – 850 sq. ft. (Located next to Haiku Community Center)  
1008 Hana Highway, Haiku, Hawaii 96708  
Near Haiku Elementary School, in Haiku Park (built in 2000)

UpCountry Clubhouse – 4,889 sq. ft. (Located next to Kalama Intermediate School)  
931-A Makawao Avenue, Makawao, Hawaii 96768  
Next to Maui's biggest middle school, Kalama Intermediate School and near Eddie Tam Park and Gymnasium, Tennis Courts, outdoor basketball courts (built in 1999)

West Maui Clubhouse (Located across the Lahaina Aquatics Center)  
280 Shaw Street, Lahaina, Hawaii 96767  
In the middle of Lahaina Park with baseball, rugby, soccer and football fields. Next to Lahaina Aquatics Center. (Renovation nearly completed)

### **BOYS & GIRLS CLUB OF THE BIG ISLAND**

The Boys & Girls Club of the Big Island is the Big Island of Hawaii's premier youth development organization. We are 501 (C) 3 non-profit organization and an affiliate of the national organization, Boys & Girls Clubs of America. The very first Club in Hawaii opened its doors in 1952 as the Boys Club of Hilo. Originally located on Kamehameha Avenue, and destroyed by the 1960 tidal wave, the current facility is adjacent to Haili Street, in historic downtown Hilo. In 1988 girls were welcomed as members, thus giving the Club a new name, The Boys and Girls Club of Hilo. Since its inception the Club has serviced over 50,000 youth and currently serves over 1,000 active members in Hilo, Kea'au, Pahoa, Pahala, Oceanview, and Hamakua. For an annual membership fee of \$10.00, all youth ages six thru eighteen are welcomed to join.

### **BOYS & GIRLS CLUB OF ARMY HAWAII\***

The Boys & Girls Clubs of Army Hawaii has been affiliate members since December of 1997. Currently we serve 484 youth ages 5-18 (grades K-12).

The Boys & Girls Clubs of Army Hawaii provides programming in four major core areas: Sports, Fitness & Health; Arts, Recreation & Leisure Activities; Academic Support, Mentoring & Intervention Services; Life Skills, Citizenship & Leadership Opportunities.

The Clubs direct care staff are trained to provide BGC programs at our sites. BGCs of Army Hawaii operate the following 6 sites and 2 teen lounges:

1. **BENNETT YOUTH CENTER**, Schofield Barracks (141 capacity for grades K-5), 10 direct care staff
2. **HELEMANO YOUTH CENTER**, Helemano Military Reservation (42 capacity for grades K-5), 3 direct care staff
3. **Helemano Teen Lounge** (15 capacity for grades 6-12), 1 direct care staff
4. **TEEN CENTER, Schofield Barracks** (75 capacity for grades 6-12), 5 direct care staff
5. **AMR YOUTH CENTER**, Aliamanu Military Reservation (99 capacity for grades K-5), 7 direct care staff
6. **AMR TEEN CENTER**, Aliamanu Military Reservation (60 capacity for grades 6-12), 4 direct care staff
7. **FORT SHAFTER YOUTH CENTER**, Fort Shafter (99 capacity for grades K-5), 7 direct care staff
8. **Fort Shafter Teen Lounge** (15 capacity for grades 6-12), 1 direct care staff

*BOYS & GIRLS CLUB, MARINE CORPS OF HAWAII\**

Currently the Boys & Girls Club, Marine Corps of Hawaii conducts the following programs: Power Hour, Triple Play, Career Launch, Job Ready, Money Matters, Torch and Keystone Clubs. The Marine Corps of Hawaii Clubs serves about 150 youth, ages 10-17 and over 1,000 youth ages 5-17. The club offers 7 sports leagues for ages 5-17. Specialty classes include art, sewing, piano, gymnastics, karate, and are offered year round. Other specialty and school age camps are offered throughout the year.

The Club has received a \$2,500 NFL Grant to conduct a football program for its members. The Club's Manana Housing Site also received a Grant of \$6,000 from JC Penney to assist with its Power Hour program. The club provides social recreation opportunities for their members and hosts teen dances, bowling nights, and other field trips. Both the Manana and Kaneohe Bay clubs are actively involved in their community. Quarterly wetland clean-ups on the Kaneohe Marine Corps Base are conducted and teens help with community events on base such as the annual Easter egg hunt and Santa's village. Other community service projects include participation in the Adopt a Family project sponsored by the Lokahi giving tree, Special Olympics, and annual volunteering at the United States Postal Service Canned food drive held every May. Youth members and staff host a Teen Summit where teenagers could learn about different careers, life lessons, and share their concerns and ideas. The Club continues to host game tournaments, movie nights and other special events on an ongoing basis.

*BOYS & GIRLS CLUB, HICKAM AIR FORCE\**

In the youth development business for the past twelve years, since 1996, the Boys & Girls Club, Hickam Air Force currently has a registered membership of 800 plus youth members ages 5-18 years. Programs and activities that are currently conducted for the young people are 2 Torch Clubs, Keystone Club, Photography Club, Fine Arts Club, Outdoor Recreation Club and



Animation Club. Members can also participate in SMART Girls, Club LIFE, Presidential Service Volunteer Program and Youth of the Year activities. The Club looks forward to starting programs in Digital Art/Media, Music Makers, and Money Matters in the near future.

**The Club also sponsors programs for non-military youth,** For example, The Association of Boys and Girls Club Professional (ABGCP) - Hawaii Chapter, comprised of Army, Navy, Air Force, Marine military and local Boys and Girls Clubs of America (B&GCA) club members, partnered with Radford High School to conduct the first ever “YOUTH FOR UNITY LEADERSHIP PROGRAM”. The ABGCP's mission is to support membership with professional and personal development, social interaction, and promoting effective best practices to further strengthen B&GCA professionals and provide input to the movement. Hickam AFB Boys and Girls Club have achieved Gold Club status since 2005.

The Clubs direct care staff are trained to provide BGC programs at our sites. BGCs of Air Force Hawaii operate the following 2 sites:

1. **TEEN CENTER,** Building 1399, Hickam AFB (127 capacity for all 10-18 yrs ages), 5 direct care staff
2. **HICKAM SCHOOL AGE BEFORE AND AFTER CARE PROGRAM;** Hickam AFB, Building 1335 (144 capacity for grades K-6), 19 direct care staff

## **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.

See IV.A. above.

All facilities are ADA compliant.

### **\*FACILITIES FOR MILITARY CLUBS**

**Although all of the Clubs on Military bases have their own facilities, this GIA application proposes that the Military Boys & Girls Clubs will outreach to non-military youth in their surrounding communities. The Clubs will provide an outreach program to serve non-military youth who reside in the surrounding communities and attend their respective schools in the surrounding communities.**

## **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.

The Hawaii State Alliance of Boys & Girls Clubs' goal is to bring Clubs in the State of Hawaii together as one. The Alliance, with the assistance of key personnel from member organizations will serve as the focal point for this proposed project. This group consisting of management staff from the Military Clubs, the traditional Boys & Girls Clubs of Maui and the Big Island, and the Boys & Girls Clubs of America will provide the general program, administrative and fiscal oversight for the "One Stop Shop" Program.

The Hawaii Alliance of Boys & Girls Clubs, through the Boys & Girls Club of Maui as lead agency, will also oversee implementation of the proposed project in targeted communities. As for the member organizations, funds and responsibilities will be distributed according to the number of youth currently being served by each organization. The Boys & Girls Clubs of Maui, the Big Island, and the Military Clubs will work collaboratively to outreach to youth in the local communities not currently being served by Club programs.

To ensure that proposed program goals and objectives are being met, the Hawaii Alliance of Boys & Girls Clubs will meet quarterly to monitor the hiring and training of program staff as well as to evaluate effectiveness of program services. The Alliance proposes to oversee this grant by working with key staff at each participating member organization. .

The Boys & Girls Club of Maui will serve as staff liaison to the Alliance and will have the responsibility of evaluating the progress of project programs. A key staff member of each participating Club will be responsible for reporting to the staff liaison and will also be responsible for oversight of operations and program implementation and outreach programs in their respective communities, including managing the line staff (Youth Development Directors and Youth Development Specialists).

### **STAFF QUALIFICATIONS**

All staff for this project will be/have been interviewed by Management staff of the respective member organizations. Potential hires have been/are screened and background checks and drug tests are conducted. The minimum requirements for Management Staff include a degree from an accredited college, as well as work experience related to the available position. Past work experience with youth weighs very heavy in all staff hiring.

Clubhouse program staff will be/have been interviewed by Management staff of the respective member organizations. Potentials hires have been/are screened and background checks and drug tests are conducted. Preferences are given to candidates with a college degree or working toward a degree, have experience working with youth, or have the desire, drive and energy to work with youth. Last but not least, staff must be FUN and be able to make youth feel comfortable, safe and happy. To ensure that all the staff fills this last criteria, all member organizations include member youths in the hiring process.

## **SUPERVISION AND TRAINING**

Boys & Girls Clubs operate by a chain of command or channel of supervisory responsibilities. Every staff at a Boys & Girls Club answers to and is responsible to one or more other staff, this ensuring a check and balance system of all staff. At our traditional clubs, the Executive Director is responsible to the Executive Board of Directors, while all staff, both management and clubhouse is responsible to the Executive Director. At our military Clubs, Club Directors report to command staff within the military branch's office of youth and family services. At all Boys & Girls Clubs, we believe that the organization is ultimately responsible to the youth and families of the communities we serve, as well as to the funding sources of our program.

Upon passing the background check and drug test, all Boys & Girls Club ("BGC") staff receives full orientations, which include, but are not limited to:

- A brief overview of the organization's personnel policies and procedures handbook;
- A Program Basics Training, which covers the Boys & Girls Club Movement, its mission, core beliefs, core characteristics, core programs, gender and development considerations, discipline procedures, etc. This training covers anything and everything there is to know about BGC;
- A tour around the facility;
- CPR and First Aid Training;

Other trainings are available depending on the position hired for and the program area he/she specializes in. Currently, Boys & Girls Club staff attends trainings for Child/Club Safety, SMART Moves Prevention Program, SMART Girls, SMART Leaders, Assaultive Youth, Abstinence Program, Teen Programming, Project Learn, Developing A Moral Compass, Positive Coaching Alliance, Outcomes, Microsoft Excel and Tech Centers Operations.

### **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.

The Organizational Chart for the Hawaii Alliance of Boys & Girls Clubs depicts the chain of command or channel of supervisory responsibilities. The lead agency, Boys & Girls Club of Maui will administer and oversee the project under a contract with the Hawaii Alliance of Boys & Girls Clubs and will be responsible to the Alliance Board of Directors (see attached Organization Chart). Participating clubs/agencies will provide services and reporting to the lead agency, and be reimbursed for services, under subcontracts. All program staff, including Outreach Directors will be hired by and responsible to their participating member club. The underlying belief is that although there is a chain of command for all staff, the Hawaii Alliance of Boys & Girls Clubs is responsible to the youth and families of the community, as well as to the funding sources of our program.

## **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.

N/A

### **B. Licensure or Accreditation**

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

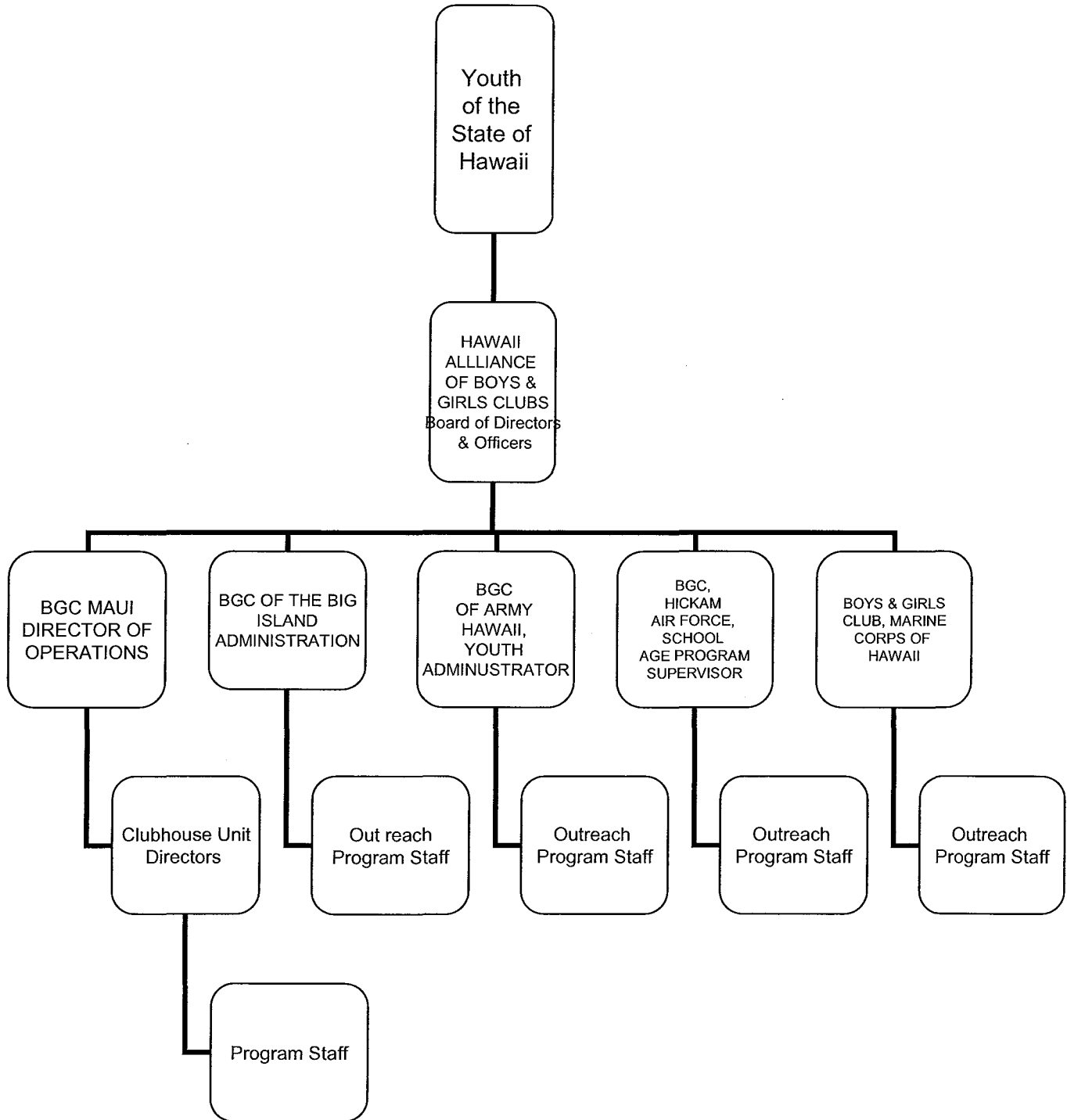
Boys and Girls Clubs are chartered by the Boys & Girls Clubs of America (“BGCA”). In addition to providing nationally-recognized programs and training, technical assistance, and a nationwide network of professionals and Clubs, BGCA evaluates and requires local Boys and Girls Clubs organizations to adhere to a rigorous set of Standards of Operational Effectiveness (“SOE”). The SOE measures all aspects of a Boys & Girls Clubs operation, from its board of directors, to the training and professionalism of its staff, to the suitability of its facilities, to the quality of its programs. Each year, BGCA asks Clubs to measure themselves according to a Committee to Quality, a tool that enables local organizations to determine whether their operations are on track.

The U.S. Department of Defense also requires Military Clubs to follow a set of child care licensure standards.

A Louis Harris survey of Club alumni concluded that Clubs help young people grow into productive citizens. The survey revealed the firm conviction on the part of alumni that Club membership had a positive effect on their lives, provided the skills necessary for leadership, improved their relationships with others and influenced success in later life. In this survey, more than 52% of Club alumni stated, “the Club really saved my life.”

The Carnegie Corporation’s report, A Matter of Time: Risk and Opportunity in the Non-School Hours, underscores the importance of community environment and institutions in contributing to the development of young people. The report emphasizes that the opportunity to make a positive contribution arises largely outside the structural academic environment. ***The report concludes that community-based youth development organizations like Boys & Girls Clubs represent a valuable national resource with considerable untapped potential***

HAWAII ALLIANCE OF BOYS & GIRLS CLUBS  
PROJECT: ONE STOP SHOP  
Organizational Chart  
January 2009



## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Hawaii Alliance of Boys & Girls Clubs, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	221,500			
2. Payroll Taxes & Assessments	27,134			
3. Fringe Benefits	33,990			
<b>TOTAL PERSONNEL COST</b>	<b>282,624</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	10,000			
6. Supplies	17,788			
7. Telecommunication	2,500			
8. Utilities	2,088			
9. <i>Contract Labor</i>	20,000			
10. <i>Admin. Services</i>	5,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>57,376</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>340,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		<i>COLIN HANLON 808-242-4363</i>		
(b)		Name (Please type or print) Phone		
(c)		Hawaii Alliance of Boys & Girls Clubs 808-242-4363 x222		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>\$340,000</b>	<div style="background-color: black; width: 100px; height: 30px; margin: 0 auto;"></div> January 23, 2009		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Alliance of Boys & Girls Clubs, Inc.

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Outreach Director - Full Time		\$24,750.00	100.00%	\$ 24,750.00
Outreach Director - Full Time		\$24,750.00	100.00%	\$ 24,750.00
Outreach Director - Full Time		\$24,750.00	100.00%	\$ 24,750.00
Program Director - Full Time		\$33,000.00	50.00%	\$ 16,500.00
Program Director - Full Time		\$33,000.00	50.00%	\$ 16,500.00
Program Director - Full Time		\$33,000.00	50.00%	\$ 16,500.00
Program Director - Full Time		\$33,000.00	50.00%	\$ 16,500.00
Program Director - Full Time		\$33,000.00	50.00%	\$ 16,500.00
Program Director - Full Time		\$33,000.00	50.00%	\$ 16,500.00
Program Director - Full Time		\$33,000.00	50.00%	\$ 16,500.00
Program Director - Full Time		\$33,000.00	50.00%	\$ 16,500.00
Youth Development Professional - Part Time		\$12,700.00	50.00%	\$ 6,350.00
Youth Development Professional - Part Time		\$12,700.00	50.00%	\$ 6,350.00
Youth Development Professional - Part Time		\$12,700.00	50.00%	\$ 6,350.00
Youth Development Professional - Part Time		\$12,700.00	50.00%	\$ 6,350.00
Youth Development Professional - Part Time		\$12,700.00	50.00%	\$ 6,350.00
<b>TOTAL:</b>				<b>221,500.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				



**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

HAWAI'I ALLIANCE OF BOYS & GIRLS CLUBS

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



(Signature)

January 23, 2009

(Date)

Colin Hanlon

Treasurer

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

House District 2

Senate District 1

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

Log No: 30-C

For Legislature's Use Only

rec'd  
JAN 30 2009  
*gn*

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

AND PROGRAM I.D. NO. \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council  
Db:

Street Address: 47 Rainbow Drive Hilo, HI 96720

Mailing Address: 47 Rainbow Drive Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GEORGE YOKOYAMA

Title Executive Director

Phone # (808) 961-2681

Fax # (808) 935-9213

e-mail hceocgy@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ESTABLISHING A BOTANICAL GARDEN TO CREATE JOBS FOR ELDERLY AND LOW-INCOME PERSONS.

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 48,000

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 \$ 200,000  
PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

George Yokoyama, Executive Director

AUTHORIZED SIGNATURE

NAME & TITLE

1/28/2009

DATE SIGNED

**BOTANICAL GARDEN  
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## APPLICATION FOR GRANTS AND SUBSIDIES

### I. Background and Summary

#### 1. Brief Description of Applicant's Background:

Established as a private, non-profit organization in 1965, governed by a 27-member board of directors with 9 public, 9 private, and 9 community representatives, the council's purpose is the alleviation and prevention of poverty conditions in Hawaii County.

Since 1981, applicant efforts have been directed toward job creation, job-training and income producing business development projects for low-income persons to move out of poverty.

#### 2. Goals and Objectives Related to the Request:

Goal: Creation of jobs for low-income persons by establishing a botanical garden.

Objectives: (Capital Project)

- To have constructed a botanical garden to include green house, offices and a pavilion within a 12-month period.
- To have created jobs for 14 low-income persons in plant nursery work.
- To have created a botanical garden, visitor attraction in Hilo within the periphery of Rainbow Falls.

#### 3. Public Purpose and Need to be Served:

- Creation of jobs for the low-income, as well as, the unemployed to contribute to workforce development and the reduction of welfare role.
- Establishment of the botanical garden will create an additional visitor attraction in Hilo to enhance the visitor industry.

#### 4. Target Population to be Served:

- 100 percent of the botanical garden workers will be selected from among low-income and eligible TANF population.

5. Geographic Coverage: The workers are recruited from East Hawaii, namely, North Hilo, Hilo communities and lower and upper Puna districts.

II. Service Summary and Outcomes:

This request is for a Capital Project only. Therefore, service summary and outcome pertain to the Capital Project.

1. Scope of Work, Tasks and Responsibilities

- Scope of work: To construct a botanical garden adjacent to Rainbow Falls.
- Tasks:
  - Planning and designing of office, greenhouse, pavilion, and rest rooms by licensed architect.
  - Land clearing
  - Advertise for invitation to bid
  - Selects contractor
- Responsibilities:
  - Applicant will be responsible for fiscal accountability for disbursement and record keeping of grant funds.
  - Contractors, one for planning and designing and another for construction will be responsible for completion of tasks contracted to be performed.

2. Projected Timeline for Completion of the Project:

7/01/09 - 7/10/09	Advertise for planning and designing bids
8/15/09	Select Architect
8/16/09 - 8/22/09	Advertise for construction contractor
8/29/09	Select contractor
9/21/09 - 9/30/09	Land clearing
10/1/09 - 12/18/09	Construct office, pavilion and green house, to include Plumbing work.
1/05/10 - On-going	Cultivate tropical flowers and plants including endangered plant species.

3. Quality Assurance and Evaluation Plans:

- We will monitor activities to insure that they are carried out on schedule.
- We will involve the designer of the project in periodic monitoring of the construction work to insure facilities are constructed according to designs.

4. Measures of Effectiveness:

Relating to the Capital Project effectiveness of the project is measured by the outcome product, the completion of the botanical garden as planned without cost overruns.

III. Financial:

Budget:

1. Applicable budget forms are attached.
2. Anticipated quarterly funding requests for FY 2009-2010:

QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	TOTAL GRANT
10,000	25,000	13,000	0	48,000

IV. Experience and Capability:

A. Necessary Skills and Experience:

Brief summary of on-going business development projects undertaken by applicant.

1. Gift Shop has been established and 6 TANF participants are receiving job-based activities to become sales clerks. Project has been established in 2001.
2. Incubator Kitchen: Four (4) incubator kitchens have been established and 28 TANF participants are receiving job-based training to produce baked and confectionery items to be sold at the Gift Shop, and marketing on the local, state and worldwide levels. 12 participants have become independent producers. Project has been established in 1998.
3. Self-Supporting Food Service Program: The program was started 22 years ago with an OCS Grant of \$50,000 and has been self-supporting for over 5 years with annual sales of \$850,000. Program prepares USDA approved meals in East Hawaii for applicant's Head Start Program, 20 other child care centers run by non-profit organizations, County Congregate Meals and Meals on Wheels Programs. Another food service facility was established in West Hawaii in late 1995 to expand program county-wide. The program also operates a school cafeteria. 20 jobs were created within the program and filled by former low-income trainees who have attained self-sufficiency, off welfare and became tax paying citizens. Project has been established in 1983.

B. Facilities:

The proposed project site is approximately 2.263 acres in size and is a portion of the former Hilo Memorial Hospital parcel TMK (3) 2-3-26:8, state land currently encumbered under Executive Order No. 3773 to the County of Hawaii for general community services and allied use purposes. The rest of the former Hilo Memorial parcel consists of a complex of buildings being used by Hawaii County Prosecutors Office, Hilo Adult Day Center, County Retired Senior Volunteer Program and HCEOC Alternate Energy facilities.

The project site is nearly level, currently vacant and unused for any purpose. It is on Rainbow Drive between Rainbow Falls State Park and an access road to the former County Prosecutors Office and HCEOC's Alternate Energy facilities. The site was the location of Hilo Memorial Hospital nurses quarters built between 1923 and 1925. After the hospital closed in 1960, the site was used as a residential training facility first by the U. S. Peace Corps and then by the Hawaii Job Corps. In 1990, while being used by the State Department of Education as an alternate school, the buildings were maliciously burned. Buildings had to be demolished and the site was bulldozed and cleared. The site is not heavily overgrown with alien grasses and trees.

V. Personnel:

- A. N/A - Capital Project only.
- B. N/A - Capital Project only.

VI. Other:

- A. Litigation: None
- B. Licensure or Accreditation:  
N/A



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2009 - 2010)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Independent Audit				
3. Insurance				
4. Lease/Rental of Space				
5. Mileage				
6. Postage, Freight & Delivery				
7. Publication & Printing				
8. Repair & Maintenance				
9. Staff Training				
10. Supplies				
11. Telecommunications				
12. Utilities				
13. Data Processing				
14. Scholarships				
15. Transportation				
16. Lease/Rental of Equipment				
17				
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>48,000.00</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 48,000.00</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	<b>48,000.00</b>	GEORGE YOKOYAMA	(808) 961-2681 X 107	
(b) Other Source		Name	Phone	
(c)		Signature of Authorized Official	Date	
(d)				
<b>TOTAL REVENUE</b>	<b>\$ 48,000.00</b>	GEORGE YOKOYAMA, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012
PLANS			3,000.00			
LAND ACQUISITION			0			
DESIGN			4,000.00			
CONSTRUCTION			41,000.00			
EQUIPMENT						
<b>TOTAL:</b>			<b>\$ 48,000.00</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2010 - 2011)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	N/A			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Independent Audit				
3. Insurance				
4. Lease/Rental of Space				
5. Mileage				
6. Postage, Freight & Delivery				
7. Publication & Printing				
8. Repair & Maintenance				
9. Staff Training				
10. Supplies				
11. Telecommunications				
12. Utilities				
13. Data Processing				
14. Scholarships				
15. Transportation				
16. Lease/Rental of Equipment				
17.				
18.				
19.				
20.				
21.				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		GEORGE YOKOYAMA (808) 961-2681 X 107		
(b) Other Source		Name (Please print) [Redacted] Phone [Redacted]		
(c)		[Redacted] 1/29/09		
(d)		Signature of Authorized Official Date		
<b>TOTAL REVENUE</b>		GEORGE YOKOYAMA, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

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

Period: July 1, 2010 to June 30, 2011

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012
PLANS			N/A			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

(Typed Name of Individual or Organization)

(Signature)

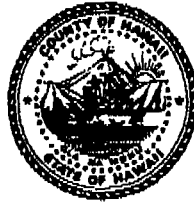
(Date)

GEORGE YOKOYAMA

EXECUTIVE DIRECTOR

(Typed Name)

(Title)



William P. Kenoi  
Mayor

William T. Takaba  
Managing Director

Walter K.M. Lau  
Deputy Managing Director

# County of Hawai'i

891 Ululani Street • Hilo, Hawai'i 96720-3982 • (808) 961-8211 • Fax (808) 961-6553  
KONA: 75-5706 Kuakini Highway, Suite 103 • Kailua-Kona, Hawai'i 96740  
(808) 329-5226 • Fax (808) 326-5663

January 28, 2009

Mr. George Yokoyama  
Executive Director  
Hawaii County Economic Opportunity Council  
47 Rainbow Drive  
Hilo, Hawaii 96720

Dear Mr. Yokoyama:

**SUBJECT: LAND USE FOR JOB CREATION BY ESTABLISHING  
A BOTANICAL GARDEN**

I am aware of your intent to establish a botanical garden to create jobs for the low-income and elderly population by applying for start-up funds to the State and private foundations. Contingent on your successful receipt of adequate funding and approval by the Hawaii County Council, you are authorized to use 2.263 acres of land adjoining the Rainbow Falls premises, identified by Tax Map Key: (3) 2-3-026-008 set aside from the State of Hawaii to the County of Hawaii for a Government Office and Community Services site by Governor's Executive Order No. 3773.

Best wishes in obtaining the funds for the betterment of the community.

Sincerely,



WILLIAM P. KENOI  
Mayor

WTT:pak

Wpwin60/Pat/Yokoyama-HCEOC/LAND USE FOR JOB CREATION BY ESTABLISHING A BOTANICAL GARDEN

House District 1,2,3

Senate District 1,2,3

**THE TWENTY-FOURTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 31-C

For Legislature's Use Only

*rec'd*  
JAN 30 2009  
*gm*

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

AND PROGRAM I.D. NO. \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council  
Dbas:

Street Address: 47 Rainbow Drive Hilo, HI 96720

Mailing Address: 47 Rainbow Drive Hilo, HI 96720

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name GEORGE YOKOYAMA

Title Executive Director

Phone # (808) 961-2681

Fax # (808) 935-9213

e-mail hceocgy@hawaii.rr.com

**3. TYPE OF BUSINESS ENTITY:**

- NON PROFIT CORPORATION 00000000  
 FOR PROFIT CORPORATION  
 LIMITED LIABILITY COMPANY  
 SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

REQUEST TO PURCHASE TEN (10) NEW BUSES WITH WHEEL CHAIR ACCOMMODATIONS TO REPLACE OLD ONES.

(Maximum 300 Characters)

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 600,000.00

FY 2010-2011 \$ 000,000.00

**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 \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

George Yokoyama, Executive Director

AUTHORIZED SIGNATURE

NAME & TITLE

1/29/2009

DATE SIGNED

**BUSES**  
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APPLICATION FOR GRANTS AND SUBSIDIES

I. **Background and Summary**

Hawaii County Economic Opportunity Council's (HCEOC) Capital Grant Funding Request for \$600,000 will be used to purchase ten (10) new buses to include vehicles with wheel chair accommodations to replace existing old transportation vehicles to continue services for disadvantaged elderly, pre-school and disabled persons who have limited or non-existent transportation that restrict their access to basic services, as well as, their economic and social independence.

1. **Brief Description of Applicant's Background**

The Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965 under the provisions of the Economic Opportunity Act of 1964 as amended and qualifies as a charitable and educational organization under Section 501 (c) (3) of the Internal Revenue Code. The Council is governed by a twenty-seven (27) member Board of Directors, composed of nine (9) Public, nine (9) Private, and nine (9) Community representatives.

HCEOC is a multi-service agency whose sole purpose is to serve the low-income population. HCEOC has provided county-wide transportation services for disadvantaged persons for more than thirty-three (33) years. We are the only agency in Hawaii County who transports low-income persons exclusively. Program participants with no means of transportation other than HCEOC vehicles, are linked with dialysis treatment centers, shopping facilities, medical centers, post offices, government offices, adult day care centers, rehabilitation, employment and training activities, Head Start, social/recreational outlets, County Nutrition Centers and other private and public service providers.

2. **Goals and Objectives**

Approval of this request will enable HCEOC to purchase 10 buses, which will be utilized to maintain HCEOC's Transportation Program with goals and objectives as follows:

**Goal:**

The goal of this program is to enable low-income elderly, mentally and physically disabled individuals and pre-school children access to public and private service agencies and resource centers, which improve their economic and social independence.

**Objectives:**

- a. By the end of the program year, to provide 800 elderly with specialized transportation from home to community resource centers, to give them access to rehabilitation, nutritional meals, medical treatment, shopping, government services, social/recreational activities and other services necessary to sustain them in independent living.
- b. By the end of the program year, to provide 300 disabled persons with specialized transportation from home to community resource centers, to give them access to rehabilitation, shopping, medical treatment, government services and employment and training opportunities necessary to sustain them in independent living.
- c. By the end of the program year, to provide 300 disadvantaged pre-school children with transportation services from home to Head Start Centers to give them access to educational activities.
- d. By the end of the program year, to maintain a fleet of safe, clean, operable vehicles to ensure regular, dependable transportation for low-income elderly, disabled and pre-school residents.

Outcome Objective: 1,400 low-income elderly, pre-school and disabled participants will be provided transportation to link them with vital services necessary for meeting their daily and/or emergency needs, so they can maintain their independence and lead healthier and more fruitful lives.

### **3. Public Purpose and Need**

There exists a great need to replace ten (10) HCEOC transportation vehicles, so we can continue to efficiently provide transportation services to the Big Island's low-income population that has difficulty securing transportation to public and private service facilities.

Hawaii County is isolated. It is the largest of the four counties of the State with an area of 4,038 square miles and larger than the other counties combined. There are many small, off-highway "plantation camps" widely dispersed within the 260 mile perimeter, which severely restricts mobility for the low-income elderly, mentally and physically disabled persons and pre-school children which the HCEOC transportation program serves.

Various factors in Hawaii County create the need for transportation: Target group residences are distant from service centers, with little or no public mass transportation available; high expenses for personal vehicle operation and maintenance or the inability of the target clients to own and operate such vehicles; and poor roads or other infrastructure that make driving difficult.

These facts limit the ability of many low-income to access health and human services or other needed resources. HCEOC needs to continue provision of transportation services and look for ways to expand services to ensure that low-income elderly, disabled and pre-school children will not be denied participation at service centers because of their inability to drive or find adequate transportation.

Ten of the 28 vehicles in HCEOC's transportation fleet are ten or more years old with mileage reading of over 300,000 miles. Vehicles have problems meeting the DOT Safety Check and are costly to maintain. Many have problems getting started and often lack the power needed to drive on the highway. Acquisition of the ten vehicles will allow HCEOC to continue to assist with the transportation needs of our low-income target group whose limited or non-existent transportation restricts their access to basic services and their economic and social independence.

#### **4. Target Population to be Served**

The target group to be served will be 800 low-income elderly, 300 disabled and 300 pre-school children of low-income residents.

The frail elderly are often times disabled and lack transportation, which in turn results in limited social contact, nutritious meals and access to specific service agencies and resource centers.

The disabled are an isolated group, physically and socially with little or no appropriate transportation available. Their inability sometimes places an additional financial burden on their limited purchasing power.

The pre-school children lack transportation because of their parent's limited income. Many of these children come from single-parent and/or large households where physical and psychological abuse rate is high.

#### **5. Geographic Coverage**

The HCEOC Transportation Program serves the disadvantaged elderly, disabled and pre-school children of low-income residents in widely dispersed areas of Hawaii County. Due to the islands great geographic area, HCEOC has divided the island into East and West Districts, with an Island-wide Transportation Manager overseeing the two District Supervisor. The District Supervisors will be coordinating the scheduling of transportation activities in their district. The East Hawaii District encompasses the area from Naalehu/Pahala, Volcano, Mt. View, Kurtistown, Puna, Keaau, Hilo and North Hilo, Hakalau, Hamakua area, Ninole,

Honokaa, and Waimea. The West Hawaii District includes Kohala, Waiakoloa, North and South Kona to Hawaiian Ocean View Estates. HCEOC has twenty-two (22) routes that operate daily, Monday to Friday. These routes run off the main highway into rural area communities, low-income housing and pocket communities. Services are to and from the client's home, with drop-off at specific service agencies and resource centers. Reliable vehicles are necessary, in order for HCEOC to continue to operate its transportation program at maximum efficiency.

#### **6. Benefit of Grant**

The grant will allow HCEOC to purchase ten (10) new mini-buses to replace old, worn, difficult and expensive to maintain vehicles and will be utilized to provide safe, reliable, efficient, cost effective transportation services for low-income elderly, disabled and pre-school participants.

The services provided will:

- Assist participants to maintain self-sufficiency.
- Provide participants access to pre-school services.
- Provide participants access to shopping and medical facilities to maintain independent lifestyles.
- Link participants to resource centers, public and private facilities to address their daily and long term needs, which will allow them to lead healthier more fruitful lives.
- Provide participants with transportation to work sites.

HCEOC transportation services ensure that these participants will not be denied participation at public and private service centers because of their inability to drive or find adequate transportation. Without transportation, the participants will become isolated and disassociated from society.

## **II. Experience and Capability**

### **A. Necessary Skills and Experience**

HCEOC has over 30 years of experience providing transportation services for the elderly, mentally and physically disabled and children who live in rural and isolated areas. The Agency is the only agency in Hawaii County who transport low-income persons exclusively.



Our success has been recognizing that in this County, transportation is an essential element of many client service programs. Distances on the island are considerable, the infrastructure is poor or non-existent in some areas, vehicle operation is expensive, public transportation is unavailable or so inconvenient as to be unusable in rural areas. This means HCEOC must transport clients to centralized service points.

Currently, HCEOC vehicles transport more than 300 pre-school children, taking them to 21 Head Start Centers and returning them to their homes each day. HCEOC vehicles transport elderly persons to feeding centers for nutritious meals, to doctor's offices for medical appointments and to shopping centers, post offices or other resource centers where they go for various services; and HCEOC vehicles transport persons with disabilities to dialysis treatment centers, medical facilities and resource centers to attend rehab programs.

To provide these transportation services, HCEOC has developed and maintained specialized administrative capabilities. HCEOC knows how to recruit, hire and train drivers who meet and exceed applicable requirements and client expectations; HCEOC knows what are appropriate transportation vehicles, has procured such vehicles and knows how to operate and maintain them efficiently; and HCEOC employs experienced transportation staff, who know how to analyze our transportation system to assist in developing routes and making route adjustments.

For forty (40) years, HCEOC has delivered a variety of programs that have assisted low-income individuals and families to improving their education, social and economic situation. Past programs include: General Community Programs, On-the-Job Employment Training Programs; Pre-school Child Development (Head Start); Transportation; Energy Assistance and Education Programs; Housing Renovation; Language Arts Multicultural Program; Immigration Services Program; Food Distribution; Youth Programs; Family Development and Welfare to Work.

The operations of the above programs have increased the self-sufficiency capabilities and opportunities of disadvantaged persons from pre-school age to senior citizens. HCEOC has been in existence for 40 years and has consistently complied with financial program accounting as evidenced by stability of programs and clean fiscal audits. Strong working relationships with the public and private sectors have resulted in effective resource mobilization. The agency has become recognized as a permanent institution in the community.

#### **B. Quality Assurance and Evaluation**

HCEOC maintains detailed records for all of its transportation services. The Deputy Director for Community Services, the East and West District Supervisors in consultation with their

drivers will conduct weekly/monthly evaluation of the transportation project to ensure efficient, satisfying program services that best meet the need of the target groups. Scheduled routes will be established for each driver. The drivers will log miles traveled, number of passengers carried, number of passenger trips and pick-up and destination of each trip. Daily passenger service reports will be compiled monthly to ascertain whether objectives are being attained and benefits derived by the transportation participants. As mentioned, HCEOC District Supervisors will meet with staff to discuss transportation routes, ridership and ways to improve the services. Scheduled maintenance and service for vehicles will also be established by the District Supervisors to ensure vehicles are in safe, operable condition.

**Evaluation Steps:**

- a. Daily monitoring by District Supervisors of number of participants served, destination of trips and number of passenger trips made.
- b. District Supervisors meet with drivers weekly to discuss transportation routes, ridership, vehicle maintenance and ways to improve on existing service.
- c. Maintenance check of vehicles daily by drivers to insure vehicles are maintained in operable condition.
- d. District Supervisors submit monthly statistical data to Deputy Director, with any changes or revisions to schedules.
- e. Deputy Director evaluates progress of the program to ensure passenger trips are achieved for clients within the 12 month period.

Actual accomplishments of the program are reviewed and compared to the stated goals, objectives and outcomes on a monthly basis by Staff Supervisors and Deputy Director. Quarterly Reports are compiled and submitted to the funding source. Funding source monitors as scheduled. In addition to these procedures, the HCEOC Board of Director's Executive Committee also reviews all programs monthly and makes recommendation to the Board of Directors.

HCEOC conducts "rider" satisfaction surveys at the beginning of the program year. In addition, riders may express their suggestions regarding the services and how to improve it on HCEOC suggestion forms available in each vehicle. The HCEOC central staff will compile and analyze the data and report findings to the funding source.

HCEOC also has in place, policies and procedures for client grievances regarding programs and services. The policies and procedures will be made available to clients who are part of the system.

HCEOC annually provides First Aid, CPR, Defensive Driving and Driver Improvement Training for its drivers. HCEOC drivers have years of experience working with elderly, pre-school

children and persons with disability and are trained to handle emergencies that might occur during the provision of services.

All HCEOC drivers possess a Commercial Drivers License (CDL), with the passenger (p) endorsement and every two (2) years drivers must pass a State Recertification Test to retain their CDL license. The Island-wide Transportation Manager and two District Supervisors in charge on transportation also are CDL certified.

### **C. Facilities**

Central Office Facilities – HCEOC administrative and management staff direct agency programs from its central office facilities located near the Hilo Hospital, a dialysis center, private human service providers and other County and State agencies.

Transportation Offices – Due to the island’s great geographic area, HCEOC has divided the island into East and West areas, with transportation offices in Hilo, Honokaa, Kona, Pahala, and Pahoia. The offices house staff, shelter equipment and are physical bases for program operation. The facilities are situated in areas which are easily accessible to residents with questions or concerns regarding services.

HCEOC has bus routes that operate daily Monday to Friday from 6:30 A.M. to 4:30 P.M. Vehicles are utilized to provide services county-wide. Included in HCEOC’s fleet are eight (8) wheelchair lift equipped buses.

## **III. Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Proposed Staffing – This request is to fund purchase of ten (10) new transportation buses to replace old vehicles that are costly to maintain. HCEOC has on board the necessary staff to implement the transportation program. There are 28 drivers assigned to the program to service the 22 routes island-wide and no additional driving staff is needed. Island-wide Transportation Manager and two District Supervisors in charge of transportation are responsible for supervision of drivers in their districts, the dispatching of buses, the scheduling of maintenance repair on vehicles and coordination of referrals, outreach, intake and scheduling of routes in their areas. The HCEOC Deputy Director in charge of Community Services will supervise the Island-wide Transportation Manager and District Supervisors and have overall responsibility of the program.

Staff Qualifications – All HCEOC transportation drivers are required to possess a Commercial Drivers License (CDL) with the passenger (p) endorsement and every two (2) years must pass a state recertification test and a medical examination to retain their CDL license. The HCEOC

drivers have extensive experience driving passenger vehicles, providing specialized transportation services and operating special equipment needed. The Island-wide Transportation Manager oversees the East and West District Supervisors, who are in charge of transportation activities in their district. The Island-wide Transportation Manager and District Supervisors possess a Certified Drivers License (CDL).

Supervision and Training – HCEOC’s management and supervising staff have the experience and management expertise to efficiently implement the proposed transportation program. Program activities are carried out on schedule and their ability to communicate with staff is an asset. Throughout their years of involvement in transportation programs, they have successfully conducted training for their drivers, as evidenced by HCEOC’s injury free driving record. Drivers attend Driver Improvement Training and First Aid classes yearly, in addition to quarterly driver rap sessions quarterly at the district level. The Deputy Director for Community Services who is in charge of HCEOC’s Transportation Program is responsible for providing training for staff.

**B. Organization Chart**

See attached program and organization charts

**IV. Service Summary and Outcomes**

The request funds will be used to purchase ten (10) new buses to maintain HCEOC’s safe, reliable, efficient and cost effective transportation system to promote an independent, healthy, enriched lifestyle for the Big Island’s low-income elderly, disabled and pre-school children.

**A. Scope of Work**

If the grant requested is approved, HCEOC would be responsible for soliciting bids and selection of a vendor for purchase of ten (10) transportation vehicles. Transportation services will continue to be delivered without charge, although this request for funds will make continuity of transportation services without charge a reality.

**B. Timeline**

	2009	2009	2009
<u>ACTION STEPS</u>	<u>JULY</u>	<u>AUGUST</u>	<u>DECEMBER</u>
HCEOC solicits bids from bus Manufacturers	X		
HCEOC selects and awards bid		X	

Vehicles arrive X

Vehicles placed in service X

**V. Financial**

Budget – See attached

**VI. Other**

**A. Litigation**

None

**B. Licensure or Accreditation**

HCEOC has a State of Hawaii Public Utilities Commission License Number, 5674-C

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2009 - 2010)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	N/A			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Independent Audit				
3. Insurance				
4. Lease/Rental of Space				
5. Mileage				
6. Postage, Freight & Delivery				
7. Publication & Printing				
8. Repair & Maintenance				
9. Staff Training				
10. Supplies				
11. Telecommunications				
12. Utilities				
13. Data Processing				
14. Scholarships				
15. Transportation				
16. Lease/Rental of Equipment				
17				
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>600,000.00</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 600,000.00</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	<b>600,000.00</b>	GEORGE YOKOYAMA (808) 961-2681 X 107		
(b) Other Source		[Redacted] Phone		
(c)		[Redacted] - 1/29/09 Date		
(d)		Signature of Authorized Official		
<b>TOTAL REVENUE</b>	<b>\$ 600,000.00</b>	GEORGE YOKOYAMA, EXECUTIVE DIRECTOR Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
<b>MINI-BUS (15/20 PASSENGERS)</b>	10	\$60,000.00	\$ 600,000.00	\$ 600,000.00
<b>TOTAL:</b>				<b>\$ 600,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2010 - 2011)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	N/A			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	N/A			
2. Independent Audit				
3. Insurance				
4. Lease/Rental of Space				
5. Mileage				
6. Postage, Freight & Delivery				
7. Publication & Printing				
8. Repair & Maintenance				
9. Staff Training				
10. Supplies				
11. Telecommunications				
12. Utilities				
13. Data Processing				
14 Scholarships				
15 Transportation				
16 Lease/Rental of Equipment				
17				
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		<b>Budget Prepared By:</b>		
(a) Total State Funds Requested		GEORGE YOKOYAMA	(808) 961-2681	
(b) Other Source		Name	Phone	
(c)				
(d)		Signature of Authorized Official	Date	
<b>TOTAL REVENUE</b>		GEORGE YOKOYAMA, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

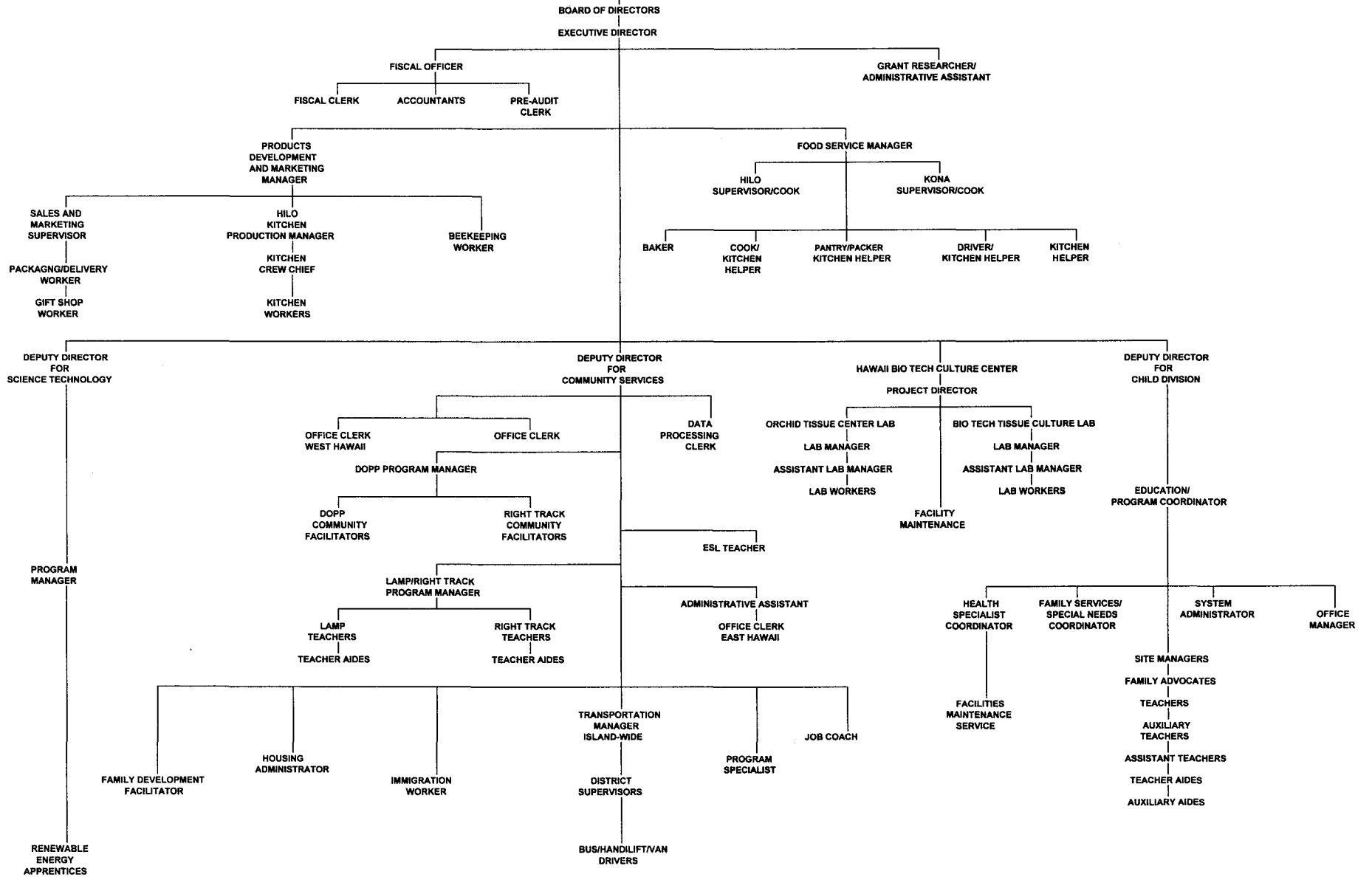
Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL



**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

(Typed Name of Individual or Organization)



(Signature)

(Date)

GEORGE YOKOYAMA

EXECUTIVE DIRECTOR

(Typed Name)

(Title)

House District 1,2,3

Senate District 1,2,3

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

Log No: 32-0

For Legislature's Use Only

rec'd  
JAN 30 2009

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

AND PROGRAM I.D. NO. \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council  
Dba:

Street Address: 47 Rainbow Drive Hilo, HI 96720

Mailing Address: 47 Rainbow Drive Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GEORGE YOKOYAMA

Title Executive Director

Phone # (808) 961-2681

Fax # (808) 935-9213

e-mail hceocgy@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TO TRANSPORT LOW-INCOME ELDERLY, HANDICAPPED AND HEAD START CHILDREN.  
(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 250,000.00  
FY 2010-2011 \$ 250,000.00

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:

[Redacted Signature]

AUTHORIZED SIGNATURE

George Yokoyama, Executive Director

NAME & TITLE

1/29/2009

DATE SIGNED

## APPLICATION FOR GRANTS AND SUBSIDIES

### I. Background and Summary

Hawaii County Economic Opportunity Council's (HCEOC) Subsidy Request for \$250,000 will be used to pay for the increase costs of operating a transportation program, which provides services for disadvantaged elderly, pre-school, and disabled persons who have limited or non-existent transportation that restrict their access to basic services, as well as, their economic and social independence.

#### 1. Brief Description of Applicant's Background

The Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965 under the provisions of the Economic Opportunity Act of 1964 as amended and qualifies as a charitable and educational organization under Section 501 (c) (3) of the Internal Revenue Code. The Council is governed by a twenty-seven (27) member Board of Directors, composed of nine (9) public sector, nine (9) private sector and nine (9) community sector representatives.

HCEOC is a multi-service agency whose sole purpose is to serve the low-income population. HCEOC has provided county-wide transportation services for disadvantaged persons for more than forty years. We are the only agency in Hawaii County who provides transportation for low-income persons exclusively. Program participants with no means of transportation other than HCEOC, are linked with dialysis treatment centers, shopping facilities, medical centers, post offices, government offices, adult day care centers, rehabilitation, employment and training activities, Head Start, social/recreation outlets, County Nutrition Centers and other private and public service providers.

#### 2. The goals and objectives related to the request

Approval of this Subsidy Request will enable HCEOC to maintain its effort in providing transportation services for the disadvantaged with goals and objectives as follows:

##### Goal:

The goal of this program is to enable low-income elderly, mentally and physically disabled individuals and pre-school children access to public and private service agencies and resource centers, which improve their economic and social independence.

- a. By the end of the program year, to provide 800 elderly with specialized transportation from home to community resource centers, to give them access to rehabilitation, nutritional meals, medical treatment, shopping, government services,

social/recreational activities and other services necessary to sustain them in independent living.

- b. By the end of the program year, to provide 300 disabled persons with specialized transportation from home to community resource centers, to give them access to rehabilitation, shopping, medical treatment, government services and employment and training opportunities necessary to sustain them in independent living.
- c. By the end of the program year, to provide 300 disadvantaged pre-school children with transportation services from home to Head Start Centers to give them access to educational activities.
- d. By the end of the program year, to maintain a fleet of safe, clean, operable vehicles to ensure regular, dependable transportation for low-income elderly, disabled, and pre-school residents.

Outcome Objective: 1,400 low-income elderly, pre-school, and disabled participants will be provided transportation to link them with vital services necessary for meeting their daily and/or emergency needs, so they can maintain their independence and lead healthier more fruitful lives.

3. The public purpose and need to be served

There exists an intense need for HCEOC to receive this funding Subsidy, so we can continue to efficiently provide transportation services to the Big Island's low-income population that has difficulty securing transportation to public and private service facilities.

Hawaii County is isolated. It is the largest of the four counties of the State, with an area of 4,038 square miles and larger than the other counties combined. There are many small, off Highway "plantation camps" widely dispersed within the 260 mile perimeter, which severely restricts mobility for the low-income elderly, mentally and physically disabled persons and pre-school children, which the HCEOC transportation program serves.

Various factors in Hawaii County create the need for transportation. Target group residences are distant from service centers, with little or no appropriate public mass transportation available; high expenses for personal vehicle operation and maintenance or the inability of the target clients to own and operate such vehicles; and poor roads or other infrastructure that make driving difficult.

These facts limit the ability of many low-income to access health and human services or other needed resource. HCEOC needs to continue the provision of transportation services



and look for ways to secure reliable funding to ensure that low-income elderly, disabled, and pre-school children will not be denied participation at service centers because of their inability to drive or find adequate transportation.

4. The target population to be served

The target group to be served will be 300 low-income elderly, 300 disabled, and 300 pre-school children of low-income parents.

The frail elderly are often times disabled and lack transportation, which in turn results in limited social contact, nutritious meals and access to specific service agencies and resource centers.

The disabled are an isolated group, physically and socially with little or no appropriate transportation available. Their inability sometimes places an additional burden on their limited purchasing power.

The pre-school children lack transportation because of their parent's limited income. Many of these children come from single-parent and/or large households where physical and psychological abuse rate is high.

5. The geographic coverage

The HCEOC Transportation Program serves the disadvantaged elderly, disabled, and pre-school children of low-income residents in widely dispersed areas of Hawaii County. Due to the islands great geographic area, HCEOC has divided the island into East and West Districts, with an Island-wide Transportation Manager coordinating the scheduling of transportation activities, analyzing routes, and preparing cost studies. The East Hawaii District encompasses the area from Naalehu/Pahala, Volcano, Mt. View, Kurtistown, Puna, Keaau, Hilo and North Hilo communities to Hakalau, Ninole to Honokaa, and Waimea. The West Hawaii District includes the area from Kohala, Waikaloa, North and South Kona to Hawaiian Ocean View Estates. HCEOC has twenty-two drivers that operate routes daily from Monday to Friday. The routes run off the main highway into rural area communities, low-income housing and pocket communities. Services are to and from the client's home, with drop-off at specific service agencies and resource centers.

6. The benefit of the Subsidy

The Subsidy Request will allow HCEOC to maintain the level of services of its transportation program by funding the increase in the cost of operations. While HCEOC's cost to implement such a program that serves the low-income elderly, disabled, and pre-school

children have increased annually, transportation program funding levels have remained the same the past four years.

As a result, the following impacts occur:

- Driver salaries are well below salaries of other transportation providers, making it difficult to attract CDL drivers to fill vacancies and retain persons in the diminishing labor pool in Hawaii County. HCEOC is proposing to increase driver's pay to fourteen dollars per hour to make driver salaries comparable with salaries of other transportation providers.
- The cost of gasoline to run transportation vehicles has skyrocketed well above the amounts available in the transportation budget. This would mean cutting some essential services that an efficient system would otherwise provide.
- Vehicle maintenance costs are rising with the aging of vehicles, with inadequate funding to maintain a regular service schedule and other minor maintenance that keep vehicles in good operating condition.
- Insurance expenses continue to increase beyond budget funds available. Certain vehicles may have to be stored because of the lack of funds to keep it insured, thus impacting on services and efficiency of services.
- All other program operational costs have also increased each year, without increases in funding for those items.

The Subsidy will ensure that participants of the program will not be denied participation at public and private service centers because of their inability to drive or find adequate transportation. Without transportation, program participants will become isolated and disassociated from society.

## II. Experience and Capability

### A. Necessary Skills and Experience

Skills – HCEOC has more than 40 years of experience providing transportation services for the elderly, mentally and physically disabled and children who live in rural and isolated areas of Hawaii County. Our success over the years has been recognizing that in this County, transportation is an essential element of many client service programs. Distances on the island are considerable, the infrastructure is poor or non-existent in some areas, vehicle operation is expensive, public transportation is unavailable or inconvenient as to be

unusable in rural areas. HCEOC realizes that clients must be transported to centralized service points.

HCEOC vehicles transport pre-school children, take them to 10 Head Start Centers and return them to their homes each day; HCEOC vehicles transport elderly persons to feeding centers for nutritious meals, to doctor's offices for medical appointments and to shopping centers, post offices or other resource centers, where they go for various services; and HCEOC transports persons with disabilities to dialysis treatment centers, medical facilities and resource centers to attend rehab programs.

HCEOC has developed and maintained specialized administrative capabilities in the operation of its transportation program. HCEOC knows how to recruit, hire and train drivers who meet and exceed applicable requirements and client expectations; HCEOC knows what are appropriate transportation vehicles, has procured these vehicles and is knowledgeable on how to operate and maintain them efficiently; and HCEOC has on board experienced transportation staff, who know how to analyze our transportation system to assist in developing routes and making route and schedule adjustments and planning strategies for efficient operation of the program.

HCEOC is continually developing and making changes to its specialized transportation system to meet the needs of the disadvantaged persons it services, because the agency strongly believes that transportation is a very important part of a client service system.

Experience – During forty years of existence, HCEOC has delivered a variety of programs that have assisted low-income individuals and families in improving their education, social and economic situations. The agency is recognized as a permanent institution in the County of Hawaii. We have demonstrated our capabilities, skills, abilities, knowledge and experience by successfully operating a variety of programs that has improved the lives of disadvantaged persons in Hawaii County these many years.

In transportation, HCEOC has provided county-wide transportation services for disadvantaged persons for 33 years. HCEOC is the only agency in Hawaii County who transport low-income persons exclusively. Disadvantaged elderly, mentally and physically disabled persons and pre-school participants who have no means of transportation other than HCEOC vehicles were linked with dialysis treatment centers, shopping facilities, medical centers, post office, government offices, adult day care centers, rehabilitation, employment and training activities, Head Start, social/recreation outlets, County Nutrition Centers, work sites and other private and public providers.

1. Agency: Hawaii County Mass Transit  
Period: 7/01/2008 - 6/30/2009

Title: Elderly, Disabled and Pre-School Transportation  
Funding: \$4,943,244

2. Agency: Hawaii County Office on Aging  
Period: 7/01/2008 - 6/30/2009  
Title: Elderly Nutrition Program Transportation  
Funding: \$150,120
3. Agency: Department of Health-Adult Mental Health Division  
Period: 7/01/2008 - 6/30/2009  
Title: Transportation for AMHD Consumers  
Funding: \$181,825
4. Agency: State Office of Community Services – DLIR  
Period: 7/01/2008 - 6/30/2009  
Title: Elderly, Disabled and Pre-School Transportation  
Funding: \$92,000

HCEOC has forty years of experience operating programs for the disadvantaged and the consistently complied with financial program accounting as evidenced by stability of programs and clean fiscal audits. Strong working relationships with the public and private sectors have been developed and resulted in effective resource mobilization and successful program implementation.

#### B. Quality Assurance and Evaluation

Evaluation methodology consists of monitoring daily transportation program activities, data collection, and documenting transportation services performed, record keeping, maintaining individual client information files and the documentation of program accomplishments.

Evaluation Process – Actual accomplishments of the transportation program are reviewed and compared to the stated program goals, objectives and outcomes on a monthly basis by Island-wide Transportation Manager, District Supervisors, and the Deputy Director. The District Supervisors meet with drivers weekly to discuss transportation routes, ridership and ways to improve services. Monthly/Quarterly reports are compiled and submitted to the funding source. In addition, the District Council Boards and HCEOC Executive Committee review program accomplishments of its bi-monthly meetings and reports to the Board Membership with any recommendations on the program if necessary.

Program Evaluation – HCEOC's Deputy Director for Community Services in coordination with the Island-wide Transportation Manager, and District Supervisors will conduct monthly

evaluation of the program to ensure efficient program services. HCEOC maintains detailed records for all of its transportation services. Passenger quotas and scheduled runs are established for all drivers. Drivers are required to log miles traveled, number of passengers carried, the number and type of passenger trips taken and pick-up and destination of each trip. The daily passenger service statistical data is compiled, reviewed and compared to program goals, objectives and outcomes on a monthly basis by Island-wide Transportation Manager, Supervisors, and the Deputy Director.

Evaluation Steps:

- a. Daily monitoring of driver logs by district supervisors of the number of participants served, destination of trips and number of passenger trips made.
- b. District Supervisors meet with drivers to discuss transportation routes, ridership and ways to improve on existing service.
- c. Maintenance check of vehicles daily by drivers to insure vehicles are maintained in safe, operable condition.
- d. District Supervisors submit monthly statistical data to Deputy Director, with any changes or revisions to schedules.
- e. Deputy Director evaluates progress of the program to ensure that passenger numbers and passenger trip goals are achieved.

Quarterly reports will be compiled and submitted to the funding source within thirty (30) calendar days of the end of the quarter. Final reports will be submitted within sixty (60) calendar days of the end of the contract year.

HCEOC conducts "rider" satisfaction surveys at the beginning of the program year. In addition, participants may express their suggestions regarding the service and ways to improve it on HCEOC suggestion forms available in each vehicle. HCEOC Central Staff will compile and analyze the data and report findings to the funding source.

HCEOC has in place policies and procedures for client grievances regarding programs and services. The policies and procedures will be made available to clients who are part of the system.

HCEOC annually provides First Aid, CPR, Defensive Driving and Driver Improvement Training for its drivers. HCEOC drivers have years of experience transporting elderly, pre-school

children and persons with disabilities and are trained to handle emergencies that might occur during provision of services.

HCEOC Transportation Drivers possess a Commercial Drivers License (CDL) with the Passenger (p) and School Bus (s) endorsement. Drivers must pass a State Recertification Test to retain their CDL License. The Island-wide Transportation Manager, and two District Supervisors in charge of transportation in their districts are also CDL certified.

### C. Facilities

Due to the Big Island's great geographic area, HCEOC has divided the County into East and West areas of operation with transportation offices located in Hilo, Honokaa, Keauhou (Kona), Pahala and Pahoa. These offices that house staff and shelter the transportation vehicles are bases for operation of the program. The facilities are situated in areas that are easily accessible to the community who may have questions or concerns regarding HCEOC services.

The Central Office facilities, from where HCEOC administrative and management staff direct agency programs, is located in Hilo near the Hilo Hospital, a dialysis center, private human service providers and other County and State agencies.

28 vehicles are utilized to provide services county-wide, with districts assigned spare vehicles for use in case of vehicle breakdown or other emergencies. Included in the fleet are 8 wheelchair equipped buses.

The HCEOC transportation program provides round trip services for clients from home to resource centers and back, so facilities in the sense of bus stops and other locations to house and serve clients are not necessary.

HCEOC facilities and transportation equipment comply with American with Disabilities Act (ADA) Regulations.

## III. Personnel: Project Organization and Staffing

### A. Proposed Staffing, Staff Qualifications, Supervision and Training

#### Proposed Staffing:

HCEOC has on board the drivers to drive and service the 22 routes island-wide to access disadvantaged elderly, disabled, and pre-school children with service centers. Drivers will drive routes as needed to serve participant's needs and assist passengers on and off the

vehicles, as well as, carry packages for elderly and disabled. The drivers currently with the program are Commercial Driver License (CDL) certified.

The District Supervisors are in charge of transportation in their districts and responsible for supervision of drivers, the dispatching of buses and coordination of referrals, outreach, intake and scheduling of routes in their area.

The HCEOC Deputy Director in charge of Community Services Programs, will supervise the Island-wide Transportation Manager and District Supervisors and have overall responsibility of the program.

Other Staff who are on pr-rated time include Administrative Assistant, an Office Clerk, a Fiscal Officer, an Accountant, and a Pre-Audit Clerk.

Staff proposed for the project is sufficient to administer, manage, supervise, and provide the services proposed. Services are not contracted out and volunteers will not be used at any time. HCEOC staff will provide all required program services.

#### Staff Qualifications:

HCEOC transportation drivers are required to possess a Commercial Drivers License (CDL) with the passenger (p) and school bus (s) endorsement and every two years must pass a State Recertification Test and a medical examination to retain their CDL License. The HCEOC drivers have extensive experience driving passenger vehicles, providing specialized transportation services and operating special equipment.

HCEOC has demonstrated through past implementation of its transportation program that its staff has the experience, knowledge and ability to successfully carry out the proposed service activities.

#### Supervision and Training:

HCEOC has thirty-four (34) years of experience providing transportation services for special client populations. To provide the transportation services, HCEOC developed and maintained specialized administrative and supervisory capabilities that have allowed it to efficiently implement its transportation program these many years.

The Island-wide Transportation Manager is responsible for analyzing routes efficiency, preparing cost studies, and in-house contracted driver training and oversight of client needs and data. The East Hawaii and West Hawaii District Supervisors are responsible for supervision of drivers, dispatching of buses, compilation of reports, coordination of

referrals, outreach and scheduling of routes. The Supervisors also schedule maintenance repair and service of vehicles assigned to their districts.

Drivers attend Driver Improvement training taught by certified driver trainers and first aid classes. In addition, supervisors hold driver rap sessions quarterly at the district level.

The Deputy Director for Community Services who is charge of HCEOC's Transportation Program is responsible for providing training for its staff. She has received a Masters in Business Administration specializing in strategic planning, and taught courses in personal development and work skills. She has been in charge of various programs for over 10 years is highly skilled in computers and technical software programs.

B. Organization Chart

See attached program and organization chart.

IV. Service Summary and Outcomes

A. Describe the scope of work, tasks and responsibilities

The requested funds will be used to subsidize HCEOC's Transportation Program to promote an independent, healthy, enriched lifestyle for the Big Island's low-income elderly, disabled and pre-school children. The transportation services provided meets the need of the target group by linking them with private and public service providers.

The range of services include the identification of people with special needs and the implementation of point-to-point specialized transportation services, which run routes off the main highway into rural area communities, low-income housing and pocket communities. Services are to and from the client's home. Drop off points are specific service agencies and resource centers such as dialysis treatment centers, shopping facilities, medical centers, post offices, government offices, adult day care centers, rehabilitation, employment and training activities, Head Start, social/recreational outlets, county nutrition programs and other private and public service providers which address immediate needs of the passengers.

Hours of service are from 6:30 A.M. to 5:30 P.M., Monday to Friday, although services may be provided for special events and excursions for clients during off scheduled hours.

HCEOC's transportation program services will ensure that low-income elderly, the mentally and physically disabled and pre-school children will not be denied participation at service centers because of their inability to drive or find adequate transportation.



1. HCEOC field staff will conduct outreach to inform low-income families of available services and provide intake on potential transportation participants.
2. Plan for recruitment of participants.
  - a. Conduct outreach home visits to communities on a regular scheduled basis.
  - b. Coordinate with other existing service agencies for referral and leads to locate underserved low-income.
  - c. Coordinate with HCEOC District Council Board (DCB) for referrals on persons with transportation needs.
  - d. Inform community of availability of HCEOC services through the following:
    - Posting of signs on community bulletin boards
    - Printing notices in newsletters and newspaper
    - Public service announcements
    - Explaining programs at community meetings, private organization meetings, senior club meetings
    - Distribution of printed material
    - Word of mouth
3. District Supervisors to review intake form to determine eligibility and transportation needs.
4. Island-wide Transportation Manager will coordinate with transportation staff the scheduling of routes to service agencies and resource centers which can address the immediate needs of the passengers.
5. Island-wide Transportation Manager will analyze routes efficiently and prepare cost studies.
6. Transportation drivers to transport 800 low-income elderly and access them to social services, rehabilitation centers and adult day care facilities, nutrition and feeding programs, as well as, shopping, medical, recreational and other government and private facilities.
7. Transportation drivers to transport 300 two to five year old low-income pre-school children from home to educational centers.
8. Transportation drivers to transport 300 disabled and mobility impaired persons, who require special services and equipment, and access them to rehabilitation centers, shopping, medical, recreational, and other government and private facilities.

9. Transportation drivers to assist passengers to get on and off the vehicles and carry packages for the elderly and disabled passengers.
10. District Supervisors to assist in linking clients with servicing agencies, medical providers, educational employment services, government agencies and auxiliary services such as banking and shopping.
11. District Supervisors to periodically schedule maintenance and service checks for 28 vehicles to ensure vehicles are in safe operable condition.
12. District Supervisors to ensure that district will have qualified substitute drivers available to replace regular drivers who are on authorized leave.
13. The Island-wide Transportation Manager will arrange driver improvement training twice a year and conduct in-house training for all HCEOC transportation staff and other HCEOC employees.
14. Deputy Director for Community Services will ensure that HCEOC comply with all Federal, State, and County rules and regulations regarding licensing and equipment.

Service Activities	Unit of Service Measurement	Total Units	Number or Unduplicated persons Served
Elderly Transportation	Passenger Trips	120,000	800
Pre-School Transportation	Passenger Trips	20,000	300
Disabled Transportation	Passenger Trips	30,000	300

B. Projected annual timeline for accomplishing results or outcomes of the service:

Timeline:

HCEOC District Supervisors will coordinate the scheduling of transportation activities in their districts to accomplish the goals and objectives of transporting 800 elderly, 300 mentally and physically disabled and 300 pre-school children from home to community resource centers, Monday to Friday, from 6:30 A.M. to 5:30 P.M. Services will be provided beginning July 1<sup>st</sup> and end June 30<sup>th</sup>.

Tasks	Start	Completion
Conduct outreach and intake activities	July 1	June 30

Review intake form to determine need	July 1	June 30
Coordinate schedule of routes	July 1	June 30
Transport low-income elderly	July 1	June 30
Transport disabled persons	July 1	June 30
Transport low-income pre-school students	July 1	June 30
Provide specialized transportation services for clients	July 1	June 30
Assist in linking clients to resource centers	July 1	June 30
Schedule vehicle maintenance	July 1	June 30
Have substitute drivers available	July 1	June 30
Conduct Driver Improvement Training	July 1	August 31
Comply with Federal, State, and County Rules and Regulations	July 1	June 30

Overall Objective: At the end of the project period, low-income elderly, mentally and physically disabled persons and pre-school children will access public and private services and resource centers.

Outcomes:

Elderly Transit - 800 elderly participants will be provided with transportation allowing them to access and receive consumer and professional services.

Disabled Transit - 300 persons with disabilities will be provided with transportation allowing them to access and receive independent living services.

Pre-school Transit – 300 pre-school children will be provided with transportation allowing them to access the Head Start Program and benefit from program services.

V. Financial

Budget – See attached

VI. Other

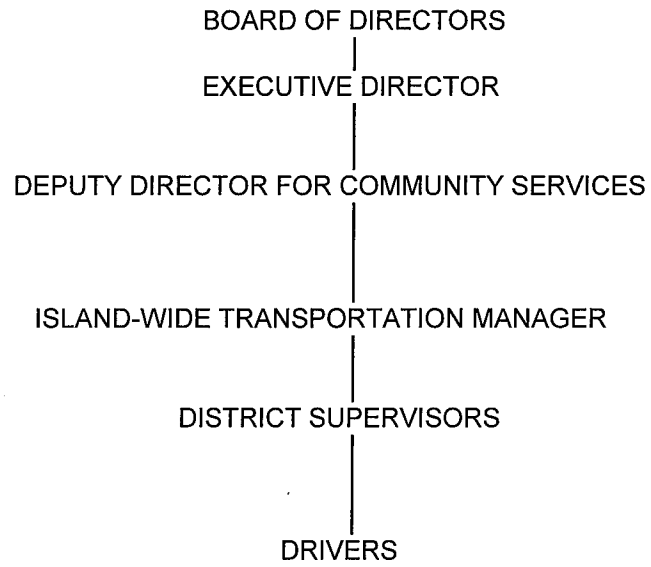
A. Litigation

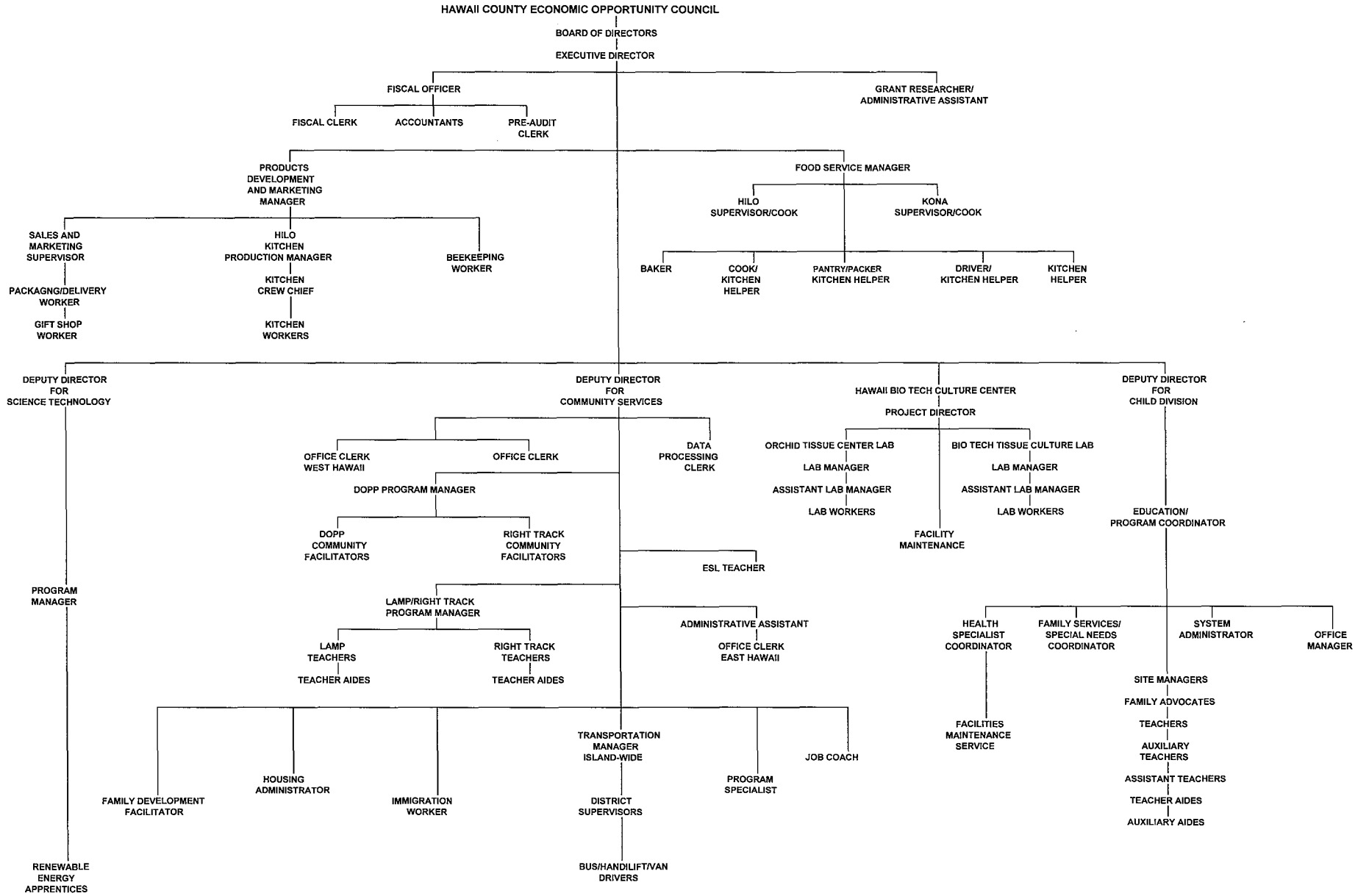
Not Applicable

B. Licensure or Accreditation

HCEOC has State of Hawaii Public Utilities Commission License Number, 5674-C.


TRANSPORTATION PROGRAM CHART





**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2009 - 2010)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Other Funds (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	132,051	569,433		
2. Payroll Taxes & Assessments	18,606	80,233		
3. Fringe Benefits	22,990	99,138		
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>	<b>173,647</b>	<b>748,804</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Independent Audit	370	4,500		
3. Insurance	7,000	48,000		
4. Lease/Rental of Space	150	1,000		
5. Mileage				
6. Postage, Freight & Delivery	60	300		
7. Publication & Printing	300	2,300		
8. Facilities Repair & Maintenance	300	650		
9. Staff Training	400	2,000		
10. Supplies	673	5,331		
11. Employees (Physical & Testing)	600	2,040		
12. Utilities	1,000	6,000		
13. Data Processing	1,500	6,500		
14. Equipment Maintenance & Repair	100	320		
15. Telephones	1,400	9,500		
16. Lease/Rental of Equipment				
17. Advertising	100	700		
18. Vehicle Gas & Oil	36,400	172,000		
19. Vehicle Maintenance & License	26,000	113,000		
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>76,353</b>	<b>374,141</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 250,000.00</b>	<b>1,122,945</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	250,000.00	GEORGE YOKOYAMA (808) 961-2681		
(b) Other Source		 Phone Signature of Authorized Official Date		
(c)		1/29/09		
(d)				
<b>TOTAL REVENUE</b>	<b>\$ 250,000.00</b>	GEORGE YOKOYAMA, EXECUTIVE DIRECTOR Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Driver - East Hawaii	1.00	\$28,393	20%	\$ 5,679
Driver - East Hawaii	1.00	\$26,754	25%	\$ 6,689
Driver - East Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - East Hawaii	1.00	\$26,208	20%	\$ 5,242
Driver - East Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - East Hawaii	1.00	\$26,208	20%	\$ 5,242
Driver - East Hawaii	1.00	\$26,208	20%	\$ 5,242
Driver - East Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - East Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - East Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - East Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - East Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - West Hawaii	1.00	\$28,393	20%	\$ 5,679
Driver - West Hawaii	1.00	\$26,208	20%	\$ 5,242
Driver - West Hawaii	1.00	\$26,208	20%	\$ 5,242
<b>TOTAL:</b>				<b>\$ 83,566</b>
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Driver - West Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - West Hawaii	1.00	\$26,208	20%	\$ 5,242
Driver - West Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - West Hawaii	1.00	\$26,208	20%	\$ 5,242
Driver - West Hawaii	1.00	\$26,208	20%	\$ 5,242
Driver - West Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - West Hawaii	1.00	\$26,208	25%	\$ 6,552
Driver - West Hawaii	1.00	\$26,208	25%	\$ 6,552
				\$ 83,566
<b>TOTAL:</b>				\$ 132,051
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

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: HCEOC

Period: July 1, 2009 to June 30, 2010

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

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2010 - 2011)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	138,637	583,623		
2. Payroll Taxes & Assessments	19,534	82,232		
3. Fringe Benefits	24,137	101,609		
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>	<b>182,308</b>	<b>767,464</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Audit Fees	370	4,500		
3. Insurance	7,000	48,000		
4. Lease/Rental of Space	150	1,000		
5. Mileage				
6. Postage, Freight & Delivery	60	300		
7. Publication & Printing	300	2,300		
8. Facilities Repair & Maintenance	300	650		
9. Staff Training	400	2,000		
10. Supplies	673	5,331		
11. Advertising	100	700		
12. Utilities	1,000	6,000		
13. Data Processing	1,400	6,500		
14. Scholarships				
15. Transportation				
16. Lease/Rental of Equipment				
17. Equipment Maintenance & Repair	100	320		
18. Employee (Physical & Testing)	600	2,040		
19. Telephones	1,400	9,500		
20. Vehicle Gas & Oil	32,839	161,000		
21. Vehicle Maintenance & License	21,000	105,340		
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>67,692</b>	<b>355,481</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 250,000.00</b>	<b>1,122,945</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	<b>250,000.00</b>	GEORGE YOKOYAMA (808) 961-2681		
(b) Other Source		[Redacted] Phone		
(c)		Signature of Authorized Official 1/29/09		
(d)		Date		
<b>TOTAL REVENUE</b>	<b>\$ 250,000.00</b>	GEORGE YOKOYAMA, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Driver - East Hawaii	1.00	28,808	20%	\$ 5,762
Driver - East Hawaii	1.00	28,080	25%	\$ 7,020
Driver - East Hawaii	1.00	27,516	25%	\$ 6,879
Driver - East Hawaii	1.00	27,516	20%	\$ 5,503
Driver - East Hawaii	1.00	27,516	25%	\$ 6,879
Driver - East Hawaii	1.00	27,516	20%	\$ 5,503
Driver - East Hawaii	1.00	27,516	20%	\$ 5,503
Driver - East Hawaii	1.00	27,516	25%	\$ 6,879
Driver - East Hawaii	1.00	27,516	25%	\$ 6,879
Driver - East Hawaii	1.00	27,516	25%	\$ 6,879
Driver - East Hawaii	1.00	27,516	25%	\$ 6,879
Driver - East Hawaii	1.00	27,516	25%	\$ 6,879
Driver - West Hawaii	1.00	29,808	20%	\$ 5,962
Driver - West Hawaii	1.00	27,516	20%	\$ 5,503
Driver - West Hawaii	1.00	27,516	20%	\$ 5,503
<b>TOTAL:</b>			2.00	
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Driver - West Hawaii	1.00	27,516	25%	\$ 6,879
Driver - West Hawaii	1.00	27,516	20%	\$ 5,503
Driver - West Hawaii	1.00	27,516	25%	\$ 6,879
Driver - West Hawaii	1.00	27,516	20%	\$ 5,503
Driver - West Hawaii	1.00	27,516	25%	\$ 6,879
Driver - West Hawaii	1.00	27,516	25%	\$ 6,879
Driver - West Hawaii	1.00	27,516	25%	\$ 6,879
Driver - West Hawaii	1.00	27,516	25%	\$ 6,879
<b>TOTAL:</b>			2.00	\$ 138,637
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

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: HCEOC

Period: July 1, 2010 to June 30, 2011

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



**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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, Hawaii 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 ensuring 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:

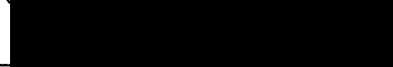
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

GEORGE YOKOYAMA

(Typed Name)

EXECUTIVE DIRECTOR

(Title)

House District 2

Senate District 1

**THE TWENTY-FOURTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 33-C

For Legislature's Use Only

*rec'd*  
JAN 30 2009  
*[Signature]*

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

AND PROGRAM I.D. NO. \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council  
Dbn:

Street Address: 47 Rainbow Drive Hilo, HI 96720

Mailing Address: 47 Rainbow Drive Hilo, HI 96720

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name GEORGE YOKOYAMA

Title Executive Director

Phone # (808) 961-2681

Fax # (808) 935-9213

e-mail hceocgy@hawaii.rr.com

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**  
CONSTRUCTION OF KITCHEN FACILITY FOR  
FOOD SERVICE PROGRAM  
(Maximum 300 Characters)

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 420,000.00

**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 \$ 420,000.00

FEDERAL \$

COUNTY \$

PRIVATE/OTHER \$

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

*[Redacted Signature]*

AUTHORIZED SIGNATURE

George Yokoyama, Executive Director

NAME & TITLE

1/29/2009

DATE SIGNED

# CONSTRUCTION OF KITCHEN FACILITY PROGRAM TABLE OF CONTENTS

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## APPLICATION FOR GRANTS AND SUBSIDIES

### I. Background Summary

Hawaii County Economic Opportunity Council (HCEOC) submits a Capitol Request for a total of \$420,000.00 construction of a facility for our Food Service Program.

#### 1. A brief description of the applicant's background

The Food Service Program is a self-supporting income-producing program of Hawaii County Economic Opportunity Council (HCEOC). The program has two kitchen locations, one in Hilo and the other in Captain Cook. The two kitchens prepare and deliver approximately 22,265 meals per month based on the National School, Head Start and Adult and Child Care Food guidelines. The Food Service also serves two senior center sites and provides meals for the County Nutrition Meals on Wheels Program. Income generated from the Food Service Program remains in the program to pay for labor, food, and operation costs.

The Food Service Program operates under the Hawaii County Economic Opportunity Council (HCEOC). The Council is a private non-profit organization established in 1965 under the provisions of the Economic Opportunity Act of 1964 as amended, and qualifies as a charitable and educational organization under Section 501 (c) (3) of the Internal Revenue Code. HCEOC is governed by a twenty-seven (27) member Board of Directors, composed of nine public, nine private, and nine low-income representatives. HCEOC's mission is to prevent, alleviate, and eliminate conditions of poverty in Hawaii County.

In response to HCEOC's mission, the Food Service Program also serves as a training site for TANF and low-income clients to learn to prepare low cost nutritious meals. Many of these trainees are able to find permanent jobs after training.

#### 2. The goals and objectives related to the request

Presently, HCEOC uses the kitchen facility of a private school, Saint Joseph Elementary and High School with a kitchen capacity for preparing only 300 lunches per day. Although total kitchen facility is

1,200 sq. ft., appreciable space is taken up by 2 commercial sinks, refrigerator, freezer, stove, oven, steamer, a storage room, 3 stainless steel tables 4' x 8' in dimension, 16 people must work in confined condition.

Goals: To construct kitchen facility to alleviate intense overcrowding with the outcome of increasing the capacity of the facility to preparing 2,000 meals per day.

Objectives: By end of Fiscal year 2010, to have constructed a kitchen facility of 2,400 sq. ft. to adequately serve our targeted clients with 2,000 meals per day.

3. State the public purpose and need to be served

Improve the quality of life through low cost, nutritious meals to low-income individuals residing in remote areas of the Big Island and homebound elderly 60 years and older in underserved areas, as well as, to pre-school child care programs.

The County of Hawaii, Department of Parks and Recreation's Nutrition Program administers the Meals on Wheels Program. HCEOC is contracted to provide meals for the Program for residents of East and West Hawaii.

4. Describe the target population to be served

HCEOC Food Service Program target population includes children and elderly clients served by the following organizations:

Meals (Lunch)	East Hawaii
Arc of Hilo	93
Christian Liberty	269
Meals on Wheels	4345
Haili Christian	1420
HI Island Adult Care	793
Hale Aloha	481
Hilo Hongwanji	111
Joyland	293
Kaumana Baptist	629
Little Tots Day Care Center	332

Punana Leo O Hilo	584
Pu'ula	160
St. Joseph	2515
Waters of Life-St. Teresa	670
Waters of Life-Mt. View	841
Waters of Life- Keaau	714
YWCA	192
HCEOC-Head Start	3577
<b>TOTAL – Per Month</b>	<b>18019</b>

Breakfast	Hilo
St. Joseph	431
Waters of Life	698
HCEOC – Head Start	3117
<b>Total</b>	<b>4246</b>

22,265 meals divided by 20 days per month = 1,113 daily.

5. Describe the geographic coverage

The Program intends to expand services island-wide with emphasis in North and South Hawaii, Representative Districts 1, 2, 3, and 7, Senatorial Districts 1, 2, and 3.

6. Benefit of Grant:

- a) Agency: More entrepreneurial opportunities will be generated by expanding service delivery areas and increasing kitchen and product capacity, thus enabling the Program to be self-sufficient and less reliant on public subsidies.
- b) Community: Low-cost, nutritious meals to become available for residents living in remote areas of the Big Island and homebound elderly 60 years and older in underserved areas.

Income generated through the expansion facility will enable the program to train more seniors, students and low-income individuals in

the food service industry, as well as, to provide more opportunities of employment.

- c) Elderly Meals on Wheels Clients: Since Hawaii County has the largest percentage of elderly population living alone, HCEOC drivers provide more than just low-cost, nutritious meals. Staff offers elderly homebound clients the only human contact and social interaction they may have throughout the week.

## II. Service Summary and Outcomes

### 1. Describe the scope of work, tasks and responsibilities

If grant request is approved, applicant will take the following actions in the order listed below:

- a. Solicit bids from licensed architects for planning and designing of facility.
- b. Obtain necessary permits.
- c. Solicit bids from building contractors.
- d. Select contractor and commencing construction work.
- e. Request for bids to replace old stove, oven, steamer, and icemaker to increase production capacity and efficiency.

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

Timeline for accomplishing the results:

- |  |                 |
|--|-----------------|
| a. Plans and Designs                                     | 2 months        |
| b. Land clearing   | 2 months        |
| c. Drainage system and plumbing                          | 2 months        |
| d. Construction of facility and electrical installations | 4 months        |
| e. Purchase of equipment                                 | <u>2 months</u> |
|  | 12 months       |

### 3. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated.

## III. Financial

Budget

1. Completed pertinent capital request budget forms are attached to this application.
2. Anticipated Funding Request fiscal year 2009 – 2010:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
42,000	160,000	120,000	80,000	\$402,000

IV. Experience and Capability

- A. Established in 1989, HCEOC Food Services Program operates two certified kitchen on the East and West sides of the Big Island. Meals produced are consumed by children enrolled in Head Start, pre-schools, and DOE Public Charter Schools, Private Schools, County of Hawaii, Department of Parks and Recreation's Meals on Wheels Program, Senior Centers, and various groups and organizations.
- B. Quality Assurance and Evaluation – N/A – Capital Project only.
- C. The kitchens in the Program have the ability to incorporate existing service areas with the proposed expanded service areas. In East Hawaii, the Hilo Kitchen operates from the Saint Joseph School Cafeteria. The private Catholic School is home to pre-school to grade 12 students. Meals in West Hawaii are prepared in a 1,200 square kitchen located in South Kona, Captain Cook, in the Seigangi Shingon Mission. Both kitchens have current Department of Health-Sanitation Branch Food Establishment Permits.

V. Personnel: Project Organization and Staffing

- A. Proposed Staffing, Staff Qualifications, Supervision and Training  
N/A – Capital Request only.
- B. Organization Chart  
N/A – Capital Request only.

VI. Other

- A. Litigation - None



B. Licensure or Accreditation - N/A

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2009 - 2010)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	N/A			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Independent Audit	N/A			
3. Insurance				
4. Lease/Rental of Space				
5. Mileage				
6. Postage, Freight & Delivery				
7. Publication & Printing				
8. Repair & Maintenance				
9. Staff Training				
10. Supplies				
11. Telecommunications				
12. Utilities				
13. Data Processing				
14. Scholarships				
15. Transportation				
16. Lease/Rental of Equipment				
17				
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	<b>18,000.00</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>402,000.00</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 420,000.00</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$ 420,000.00	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 150px; height: 40px; background-color: black;"></div> <div style="text-align: right;">                     Phone                      Date: 1/29/09                 </div> </div>		
(b) Other Source				
(c)				
(d)				
<b>TOTAL REVENUE</b>	<b>\$ 420,000.00</b>	GEORGE YOKOYAMA, EXECUTIVE DIRECTOR Name and Title (Please type or print)		

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

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:2009-2010	FY:2010-2011	FY:2009-2010	FY:2010-2011
PLANS					6,000.00	
LAND ACQUISITION					-	
DESIGN					36,000.00	
CONSTRUCTION					360,000.00	
EQUIPMENT					18,000.00	
<b>TOTAL:</b>					<b>\$ 420,000.00</b>	
<b>JUSTIFICATION/COMMENTS:</b>						

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HCEOC



Period: July 1, 2010 to June 30, 2011

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:2009-2010	FY:2010-2011	FY:2009-2010	FY:2010-2011
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2010 - 2011)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested</b> (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	N/A			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Independent Audit	N/A			
3. Insurance				
4. Lease/Rental of Space				
5. Mileage				
6. Postage, Freight & Delivery				
7. Publication & Printing				
8. Repair & Maintenance				
9. Staff Training				
10. Supplies				
11. Telecommunications				
12. Utilities				
13. Data Processing				
14. Scholarships				
15. Transportation				
16. Lease/Rental of Equipment				
17				
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		GEORGE YOKOYAMA	(808) 961-2681	
(b) Other Source			Phone	
(c)				
(d)				
<b>TOTAL REVENUE</b>		Signature of Authorized Official  Date 1/29/09		
		GEORGE YOKOYAMA, EXECUTIVE DIRECTOR Name and Title (Please type or print)		

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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, Hawaii 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 ensuring the proper expenditure of the grant or subsidy.

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

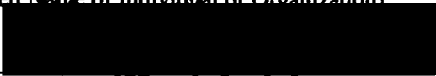
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL  
(Typed Name of Individual or Organization)  
  
(Signature) 1/29/09  
(Date)  
GEORGE YOKOYAMA EXECUTIVE DIRECTOR  
(Typed Name) (Title)

RECEIVED NOV 0 6 1991

CERTIFICATE NO

0 8 3 2 1 8

STATE OF HAWAII

CONVEYANCE TAX...

P.B. SEP 24 '91 10073



0 0 0 . 0 0

91-129966

STATE OF HAWAII BUREAU OF CONVEYANCES RECORDED

91 SEP 24 PM 12 01

S. FURUKAWA, REGISTRAR

LAND COURT SYSTEM      REGULAR SYSTEM  
RETURN BY      MAIL ( x )      PICKUP (   )      TO:

DWIGHT Y. TAKAMINE, ESQ.  
At Law, A Law Corporation  
99 Aupuni Street, Suite 202  
Hilo, Hawaii 96720

TITLE OF DOCUMENT:      WARRANTY DEED

PARTIES TO DOCUMENT:

Grantors:      Kona Seiganji Shingon Mission

Grantees:      Hawaii County Economic Opportunity Council

PROPERTY DESCRIPTION

LIBER/PAGE:

Lot 1  
Portion of Grant 1183:1  
to Kalena  
Kalamaumi, South Kona,  
Island of Hawaii,  
State of Hawaii

TMK:

WARRANTY DEED

W I T N E S S E T H :

Whereas, by Warranty Deed dated May 5, 1978, certain real property located on the Island of Hawaii was conveyed to the Kona

Seiganji Shingon Mission and;

Whereas, by a trust agreement dated October 2, 1989, the Seiganji Shingon mission was established as a charitable trust and the real property transferred to the Kona Seiganji Shingon Mission became property of the trust to be administered and distributed by the designated trustees and;

Whereas, the trust agreement provided that upon the death, permanent disability, resignation or retirement of Reverend Hosho Totoki as reverend of Kona Seiganji Shingon Mission, the trust would terminate and;

Whereas, upon such termination of the trust, the trustees would transfer the trust property to the Hawaii County Economic Opportunity Council provided that Hawaii County Economic Opportunity Council would continue to use the property for providing human services and further assume responsibility for security, maintenance, repair and operation of the center established on the trust property and;

Whereas Reverend Hosho Totoki has now retired and the trust has been terminated.

KNOW ALL MEN BY THESE PRESENTS:

That KONA SEIGANJI SHINGON MISSION of Captain Cook, County and State of Hawaii, whose mailing address is P. O. Box 738, Captain Cook, Hawaii, hereinafter referred to as "Grantors" for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other valuable consideration, the receipt of which is acknowledged, does hereby grant, bargain, sell and convey unto

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL of Hilo, County and State of Hawaii whose mailing address is 34 Rainbow Drive, Hilo, Hawaii hereinafter jointly referred to as "Grantees" and their heirs and assigns, the property, including all buildings and improvements thereon, situated on the Island of Hawaii, and described in Exhibit "A" attached hereto and by this reference made a part hereof. Grantors grant, bargain, sell, and convey unto Grantees the above-referenced property in fee simple.

To have and to hold the same, together with all improvements, rights, easements, privileges held or enjoyed in connection therewith, or appurtenant thereto, unto Grantees their heirs and assigns, forever.

AND GRANTOR hereby covenant with the Grantees that they are the lawful owners of the herein described premises and have good right to sell and convey the same; that the same is free and clear of all encumbrances made, done, or suffered by Grantor; and that they will forever warrant and defend the title to the land against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand on this 12th day of June, 1991.

  
TODOMU NAKAMURA

  
YOSHIYUKI NAKAMURA

WARRANTY DEED  
KONA SEIGANJI SHINGON MISSION - GRANTORS  
HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL - GRANTEEES

[REDACTED]  
TORAO SUEZAKI

[REDACTED]  
MICHAEL Y. ASADA

[REDACTED]  
STANLEY A. KINOSHITA

STATE OF HAWAII )  
COUNTY OF HAWAII ) SS:

On this 5th day of June, 1991, before me personally appeared TODOMU NAKAMURA, to me known to be the person described in and who executed the same as their free act and deed.

[REDACTED]  
Notary Public, State of Hawaii  
My commission expires 5-25-92

STATE OF HAWAII )  
COUNTY OF HAWAII ) SS:

On this 5th day of June, 1991, before me personally appeared YOSHIYUKI NAKAMURA, to me known to be the person described in and who executed the same as their free act and deed.

[REDACTED]  
Notary Public, State of Hawaii  
My commission expires: 5-25-92

WARRANTY DEED  
KONA SEIGANJI SHINGON MISSION - GRANTORS  
HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL - GRANTEEES

STATE OF HAWAII            )  
                                  ) SS:  
COUNTY OF HAWAII        )

On this 5th day of June, 1991,  
before me personally appeared TORAO SUEZAKI, to me known to be  
the person described in and who executed the same as their free  
act and deed.

  
\_\_\_\_\_  
Notary Public, State of Hawaii

My commission expires: 5-25-92

STATE OF HAWAII            )  
                                  ) SS:  
COUNTY OF HAWAII        )

On this 5th day of June, 1991,  
before me personally appeared MICHAEL Y. ASADA, to me known to be  
the person described in and who executed the same as their free  
act and deed.

  
\_\_\_\_\_  
Notary Public, State of Hawaii

My commission expires: 5-25-92

STATE OF HAWAII            )  
                                  ) SS:  
COUNTY OF HAWAII        )

On this 5th day of June, 1991,  
before me personally appeared STANLEY A. KINOSHITA, to me known  
to be the person described in and who executed the same as their  
free act and deed.

  
\_\_\_\_\_  
Notary Public, State of Hawaii

My commission expires: 5-18-95

EXHIBIT "A"

Lot 1

Land situated on the northeasterly side of Hawaii Belt Road at Kalamaumi, South Kona, Hawaii

Being a portion of Grant 1183:1 to Kalena

Beginning at a pipe in concrete at the northwest corner of this parcel of land, the coordinates of which referred to Government Survey Triangulation Station "LAE O KANONI" being 18,643.91 feet North and 5,815.42 feet East, and thence running by azimuths measured clockwise from true South:

Along the remainder of Grant 1183:1 to Kalena for the following four (4) courses:

1. 216° 41' 115.00 feet to a pipe in concrete;
2. 306° 41' 66.73 feet to a pipe in concrete;
3. 216° 41' 173.95 feet to a pipe in concrete;
4. 306° 41' 139.29 feet to a pipe in concrete, thence;

Along stonewall, along Grant 4724 to Kamai Haili for the following two (2) courses:

5. 40° 53' 40.00 feet to a pipe in concrete;
6. 43° 56' 220.00 feet to a pipe in concrete, thence;
7. 126° 41' 173.00 feet along the northeasterly side of Hawaii Belt Road, to the point of beginning and containing an area of 1.00 Acre.

SUBJECT, HOWEVER, to Road Easement "1", over and across Lot 1, being a strip of land 10.00 feet wide on each side of the following described centerline:



Beginning at a point at the southern end of this easement, and on the northeasterly side of Hawaii Belt Road, the coordinates of which referred to Government Survey Triangulation Station "LAE O KANONI" being 18,598.51 feet North and 5,876.37 feet East, and thence running by azimuths measured clockwise from true South:

Along centerline on a 275.00 foot radius curve to the left, the chord azimuth and distance being:

1. 206° 35' 30" 96.37 feet;
2. 196° 30' 21.43 feet to the northeasterly boundary of Lot 1 and end of this easement and containing an area of 2,366 square feet.

And further, together with Road Easement "2", over and across Grant 1183:1 to Kalena, being a strip of land 10.00 feet wide on each side of the following described centerline:

Beginning at a point at the southern end of this easement, and on the northeastern boundary of Lot 1, the coordinates of which referred to Government Survey Triangulation Station "LAE O KANONI" being 18,705.24 feet North and 5,925.60 feet East, and thence running by azimuths measured clockwise from true South:

1. 196° 30' 65.00 feet;

Thence along centerline on a 20.00 foot radius curve to the right, the chord azimuth and distance being:

2. 273° 15' 38.94 feet;
3. 350° 00' 6.78 feet to the northwesterly boundary of Lot 1 and end of this easement and containing an area of 2,507 square feet.

PROVIDED, HOWEVER, said Roadway Easement "1" shall terminate and become null and void upon Grantors constructing a new access to Mamalahoa Highway leading to Grantors' premises situate adjacent to the above described premises.

Being the premises conveyed to the Grantors by Warranty Deed dated May 5, 1978 and recorded in the Bureau of Conveyances of the State of Hawaii in Liber 12907, Page 750.

**END EXHIBIT "A"**

STATE OF HAWAII  
BUREAU OF CONVEYANCES  
Land & Natural Resources  
09/24/91

RCPT: L00134  
FROM: DWIGHT Y TAKAMINE  
JOB:

REGULAR FEE	129966	20.00
		-----
	TOTAL	20.00
	CHECK	20.00
		-----
	CHANGE	0.00

House District 1,2,3

Senate District 1,2,3

**THE TWENTY-FOURTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 34-0

For Legislature's Use Only

*rec'd*  
JAN 30 2009

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

AND PROGRAM I.D. NO. \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council  
Dbas:

Street Address: 47 Rainbow Drive Hilo, HI 96720

Mailing Address: 47 Rainbow Drive Hilo, HI 96720

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name GEORGE YOKOYAMA

Title Executive Director

Phone # (808) 961-2681

Fax # (808) 935-9213

e-mail hceocgy@hawaii.rr.com

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

LANGUAGE ARTS MULTICULTURAL PROGRAM (LAMP) SERVICE  
3<sup>RD</sup>-4<sup>TH</sup> GRADE UNDERACHIEVING LOW-INCOME MINORITY  
STUDENTS.

(Maximum 300 Characters)

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 556,719.00

FY 2010-2011 \$ 555,465.00

**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 \$  
 FEDERAL \$  
 COUNTY \$  
 PRIVATE/OTHER \$

TYPE NAME / TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

George Yokoyama, Executive Director

NAME & TITLE

1/29/2009

DATE SIGNED

**LAMP/RIGHT TRACK PROGRAM  
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Financial Audit for fiscal year ended September 30, 2008  
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- D. Special Conditions

# Application for Grants and Subsidies

## I. Background and Summary

### 1. A brief description of the applicant's background;

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965 under the provisions of the Economic Opportunity Act of 1964, as amended and qualifies as a charitable and educational organization for over 35 years under section 501 C and 170 (b) (1) (a) (vi) of the Internal Revenue Code. The council is governed by a twenty-seven (27) member Board of Directors composed of nine (9) public, nine (9) private, and nine (9) low-income representatives.

HCEOC's purpose and function is to prevent, alleviate, and eliminate poverty in the County of Hawaii. HCEOC's Mission Statement specifically addresses society as one of its accomplishing goal.

The mission of HCEOC is the alleviation and elimination and prevention of poverty in the County of Hawaii by:

- Mobilizing and channeling private and public resources into antipoverty action;
- Stimulating new and effective approaches to the alleviation of poverty;
- Strengthening communication, mutual understanding;
- Planning the coordination and implementation and antipoverty programs in the community;
- Educating children and youth to become responsible contributing adults in society;
- Assisting the poor to attain economic self-sufficiency.

Specifically related to request, the Right Track Program, aka Language Arts Multicultural Program has improved the language skills, social interaction skills, and multicultural knowledge of school referred third and fourth grade underachievers for thirty-four (34) years. Through improvement in their language skills and better knowledge of their own culture and others, the students' developed a positive attitude and become less likely to use drugs.

**2. The goals and objectives related to the request:****Goal:**

This funding request is to continue to provide services to underachievers in the 3<sup>rd</sup> and 4<sup>th</sup> grade.

To prevent the use of substance abuse, the goal will be to provide a positive experience that will allow students to gain knowledge and self esteem. The activities will encourage students to be responsible, knowledgeable and contributing community members. The result will be empowerment and the ability to make positive choices, such as the ability to say no to drugs.

**Objectives:****1 - Language arts development**

- 70% of the students will gain a minimum of 2 percentile points per year in reading comprehension based on a pre/post administration of The Stanford Diagnostic Reading Test.
- 80% of the students will attain 4.5 on the Stanford Achievement Writing Assessment or gain 1 point in writing skills as measured by the SAT Writing Assessment.
- 70% of the students will attain 4.5 on the Keaukaha Oral Language Test, or gain 1 point in listening/speaking skills as measured by KOLT.
- 80% of the students will gain basic computer knowledge.

**2 - Multicultural Understanding**

- 80% of the project students will achieve 80% on the teacher prepared Attitudinal Survey or make an increase of 10% between the pre and post scores.
- 90% of the students will improve in their socialization skills by 10% as determined by the pre/post administration of the teacher prepared LAMP teacher Assessment.
- 80% of students will be able to identify strategies to resist negative peer pressure. Furthermore, the students will be able to identify consequences and impact of illegal drug use to the user, the families, and the overall community.

### 3 - Parent Involvement

- The LAMP staff will contact 100% of the parents of the project students a minimum of 4 times a year.
- Each LAMP center will schedule a minimum of four parents' meetings/workshops during the year.
- Each LAMP Center will inform 100% of the parents of students' progress a minimum of 4 times a year, at least once in writing.

### 3. **State the public purpose and need to be served;**

Research has shown children are less likely to engage in risky behaviors when they are connected to parents, family, school, community, and places of worship. Illegal drug and tobacco use, violence, and early sexual activity, are examples of risky behavior. Allegiance aims to provide the connection to students. (Source: <http://www.whitehouse.gov/news/releases/2005/10>)

With the wide-spreading problem of substance abuse on the Island of Hawaii, prevention has become a total community effort. There is a critical need for active participation of non-traditional service providers to help stem the tide of substance abuse. To this end, the Language Arts Multicultural Program will contribute to the prevention of substance abuse among a segment of the population namely, the students in the selected high schools.

There is a need for minority and underachieving students who have differences in behaviors, value expectations and cultures that could leave them at higher risk for problems in communicating with teachers in the English language. The combined factors of low-income, differences in language and culture and sense of isolation and helplessness places this target population at a greater need for proactive positive intervention to keep our youth on the right track away from drugs. There is a need to develop students' self esteem and to teach students to respect others who are of different ethnic/cultural backgrounds. There are indeed gaps between manners of behavior, social/cultural, value expectations, etc., within the school and among the homes of these students. This lack of understanding and acceptance among students of different ethnic and cultural groups impede socialization and advancement.

There is a need to help parents develop an understanding of the educational process and to establish a communication link between parents and the schools, and a need to involve parents in school activities. Parents from minority families may be reluctant because of language and social barriers to participate in the local school system and that may result in parents being unaware of the problems their children face. Increased parent involvement



and communication will also have a positive effect in reducing the likelihood of the child becoming involved with drugs.

Hawaii County Problems: This County, especially East Hawaii is cursed with the following economic calamities which definitely contribute to the increase in social problems, such as highest percentage of substance abuse and family violence in the entire State:

- Highest percentage of TANF/TAONF clients in the entire State.
- Highest percentage of food stamp recipients in the entire State

Following table displays information for the specific schools that would be serviced. Data for 2008:

% of free and reduced lunches	Kalaniana'ole	58%
	Kapiolani	75%
	Keaau	66%
	Keonepoko	87%
	Laupahoehoe	64%
	Naalehu	87%
% of total students not meeting reading/writing standards according to the H.S.A Year End Test (Hawaii Standards Assessment)	Kalaniana'ole	47%
	Kapiolani	35%
	Keaau	48%
	Keonepoko	42%
	Laupahoehoe	44%
	Naalehu	74%
% of students with limited English proficiency:	Kalaniana'ole	13%
	Kapiolani	10%
	Keaau	18%
	Keonepoko	12%
	Laupahoehoe	12%
	Naalehu	26%

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

The target group will be third and fourth grade students from needy Hawaii Schools at Kalaniana'ole, Kapiolani, Keaau, Keonepoko, Laupahoehoe, and Naalehu. Selection of schools were identified based on the combination of the high percentages of the students receiving free and reduced lunches, the

low scores for reading and writing, and the percentage of students whom English is a second language.

**5. Describe the geographic coverage**

The services being solicited will be available to all eligible students in the following elementary schools: Kalaniana'ole, Kapiolani, Keaau, Keonepoko, Laupahoehoe, and Naalehu.

**6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.**

Community Benefits

Through the intervention efforts of the Language Arts Multicultural Program more needy minority students will be able to thrive academically and socially. This will prepare them with skills necessary to further their education and to successfully interact and work with others. This will lead to more productive and drug free members in our community in our future. The safety and overall community will benefit with members who have gone through our program. Social and economic improvements would be prevalent in these communities. The people would definitely benefit by living in a more stable and productive community because of this kind of positive improvements.

Cost Benefits

The benefits derived by participating students and their parents greatly outweigh the cost of running the program. All involved will realize a fulfilling life because of it; especially if the need is very great.

## II. Service Summary and Outcomes

### A. Describe the scope of work, tasks and responsibilities.

The requested funds will serve selected underachieving third and fourth graders to improve in their language skills, to develop positive attitude toward themselves and learning, learn positive ways to combat peer pressure and alternatives to using drugs and to involve their parents in the teaching and learning processes. Through the achievement of all of the above, we ultimately hope to transform these students to become *life-long independent learners*.

The LAMP/Right Track staff will assist the DOE teachers in the classrooms in the morning hours and will implement the LAMP/Right Track curriculum during the after schools hours. During the after school session, the LAMP/Right Track staff will assist the students with homework, schedule field trips, encourage parents to serve as resources, and engage in multicultural activities using multi-sensory strategies to provide numerous opportunities for students to practice and improve their language skills. We will also engage in realistic role-playing activities to prepare students to resist the negative peer pressure to use drugs or get involved in illicit activities.

LAMP/Right Track students will have access to laptop computers to learn the fundamentals of word processing. The students will use computer programs to practice their language while becoming more proficient computer users.

The LAMP/Right Track staff will orient interested parents on the fundamentals of computer usage using both the desktop computer and laptops during the quarterly parent meetings.

The LAMP/Right Track staff will also bring in substance abuse experts from the community to share their knowledge and experience to keep our kids better prepared to combat the influence and dangers of drugs.

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

The program starting date will begin July 1, 2009 and end on June 30, 2010 for the first biennium year. The starting date of the second year will begin on July 1, 2010 and end on June 30, 2011. The services will be provided on a 40 hour week for 12 months for each of the biennium. The nature of the work requires flexibility in schedules. Therefore, the Program Specialist will determine appropriate work schedules for its staff at each school site.

The projected annual timeline and explanation of events are as follows:

<b>Events</b>	<b>Start Date</b>	<b>End Date</b>
<b>Staff each center with one teacher and one aide; enroll 26 students. * Naalehu – two aides and enroll 39 students</b>	July 1	June 30
<b>Complete an orientation for staff work on year's curriculum outline with staff</b>	July 1	August 30
<b>Receive pretest results from LAMP/Right Track centers. Submit 1<sup>st</sup> Quarter Report</b>	July 1	Oct 30
<b>Complete informal mid-year assessment on LAMP/Right Track student and the effectiveness of LAMP/Right Track staff</b>	Jan 1	Jan 30
<b>Receive posttest results from LAMP/Right Track centers.</b>	May 15	May 30
<b>Receive final statistics from LAMP/Right Track centers</b>	May 15	June 1
<b>Receive final narratives from LAMP/Right Track centers</b>	June 1	June 15
<b>Submit the final report to the funding body.</b>	June 1	June 30

### **C. Facilities**

Facilities are provided by the Department of Education. During the after school LAMP/Right Track session, the LAMP/Right Track staff will need to share a classroom vacated by a DOE teacher when school ends if there is no spare classroom available.

## **III. Financial**

### **Budget**

See attached

#### IV. Experience and Capability

##### A. Necessary Skills and Experience

For the school year 2007 – 2008 LAMP/Right Track met their program objective.

Objective	School	Percentage
70% of project students will improve by two percentile points between the pre and post SDRT Reading Comprehension Tests.	Kalaniana'ole	74%
	Kapiolani	60%
	Keaau	93%
	Laupahoehoe	73%
	Naalehu	75%
OVERALL		75%

LAMP/Right Track teachers are selected on qualifications that include academic proficiency and experience in working with children. Both teachers and aides are provided training during monthly workshops and training sessions. These sessions offer opportunities to practice planning appropriate lesson plans, write meaningful objectives and learn practical skills in carrying out lesson plans. They are provided training to administer standardized tests and strategies in positive teaching.

Topics that will be integrated into their training include:

- Substance abuse
- Hawaiian culture
- Astronomy

##### B. Quality Assurance and Evaluation

Objectives	Methodology
1. Reading comprehension improvement. 70% of the project students will improve by two percentile points between pre and post scores	Testing will be given upon students' enrollment and completion.
Pre and post test results will provide a means to measure student gain in reading comprehension.	
2. Writing improvement. 80% of the project students will improve by 1.0 point or score a 4.5 or better between their pre and post SAT Writing Assessments.	Students will be given assigned a given writing assessment upon students' enrollment and completion.
Pre and post test will provide a means to measure student gain in writing.	
3. Listening /Speaking improvement. 70% of	Students will be given the

the project students will attain a 4.5 on the Keaukaha Oral Language Test, or gain one (1) point in listening/speaking skills.	KOLT assessment upon enrollment and completion.
The KOLT assessment will measure gains in listening and speaking in Standard English.	
4. Attitude/Multicultural Awareness improvement. 80% of the project students will achieve an 80% on the teacher made LAMP Teacher's Attitudinal Observation worksheet or make an increase of 10% between pre and post scores	Coordinator will complete an attitudinal assessment upon students' enrollment and completion.
Attitudinal assessment will assess the students' communication and interaction skills and improvement.	
5. Socialization Improvement. 90% of the project students will improve in their socialization skills by 10% as determined by the pre/post administration of the teacher prepared LAMP Teacher's Assessment	Teacher will complete a socialization assessment upon students' enrollment and completion.
The Socialization assessment will assess and measure student progress/regression in social skills and behavior via questions in assessment backed by observations.	

### C. Facilities

Facilities are provided by the Department of Education. During the after school LAMP/Right Track session, the LAMP/Right Track staff will need to share a classroom vacated by a DOE teacher when school ends if there is no spare classroom available.

## V. Personnel: Project Organization and Staffing

### A. Proposed Staffing, Staff Qualifications, Supervision and Training

#### LAMP/RIGHT TRACK

##### Proposed Staffing

LAMP/Right Track will require (13) full-time staff members: One (1) Program Specialist, (6) six teachers, and (7) seven aides. One teacher and one aide will be assigned to each school in the following schools, Kalaniana'ole, Kapiolani, Keaau, Keonepoko, and Laupahoehoe. One teacher and two aides will serve at Naalehu School as we plan to enroll 39 due to the high number of ESLL Marshallese students at Naalehu.

Staff Qualifications**Program Specialist**

- Knowledge of legislative process
- Knowledge of teaching and instructional methods, processes and practices.
- Skill in use of general office equipment, computer and software applications.
- Skill to correct, edit and proofread instructional materials and documents.
- Ability and skill to plan, organize and present instructional presentations, and demonstrations to staff, volunteers, parents and others.
- Ability to work cooperatively as an effective team member of the HCEOC
- A college graduate with a degree in Education or in a related field who possesses a DOE Teaching Certificate or has two years of progressively responsible experience working in a related field.
- Excellent verbal and written skills.
- Detail oriented: Must be able to maintain records and submit reports and other information accurately.
- Knowledgeable of community, agencies and organizations within the community in which they serve.
- Must have the ability to relate and communicate effectively to minority groups, people and community.
- Must possess a valid driver's license and have daily access to a vehicle.

The Program Specialist will monitor Teachers periodically to provide support and will meet with Teachers on a monthly basis as part of his monitoring procedure.

Supervision and Training

Teachers will be supervised by the Program Specialist. The Deputy Director oversees the Program Specialist and provides support and direction on administrative matters. HCEOC has an excellent fiscal department and maintains a separate account of the program; prepares monthly reports and follows agency and program procedures.

Program Specialist will plan and conduct Staff Development Training in a minimum of once a month. Program staff will receive training and learn acquired skills in operation of the project and their dealings with

at-risk youth and their parents through the collaboration with various resource agencies.

HCEOC staff will coordinate their activities and receive referrals from the teachers and administration of each DOE school we service.

### **LAMP/Right Track Teacher**

- Ability to plan and implement daily lessons that are consonant with identified LAMP/Right Track goals and objectives
- Skill in use of general office equipment, computer and software applications.
- Skill to correct, edit and proofread instructional materials and documents.
- Ability and skill to plan and organize events and transportation.
- Ability to work cooperatively as an effective team member of the HCEOC
- Bachelor's Degree or some college with experience working with school aged children
- Excellent verbal and written skills.
- Detail oriented: Must be able to maintain records and input data for reports.
- Knowledgeable of community, agencies and organizations within the community in which they serve.
- Must have the ability to relate and communicate effectively to minority groups, people and community.
- Must possess a valid driver's license and be willing to train to obtain CDL.

### Supervision and Training

The LAMP/Right Track Teacher will fulfill all expectations of the LAMP/Right Track Project Design; provide training to the LAMP/Right Track aide and community/parent volunteers; coordinate LAMP/Right Track activities with DOE administrators and teachers; drive and maintain a 20 passenger bus; perform other duties as requested by the LAMP/Right Track Program Specialist.

### **LAMP/Right Track Aide**

- Skill in use of general office equipment, computer and software applications.
- Skill to correct, edit and proofread instructional materials and documents.



- ability to work cooperatively as an effective team member of the HCEOC
- High School Diploma and preferably some experience working with school aged children
- Excellent verbal and written skills.
- Detail oriented: Must be able to maintain records and input data for reports.
- Knowledgeable of community, agencies and organizations within the community in which they serve.
- Must have the ability to relate and communicate effectively to minority groups, people and community.
- Must possess a valid driver's license and be willing to train to obtain CDL.

### **B. Organization Chart**



**VI. Other**

**A. Litigation**

Not Applicable

**B. Licensure or Accreditation**

Not Applicable

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2008 - 2009)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	386,029			
2. Payroll Taxes & Assessments	58,290			
3. Fringe Benefits	69,100			
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>	<b>513,419</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Independent Audit	1,500			
3. Insurance	6,000			
4. Lease/Rental of Space	1,000			
5. Mileage	1,000			
6. Postage, Freight & Delivery	300			
7. Publication & Printing	900			
8. Vehicle Maintenance/License	4,000			
9. Staff Training	1,500			
10. Supplies	5,500			
11. Telecommunications	2,000			
12. Utilities	2,500			
13. Data Processing	2,000			
14. Drug/Physical/Criminal Background	1,200			
15. Student Activities	1,000			
16. Advertising/Promotion	300			
17. Vehicle Gas & Oil	8,000			
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>38,700</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>4,600</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 556,719</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	<b>556,719</b>	COURTNEY HAMAKAWA (808) 961-2681 X 301		
(b) Other Source		Name: [REDACTED] Phone: [REDACTED]		
(c)		Signature of Authorized Official: [REDACTED] Date: 1/29/09		
(d)		GEORGE YOKOYAMA, EXECUTIVE DIRECTOR		
<b>TOTAL REVENUE</b>	<b>\$ 556,719</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Program Manager	1.00	\$ 36,250	100%	\$ 36,250
Teacher - Kapiolani	1.00	\$ 27,783	100%	\$ 27,783
Teacher - Keaau	1.00	\$ 32,426	100%	\$ 32,426
Teacher - Kalaniana'ole	1.00	\$ 29,172	100%	\$ 29,172
Teacher - Laupahoehoe	1.00	\$ 29,172	100%	\$ 29,172
Teacher - Naalehu	1.00	\$ 29,172	100%	\$ 29,172
Teacher - Keonepoko	1.00	\$ 26,460	100%	\$ 26,460
Teacher Aide - Kapiolani	1.00	\$ 24,806	100%	\$ 24,806
Teacher Aide - Keaau	1.00	\$ 24,806	100%	\$ 24,806
Teacher Aide - Kalaniana'ole	1.00	\$ 23,625	100%	\$ 23,625
Teacher Aide - Laupahoehoe	1.00	\$ 23,625	100%	\$ 23,625
Teacher Aide - Naalehu	1.00	\$ 23,625	100%	\$ 23,625
Teacher Aide - Naalehu	1.00	\$ 23,625	100%	\$ 23,625
Teacher Aide - Keonepoko	1.00	\$ 22,680	100%	\$ 22,680
			<b>SUBTOTAL:</b>	<b>\$ 377,228</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Deputy Director	1.00	\$ 54,810	5%	\$ 2,741
Fiscal Officer	1.00	\$ 44,100	5%	\$ 2,205
Accountant I	1.00	\$ 35,280	5%	\$ 1,764
Pre-Audit Clerk	1.00	\$ 41,832	5%	\$ 2,092
<b>TOTAL:</b>				\$ 8,801
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	2	1,300.00	2,600.00	\$ 2,600.00
Printer	2	500.00	1,000.00	\$ 2,000.00
<b>TOTAL:</b>	4			\$ 4,600.00
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
none				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

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	none					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: 2010 - 2011)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	388,545			
2. Payroll Taxes & Assessments	58,670			
3. Fringe Benefits	69,550			
4. Stipend/Fringe/Taxes				
<b>TOTAL PERSONNEL COST</b>	<b>516,765</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Independent Audit	1,500			
3. Insurance	6,000			
4. Lease/Rental of Space	1,000			
5. Mileage	1,000			
6. Postage, Freight & Delivery	300			
7. Publication & Printing	900			
8. Vehicle Maintenance/License	4,000			
9. Staff Training	1,500			
10. Supplies	5,500			
11. Telecommunications	2,000			
12. Utilities	2,500			
13. Data Processing	2,000			
14. Drug/Physical/Criminal Background	1,200			
15. Student Activities	1,000			
16. Advertising/Promotion	300			
17. Vehicle Gas & Oil	8,000			
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>38,700</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 555,465</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	<b>555,465</b>	COURTNEY HAMAKAWA (808) 961-2681 X 301		
(b) Other Source		Name (Please type or print) <span style="background-color: black; color: black;">XXXXXXXXXX</span> Phone		
(c)		<span style="background-color: black; color: black;">XXXXXXXXXX</span> Date <b>1/29/09</b>		
(d)		Signature of Authorized Official <span style="background-color: black; color: black;">XXXXXXXXXX</span>		
<b>TOTAL REVENUE</b>	<b>\$ 555,465</b>	GEORGE YOKOYAMA, EXECUTIVE DIRECTOR Name and Title (Please type or print)		



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Program Manager	1.00	\$ 37,338	100%	37,338
Teacher - Kapiolani	1.00	\$ 28,616	100%	28,616
Teacher - Keaau	1.00	\$ 33,399	100%	33,399
Teacher - Kalaniana'ole	1.00	\$ 30,047	100%	30,047
Teacher - Laupahoehoe	1.00	\$ 30,047	100%	30,047
Teacher - Naalehu	1.00	\$ 30,047	100%	30,047
Teacher - Keonepoko	1.00	\$ 27,254	100%	27,254
Teacher Aide - Kapiolani	1.00	\$ 25,550	100%	25,550
Teacher Aide - Keaau	1.00	\$ 25,550	100%	25,550
Teacher Aide - Kalaniana'ole	1.00	\$ 24,334	100%	24,334
Teacher Aide - Laupahoehoe	1.00	\$ 24,334	100%	24,334
Teacher Aide - Naalehu	1.00	\$ 24,334	100%	24,334
Teacher Aide - Naalehu	1.00	\$ 24,334	100%	24,334
Teacher Aide - Keonepoko	1.00	\$ 23,360	100%	23,360
			SUBTOTAL:	\$ 388,545
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Deputy Director	1.00	\$ 56,454	5%	\$ 2,823
Fiscal Officer	1.00	\$ 45,423	5%	\$ 2,271
Accountant I	1.00	\$ 36,338	5%	\$ 1,817
Pre-Audit Clerk	1.00	\$ 43,087	5%	\$ 2,154
<b>TOTAL:</b>				\$ 9,065
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
none				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
none				
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

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	none						
LAND ACQUISITION							
DESIGN							
CONSTRUCTION							
EQUIPMENT							
<b>TOTAL:</b>							
<b>JUSTIFICATION/COMMENTS:</b>							

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

GEORGE YOKOYAMA

(Typed Name)

EXECUTIVE DIRECTOR

(Title)

House District 1,2,3

Senate District 1,2,3

**THE TWENTY-FOURTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 35-0

For Legislature's Use Only

*rec'd*  
JAN 30 2009

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  
Office of Community Services

AND PROGRAM I.D. NO. \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council  
Db:

Street Address: 47 Rainbow Drive Hilo, HI 96720

Mailing Address: 47 Rainbow Drive Hilo, HI 96720

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name GEORGE YOKOYAMA

Title Executive Director

Phone # (808) 961-2681 ext. 107

Fax # (808) 935-9213

e-mail hceocgy@hawaii.rr.com

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

DROPOUT PREVENTION PROGRAM (DOPP) SERVICE 9-12<sup>TH</sup> GRADE  
POTENTIAL DROP-OUTS IN HAWAII COUNTY

(Maximum 300 Characters)

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010	\$ 372,216
FY 2010-2011	\$ 384,659
TOTAL	\$ 756,875

**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 \$ \_\_\_\_\_  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME / TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

George Yokoyama, Executive Director

NAME & TITLE

1/23/2009

DATE SIGNED

**DOPP/RIGHT TRACK  
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## Application for Grants and Subsidies

### 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;

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965 under the provisions of the Economic Opportunity Act of 1964, as amended and qualifies as a charitable and educational organization for over 35 years under section 501 C and 170 (b) (1) (a) (vi) of the Internal Revenue Code. The council is governed by a twenty-seven (27) member Board of Directors composed of nine (9) public, nine (9) private, and nine (9) low-income representatives.

HCEOC's purpose and function is to prevent, alleviate, and eliminate poverty in the County of Hawaii. HCEOC's Mission Statement specifically addresses society as one of its accomplishing goal.

The mission of HCEOC is the alleviation, elimination and prevention of poverty in the County of Hawaii by:

- Mobilizing and channeling private and public resources into antipoverty action;
- Stimulating new and effective approaches to the alleviation of poverty;
- Strengthening communication, mutual understanding;
- Planning the coordination and implementation and antipoverty programs in the community;
- Educating children and youth to become responsible contributing adults in society;
- Assisting the poor to attain economic self-sufficiency.

2. The goals and objectives related to the request:

This funding request is to continue the operation of a Dropout Prevention Program on the island of Hawaii.

The project will serve eight (8) high schools: Hilo High, Honokaa High, Kau High, Keaau High, Konawaena High, Laupahoehoe High, Pahoa High and Waiakea High. The services address the needs of school and probation office referred under-served and unserved students and parents by conducting home visits and activities in a non-threatening and non-school like environment. Students that are alienated from



school, often times, are from single parent homes or are economically and/or culturally disadvantaged.

The goal of the service is to provide educational and support services to a minimum of 182 students during the school year who are deemed in need of services to enable them to graduate from high school. Each Facilitator may service twenty-six (26) clients at one time. There is no limit as to the number of non-clients that may be serviced. Non-clients are those who do not meet two (2) or more of the eligibility.

Objectives to attain:

1. By the end of the school year, 95% of the seniors in the program will graduate.
  2. 40% of the students referred will pass all courses necessary for promotion.
  3. 65% of the referred students will have an attendance of 65% or better.
  4. 70% of the students referred will finish the school year without any suspensions exceeding three (3) days.
  5. 80% of the participants will demonstrate positive changes in attitude toward self and others on the pre-post observation form.
  6. 70% of the program parents will increase positive communication with their child, other adults and children of other ethnic groups on the pre/post observation form.
3. State the public purpose and need to be served;

The purpose of this project is to reduce the barriers of communication that exist between potential high school dropouts, parents, and school by facilitating a positive rapport among all parties concerned and mainstreaming the student back into the regular classroom.

Many students and parents are not able to establish effective communication with school authorities and receive the assistance that is essential. Referred potential dropouts also require assistance due to their negative attitude towards school and behaviors which influence actions that limit their participation in their school's academic and non-academic activities. Therefore, in order for the potential dropout student to re-enter the mainstream of academic and non-academic activities there is a need for the following:

- a. Reduce the barriers of communication which prohibit the problem solving dialogue necessary to address the problem of potential dropout minority groups

students, their parents and school authorities leading to retardation of academic progress of minority group students.

- b. Due to ethnic in-grouping within the school and community, isolation exists between minority and non-minority group students. There is a need to reduce the degree of ethnic in-grouping and out-grouping attitudes and behavior among minority and non-minority students so that minority student may enter the mainstream of school life, as well as prepare themselves for adult life.
- c. Due to an increase of violence in schools, schools must focus on violence prevention, not punishment. There is a need for a variety of programs to address school violence. Ms. Hamamoto, Superintendent of Education stated that the Department of Education will need to take a look at what services are needed to support students citing high-risk counselors or a social agency as viable alternatives. (State of Hawaii, Board of Education, Ad Hoc Committee Minutes, June 27, 2006)

4. Describe the target population to be served;

The target group is students who are referred by the school or the Probation Office as potential dropouts. These students are academically failing their courses, have excessive unexcused absences, or exhibit social problems. These students may fall in one or more of the following criteria:

1. Failure in two or more subjects.
2. Accumulated ten or more unexcused absences.
3. Referred by school and/or Probation officer.
4. Exhibits difficulty in dealing with problems arising out of a student's ethnicity or minority status.
5. In a situation where home to school dialogue is critical for student success.

5. Describe the geographic coverage; and

The services being solicited will be available to all eligible students in the following high schools Hilo High, Honokaa High, Kau High, Keaaau High, Konawaena High, Laupahoehoe High, Pahoahoa High and Waiakea High.

6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

The requested funds will serve eight (8) high schools, Hilo High, Honokaa High, Kau High, Keaau High, Konawaena High, Laupahoehoe High, Pahoa High and Waiakea High. These services address the needs of under-served and unserved students by implementing outreach and educational activities to facilitate positive changes in students to enable them to successfully re-enter the mainstream of school life in a non-threatening manner.

This proposed project adequately meets the needs of the potential dropout students in the public high school. The services reduce underachievement and failure in high school students, without which, these students would have an extreme difficulty integrating into society. Many students and parents are not able to establish effective communication with school authorities and are not receptive to receiving assistance to address their problems. HCEOC's Drop-out Prevention Program provides these services and addresses these problems by conducting home visits on a one-to-one basis and provides activities in a non-threatening and non-school like environment. Activities are provided during the after school hours to promote self-worth and self-esteem. In addition, the program offers outreach for crisis intervention to students and their families.

#### Community Benefits

Through the intervention efforts of the Drop-out Prevention Program and its goals to decrease the high schools' dropout rate, there would be less dropouts ill prepared to meet society. Social and economic improvements would be prevalent in these communities. The people would definitely benefit by living in a more stable and productive community because of this kind of positive improvements.

#### Cost Benefits

The benefits derived by participating students, parents and DOE personnel greatly outweigh the cost of running the program. All involved will realize a fulfilling life because of it; especially if the need is very great.

## **II. Experience and Capability**

### **A. Necessary Skills and Experience**

HCEOC's Dropout Prevention Program has provided services in assisting the Department of Education for 34 years in the prevention of at-risk high school students with low self-esteem from dropping out of school. For these 34 years, not one student client has been apprehended for drugs. Facilitators work with in-school Substance Abuse Counselors, if there is any sign that the student may be involved with drugs.

There is an excellent reciprocal working relationship among HCEOC facilitators, school and probation office personnel. The communication lines are open, to ensure that more information and advice are shared. Facilitators work with the students'

Counselors to set specific goals and objectives. In cases that deal with attendance, Facilitators will appear at court with student and family to ensure that student follows court mandated actions.

HCEOC's Dropout Prevention Program (DOPP) received Federal Grants from 1974 to 1981, and from 1982 to present it is funded by State funds. The program has brought school authorities, parents, and students closer together through their past work performance.

Past accomplishments for the past two school years are as follows:

<b>School Year</b>	<b>Number of Clients Serviced</b>	<b>Number of Client Seniors Serviced</b>	<b>Number of Client Seniors graduated</b>
2006 to 2007 & 2007 to 2008	163	21	19

<b>School Year</b>	<b>Number of Non-Clients Serviced</b>	<b>Number of Non-Client Seniors Serviced</b>	<b>Number of Non-Client Seniors graduated</b>
2006 to 2007 & 2007 to 2008	373	52	31

- Positive Outcomes as a result of graduating high school: In school years 2006-2007 and 2007-2008 of the 19 at-risk students that graduated, 7 students were planning to enroll in Community College or University, 8 were employed either part-time or full-time, and 4 remained undecided.
- Of the 373 non-client students, 321 were 9<sup>th</sup> to 11<sup>th</sup> graders. Of these 321 students, 67% or 215 were promoted to the next grade. Without the Right Track Drop Out Prevention Staff monitoring their attendance, the percentage of those promoted to the next grade level would have been lower.
- For both years, student client attendance improved 71% for the 2006 to 2007 school year and 66% in 2007 to 2008.
- Facilitators conducted 210 Home-visits. Home visits allow the Facilitators to update family or guardian on student progress and set objectives. Serving as the liaison between the school and family, the Facilitators assist in ensuring

that all parties are updated to the objectives that are necessary to keep the student in school and on the right track to graduate.

## B. Quality Assurance and Evaluation

HCEOC's Staff (facilitators) are responsible to keep accurate accounts of all services provided. Each individual student referred to program has a case file folder which consists of forms that comply with objectives as follows:

- a. Program Data Collection
- b. Program Daily Contact Record Sheet
- c. Program Referral Form
- d. Daily Attendance Log
- e. Report Cards
- f. Pre and Post Student Attitudinal Survey
- g. Pre and Post Parent Attitudinal Survey
- h. Other Forms and Documents

HCEOC's facilitators compile data into Monthly Reports and submit it to Program Supervisor. The reports consist of work accomplished during reporting period and nature of work performed, identification of persons serviced during reporting period, and immediate problems encountered during reporting period, recommendations, and short summary of proposed activities for program students and parents. Having staff submit a report each month helps program supervisor to keep account of facilitator's progress in reaching goals and objectives.

Methodology of reaching Goals and Objectives:

<b>Goals</b>	<b>Methodology</b>
<p><b>1. 95% of seniors referred will graduate from school.</b> Compare report cards per quarter (semester) from the time senior enters the program till the end of the school year and graduate with a diploma.</p>	Report cards; diploma
<p><b>2. 40% of referred students will pass all courses for promotion.</b> Compare report cards per quarter (semester) from the time student enters the program till the end of the school year. Request progress reports from teachers and school counselor periodically, or as often as needed.</p>	Report cards
<p><b>3. 65% of referred students will attend school at least 65% of the time.</b> Monitor student's attendance daily –provided by schools.</p>	Daily Attendance Record Sheet

<p><b>4. 70% of the students referred will finish school year without suspensions exceeding three (3) days.</b></p>	<p>School Suspension Record</p>
<p>Monitor school suspensions through School Suspension Record Sheet provided by schools.</p>	
<p><b>5. 80% of the participants will demonstrate positive changes in attitude toward self and others.</b></p>	<p>Student Observation Form</p>
<p>Pre test is administered at the time student enters the program and a post test is given at the end of the school year to measure this objective.</p>	
<p><b>6. 70% of program parents will increase communication with their child, other adults and children of other ethnic groups.</b></p>	<p>Parent Observation Form</p>
<p>The test is administered at the time student enters the program, and a post test is given at the end of the school year to measure this objective.</p>	

Activities done in the summer months also have accurate records of student contacts, and documentation in individual file folders.

**C. Facilities**

A strong working relationship has been established between the Department of Education Staff and HCEOC's Staff (Facilitators). The Hawaii District Schools that participate and receive HCEOC's Right Track services are Hilo High, Honokaa High, Kau High, Keaau High, Konawaena High, Laupahoehoe High, Pahoa High and Waiakea High Schools. These schools provide adequate work space on their school campuses that meet ADA requirements for HCEOC staff to conduct counseling sessions and student activities. As services are primarily provided out of school and after school on one-to-one bases, no additional facility is required.

**III. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Proposed Staffing

This project consists of one (1) Program Manager and seven (7) Facilitators. Each facilitator that will be assigned to provide service to each of the following public high schools on the Big Island as follows: Hilo High, Honokaa/Laupahoehoe High, Kau High, Keaau High, Konawaena High, Pahoa High and Waiakea High school.

Facilitator from Honokaa High will service Laupahoehoe High, since there is low enrollment at Laupahoehoe in comparison to other schools serviced.

### Staff Qualifications

HCEOC Facilitators all have the knowledge to the problems of minority groups that they serve. Facilitators have the ability to relate effectively with minority groups due to the familiarity of the area in which they service.

The Program Supervisor does monitoring site visits periodically to support each Facilitator. The Program Supervisor meets with school's Administration as part of her/his monitoring procedure.

### Supervision and Training

Program Supervisor and HCEOC Facilitators meet or exceed the qualifications/experience requirements as put forth by the Department of Education, for similar positions. The Deputy Director oversees the Program Manager and provides support and direction on administrative matters. HCEOC has an excellent fiscal department and maintains a separate account of the program; prepares monthly reports and follows agency and program procedures.

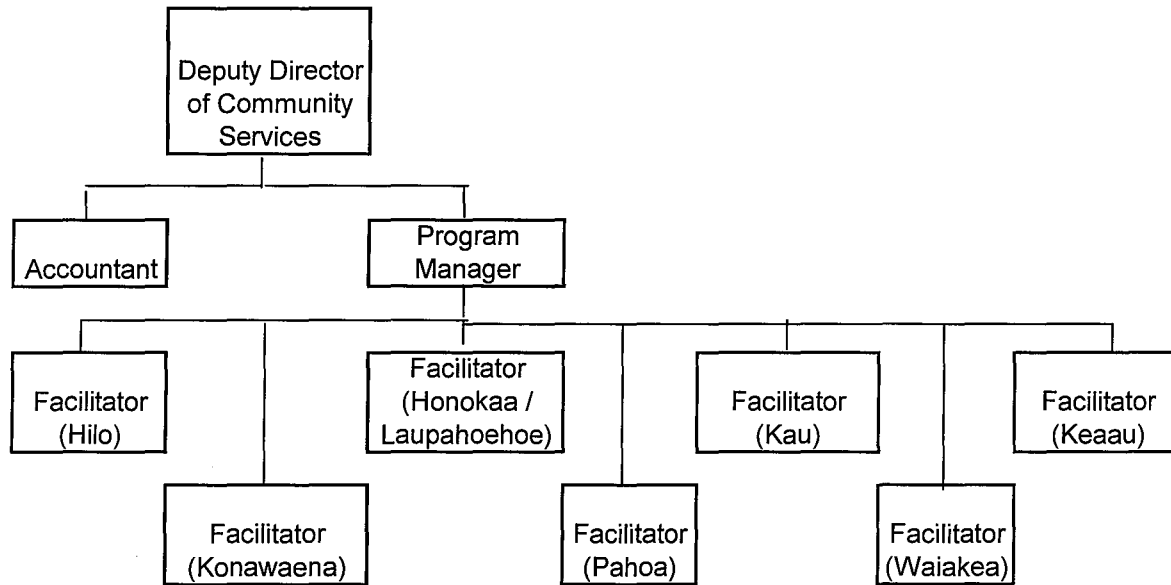
There are seven (7) Community Facilitators servicing the schools to help potential dropout students' graduate from school.

Program Manager will plan and conduct Staff Development Training in a minimum of once a month. Program staff will receive training and learn acquired skills in operation of the project and their dealings with potential high school dropouts and their parents through the collaboration with various resource agencies.

Most recently over the past two years, HCEOC's Community Facilitators in this program have received training coordinated by the University of Hawaii-Hilo, the Hawaii Community College, the Department of Health, Alu Like, Office of Hawaiian Affairs, Queen Liliuokalani Trust, the County of Hawaii Youth Builders Committee, Department of Human Services and the Department of Justice.

HCEOC staff will coordinate their activities and continue to receive technical and curricular assistance from the Department of Education. DOE personnel extend invitations to HCEOC staff to In-Service Training and various workshops that help them in being more effective in working with high school students.

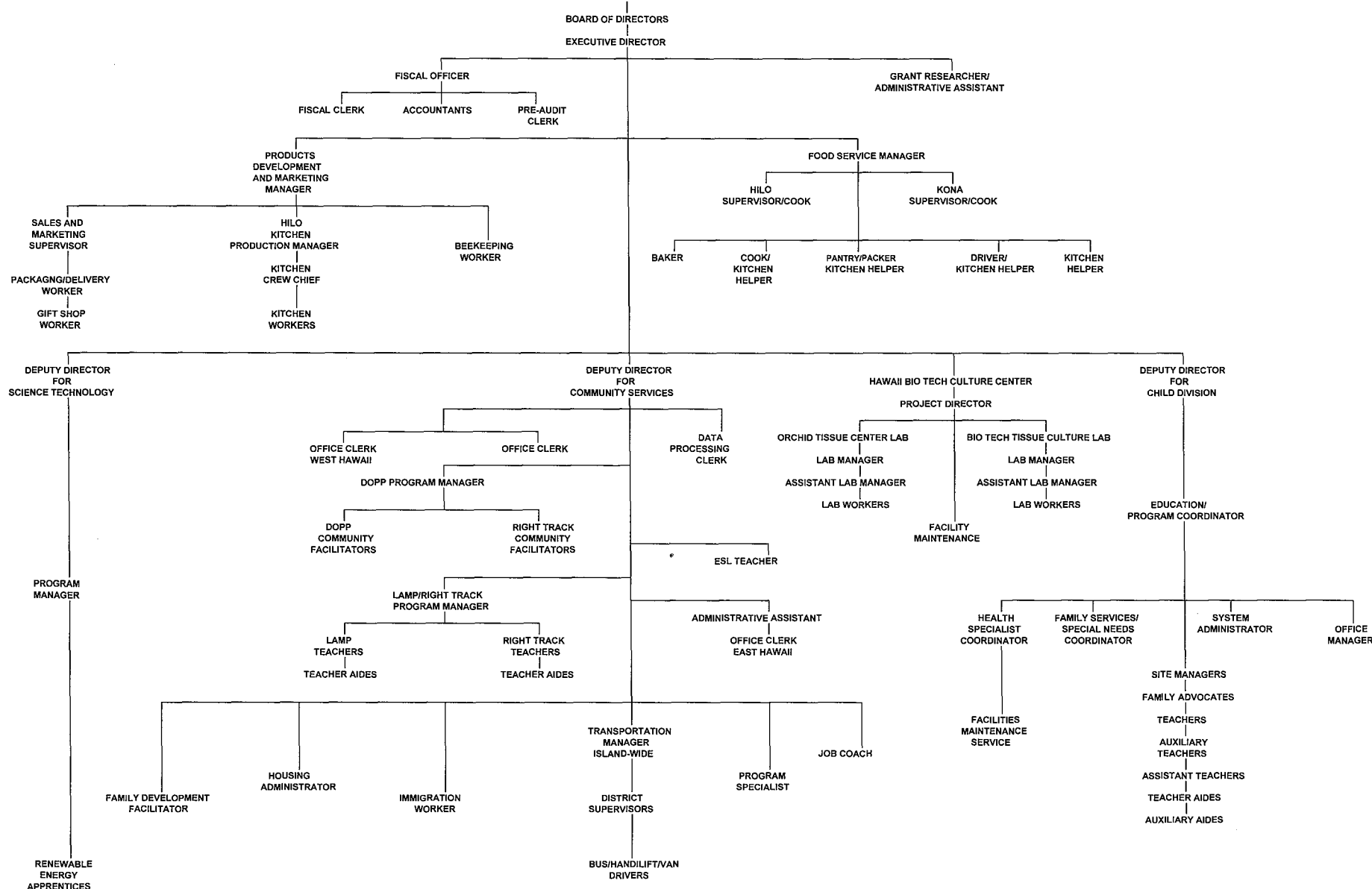
**B. Organization Chart**



**Organization-wide Chart**  
See next page



HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL



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#### **IV. Service Summary and Outcomes**

A. Describe the scope of work, tasks and responsibilities.

The requested funds will serve eight (8) high schools, which include Hilo High, Honokaa High, Kau High, Keaau High, Konawaena High, Laupahoehoe High, Pahoa High and Waiakea High Schools. These services address the needs of under-served and unserved students by implementing outreach and educational activities to facilitate positive changes in students to enable them to successfully re-enter the mainstream of school life in a non-threatening manner.

The primary component of the services provided will be counseling referred potential high school dropouts and their parents on a one-to-one basis. HCEOC's staff will develop trust most effectively when doing so, and cooperation from both, parent and student will increase. Parents of these referred potential dropouts will be kept well informed of their child's school progress through extensive follow up of HCEOC's staff.

The Facilitators will be assigned to not more than 26 students to the program at any given school and are required to do active follow-up with 12 students during any given period.

Activities that promote the development of a student's self-esteem is another integral component of this project will be carried out a minimum of once a month. Services also include acting as a liaison, transporting students and parents to school meetings and appointments, speaking to irate parents, as well as serving as a facilitator to improve home-school relationships whenever is deemed necessary.

Major Activities that project carries out:

1. Provide for individual and groups consultation sessions to resolve problems.
2. Receive and process referrals from probation officers and school's screening committees.
3. Assist students in obtaining information relevant to his/her success in school and in meeting graduation requirements.
4. Act as liaison for students working with other private and public agencies.
5. Keep accurate account of all services provided and the degree of its effectiveness.
6. Provide after school activities and maintain communication with parent and child.

7. Assist in organizing parent and student groups.
8. Plan and/or conduct mini-workshops and/or meeting for facilitators and parents.
9. Prepare quarterly and annual evaluation reports. Data should be specific to each objective and activity identified. Records should be readily available for periodic monitoring or when requested for the department.
10. Conduct summer activities which includes the following:
  - a. Provide in-service training for facilitators
  - b. Assist students in participating in productive summer activities, i.e., summer school, seeking jobs, volunteer services, working on future school plans, etc.
  - c. Make contact and conference with parent and child when appropriate.
  - d. Orient potential referrals (both parent and child) for the next school year regarding program services available.

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

The program starting date will begin July 1, 2009 and end on June 30, 2010 for the first biennium year. The starting date of the second year will begin on July 1, 2009 and end on June 30, 2010. The services will be provided on a 40 hour week for 12 months for each of the biennium. The nature of the work requires flexibility in schedules. Therefore, the supervisor will determine appropriate work schedules for its staff (facilitator) at each school site.

The projected annual timeline and explanation of events are as follows:

<b>Events</b>	<b>Start Date</b>	<b>End Date</b>
<b>Assist with no-show students</b>	August 20	September 30
<b>Case Management</b>	July 1	June 30
<b>Collaboration w/ school and other agency or resources</b>	July 1	June 30
<b>Create Objectives/Outcomes</b>	July 1	June 30
<b>Documentation</b>	July 1	June 30
<b>Enroll Participants</b>	July 1	June 30
<b>Meet with Student Counselor or Referral source</b>	August 20	June 30
<b>Outreach – Home Visits</b>	July 1	June 30
<b>Progress Updates</b>	July 1	June 30
<b>Receive, Process, &amp; Investigate Referrals</b>	July 1	June 30
<b>Reports</b>	July 1	June 30
<b>Student and Parent Activities</b>	July 1	June 30
<b>Student Meetings</b>	July 1	June 30

<b>Events</b>	<b>Explanation of Events</b>
<b>Assist with no-show students</b>	The no-show student list contains students who are registered but have not reported to school or students who were students in the prior year and have not attended school.
<b>Case Management</b>	Meeting with student and counselors regularly. Filing necessary documentation.
<b>Collaboration w/ school and other agency or resources</b>	Collaborate with other agencies to ensure student is receiving necessary services.
<b>Create Objectives/Outcomes</b>	Students who are failing courses must set objectives to reach the necessary credit recovery path, needed to graduate.
<b>Documentation</b>	Any correspondence, including verbal communication will be documented in student file.
<b>Enroll Participants</b>	Parents will sign a form indicating their child is receiving services.
<b>Meet with Student Counselor or Referral source</b>	Update the referral source of student progress or challenges.
<b>Outreach – Home Visits</b>	Home-visits with families will be conducted to update on student progress.
<b>Progress Updates</b>	Program Manager will require Facilitators to select students on a monthly basis and report updates.
<b>Receive, Process, &amp; Investigate Referrals</b>	Student file must contain sufficient documentation regarding reason for referral, grades and other services received to determine if student meets program eligibility.
<b>Reports</b>	Reports are turned in every month by Facilitators. Reports contain student, parent and other contacts made within a month.
<b>Student and Parent Activities</b>	Activities for the students and parents/guardians on a monthly basis to promote involvement with student.
<b>Student Meetings</b>	Meet with students on a regular basis ranging from 1 to 3 times a month. Meetings are aimed at meeting objectives set forth.

**V. Financial**

**Budget**

See attached

**VI. Other**

**A. Litigation**

Not Applicable

**B. Licensure or Accreditation**

Not Applicable

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	212,665			
2. Payroll Taxes & Assessments	39,768			
3. Fringe Benefits	74,433			
<b>TOTAL PERSONNEL COST</b>	<b>326,866</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Independent Audit	1,500			
2. Insurance	2,000			
3. Lease/Rental of Space	13,200			
4. Mileage	3,900			
5. Postage, Freight & Delivery	150			
6. Publication & Printing	900			
7. Facilities Equipment & Repair	3,900			
9. Staff Training	2,000			
10. Supplies	4,000			
11. Telecommunications	1,500			
12. Utilities	3,250			
13. Data Processing	2,150			
14. Office/Yard Maintenance	1,800			
15. Copies	1,200			
16				
17				
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>41,450</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>3,900</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>372,216</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	372,216	George Yokoyama 808-961-2681 ext. 107		
(b)		Name: [Redacted] Phone		
(c)		[Redacted] 1/26/2009		
(d)		Signature of Authorized Official Date		
<b>TOTAL REVENUE</b>	<b>372,216</b>	George Yokoyama, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Program Supervisor	1.00	\$30,643.00	100.00%	\$ 30,643
Community Facilitator - Hilo	1.00	\$25,200.00	100.00%	\$ 25,200
Community Facilitator - Kau	1.00	\$26,334.00	100.00%	\$ 26,334
Community Facilitator - Keaau	1.00	\$26,334.00	100.00%	\$ 26,334
Community Facilitator - Konawaena	1.00	\$25,200.00	100.00%	\$ 25,200
Community Facilitator - Laupahoehoe/Honokaa	1.00	\$25,200.00	100.00%	\$ 25,200
Community Facilitator - Pahoa	1.00	\$25,200.00	100.00%	\$ 25,200
Community Facilitator - Waiakea	1.00	\$25,200.00	100.00%	\$ 25,200
Office Clerk	1.00	\$23,713.00	10.00%	\$ 2,371
Accountant	1.00	\$24,570.00	4.00%	\$ 983
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>212,665</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer, Desktop	2	\$1,650.00	\$ 3,300.00	3,300.00
Computer, Printer	2	\$300.00	\$ 600.00	600
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>4</b>		<b>\$ 3,900.00</b>	<b>3,900</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HCEOC

Period: July 1, 2009 to June 30, 2010

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	n/a					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: HCEOC

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	223,298			
2. Payroll Taxes & Assessments	41,757			
3. Fringe Benefits	78,154			
<b>TOTAL PERSONNEL COST</b>	<b>343,209</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Independent Audit	1,500			
2. Insurance	2,000			
3. Lease/Rental of Space	13,200			
4. Mileage	3,900			
5. Postage, Freight & Delivery	150			
6. Publication & Printing	900			
7. Facilities Equipment & Repair	3,900			
9. Staff Training	2,000			
10. Supplies	4,000			
11. Telecommunications	1,500			
12. Utilities	3,250			
13. Data Processing	2,150			
14. Office/Yard Maintenance	1,800			
15. Copies	1,200			
16				
17				
18				
19				
20				
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>41,450</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>384,659</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	384,659	George Yokoyama 808-961-2681 ext. 107		
(b)		Phone		
(c)		1/26/2009		
(d)		Signature of Authorized Official Date		
<b>TOTAL REVENUE</b>	<b>384,659</b>	George Yokoyama, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Program Supervisor	1.00	\$32,175.15	100.00%	\$ 32,175
Community Facilitator - Hilo	1.00	\$26,460.00	100.00%	\$ 26,460
Community Facilitator - Kau	1.00	\$27,650.70	100.00%	\$ 27,651
Community Facilitator - Keaau	1.00	\$27,650.70	100.00%	\$ 27,651
Community Facilitator - Konawaena	1.00	\$26,460.00	100.00%	\$ 26,460
Community Facilitator - Laupahoehoe/Honokaa	1.00	\$26,460.00	100.00%	\$ 26,460
Community Facilitator - Pahoa	1.00	\$26,460.00	100.00%	\$ 26,460
Community Facilitator - Waiakea	1.00	\$26,460.00	100.00%	\$ 26,460
Office Clerk	1.00	\$24,898.65	10.00%	\$ 2,490
Accountant	1.00	\$25,798.50	4.00%	\$ 1,032
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>\$ 223,298</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer, Desktop	2	\$1,650.00	\$ 3,300.00	3,300.00
Computer, Printer	2	\$300.00	\$ 600.00	600
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	4		\$ 3,900.00	3,900
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HCEOC

Period: July 1, 2010 to June 30, 2011

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	n/a					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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, Hawaii 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 County Economic Opportunity Council

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



(Signature)

George Yokoyama

\_\_\_\_\_  
(Typed Name)

January 26, 2009

\_\_\_\_\_  
(Date)

Executive Director

\_\_\_\_\_  
(Title)

House District \_\_\_\_\_

Senate District \_\_\_\_\_

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 36-0

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): \_\_\_\_\_

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Hawaii County Economic Opportunity Council

Dbas: HCEOC

Street Address: 47 Rainbow Drive

Mailing Address: 47 Rainbow Drive  
Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SUSAN L. PUGLIESE

Title Deputy Director, Child Development

Phone # 808-961-2681, ext 204

Fax # 808-961-4796

e-mail hsdircd@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TO EXTEND THE PROGRAM YEAR FOR CHILDREN IN FULL DAY PROGRAMS. FULL DAY PROGRAMS ARE OFFERED TO CHILDREN WHOSE PARENTS WORK, PARTICIPATE IN EMPLOYMENT TRAINING, OR ARE IN SCHOOL.

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$137,464 \_\_\_\_\_

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 \$ 83,000

FEDERAL \$ 2,721,921

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

GEORGE YOKOYAMA, EXECUTIVE DIRECTOR  
NAME & TITLE

2-6-09  
DATE SIGNED

JAN 28 2009

rec'd  
JAN 28 2009

STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
PROPOSAL APPLICATION IDENTIFICATION FORM

STATE AGENCY ISSUING RFP: Grant-in-Aid Application

RFP NUMBER: \_\_\_\_\_

RFP TITLE: \_\_\_\_\_

Check one:

Initial Proposal Application

Final Revised Proposal (Completed Items \_\_\_\_\_ - \_\_\_\_\_ only)

1. APPLICANT INFORMATION

Legal Name: Hawaii County Economic  
Opportunity Council  
Doing Business As:

Street Address: 47 Rainbow Drive  
Hilo, Hawaii 96720

Mailing Address: 47 Rainbow Drive  
Hilo, Hawaii 96720

Contact person for matters involving this application:  
Name: Susan Pugliese

Title: Deputy Director, Child Development

Phone Number: 808-961-2681-x204

Fax Number: 808-961-4796

e-mail: hsdircd@hawaii.rr.com

2. BUSINESS INFORMATION

Type of Business Entity (check one):

Non-Profit Corporation

Limited Liability Company

Sole Proprietorship

For-Profit Corporation

Partnership

If applicable, state of incorporation and date incorporated:

State: Hawaii Date: April 1965

3. PROPOSAL INFORMATION

Geographic area(s): Hawaii County

Target group(s): Children of Head Start parents who are working or in employment  
training or attending school

4. FUNDING REQUEST

FY 2009 \_\_\_\_\_

FY \_\_\_\_\_

FY \_\_\_\_\_

FY \_\_\_\_\_

FY \_\_\_\_\_

FY \_\_\_\_\_

Grand Total \$137,464 \$0

I certify that the information provided above is to the best of my knowledge true and correct.

[Signature]  
Authorized Representative Signature

1/27/09  
Date Signed

George Yokoyama, Executive Director

Name and Title



State of Hawaii  
Office of Community Services  
Department of Labor and Industrial Relations  
Proposal Application

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## **I. BACKGROUND AND SUMMARY**

Hawaii County Economic Opportunity Council, grantee of the Head Start program serving the County of Hawaii, is submitting a proposal for \$137,464. The funds will be used to extend the program year for children in the full day programs. Full day services are offered to children whose parents work, participate in employment training, or are in school.

Hawaii County Economic Opportunity Council Head Start has received federal funding for its Head Start program since 1967. Funding from the State of Hawaii, Office of Community Services to provide extended day Head Start services, has been available to augment these Head Start funds. Since its inception in 1964, HCEOC has provided services to seniors, young children and their families.. Within the Child Development Division, our primary goal is to have a positive impact on the physical, social, and cognitive growth of disadvantaged children, while assisting individuals and families as they strive for self sufficiency.

Today, the HCEOC Head Start program is funded to serve 376 children in ten (10) centers. The 2007-2008 total approved budget (inclusive of base and Training & Technical Assistance funding) for Head Start, including HCEOC's non-federal share match is \$2,732,281 funded through the U.S. Department of Health and Human Services, Administration for Children and Families. The contact person is Shirley Karrer, Head Start and Youth Specialist, 50 United Nations Plaza, San Francisco, CA 94102. The telephone number is: (415) 437-8068.

Currently, funds are also received through the State of Hawaii - Department of Labor and Industrial Relations Office of Community Services in the amount of \$83,000 to extend the day in two Head Start classrooms for children of parents who are in employment training, working or attending school. Keith Yabusaki, Program Administrator is the contact person at (808) 586-8680.

HCEOC Head Start provides services to 20 children in a Pre-Plus facility on a DOE campus in Mt View, County of Hawai'i. This partnership involves the Department of Education providing the physical space and the Department of Human Services (DHS) arranging for the construction of a classroom portable with startup equipment and supplies. The expectation is that transition for children into kindergarten will be enhanced through articulation activities between Head Start and DOE. The point of contact is Marja Levio, Pre-Plus Coordinator, DHS/BESSD/ECCPO at (808) 586- 7112 or via e-mail [MLevio@dhs.hawaii.gov](mailto:MLevio@dhs.hawaii.gov).

In addition to the child care services identified above, there are numerous other programs funded by the County of Hawai'i, State of Hawai'i and the federal government under the HCEOC umbrella. These include but are not limited to: transportation services, housing, pre-employment training and placement, education, economic development, low-income home energy assistance program (LIHEAP), bio tech tissue culture center and USDA food service program.

The goals and objectives of the request is to provide full year full day comprehensive and continuous child development, day care and family services, inclusive of children with disabilities to low income families, assisting them in their efforts to become self sufficient. The extension of the program to twelve months will provide uninterrupted comprehensive child

development services allowing parents to continue their employment and reduce the financial stress and anxiety induced by the necessity of finding funds to pay for quality education and day care services for their preschool aged children during the summer months.

Head Start parents who are on welfare are mandated through welfare reform to work, participate in employment training or further their education to achieve more marketable employment skills. A twelve (12) month childcare service is necessary in order to achieve this mandated goal of self-sufficiency. While services currently are provided for ten a half month in eleven (11) full day classes and nine and a half months in nine part day classes, they do not meet the needs of working parents who struggle to maintain employment due to a lack of childcare for several weeks in the summer when Head Start is not in operation. This group continues to be a high priority population. With the addition of six weeks in the summer for 220 children, five programs in Hilo, one in Mountain View, three in Hawaiian Beaches, one in Kailua-Kona and one in Keauhou will offer extended year services under this contract. All the parents in the full day classes are either working or attending school full time.

#### Geographic Area

The island of Hawaii comprises nearly 5,082 square miles of land. For purposes of a most effective service delivery, HCEOC has divided the county-into three regions: PUNA Area includes the following centers: Keaau, Mt. View and Hawaiian Beaches; SOUTH HILO Area including the following centers: HCDC, Puueo, Kapiolani, and Kalaniana'ole; and NORTH/SOUTH KONA including the following centers: Keauhou, Kealakehe and Kahakai

The grantee's recruitment area is the same as the service area. Recruitment activities are prioritized with three central focuses: in neighborhoods identified by Census, Policy Council, and community agencies as potentially containing eligible families, and canvassed by staff; in collaboration with community partners and agencies; media-based and community events, i.e. public service announcements, parades, festivals.

HCEOC Head Start centers are located in proportional relation to Head Start populations in the three service regions. As a result, most centers are located in East Hawaii, with lesser numbers in West Hawaii. We note, however, the extremely high cost of real estate in this service area, making it difficult to establish new centers as populations shift.

Based on community assessment information and surveys done with Head Start parents, there is a need for full day, full year program.

Based on this current data, HCEOC has identified trends which provide the basis for future programming, as well as address immediate needs of the program and families. These include:

- The latest census figures show the biggest increase in population on the Big Island, followed by Kauai and Maui. The Big Island's population has risen 16.4 percent since 2000, while Maui saw a 10.7 percent increase and Kauai was up by 7.5 percent. Increase in population is also an increase in population of poverty-level and working poor thus increase the need for service.
- In recent years there has been a growth of Marshallese and Hispanic population.
- The majority of the growth in population is overwhelming on the west side of the County of Hawai'i.
- The County of Hawai'i also has a higher unemployment rate than the rest of the

state, however the majority of jobs are not living wage (i.e. service sector), and we have an increasing population of working poor.

- State and federal governments are lowering resources and increasing outcomes expectations. There is an increasing competition for resources, and decreasing services available.
- There is a disproportionate cost of housing per working wage, and cost of living is high. Island inflation is projected at 4.3 percent for 2008, mainly because of rising oil and food prices.
- Affordable housing was identified by the County administration as a priority, with the lack of affordable housing reaching a crisis
- Hawaii County has a high percentage of uninsured children between 0-18 years old
- The population aged 65 and older is increasing
- Although the population aged 0-5 is declining in the Hawaiian Beaches area, there is still much need for additional early care and education in the Puna area.
- 
- There is a healthcare crisis in Hawai'i County: a shortage of health care providers, a shortage of healthcare facilities/technology and a shortage of long-term care services. Yet, there is an increase in obesity and related health problems, substance abuse -and related problems (i.e. mental health issues). this includes:
  - Increase in health care costs
  - Increase in both parents working outside the home
  - State and federal funding has decreased for childcare, and increased the need for child care
  - Conflict in work-life values creating stress and anxiety - increase of work hours, decrease in family/home hours

## **II. SERVICE SUMMARY AND OUTCOMES**

### **Goals of the Service:**

The goals of this service is (1) to provide low-income children with quality care that improves their health, safety, learning development, readiness for school and family stability, and (2) to provide low-income parents with quality child care that supports their efforts toward economic self-sufficiency and improve their ability to participate in their children's education.

### **Proposed Services/Approach/Program Design:**

Head Start parents who are on welfare are mandated through welfare reform to work, participate in employment training or further their education to achieve more marketable employment skills. A twelve month childcare service is necessary in order to achieve this mandated goal of self sufficiency. This group continues to be a high priority for enrollment in Head Start. Funding from the state will provide the resources to meet the needs of this un-served population with the addition of six weeks more in the summer for 220 children.

Service activities will be governed by the Head Start Performance Standards, Section 45CFRPart 1304-1308. These standards delineate how services are to be provided in the areas of education and early childhood development, child health and safety, community partnerships, management of systems, human resources, facilities, materials and equipment. Following are details of each area:

### **Education and Early Childhood Development:**

The objective of the Education and Early Childhood Development standards is to promote the development and implementation of an individualized and developmentally appropriate curriculum in a center-based environment, so that young children enter school with specific skills and knowledge. The standards in this area mandate the development of a curriculum which will not only prepare our children for school, but to succeed in school.

### **Early Childhood Development and Health:**

The objective of the Early Childhood Development and Health Services standards is to ensure that, through collaboration among families, staff and health professional, all child health and developmental concerns are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs.

### **Child Health and Safety:**

The objective of the Child Health and Safety standards is to support healthy physical development by encouraging practices that prevent illness or injury by promoting positive culturally relevant health behaviors that enhance life-long well being. The standards in this area mandate the establishment of health emergency procedures, conditions of short-term exclusion, medication administration, injury prevention, and hygiene.

### **Child Nutrition:**

The objective of the Child Nutrition component is to promote child wellness by providing nutrition services that supplement and complement those of the home and community. Head Start's child nutrition services assist families in meeting each child's nutritional needs and in

establishing good eating habits that nurture healthy development and promote life-long well-being. The standards mandate services in five areas; the identification of each child's nutritional needs; the design and implementation of nutritional services programs; meal service in center-based programs; family assistance with nutrition; and food safety and nutrition. The Head Start program employs a contract Nutritionist who is available for staff and parent consultation. In collaboration with the Health Advisory committee, the nutritionist advises staff on food selection, menus and food sanitation.

**Child Mental Health:**

The objective of this component is to build collaborative relationships among children, families and staff, mental health professionals and the larger community in order to enhance awareness and understanding of mental wellness and the contributions that mental health information and services can add to the wellness of all children and families. The Child Mental Health Standard mandates working collaboratively with parents, securing the services of mental health professionals, and developing a regular schedule of on-site mental health consultations involving mental health professionals, program staff and parent.

**Family and Community Partnerships:**

Head Start offers parents opportunities for support and growth, so that they can identify their own strength needs and interests and find their own solutions. The objective of the Family and Community Partnership area is to support parents as they identify and meet their own goals, nurture the development of their children in the context of their families and the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures. In this section standards encourage family goal setting through the family partnership agreement process, access to community services and resources, and parent involvement in the activities of child development and education, health, nutrition, mental health education, community advocacy, transition practices and home visits.

**Community Partnerships:**

Community Partnerships ensure that Head Start collaborates with partners in the community in order to provide the highest level of services to children and families, to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures. In addition, community partners such as the Department of Education play a large role in the collaboration of transitioning activities for Head Start children and families. Transitioning activities include the following:

- (1) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placement to Early Head Start or Head Start.
- (2) Outreach to encourage communications between Early Head Start or Head Start staff and their counterparts in the schools and other childcare settings including principals, teachers, social workers, and health staff to facilitate continuity of programming.
- (3) Initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children; and

(4) Initiating joint transition-related training for Early Head Start or Head Start staff and school or other child development staff.

Policy Council Advisory committees, made up of Head Start parents and community members are as follows:

- Health Advisory Committee
- Personnel Committee
- Executive Committee
- Education Committee
- Finance Committee
- Special Needs Committee
- Program Committee
- Head Start Committee - includes members of the HCEOC Board of Directors

The goals and objectives of the program during the summer are not unlike the goals and objectives of the Head Start regular program. The six week period that this funding request will cover will provide continuance of Head Start services, enhancing the benefits gained during the regular school year. The goals will encompass curriculum, physical and mental well being, socio-emotional well being and family self sufficiency.

#### Curriculum Goals

Children will continue to develop skills that allow them to be personally and socially competent  
Children will continue to develop skills that enable them to be effective learners  
Children will continue to develop physical and motor competencies  
Children will continue to increase their proficiency in literacy, art, science and math

Primary responsibility for achieving the curriculum goals rests with the education staff through the development of lesson plans that motivate and challenge young children. These lesson plans will focus on the enhancement of lessons received during the school year.

Physical and mental well being is an integral part of the daily preschool activity. Continuance of the school year through the summer months provides children additional opportunities for exploring the outside environment. The education staff is mandated to include in their daily activity a minimum of 60 minutes of structured physical activity. In addition Head Start uses the Second Step curriculum to assist children in learning coping and behavior skills. The skills learned contribute greatly to improving the mental well being of the children and their families.

While the funding application encompasses only six weeks, it is expected that significant changes in the children knowledge and skills in literacy, physical ability and socio-emotional aptitude will be achieved as measured by the Head Start Child Outcomes parameters.

During the period covered by this funding application, Head Start content area specialists will visit all the sites and evaluate the services offered. Utilizing the computerized database system, ChildPlus Data Engine, the specialist will evaluate each site according to the Head Start Program



Performance Standards and the Child Outcome goals and objectives. The system will permit us to analyze the data and determine if the outcomes and benefits anticipated were achieved or if modifications are warranted. A site report detailing the findings and analyses along with recommendations for any deficiencies will be developed and submitted to both the Head Start Director and the Site Manager, who will be provided timelines for correcting any deficiency and a target date for a re-visit to evaluate any corrective actions which were warranted.

A variety of quantitative and qualitative data will be collected to measure progress of the extended year program. Data will be collected on individual families and children at the beginning of the program and at the end of the program so that progress may be tracked to determine if the parents and children are benefitting from the services provided. In 2006 a Service Area Monitoring and Ongoing Assessment (SAMOA) program was implemented. This computerized program is utilized by the Director and Component Specialists to document issues found during quarterly monitoring site visits and for working with site staff on a Corrective Action Plan (CAP). The CAP includes the item that needs to be addressed, the action required to achieve the item, the person responsible for addressing the item, a timeline by which the item needs to be completed, the performance standard that applies to the item and resources available for assistance. Site Managers forward progress reports monthly or sooner if the item is a health and safety concern. Specialists include a printout of the monitoring reports and updates with their monthly reports to the director.

Each year beginning in January, a multi-faceted program self-assessment is conducted to assess program strengths and weaknesses. This year, the assessment tool will be the FY 2009 Office of Head Start Monitoring Protocol, provided by the Administration for Children, Youth and Families, Office of Head Start. This assessment is used annually to assess how specific aspects of our program operations impact services delivered to children and families. The process includes the collection of information from a variety of sources to determine if systems and services have been implemented and are working effectively. Ongoing monitoring reports (SAMOA), the Program Information Report (PIR), child outcome data, Community Assessment information, the annual Parent Survey, and a Program Review Instrument for System Monitoring (PRISM) report, if the agency has had a recent federal review, are reviewed as part of the process as well. Additional data are gathered via on site observations, record review and staff and parent interviews.

The self-assessment process is led by the Head Start Director with Head Start parents, Policy Council members, HCEOC board members, community stakeholders, and Head Start staff working in Component Area teams. The data gathering portions of the assessment is completed in approximately two weeks. Once completed, a report is developed which identifies weaknesses in the program. Strategies for addressing the weaknesses are developed by the team and include timelines for completion and the identification of a lead person charged with follow-up. Component Area Specialists monitor progress and provides updates at monthly management meetings.

Once every three years a review team made up of a representative from the Office of Head Start and Head Start staff from other Head Start Regions, who have been trained to conduct PRISM reviews, do an extensive program review. the triennial review will be performed in FY 2009.

The measures of effectiveness that will be reported to the State agency will include:

- evaluations and hours spent in training sessions for parents and staff
- number of physical examinations
- number of children and families receiving mental health services and/or intervention
- children progress in literacy

**Fiscal Quality Assurance:** A monthly financial statement is provided by the Fiscal Division of HCEOC. The statement tracks the Program Period, Total Budget, Expenses for the month, Total Expenditures to Date, Amount Remaining in the Budget, Percentage Expended to Date and Percent of Program Period that has elapsed. Head Start Policy Council members receive training in and review this statement at least twice in a program year. Finance reports are made to the HCEOC board at scheduled meetings. An annual audit is conducted by a Certified Public Accountant to ensure compliance with Chapter 103F, HES-Cost Principles for Purchase of Health and Human Services in SPOH-201 of the Public Procurement Manual on Purchase of Health and Human Services for Private Providers. HCEOC Head Start has a proven record of timely submission of quarterly and final written and fiscal reports during the period funding has been provided by OCS.

### III. FINANCIAL

#### A. Budget

As in the past, quarterly and final written reports on program performance, i.e., outputs and outcomes, and the results of program evaluations and needs assessments will be compiled by the Head Start Director, with fiscal reports compiled by the fiscal officer. Reports will be forwarded to the Office of Community Services at the time established in the contract.

1. **Pricing Structure:** Pricing Structure is based on Cost Reimbursement  
The cost Proposal is attached

2. **Budget Forms**

The following budget form(s) are submitted with the POS Proposal Application:

SHO-H-205 Proposed Budget for FY 2007

SPO-H-206A Budget Justification – Personnel Salaries and Wages

- Teachers and Assistant Teachers
- Teacher Aids
- Auxiliary Helpers

SHO-H-206-B Budget Justification – Personnel Payroll Taxes,  
Assessments and Fringe Benefits

SHO-H-206-C Budget Justification – Travel-Inter Island

SHO-H-206-D Budget Justification – Travel out of State

SHO-H-206-E Budget Justification – Contractual Services- Administrative

SHO-H-206-F Budget Justification – Contractual Services- Subcontracts

SHO-H-206-H Budget Justification – Program Activities

SHO-H-206- I Budget Justification – Equipment Purchases

#### B. Budget Justification

Hawaii County Economic Opportunity Council, Inc. is submitting a proposal in the amount of \$137,464.00

#### Personnel/Staff Compensation

Personnel and fringe costs makeup 83.1% of the budget. Fringe benefits this year are calculated at 31.7%.

The Fringe breakdown is as follows

FICA at 0.0765 = \$6192

Unemployment at 0.0281% = \$ 2274

Workers Compensation @ 0.0253 = \$2048 TDI @ 0.0127 = \$1028

Health Insurance @ 0.1028 = \$7660

Retirement @ 0.0632 = \$4709

Life Insurance @ 0.0032 = \$26111 The Personnel Costs are for an additional six weeks of employment for eleven (11) teachers, eleven (11) teacher aides, five (5) assistant teachers and five (5) auxiliary helpers.

Staff compensation is set using the data from a comparable wage survey conducted in December 2004. The salary structure rewards qualifications, education, experience and longevity. The fringe benefits package includes a life insurance plan and a pension plan.

**Administrative Costs (\$1175)** Includes cost of the audit, data processing and postage.

**Audit:** Three hundred eighty-six dollars (\$500) are allocated to pay a portion of the annual all agency audit.

**Supplies (\$6600)**

The breakdown for supplies is as follows:

Copy Paper for use by classrooms estimated at \$2,800

Classroom Supplies for use by the children during class time is estimated at \$2600 Food Service Supplies - as paper plates, forks, spoons for children is estimated at \$1000 Cleaning Supplies are estimated at \$200

**Utilities (\$3000)**

Cost of increase in electricity usage in the classrooms is estimated at \$2750

Cost of increase in water usage in the classrooms is estimated at \$250

**Transportation/Field Trips (\$15,275)**

Bus transportation for 60 students at Hawaiian Beaches, 20 students at Mt. View, 40 students at Keauhou and 40 children at HCDC for an additional six weeks is estimated at. Transportation is not provided for the other students in this proposal as the proximity of their homes are closer to the centers.

**Telecommunication (\$1,000)**

**Food (\$2436)**

It is a Head Start requirement that teaching staff are provided with paid meals as part of the Nutrition Curriculum. Thus staff is expected to set an example by eating with the children in a family style setting. 22 Teaching staff will be provided with meals for 32 additional school days at a cost of \$2436. Meals are provided by the HCEOC Food Service program at a cost of \$3.46 per meal.

**Personnel: \$ 80, 939** Includes salaries for staff.

Position	Salary Monthly	Annual	
<u>Lead Teachers (11)</u>			
Hawaiian Beaches 1 Lead Teacher	2409	26499	0.1364

Hawaiian Beaches 4 Lead Teacher	2081	22886	0.1364
Hawaiian Beaches 5 Lead Teacher	2302	25325	0.1364
Kahakai Lead Teacher	2091	23002	0.1364
Kalaniana'ole Lead Teacher	2159	23750	0.1364
Keauhou FD Lead Teacher	2475	27226	0.1364
MT View Lead Teacher	2081	22886	0.1364
Puueo Ekahi Lead Teacher	2023	23002	0.1364
Puueo Elua Lead Teacher	2081	22886	0.1364
HCDC Lead Teacher 1	2475	27226	0.1364
HCDC Lead Teacher 2	2081	22886	0.1364

Assistant Teachers (5)

Hawaiian Beaches 1, 4 & 5 Assistant Teacher	2019	22214	0.1364
Kahakai/Keauhou Assistant Teacher	2019	22214	0.1364
Keauhou/MT View Assistant Teacher	1885	20736	0.1364
Puueo Ekahi/Elua/Kal Assistant Teacher	2023	22253	0.1364
HCDC Assistant Teacher	1899	20889	0.1364

Teachers Aides (11)

Hawaiian Beaches 1 Teacher Aide	1506	16570	0.1364
Hawaiian Beaches 4 Teachers Aide	1492	16414	0.1364
Hawaiian Beaches 5 Teacher Aide	1377	15149	0.1364
Kahakai Teacher Aide	1377	15149	0.1364
Kalaniana'ole Teacher Aide	1377	15149	0.1364
Keauhou FD Teacher Aide	1377	15149	0.1364
MT View Teacher Aide	1377	15149	0.1364
Puueo Ekahi Teacher Aide	1495	16456	0.1364
Puueo Elua Teacher Aide	1377	15149	0.1364
HCDC 1 Teacher Aide	1377	15149	0.1364
HCDC 2 Teacher Aide	1377	15149	0.1364

Auxiliary Helpers (5)

Hawaiian Beaches Auxiliary Helper	1141	12551	0.1364
MT View Auxiliary Helper	609	6699	0.1364
Keauhou Auxiliary Helper	949	10443	0.1364
Kalaniana'ole/Puueo Auxiliary Helper	914	10054	0.1364
HCDC Auxiliary Helper	837	9207	0.1364

**B. Other Financial Related Materials**

1) **Accounting System** Audit is attached. Note the 2006 audit is not as yet completed.

3) **Need for Funding:** The ACF budget is included on SPO H 205. While Head Start provides funding for several of our full day full year classes, Head Start grantees are encouraged to look

elsewhere for funding to support additional child care needs. The need to provide service for 12 months for children of working parents continues to be an identified unmet need.

**4) Cost Effectiveness.** Analysis of a data print out provided by the HCEOC Head Start Grant Application Budget Instrument Grant Detail Report for the 2006/2007 Head Start Basic Grant lists the overall cost per child as \$8,906 or \$8.73 per child per day based on 1,021 hours of service.

The direct cost to society when parents are not participating in the workforce is immeasurable, both in the erosion of the family structure and the cost to society to provide support for the employable but unemployed. It is clear that Head Start provides a valuable service to the working poor by providing quality childcare that meets their need for full day full year childcare as evidenced by the growing numbers of parents who submit enrollment applications for these programs.

Request for funding for FY 2010 will be submitted to the Department of Health and Human Services, Administration for Children and Families, Office of Head Start, and the Office of Community Services, State of Hawaii.

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL  
HILO, HAWAII**

Financial Statements and Supplementary Data  
And Comments On Internal Control and Compliance

Year ended September 30, 2007

(With Independent Auditor's Reports)

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL  
Year ended September 30, 2007

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**JENNIFER L. GOSSERT**  
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UNQUALIFIED OPINION ON FINANCIAL STATEMENTS AND SUPPLEMENTARY SCHEDULE  
OF EXPENDITURES OF FEDERAL AWARDS – NOT-FOR-PROFIT ORGANIZATION

Independent Auditor's Report

To the Board of Directors  
Hawaii County Economic Opportunity Council:


We have audited the accompanying statement of financial position of Hawaii County Economic Opportunity Council as of September 30, 2007, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of Hawaii County Economic Opportunity Council's management. Our responsibility is to express an opinion on these financial statements based on our audit. Information for the year ended September 30, 2006, is presented for comparative purposes only and was extracted from the financial statements for that year, on which we expressed an unqualified opinion in our report dated May 23, 2007.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Hawaii County Economic Opportunity Council as of September 30, 2007, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 25, 2008 on our consideration of Hawaii County Economic Opportunity Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing over internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of Hawaii County Economic Opportunity Council taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as require by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

  
July 25, 2008

## HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

### Statements of Financial Position

September 30, 2007 and 2006

<u>Assets</u>	<u>2007</u>	<u>2006</u>
Current assets:		
Cash	\$ 34,095	\$ 15,184
Inventory	5,159	4,703
Grant receivables	582,201	716,812
Other receivables	145,990	98,956
Prepaid expenses	<u>61,233</u>	<u>89,722</u>
Total current assets	828,678	925,377
Property and Equipment:		
Vehicles	1,778,078	1,921,051
Furniture and Equipment	927,454	770,423
Building	77,800	77,800
Leasehold improvements	<u>2,934,213</u>	<u>2,808,163</u>
	5,717,545	5,577,437
Accumulated depreciation	<u>(2,332,699)</u>	<u>(2,267,072)</u>
Total property and equipment	3,384,846	3,310,365
Work in progress - Head Start	21,172	68,800
Land	35,000	35,000
Deposits	<u>32,787</u>	<u>16,696</u>
Total Assets	<u><u>4,302,483</u></u>	<u><u>4,356,238</u></u>
 <u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	485,356	433,691
Accrued vacation	174,186	256,400
Accrued pension and life	138,758	224,371
Other accrued liabilities	8,946	11,220
Loan payable to bank	50,000	150,000
Deferred revenue	<u>227,863</u>	<u>117,700</u>
Total current liabilities	1,085,109	1,193,382
Net assets		
Unrestricted	<u>3,217,374</u>	<u>3,162,856</u>
Total Liabilities and Net Assets	<u><u>\$ 4,302,483</u></u>	<u><u>\$ 4,356,238</u></u>

*See accompanying notes to financial statements.*

# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

## Statements of Activities

Year ended September 30, 2007

with comparative totals for the year ended September 30, 2006

	2007	2006
Public Support and Revenues:		
Public support:		
Federal grants	\$ 4,387,216	\$ 4,172,716
State grants	1,601,562	2,109,188
County grants	359,739	370,623
Foundations/donations	9,634	14,070
In-kind contributions	850,102	555,405
Total public support	7,208,253	7,222,002
Revenues:		
Program income	1,303,880	1,155,230
Medicaid/ Medicare	12,541	44,234
Interest income	112	108
Usage fees	20,590	21,755
Other income	141,636	118,846
Gain (loss) on asset disposal	175	-
Total revenues	1,478,934	1,340,173
 Total public support and revenue	 8,687,187	 8,562,175
Expenses:		
Program services	7,723,290	7,067,838
Supporting services	909,379	1,226,341
Total Expenses	8,632,669	8,294,179
Change in net assets	54,518	267,996
Net assets, beginning of year	3,162,856	2,894,860
Net assets, end of year	\$ 3,217,374	\$ 3,162,856

*See accompanying notes to financial statements.*

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL**  
**Statements of Functional Expenses**  
**Year ended September 30, 2007**  
with comparative totals for the year ended September 30, 2006

	Program Services	Supporting Services	2007	<u>Total</u> 2006
Salaries and wages	\$ 3,208,630	\$ 566,229	\$ 3,774,859	\$ 3,775,291
Fringe benefits	637,955	112,580	750,535	706,427
Payroll taxes	424,832	74,970	499,802	529,949
Materials and supplies	1,116,658	27,090	1,143,748	1,112,238
Contractual services	240,757	36,147	276,904	211,538
In-kind expenses	850,102		850,102	555,405
Vehicle expenses	287,691	4,500	292,191	312,781
Travel	59,436	3,064	62,500	29,891
Conference and meetings	46,638	2,455	49,093	36,636
Telephone	70,930	7,500	78,430	61,094
Equip. rental/maintenance	16,638	1,850	18,488	18,672
Insurance	131,187	4,500	135,687	158,740
Occupancy	303,211	33,690	336,901	332,478
Postage	9,450	1,050	10,500	8,593
Other	65,549	5,350	70,899	71,288
Uncollectible - Medicaid			0	122,625
Interest expense		7,724	7,724	1,622
Client services	10,268		10,268	1,524
Rehabilitation loans	55,438		55,438	40,587
<b>Total expenses before depreciation</b>	<b>7,535,370</b>	<b>888,699</b>	<b>8,424,069</b>	<b>8,087,379</b>
Depreciation expense	187,920	20,680	208,600	203,800
<b>Total expenses</b>	<b>\$ 7,723,290</b>	<b>\$ 909,379</b>	<b>\$ 8,632,669</b>	<b>\$ 8,291,179</b>

*See accompanying notes to financial statements.*

## HAWAII ECONOMIC OPPORTUNITY COUNCIL

Statement of Cash Flows  
Year ended September 30, 2007

Cash flows from operating activities:	
Increase in net assets	\$ 54,518
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	208,600
Increase in inventory	(544)
Decrease in receivables	87,577
Decrease in prepaids	28,489
Increase in deposits	(16,091)
Increase in accounts payable	51,665
Decrease in accrued liabilities	(170,101)
Increase in deferred revenue	110,163
	<hr/>
Net cash provided by operating activities	354,276
	<hr/>
Cash flows from financing activities:	
Bank loan repayments	(100,000)
Bank loan proceeds	50,000
	<hr/>
Net cash used by financing activities:	(50,000)
	<hr/>
Cash flows from investing activities:	
Construction in progress	(21,172)
Proceeds from sale of fixed assets	175
Purchases of property and equipment	(264,368)
	<hr/>
Net cash used by investing activities	(285,365)
	<hr/>
Net increase in cash	18,911
Cash at beginning of year	15,184
	<hr/>
Cash at end of year	\$ 34,095
	<hr/> <hr/>

### Supplemental Disclosure of Cash Flow Information

There were no noncash financing or investing activities for the year ended September 30, 2007.

*See accompanying notes to financial statements.*

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL  
Notes to Financial Statements  
September 30, 2007

(1) Organization and Summary of Significant Accounting Policies

Organization

The Hawaii County Economic Opportunity Council (HCEOC) was incorporated in the State of Hawaii on May 27, 1965. HCEOC is a Community Action Agency that provides services for low-income, elderly and handicapped individuals in Hawaii County. The operations of HCEOC are funded primarily through grants and contracts from federal, state and county governmental agencies. These grants and contracts comprise approximately 73 percent of HCEOC's total support and revenue.

Financial Statement Presentation

The accompanying financial statements of HCEOC are presented in accordance with the standards of accounting and financial reporting prescribed for not-for-profit organizations. In accordance with these standards, the accounting policies applicable to not-for-profit organizations are used by HCEOC. HCEOC reports its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets. All grants, and other support received during the year with performance restrictions imposed by the donors are recognized as revenue in the period received when performance requirements are satisfied. As of September 30, 2007, none of the net assets of HCEOC are subject to donors imposed passage of time restrictions and are therefore classified as unrestricted net assets.

Property and Equipment

Land and building consists of property contributed to HCEOC. The property has been recorded at fair value based on the assessed value for real property tax purpose. Subsequent improvements to the building that prolong its useful life have been added to the basis at cost.

Leasehold improvements include the cost of the human service complex that serves as the HCEOC main facility. (see note 4). Vehicles and equipment are stated at cost at the date of acquisition or at fair market value at the time of donation. Major renewals and betterments are included in the equipment fund while repairs and maintenance that do not improve or extend the lives of assets are charged to expense.

Depreciation on all property and equipment is calculated by on the straight-line basis over the estimated useful lives of the respective assets.

Deferred Grant Revenue

The HCEOC received cash payments in advance of incurred expenses for certain programs funded by governmental sources. These advance payments are reflected as deferred revenue in the accompanying financial statements.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL  
Notes to Financial Statements, Continued

Contributions

In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/ or nature of any donor restrictions. As of September 30, 2007, HCEOC had no donor imposed restricted or temporarily restricted contributions.

Income Taxes

HCEOC is classified as a tax-exempt organization under Section 501 (c)(3) of the Internal Revenue Code and is exempt from Federal and State income taxes.

Contributed Services

Contributed services do not meet the criteria set forth in SFAS No. 116 for recognition in the financial statements and, therefore have not been recorded. However, a number of volunteers have donated their time to the Head Start program and an estimate of the value of these donated hours are reported to the Department of Human Services and are included in HCEOC's 20% matching fund requirement for federal Head Start funds.

Comparative Financial Information

The information shown for 2006 in the accompanying financial statements is included to provide a basis for comparison with 2007 and represents summarized totals only.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

(2) Note Payable to Bank

HCEOC has an outstanding unsecured short term loans with Central Pacific Bank at September 30, 2007. The loan for \$50,000 is a three month note, with an interest rate of 7.75%, accrued interest plus the principal balances are due on November 29, 2007.

(3) Pension Plan

HCEOC has a non-contributory defined contribution pension plan covering most of the full time personnel. Employee eligibility to participate is based on age and length of service requirements. The annual contribution to the plan is based on 7 percent of employee compensation. Pension expense was \$268,016 for the year ended September 30, 2007.

(4) Lease Obligations

HCEOC entered into a 55 year lease commitment with the Department of Land and Natural Resources beginning June 24, 1994 for a portion of a parcel of land situated at Piihonua, South Hilo, Hawaii, designated by Tax Map Key No. 2-3-32:1. The human services complex, was

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL  
Notes to Financial Statements, Continued

constructed on this parcel in fiscal years 1995 and 1996 using State of Hawaii, Capital Improvement Project funding passed through to HCEOC. The lease calls for an annual rental fee of \$8,348 through June 23, 2014 at which time the fee will be renegotiated. HCEOC records the leasehold facility on its books and depreciates the facility over the useful life of the building.

HCEOC has an agricultural month to month lease on property with the Department of Land and Natural Resources on a parcel State land, identified as TMK 2-3-32:1 for use in its training projects. The annual rental cost is \$1 per year and the fair market value is not readily determinable.

HCEOC has a ten year lease agreement through September 30, 2010, on a commercially zoned bakery facility at Hakalau, Hawaii. The commercial property is comprised of approximately 6,800 square feet including floor space and parking. Substantial leasehold improvements were completed on this facility for the fiscal year ended September 30, 2001 to operate a certified kitchen for use in HCEOC programs. These leasehold improvements will revert to the lessor at the expiration of the lease period. The lease calls for in-kind occupancy, with HCEOC responsible for all other costs associated with the property such as utilities, so long as the property is used solely for the purpose of community services and economic development activities. The fair market value of this lease is not readily determinable.

HCEOC also rents space on a month-to-month basis at various sites county wide for use as offices and program work centers. The monthly minimum lease obligations for these facilities are \$ 6,350.

(5) Donated Facilities

HCEOC used administrative offices and classroom facilities free of charge at several locations. The use of such facilities is recorded on the financial statements based on the estimated annual rental value of such facilities. The annual rent value for the twelve months ended September 30, 2007 is \$850,102.



# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

Schedule of Expenditure of Federal Awards  
For the Year Ended September 30, 2007

<u>Federal Grantor / Pass-through Grantor / Program Title</u>	<u>Federal CFDA Number</u>	<u>Grantors Number</u>	<u>Expenditures</u>
<u>Department of Health and Human Services</u>			
Direct Programs:			
Head Start	93.600	09CH7023/42	\$ 2,641,773
Community Economic Development Program	93.570	90EE0764/01	527,465
HCAPDA State Capacity Building Grant	93.570	90EQ0084/02	54,642
Passed through State of Hawaii:			
Office of Community Services:			
Community Services Block Grant	93.569	OCS-POS-07-61	499,397
Office of Human Services:			
Low Income Home Energy Assistance Prog.	93.568	DHH-LIHEAP	42,841
Passed through County of Hawaii:			
Office of Aging:			
Nutrition Transportation	93.044	C.001344	154,593
<u>Department of Agriculture</u>			
Direct Programs:			
USDA Rural Development - HPG	10.433	0348-0004	71,504
USDA Rural Business Enterprise Grant	10.769	43-1757115	45,979
Passed through State of Hawaii:			
Rural Development - TSA	10.441		48,145
Department of Education:			
National School Lunch Program	10.555	2101-6	249,415
Emergency Food Assistance Program	10.568		659
<u>Department of Energy</u>			
Passed through State of Hawaii:			
Office of Community Services:			
Weatherization Assistance Program For Low Income Homeowners	81.042	OCS-POS-07-52	<u>50,803</u>
Total expenditures of federal funds			<u>\$ 4,387,216</u>

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL  
Schedule of Finding and Questioned Costs

For the Year Ended September 30, 2007

A. Summary of Audit Results

1. The auditor's report, issued July 25, 2008 expresses an unqualified opinion on the financial statement of Hawaii County Economic Opportunity Council for the year ended September 30, 2007.
2. No material weaknesses were identified during the audit of the financial statements.
3. No instances of noncompliance material to the financial statements of Hawaii County Economic Opportunity Council were disclosed during the audit.
4. No material weaknesses were identified during the audit of the major financial award programs.
5. The auditor's report on compliance for the major federal award programs for Hawaii County Economic Opportunity Council expresses an unqualified opinion.
6. There were no audit findings relative to the major federal award programs for Hawaii County Economic Opportunity Council.
7. The three programs tested as major programs are as follows:
  - (1) The Head Start Program, CFDA No. 93.600, a direct contract with the U.S. Department of Health and Human Services;
  - (2) The Community Economic Development Program a direct contract with the U.S. Department of Health and Human Services Grants, CFDA No. 93.570; and
  - (3) The Community Services Block Grant, CFDA No. 93.569, a federal grant passed through the State of Hawaii.
8. The threshold for distinguishing Type A and B programs was \$300,000. HCEOC has three type A programs. Under the risk based approach all three programs were selected as high risk. There were no type B programs identified as high risk for inclusion as a major program.
9. Hawaii County Economic Opportunity Council was determined to be a low-risk auditee.

B. Findings – Financial Statements Audit

NONE

C. Findings and Questioned Costs – Major Federal Award Programs Audit

NONE

**JENNIFER L. GOSSERT**  
**CERTIFIED PUBLIC ACCOUNTANT**  
An Accounting Corporation

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688 Kinoole Street, Suite 201 • Hilo, Hawaii 96720 • Phone (808) 969-3115 Fax (808) 969-7463

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors  
Hawaii County Economic Opportunity Council:

We have audited the financial statements of Hawaii County Economic Opportunity Council as of and for the year ended September 30, 2007, and have issued our report thereon dated July 25, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Hawaii County Economic Opportunity Council's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the organization's internal control over reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance

As part of obtaining reasonable assurance about whether Hawaii County Economic Opportunity Council's financial statements are free of material misstatement, we performed tests of its compliance with certain laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended for the information of the board of directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



July 25, 2008

**JENNIFER L. GOSSERT**  
**CERTIFIED PUBLIC ACCOUNTANT**  
An Accounting Corporation

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REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND  
ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Board of Directors  
Hawaii County Economic Opportunity Council:

Compliance

We have audited the compliance of Hawaii County Economic Opportunity Council with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended September 30, 2007. Hawaii County Economic Opportunity Council's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Hawaii County Economic Opportunity Council's management. Our responsibility is to express an opinion on Hawaii County Economic Opportunity Council's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Hawaii County Economic Opportunity Council's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Hawaii County Economic Opportunity Council's compliance with those requirements.

In our opinion, Hawaii County Economic Opportunity Council complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2007.

Internal Control Over Compliance

The management of Hawaii County Economic Opportunity Council is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Hawaii County Economic Opportunity Council's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing our opinion on compliance. Accordingly, we do not express an opinion on the effectiveness of Hawaii County Economic Opportunity Council's internal control over compliance.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND  
ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133  
(Continued)

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended for the information of the board of directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



July 25, 2008

## **IV. EXPERIENCE AND CAPABILITY**

### **A. Necessary Skills and Experience**

Staff qualifications are reviewed to ensure that staff has the knowledge, skills, and experience to perform their jobs and their qualifications complies with the requirements of 45 CFR 1306.21 regulations. Staff is recruited via newspaper advertisements, postings at centers, college placement offices and word of mouth. Applications for vacancies include a resume, references and transcripts where applicable. Interviews are conducted, references and criminal histories checked, and a physical examination/TB test and drug screening obtained prior to officially being hired.

The teaching staff employed for this initiative meets competencies specifically in child development and family services and have a background of experience in early childhood education. We will continue to work very closely with the University of Hawaii, Hilo and Hilo Community College to provide ongoing training and support for our staff. Staff will have mastered relevant preschool and family-centered information, data, concepts and theories, to be able to adapt this knowledge to the job, have skills and service approaches to match the particular circumstances and needs of children 3-5years of age and their families. Staff will have knowledge and application strategies in collaboration with families, colleagues and others to support the development of young children. Continued staff growth will be required through study and training.

It is essential that staff know the developmental process of young children. Each child's unique characteristics, individual learning styles and interests should be acknowledged and supported. All staff will develop and maintain positive relationships with parents and effectively work with other professionals on behalf of the child and family.

HCEOC management staff will support this initiative in providing their respective expertise. Management staff, consisting of education, health/nutrition, safety, parent involvement, social services, disabilities, mental health, information technology, a director and fiscal staff will be involved in providing services.

Position descriptions are tied to roles and essential functions of the job to ensure that all staff who is employed is capable in the core competencies of communication skills, interpersonal skills, planning and organizing, analytical thinking, strategic thinking, delivering results, use of initiative and team work.

The key Head Start staffing positions are: Executive Director, Fiscal Officer, Deputy Director, Child Development Division, Children's Services Program Manager, Site Manager(s), Family and Community Partnership Manager, Health Services Manager and the various content area positions. Cumulatively, these individuals bring approximately 200 years of direct early education and administrative experience to this initiative.

*George Yokoyama: Executive Director*

Mr. Yokoyama has over 45 years of management experience in not-for-profit businesses. He has worked as a part-time lecturer at the University of Hawai'i, Hilo College in Language and an instructor at Hilo High School in the Department of Education Demonstration Project for a Language Course. Mr. Yokoyama started his career with HCEOC in 1971 as the Director, Community Services Division. He was retained as Executive Director of HCEOC in 1981 where he established a component within the agency to institute self-supporting programs and mobilized public and private resources for developing program income generating projects.

*Toshie Miyasaki: Fiscal Officer*

Ms. Miyasaki has over thirty years of fiscal experience and has been with HCEOC since 1971. She is responsible for insuring that proper accounting procedures are in compliance with Federal, State and local regulations and managing internal financial and budgetary controls for all programs within HCEOC. She also supervises the staff in the Fiscal Department.

*Susan L. Pugliese: Deputy Director, Child Development Division*

Ms. Pugliese has over twenty-nine years of Head Start administrative experience and most recently served as the Children's Services Director of the Community Action Commission of Santa Barbara County (CAC) Head Start/Child Development program in Santa Barbara, California. While at CAC, Ms. Pugliese, initiated, developed and wrote several successful grant applications for a full year /full day -year collaboration funded by the Department of Health and Human Services and the state of California. CAC continually received exemplary audits and state and federal reviews. Ms. Pugliese was retained in October 2007 to serve as the Deputy Director, Child Development Division for Hawaii County Economic Opportunity Council. As HCEOC Deputy Director, Ms. Pugliese has responsibility for the administration of the Head Start/and child development programs.

Ms. Pugliese serves on an array of community-based human services agencies, and has conducted workshops for local, regional, and national professional conferences and provided technical assistance to program managers in administration and program development. She is the Big Island representative to the statewide DHS Child Care Advisory committee. Ms. Pugliese has an undergraduate degree in Early Childhood and Elementary Education from Indiana University of Pennsylvania and is a Head Start Johnson & Johnson Management Fellow, Class of June 2002.

*Eva "Sue" Mathews: Children's Services Program Manager*

Ms. Mathews has over 17 years of experience in HCEOC Head Start. She has a degree in Home Economics/Art and a Masters in Education in Professional Development. She is responsible for the supervisory and managerial oversight of the four Site Managers. She also has responsibility for Agency curriculum development and implementation as well as coordination of transportation and facilities. Ms. Mathews is a Head Start Johnson & Johnson Management Fellow.



*Daniel Caluya: Family and community Partnership Manager*

Mr. Caluya has a Bachelors in Human Services and a Masters in Education. He is a retired Air Force Master Sergeant with over twenty years experience in the Recruitment/Personnel field. Prior to joining the HCEOC Head Start, he served as a principal at the George Gervin Academy in San Antonio Texas.

*Bettie Wagstaff: Health Services Manager*

Ms. Wagstaff has a Master's Degree in Public Health and a Doctor of Medicine from Dartmouth Medical School. Ms. Wagstaff served in the United States Army for twenty-four years. She has responsibility for agency health services, including medical, dental, nutrition and safety. She has three years of experience with HCEOC Head Start.

*Eva Miura: Site Manager/HCDC*

Ms. Eva Miura served as the Site Manager for the Hilo Child Development Center. She has a Bachelors Degree in Child and Family Development and has over twenty years experience in Head Start. Her responsibilities are the management of center operational and supervision of staff.

*Mailin Moy: Site Manager/Hawaiian Beaches*

Ms Mailin Moy has a Bachelor's Degree in Physical Education. She has worked in the early childhood education field for over fifteen years. She has been a teacher and a Site Manager with HCEOC Head Start for thirteen years. Her responsibilities are the management of center operational and supervision of staff.

*Jim Borden: Site Manager/Pu 'ueo Cluster*

Mr. Borden has a Bachelor's Degree in Sociology from University of Hawaii, Hilo and a Master's degree in Human Services with a specialization in Management of Non-Profits. His responsibilities are the center's daily operation and supervision of staff. He has been with the program for approximately three (3) years.

*Debbie Hoffmann: Site Manager/Kona Cluster*

Ms. Hoffmann has a Bachelor's degree in Early Childhood Education. She has 33 years of experience working in the early child care and education field. Before becoming Site Manager in September 2008, Ms. Hoffmann was a teacher at our Kahakai site. She supervises center staff and assures quality oversight for center operations.

## B. Facilities

All Head Start facilities meet state DHS licensing requirements and county building and fire regulations governing childcare facilities. Inspections of the facilities are done annually by the Department of Human Services, Child Care Licensing staff, the County of Hawaii Fire Inspector, and Department of Health personnel. Occasional unannounced visits are conducted as well. A Child Care License is issued based on Quality Outcomes of all inspections. All facilities meet ADA requirements.

Facilities that will be utilized for this grant include: HCDC and Puueo Head Starts, located in Hilo; Kalaniana'ole Head Start, located in Papaikou; Mountain View Pre- Plus Head Start, located in Mountain View; Hawaiian Beaches Head Start, located in the Puna district; Kahakai Head Start, located in Kailua-Kona and Keauhou Head Start, located in Holualoa in West Hawaii.

The Hilo Child Development Head Start, located in Hilo, is a two story building, owned by the County Department of parks and Recreation. It is a wood frame building consisting of four classrooms, four restrooms, a kitchen and a large lanai. It has a large outdoor play area. The center is licensed by the Department of Human Services for 80 children.

Hawaiian Beaches Head Start, located in Hawaiian Beaches, Pahoia area, is a one story, wood frame building, consisting of five classrooms, five rest rooms, a kitchen, a large central room, used during inclement weather. Renovations in 2006 were undertaken to comply with requirements of the ADA. The outdoor area is enclosed with fencing, asphalt-paved parking for vehicles and large playground. The center is licensed by the Department of Human Services for 100 children.

Puueo Ekahi/Elua Head Start is a one story insulated concrete building, located in Wainaku on lands owned by the County of Hawaii, Department of Parks and Recreation. The floor plan of the building consists of two classrooms, lavatories with toilets and urinals, kitchen storage area, and several administrative offices. In addition, the outdoor area is enclosed with fencing, asphalt-paved parking for vehicles, playground equipment (purchased and installed by HCEOC) walkways and landscaping. Kitchen facilities are located in the detached building utilized by the County for its community program. The center is licensed by the Department of Human Services for 40 children.

Kalaniana'ole Head Start facility is located on the Kalaniana'ole Elementary School Campus in Papaikou, Hawaii. It is a single-story building consisting of two classrooms, one of which has been allotted to the Head Start program. The floor plan is a single room with two administrative offices. Rest rooms facilities are adjacent to the classroom. Dining facilities are located across the street in the Kalaniana'ole Elementary School cafeteria. The classroom is licensed for 33 children.

Kahakai Elementary School facility, located on the Department of Education, State of Hawaii campus in Kailua-Kona. The DOE owns this modular facility located in a residential community. The neighborhood, as well as all of Kailua-Kona is in a period of growth. Head

Start assumes all costs associated with' our usage and custodial services and supplies of the classroom and grounds of Kahakai Elementary School. The center is licensed to provide services to twenty Head Start eligible children ages three and four. The agreement is for a period of only one semester from October 06, 2008 to June 19, 2009 and may be extended on a semester to semester basis upon the written approval of the parties. The site has had no major problems with child care licensing.

Keauhou Full Day Head Start facility, located in Holualoa, West Hawaii, is a single story building leased from the State of Hawaii Department of Land and Natural Resources. It consists of 2 classrooms, 3 restrooms, a kitchen and an administrative office. It has an outdoor playground, upgraded in 2007. The building is licensed by the Department of Human Services for 39 children.

Mountain View Head Start (Pre-Plus) is located on the Mountain View Elementary School Campus. The building is a modular structure, separated from the main elementary campus. It consists of a single classroom, one rest room, a kitchen preparation area and a fenced in playground.

## **V. Project Organization and Staffing**

### **A. Proposed Staffing**

Through site-based management which has been implemented since 1997, one full-time Site Supervisor who meets the requirements for a Director through the Hawaii Child Care Registry, is responsible for working effectively with families; the overall supervision of staff; and the day-to-day management of the center. Each site also has a formally designated "second-in-command" who is responsible for site operations when the Site Supervisor is not present.

Our Site Supervisors are knowledgeable about what constitutes quality early education and how to achieve it. HCEOC Head Start is committed to placing very good staff at our sites as they are the key to the program's continued existence.

HCEOC meets both state and federal requirements (45CFR Part 1304.52) for staff/child ratios and teacher credential requirements by staffing each extended day classroom with a Lead Teacher and Teacher Aides. Supporting Employment Empowerment (SEE) workers employed as Child Care Aides are also employed to assist in the classroom. All staff will be of high quality to ensure the kind of warm and continuous relationships among staff, parents and children that are crucial to learning and development for preschoolers. We maintain a minimum ratio of one adult to ten children in the preschool classrooms. Additional support and services are available through the Family Advocate and administrative staff.

Additionally, administrative oversight will be provided by the Children's Services Program Manager to provide leadership, supervise the Site Manager(s), establish ongoing communication, hold regular meetings, monitor, and provide training and technical assistance to continue to improve the program.

Through their respective expertise, HCEOC administrative staff will provide training and technical assistance to initiative using all adult learning styles. These individuals, in specific content areas, provide technical assistance and monitor. The respective Site Manager directly supervises and oversees the activities of the teaching staff and Family Advocates.

To provide cultural and familial continuity, staff is recruited and employed (if possible), who are of the same culture and who speak the same language served.

Our culturally diverse staff brings expertise in the area of administration, program planning, development and implementation of preschoolers' care, disabilities, education, health, parent involvement and fiscal accountability.

### **B. Staff Qualifications**

The Deputy Director of Child Development oversees the Head Start program. Administrative staff work county wide and have knowledge and expertise of the "big picture." They offer a pool of in-depth skills and knowledge to the program and are utilized by program staff as resource persons for their content area expertise. Additionally, each individual has a primary role in staff training and technical assistance, program service monitoring, policy and procedure revisions, advisory committees, and community partnerships.

advisory committees, and community partnerships.

Staff assigned to the program meets or exceeds the qualifications/experience requirements mandated by the State of Hawaii, Department of Human Services (DHS) Childcare Regulations. Director and teaching staff qualifications are forwarded to DHS for review annually with the license renewal application. Each staff must pass an initial Criminal Background History Clearance and an annual clearance as well. In compliance with the HCEOC Personnel Policies, new staff must pass a drug screen and employment physical in order to be considered hired. All staff must have a periodic physical done every four years.

All positions are in compliance with the Head Start Performance Standard 1304.52, Human Resources Management, which states that staff has the appropriate knowledge, skills and experience required to perform their assigned functions responsibly. This includes training or experience in the area of expertise required by the position, experience in a human service setting, including working with low income children and families, interpersonal and communication skills, awareness of and sensitivity to cultural issues and local community practices and education related to the program's requirement for the position.

Minimum Qualifications of Staff assigned to the Head Start program but not necessarily funded through this grant are:

Deputy Director of Child Development: B A Degree in Early Childhood Development or related field, from an accredited college or university and 4 years of supervisory experience in a related Child Development or business field, and at least 12 years of experience in funding and proposal writing.

Children Services Manager: BA/BS or advanced degree in Early Childhood Education or a Baccalaureate or advance degree in any subject and coursework equivalent to a major relating to early childhood education with experience teaching preschool children.

Family and Community Partnership Manager: BA/BS in Human Services or a related field from an accredited college or university and (one) 1 year of experience in a field related to the position or 6 months of experience in a Head Start Program.

Health Services Manager: Graduated from an accredited college or university with a major in public health, nursing, health education, maternal and child health or health administration and one year of experience in a related field or 6 months of experience in a Head Start program.

System Administrator: BA/BS degree in Office Administration and/or Information Technology from an accredited college or university and two (2) years experience in customer support, computer operations, system administration or a related area.

Site Manager: BA/BS Degree in a related field from an accredited college or university and 12 credits in Early Childhood Education and one year of supervisory/administrative experience.

Family Advocate: High School graduate or equivalent and two (2) years of job related experience or one (1) year of Head Start experience.

Lead Teacher: AA/AS degree in Early Childhood Education from an accredited college or university and 1 year of experience in a supervised preschool setting.

Auxiliary Teacher: AA/AS degree in Early Childhood Education or a related field from an accredited college or university and 1 year of experience in a supervised preschool setting.

Assistant Teacher: Child Development Associates Credential (CDA) and 2 years of experience in a supervised preschool or group childcare setting.

Teacher Aide: High School graduate, or equivalent, and 6 months of job related experience.

Auxiliary Helper/Bus Aide/Food Service Worker; Six months of related experience

The Director of the Child Development Division has more than 20 years experience in Head Start. She has an extensive background in non-profit management. The director has attended the Head Start- Johnson & Johnson Management Fellows Program team approach. In addition, she has operated her own education consultancy business.

The job descriptions of staff assigned to this proposal are attached.

#### Supervision and Training

Several systems are currently in place for staff supervision and support. The system uses opportunities for practice, feedback, and reflection. We strongly believe in and value a development, reflective supervision model and situational leadership approach. This collaborative approach supports an individual's abilities and, skills, and provides an opportunity for staff to reflect on the work they do in providing high quality services to Head Start parents and families.

The supervisor makes regular observation visits to classrooms to discuss and process with the staff what has been observed. Each staff person meets with his/her respective Site Manager to set and review his/her goals, and to discuss the relationships formed with families as well as his/her relationships with colleagues.

Additionally, Site Managers will continue to meet every month to share their struggles and information and to problem solve together about the work of supervising staff and adjusting priorities.

In supporting this effort, we utilize the services of our Mental Health Consultant to assist in addressing staffs' tension and stress, handling the demands of working with preschoolers, managing and resolving conflict, and ultimately strengthening and supporting staff.

Through training, support and technical assistance staff will attain early childhood educator competencies in the Head Start Performance Standards, Child Outcomes, NAEYC Developmentally Appropriate Practices and the Hawaii Early Learning Content Standards to assure that staff of our young children has the knowledge and skills necessary to meet children's developmental needs.

Training will be based on current knowledge of child development and best practice and will emphasize caring, informed and responsive relationships with children, families, colleagues and community individuals and agencies. All staff will provide a welcoming environment for families and support family relationships.

All staff will participate in cross content training. We have developed a strong working relationship with the Region IX T ASC Specialist and will continue to work with trainers to provide family services and case management.

We are also very fortunate to be located within a community action agency and are able to broker supplemental training that is offered through CSBG program on outcomes-based program planning. In addition, staff will receive extensive training on specific issues such as family assessment, goal setting and planning, confidentiality, professionalism and ethics, domestic violence, alcohol and substance abuse, problem solving and decision making.

To ensure that our staff is prepared to work with a mixed age group, special training utilizing the research-based Creative Curriculum on planning materials and activities that are appropriate

## 2. Organization Chart ,

The organizational structure is displayed in the Organizational Chart and details the structure of key staffing positions for both the "Organization-wide" and "Program Organization.

## **VI. OTHER**

A. Litigation: None

B. Licensure or Accreditation

All Head Start facilities are licensed by the Department of Human Services for a specified number of children based on the size of the structure and available playground.



# BUDGET

(Period June 16, 2009 to July 31, 2009)

Applicant/Provider: Hawaii County Economic Opportunity Council  
 RFP No.: Grant-in-aid  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Budget Request (a)	DHHS/ACF (b)	JCS LBR 903-05	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	80,939	1,673,073	54,631	
2. Payroll Taxes & Assessments	11,542	238,580	7,790	
3. Fringe Benefits	12,630	291,784	9,244	
<b>TOTAL PERSONNEL COST</b>	<b>105,111</b>	<b>2,203,437</b>	<b>71,665</b>	
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island		3,120	0	
2. Airfare, Out-of-State		3,000	0	
3. Audit Services	500	14,356	638	
4. Contractual Services - Administrative		0	0	
5. Contractual Services - Subcontracts		0	0	
6. Insurance	2,867	20,218	1,837	
7. Lease/Rental of Equipment		0	0	
8. Lease/Rental of Motor Vehicle		0	0	
9. Lease/Rental of Space		10,932	0	
10. Mileage		20,792	1,000	
11. Postage, Freight & Delivery	300	5,445	300	
12. Publication & Printing		10,764	0	
13. Repair & Maintenance		28,755	0	
14. Staff Training		37,715	0	
15. Substance/Per Diem/Food	2,436	2,000	0	
16. Supplies	6,600	60,574	6,100	
17. Telecommunication	1,000	13,000	1,105	
18. Transportation	15,000	133,760	250	
19. Utilities	3,000	20,000	1,105	
Data Processing	375	9,010	1,000	
21. Field Trips	275	5,280	0	
22.		60,143	0	
23.		59,620	0	
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>32,353</b>	<b>518,484</b>	<b>13,335</b>	
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>137,464</b>	<b>2,721,921</b>	<b>85,000</b>	
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Budget Request	137,464	Bettie Wagstaff 808-961-2686 Name (Please type or print) Phone		
(b) DHHS/ACF	2,721,921	[Redacted Signature] - 1/27/09 Signature of Authorized Official Date		
(c) OCS Budget Request	85,000	George Yokoyama, executive Director Name and Title (Please type or print)		
(d)		For State Agency Use Only		
<b>TOTAL REVENUE</b>	<b>2,944,385</b>	Signature of Reviewer Date		

Applicant/Provider:

Hawaii county Economic Opportunity Council

RFP No.:

Period: June 16, 2009 to July 31, 2009

Date Prepared: 39839

Contract No. (As Applicable):

POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED O THE CONTRACT A x B
Assistant Teacher, MT View	1	20736	13.64	2828
Assistant Teacher, HCDC	1	20736.00	13.64%	2,828
Teacher Aide, HIBCHS 1	1	16570.00	13.64%	2,259
Teacher Aide, HIBCHS 4	1	16416.00	13.64%	2,238
Teacher Aide, HIBCHS 5	1	15149.00	13.64%	2,066
Teacher Aide, Kahakai	1	15149.00	13.64%	2,066
Teacher Aide, Kalaniana'ole	1	15149.00	13.64%	2,066
Teacher Aide, Keauhou	1	15149.00	13.64%	2,066
Teacher Aide, MT View	1	15149.00	13.64%	2,066
Teacher Aide, Puueo Ekahi	1	16456.00	13.64%	2,243
Teacher Aide, Puueo Elua	1	16262.00	13.64%	2,066
Teacher Aide, HCDC 1	1	15149.00	13.64%	2,066
Teacher Aide, HCDC 2	1	15, 149	13.64%	2,066
Auxiliary Helper, HIBCHS	1	12551.00	13.64%	1,631
Auxiliary Helper, Keauhou/Kahakai	1	10440.00	13.64%	1,424
				31,979.00

**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Hawaii County Economic opportunity Council

RFP No.: Grant-in-aid Period: 39980 to 40025

Date Prepared: January 26,2009

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	\$6,192.00
Unemployment Insurance (Federal)	As required by law	n/a	\$0.00
Unemployment Insurance (State)	As required by law	2.81%	\$2,274.00
Worker's Compensation	As required by law	2.53%	\$2,048.00
Temporary Disability Insurance	As required by law	1.27%	\$1,028.00
			\$11,542.00
SUBTOTAL:			
<b>FRINGE BENEFITS:</b>			
Health Insurance		0.1028	\$7,660.00
Retirement		0.0632	\$4,709.00
Life Insurance		0.0032	\$261.00
SUBTOTAL:			
TOTAL:			\$24,172.00

**JUSTIFICATION/COMMENTS:**

**BUDGET JUSTIFICATION  
TRAVEL - INTER-ISLAND**

Applicant/Provider: Hawaii county Economic Opportunity Council

RFP No.: \_\_\_\_\_ Period: 39980 to 40025

Date Prepared: 39839

Contract No. \_\_\_\_\_  
(As Applicable)

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
N/A						
<b>TOTAL:</b>						

**JUSTIFICATION/COMMENTS:**

**BUDGET JUSTIFICATION  
TRAVEL - OUT OF STATE**

Applicant/Provider: Hawaii County Economic Opportunity Council

RFP No.: Grant-in aid      Period: 39980 to 40025

Date Prepared: 39839

Contract No. \_\_\_\_\_  
(As Applicable)

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
N/A						
<b>TOTAL:</b>						

**JUSTIFICATION/COMMENTS:**

**BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant/Provider: Hawaii County Economic Opportunity Council

RFP No.: Grant-in-aid Period: 39980 to 40025

Date Prepared: 39839

Contract No. \_\_\_\_\_  
(As Applicable)

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
N/A			
<b>TOTAL:</b>			

**BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - SUBCONTRACTS**

Applicant/Provider: Hawaii County Economic Opportunity Council

RFP No.: Grant-in-aid Period: 39980 to 40025

Date Prepared: 39839

Contract No.  
(As Applicable) \_\_\_\_\_

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
N/A			
<b>TOTAL:</b>			

**BUDGET JUSTIFICATION  
PROGRAM ACTIVITIES**

Applicant/Provider: Hawaii County Economic Opportunity Council

RFP No.: Grant-in-aid

Period: 39980 to 40025

Date Prepared: 39839

Contract No. : \_\_\_\_\_  
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Audit Services	500	Federal and State Funding Requirement
Insurance	2,867	Federal and State Funding Requirement
Postage	300	Cost associated with mailing Head Start information
Supplies	6,600	Office, Classroom, Health and Janitorial
Telecommunication	1,000	Telephone/Fax and Internet Services
Transportation	15,000	Transportation of children to centers
Utilities	3,000	Portion of the costs for electricity and water for classrooms
Data Processing	350	Employee payroll processing
Field Trips	272	Classroom related excursions
Food	2,436	Meals for staff mandated by Head Start Performance Standards
<b>Total:</b>	<b>32,325</b>	



**BUDGET JUSTIFICATION  
EQUIPMENT PURCHASES**

Applicant/Provider: Hawaii County Economic Opportunity Council

RFP No.: Grant-in-aid Period: 39980 to 40025 Date Prepared: 39839

Contract No.: \_\_\_\_\_  
(As Applicable)

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A				

**JUSTIFICATION/COMMENTS:**

# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

**POSITION TITLE:** TEACHER, HEAD START (LEAD TEACHER)

**POSITION SUMMARY:**

The Head Start Teacher is responsible for the day-to-day operation and function of the Head Start Classroom and related outside activities. This Head Start Teacher reports to the Site Manager.

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists the Site Team in maintaining curriculum goals and their implementation in accordance with the Head Start Program Performance Standards and Federal and State guidelines.
2. Individualizes curriculum on weekly lesson plans through use of the Individual Child Profile and Portfolio Collections.
3. Completes Individual Child Profiles and standardized Screening/Assessments, as requested by the Site Manager.
4. Responsible for setting up and maintaining developmentally appropriate and safe learning environment.
5. Coordinates the planning, implementation and evaluation of field trips, excursions and other activities.
6. Maintains and ensures the health and safety of the children and oversees all volunteers in the classroom.
7. Responsible for maintaining attendance records, USDA records, documentation of incidences and accident reports.
8. Maintains an inventory of equipment and supplies needed for the classroom and is responsible for the general upkeep of the classroom.
9. Participates in a minimum of 2 Parent/Teacher conferences for each child enrolled in the class.
10. Participates in work-related meetings and trainings.
11. Implements and maintains Universal Health Procedures in the classroom and related records.
12. Participates in a minimum of two Home Visits with each family enrolled in the class. (May be accompanied by the Family Advocate).
13. Works with the Family Advocate in facilitating parent involvement.
14. Performs other duties as requested by the Site Manager.
15. May be temporarily assigned to a higher-level position in HCEOC.

Title: HEAD START TEACHER (LEAD TEACHER), Non-exempt  
DOT Title: Teacher, DOT CODE: 02. 22 – 018  
Revised: September –2005, Program: Head Start

# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

## **Working Conditions:**

Mostly in a classroom environment. Requires regular attendance to established work schedule and may be required to work variable hours and variable days. Requires gaining an understanding of and adherence to, the established Head Start philosophy and HCEOC Policies and Procedures.

## **Equipment Use:**

Requires use of usual office equipment including computer, and calculator.

## **Mental Demands:**

Duties require frequent multi-tasking, attention to detail, composition skills, mathematical ability, conceptualization, and expressing or exchanging ideas and ability to use of sound judgment when dealing with children and parents. Willing to take courses to earn college credit.

## **Physical Demands:**

Duties require ability to lift/carry up to 50 pounds, periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending while giving instructions or demonstrating activities to staff, students and parents.

## **Communications:**

Duties require frequent communication inside and outside the agency using considerable tact, persuasion, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of teaching and instructional methods, processes and practices.

Skill in use of general office equipment, computer and software applications.

Skill to correct, edit and proofread instructional materials and documents.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability and skill to plan, organize and present instructional presentations, and demonstrations to staff, volunteers, parents and others.

Ability to work cooperatively as an effective team member of the HCEOC.

## **MINIMUM QUALIFICATIONS:**

LEVEL A: AA/AS degree in Early Childhood Education from an accredited college or university and 1 year of experience in a supervised preschool setting.

LEVEL B: BA/BS in Early Childhood Education, or a related field, from an accredited college or university and 1 year of experience in a supervised preschool setting.

LEVEL C: Masters in Early Childhood Education or a related field, from an accredited college or university with 1 year of experience in a supervised preschool setting or a BA/BS from an accredited college or university and 5 years of experience in a supervised preschool setting .

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must retain First Aid and Child CPR Certification, valid Driver's License and insured automobile for work use.

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)  
POSITION DESCRIPTION**

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.



# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

**POSITION TITLE:** ASSISTANT TEACHER, HEAD START

**POSITION SUMMARY:**

The Head Start Assistant Teacher is responsible for providing assistance in the overall operation and function of the Head Start classroom and related outside activities and assumes responsibility for the class and students in the absence of the Head Start Teacher. The Assistant Teacher reports to the Teacher.

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists the Teacher and the Site Team in maintaining curriculum goals and their implementation in accordance with the Head Start Program Performance Standards and Federal and State guidelines.
2. Assists in setting up and maintaining developmentally appropriate learning environment and with the upkeep of the classroom.
3. Assists the Teacher in coordinating, planning, implementation and evaluating field trips, excursions and other activities.
4. Assist the Teacher in individualizing curriculum on weekly lesson plans through use of the Individualized Child Profile and Portfolio Collections.
5. Completes Individual Child Profiles and Standardized Screening/Assessments, as requested by the Teacher.
6. Assists with the Implementation and maintenance of Universal Health Procedures in the classroom.
7. May assist the Teacher in conducting home visits with families enrolled in the program.
8. Assists the Teacher and Family Advocate(s) in the facilitation of parent participation in classroom activities, parent projects and home visits. Assists the teacher by participating in a minimum of 2 Parent/Teacher conferences for each child enrolled in the class.
9. Assists with maintaining attendance records, Child and Adult Care Food Program (CACFP) records, documentation of incidences and accident reports.
10. Participates in work-related meetings and training.
11. Performs other duties as requested by the Teacher.
12. May be temporarily assigned to a higher-level position in HCEOC.

**Working Conditions:**

Mostly in a classroom environment. Requires regular attendance to established work schedule and may be required to work variable hours and variable days. Requires gaining an understanding of and adherence to, the established Head Start philosophy and HCEOC Policies and Procedures.

Title: Assistant Teacher-Head Start Non-exempt  
DOT TITLE: : Assistant Teacher  
DOT CODE: 099.327-010  
Revised: September, 2005

# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

## **Equipment Use:**

Requires use of usual office equipment including computer, and calculator.

## **Mental Demands:**

Duties require frequent multi-tasking, attention to detail, composition skills, mathematical ability, conceptualization, and expressing or exchanging ideas and ability to use of sound, good judgment when dealing with children and parents. Willing to take courses to earn college credit.

## **Physical Demands:**

Duties require ability to lift/carry up to 50 pounds, periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending while giving instructions or demonstrating activities to staff, students and parents.

## **Communications:**

Duties require frequent communication inside and outside the agency using considerable tact, persuasion, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of teaching and instructional methods, processes and practices.

Skill in use of general office equipment, computer and software applications.

Skill to correct, edit and proofread instructional materials and documents.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability and skill to plan, organize and present instructional presentations, and demonstrations to staff, volunteers, parents and others.

Ability to work cooperatively and collaboratively as an effective team member of the HCEOC.

## **MINIMUM QUALIFICATIONS:**

LEVEL A. Child Development Associates Credential (CDA) and 2 years of experience in a supervised preschool or group childcare setting.

LEVEL B. AA/AS degree in Early Childhood Education from an accredited college or university and 2 years of experience in a supervised preschool or group childcare setting.

LEVEL C. BA/BS in Early Childhood Education or a related field from an accredited college or university and 2 years or more of related experience. Master's degree or higher in Early Childhood Education or Child Development or a related field from an accredited college or university, and 2 years of experience in a supervised preschool setting.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must retain First Aid and Child CPR Certification, valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

Title: Assistant Teacher-Head Start Non-exempt  
DOT TITLE: : Assistant Teacher  
DOT CODE: 099.327-010  
Revised: September, 2005

# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

**POSITION TITLE:** TEACHER AIDE, HEAD START

**POSITION SUMMARY:**

The Head Start Teacher Aide provides direct support and assistance in the overall operation and function of the Head Start Classroom. The Head Start Teacher Aide reports to the Head Start Teacher.

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

**ESSENTIAL JOB FUNCTIONS:**

1. Develops basic teaching skills and a basic understanding of early childhood growth and the developmental process.
2. Assists the Head Start Teacher in program evaluations, reports, and other documents in compliance with the program goals and objectives.
3. Assists in completing Individual Child Profiles and Standardized Screening Assessments, as requested by the Head Start Teacher.
4. Assists in the planning, coordination, implementation and evaluation of field trips and excursions.
5. Conducts instruction/teaching in certain specialized areas of the curriculum.
6. Responsible for maintaining attendance records, Child and Adult Care Food Program (CACFP) records, documentation of incidences and accident reports.
7. Assists with breakfast, lunch and snacks service.
8. Is responsible for keeping the bathroom and classroom areas in a clean and sanitary condition.
9. Assists in the implementation and monitoring of Universal Health Procedures in the classroom.
10. Attends and participates in training and Site Team Meetings.
11. Assists in completing the Individual Child Profiles and Standardized Screening Assessments, as requested by the Head Start Teacher.
12. Assists with bus monitoring duties.
13. Performs other duties as requested by the Teacher or Site Manager.
14. May be temporarily assigned to a higher-level position in HCEOC.

**Working Conditions:**

Mostly in a classroom environment. Requires regular attendance to established work schedule and may be required to work variable hours and variable days. Requires gaining an understanding of and adherence to, the established Head Start philosophy and HCEOC Policies and Procedures.

Title: Teacher Aide – Head Start Non-exempt  
DOT Title: Teacher Aide, DOT CODE: 099.327 – 010  
Revised: November 2005



# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

## **Equipment Use:**

Requires use of usual office equipment including computer, and calculator.

## **Mental Demands:**

Duties require frequent multi-tasking, attention to detail, conceptualization, and expressing or exchanging ideas and ability to use of sound judgment when dealing with children and parents. Willing to take courses to earn college credit.

## **Physical Demands:**

Duties require ability to lift/carry up to 50 pounds, periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending.

## **Communications:**

Duties require frequent communication inside and outside the agency using considerable tact, persuasion, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic instructional methods, processes and practices and/or a willingness to learn.

Skill in use of general office equipment, computer and software applications.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability to provide assistance to staff, volunteers, parents and others where needed.

Ability to work cooperatively as an effective team member of the HCEOC.

## **MINIMUM QUALIFICATIONS:**

LEVEL A: High School graduate, or equivalent, and 6 months of job related experience.

LEVEL B: Child Development Associate (CDA) and 1 year of job related experience.

LEVEL C: Early Childhood Education Certificate from an accredited college and 1 year of job related experience.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must retain First Aid and Child CPR Certification, valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

**POSITION TITLE:** AUXILIARY HELPER, HEAD START

**POSITION SUMMARY:**

The Auxiliary Helper is responsible for providing Center Base childcare, meal services, food service area maintenance and monitoring of children on the bus while in transit from pick-up to school and from school to drop off site. The duties of this position may vary from site to site according to site needs. The Auxiliary Helper reports to the Site Manager

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

**ESSENTIAL JOB FUNCTIONS:**

1. Provides food service for Head Start children.
2. Transports food from reception area (DOE cafeteria, Site kitchen) to food service area.
3. Maintains Health Department Food Service logs, prepares food servings following USDA requirements for serving sizes, records litmus reading, records food and refrigerator temperatures.
4. Assists with meal set-up in meal service area, and with the serving and supervising of meals.
5. Washes meal utensils, pans, bowls, etc. (breakfast and lunch) and stores them or returns them to the proper location.
6. Cleans food reception and service area daily. (e.g. mop floor, wipe cabinets, work and service surfaces; cleans inside cabinets monthly, and cleans refrigerator, microwave oven, toaster oven, and other equipment, weekly, or sooner if needed
7. Conducts a monthly inventory of meal supplies for Site Manager and oversees Meal Aide volunteers
8. Provides bus-monitoring assistance to assure children are seated and their seat belts are fastened before the bus moves; helps children when entering or exiting the bus.
9. Assists the Teacher and Assistant Teacher in the care and safety of the children in the classroom and assists in coordination and implementation of field trips and excursions.
10. Assists the teaching staff in the care and maintenance of the classroom including the preparation and implementation of Head Start activities.
11. Assists in keeping the bathroom and classroom areas in a clean and sanitary condition.
12. Performs other duties as requested by the Site Manager.
13. May be temporarily assigned to a higher-level position in HCEOC.

# HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

## **Working Conditions:**

Mostly in a classroom environment. Requires regular attendance to established work schedule and may be required to work variable hours and variable days. Requires gaining an understanding of and adherence to, the established Head Start philosophy and HCEOC Policies and Procedures.

## **Equipment Use:**

Requires use of usual kitchen equipment and related tools.

## **Mental Demands:**

Duties require frequent multi-tasking, attention to detail, and ability to use sound judgment when working or assisting children or interacting with parents. Willing to take courses to earn college credit.

## **Physical Demands:**

Duties require ability to lift/carry up 50 pounds; periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending.

## **Communications:**

Duties require frequent communication inside and outside the agency using considerable tact, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic safety practices and/or a willingness to learn and follow instructions.

Skill in use of general office equipment and various kitchen equipment or tools.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability to provide assistance to staff, volunteers, parents and others where needed.

Ability to work cooperatively as an effective team member of the HCEOC.

## **MINIMUM QUALIFICATIONS:**

LEVEL A: Six months of related experience.

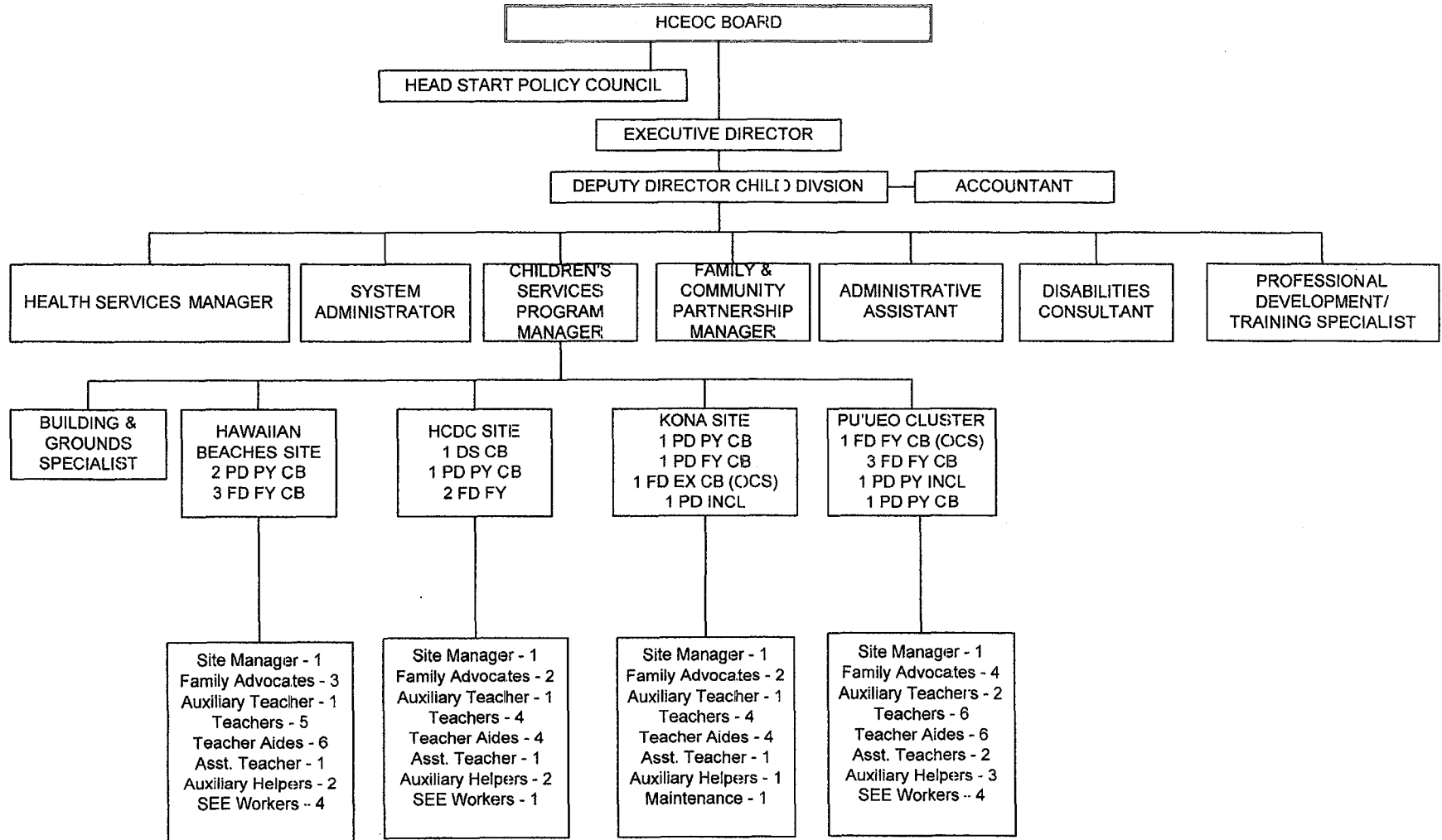
LEVEL B: High School graduate or equivalent and 6 months of related experience.

LEVEL C: High School graduate and Childcare training and/or Food Service training and 1 year of experience.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must have a valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

# HCEOC Head Start 2008/2009 Organization Chart



DS = DOUBLE SESSION  
 PD = PART DAY, PY = PART YEAR  
 FD = FULL DAY, FY = FULL YEAR  
 CB = CENTER BASE  
 EX = EXPANDED YEAR  
 INCL = INCLUSION

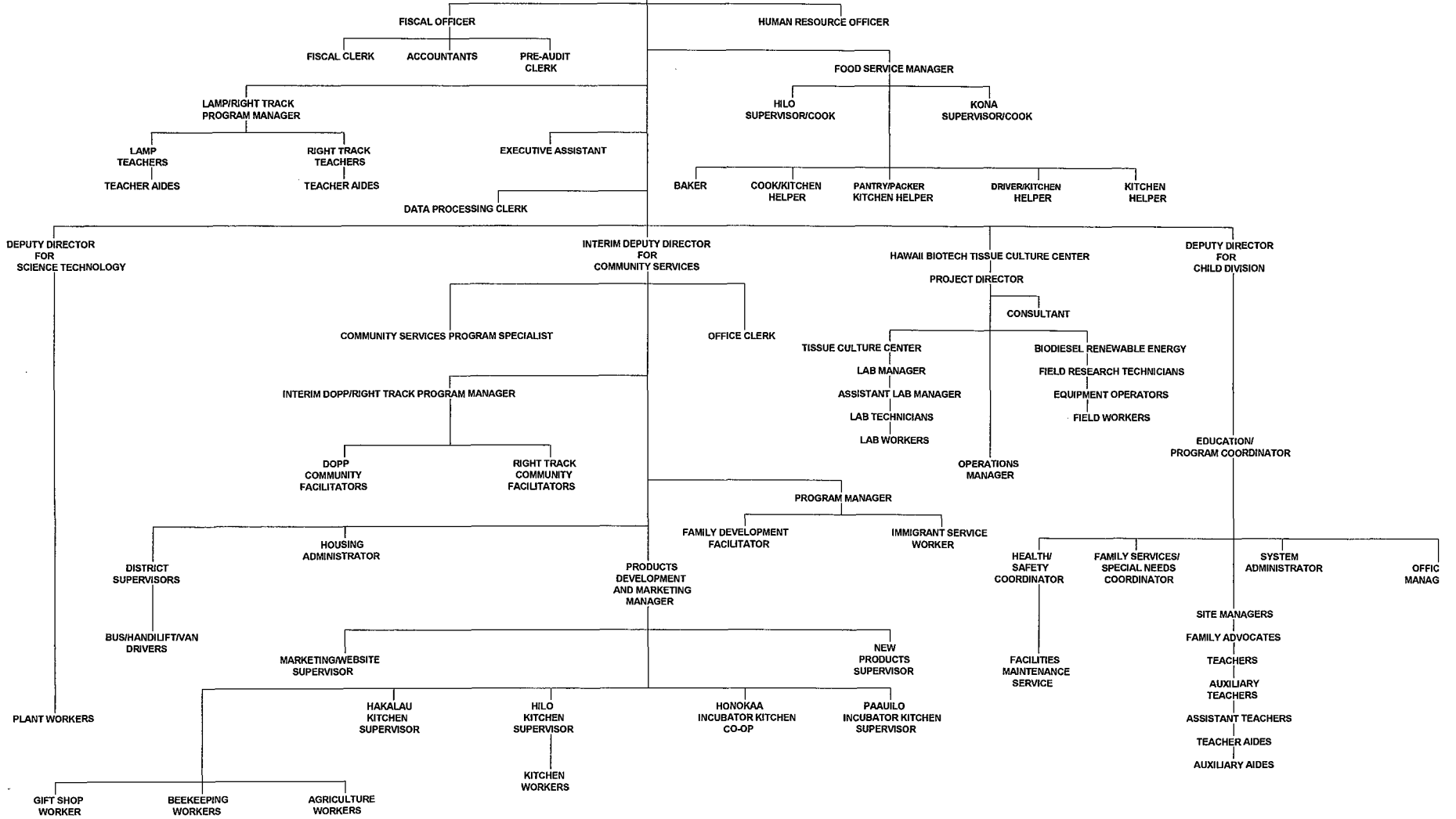
REV: 10/08  
 DEV: 12/02

FY 2007-2008

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

BOARD OF DIRECTORS

EXECUTIVE DIRECTOR



**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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, Hawaii 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.

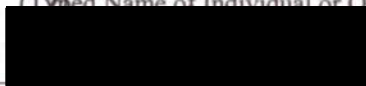
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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 County Economic Opportunity Council

(Typed Name of Individual or Organization)



(Signature)

2-6-09  
(Date)

George Yokoyama

(Typed Name)

Executive Director

(Title)

House District 2

Senate District 1

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

Log No: 44-C

For Legislature's Use Only

*rec'd* JAN 27 2009 *jm*

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 Department of Labor  
AND PROGRAM I.D. NO. \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

Hospice of Hilo

Dbas:

Street Address: 1011 Waiuanue Avenue

Hilo, Hawaii 96720

Mailing Address: same as above

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name BRENDA HO

Title Executive Director

Phone # (808) 969-1733

Fax # (808) 969-4863

e-mail brendah@hospiceofhilo.org

**3. TYPE OF BUSINESS ENTITY:**

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

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: For Phase I of the construction of the first Medicare-certified 18-bed in-patient hospice facility to serve the island of Hawaii**

(Maximum 300 Characters)

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010\$ 2,000,000

**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 \$1,250,000

FEDERAL 0

COUNTY \$800,000

PRIVATE/OTHER \$1,968,200

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

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

AUTHORIZED SIGNATURE

BRENDA HO, EXECUTIVE DIRECTOR

NAME & TITLE

1/30/09

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 mission of Hospice of Hilo is to provide support, comfort and interdisciplinary care to terminally ill and their loved ones, and to provide education and grief support to the community at large.

The administrative offices of Hospice of Hilo, with an adjoining community education center, are located at 1011 Waiānuenuē Avenue in Hilo, Hawai`i. The organization has been providing programs and services to the community from this location since 1998.

Hospice of Hilo was originally established in 1980 by a group of community leaders, who recognized that the special needs of dying patients and their families were not being adequately met by the conventional medical system. The organization was initially named, *The Patient Enrichment Program* and in 1983, the first Executive Director was hired.

In 1986, the name of the organization was changed to Hospice of Hilo. Medicare certification was granted in 1989. In 1992, in its 10<sup>th</sup> year of operation, Hospice of Hilo served 47 patients and their families. By 2006, that number had grown to 317 patients, more than a five-fold increase.

In addition to direct patient care, Hospice of Hilo also provides community education on end-of-life issues as well as grief support services to the community. Both of these services are offered free of charge. The community education program offers timely information on such topics as advance healthcare directives, practical issues facing families at the end of life and ways to help others in coping with loss. The bereavement support program offers individual and family counseling as well as grief support groups for widows, parents who have lost a child, and other adults who have suffered a loss. In



addition, Hospice of Hilo offers a specialized children's grief support program for children and youth ages 5-17.

Faced with a steady increase in the demand for hospice services, Hospice of Hilo continues to expand its volunteer and professional staff. Today, the organization has over 100 volunteers and employs 26-fulltime and 19-part time professionals.

2. The goals and objectives related to the request;  
The goal of this project is to construct the Big Island of Hawai'i's first Medicare-certified 18-bed in-patient hospice facility to serve terminally ill patients who are unable to be cared for in their homes because of the complexity of their disease or because there are no family members available to provide in-home care giving.
3. State the public purpose and need to be served;  
Currently, there are **no in-patient hospice facilities operating on any of the Neighbor Islands**. The only such facilities in the state are located on O`ahu.

The public purpose of the hospice in-patient facility will be to **provide compassionate end of life care** that is specifically tailored to meet the unique needs of dying patients who reside on the Big Island of Hawai'i who are unable to be cared for at home.

Most terminally ill patients are cared for in acute-care or extended-care wards of hospitals. Such hospital units are designed to provide medical and nursing care that is curative in nature and which focuses primarily on treating a patient's disease process. The new in-patient hospice facility will focus primarily on palliative care which is the management of pain and symptoms, as well as addressing the emotional and spiritual needs of both the patient and their families.

**Substantial cost savings** are realized when dying patients are cared for in a hospice in-patient facility as compared to local hospitals. For example, the daily rate for care in a Medicare certified hospice in-patient facility is \$627/day (which includes all costs of medications, treatments, etc.) as compared to \$1,084/day (room and board only) for care at Hilo Medical Center.

In many cases, terminally ill children must be flown to O`ahu to receive care at Kapi`olani Women and Children's Hospital. The new in-patient facility envisioned in this proposal would provide **a much needed alternative to the current pediatric support system.**

Currently, **terminally ill patients on Hawai`i Island who require in-patient care are relegated to acute-care or extended-care hospital units.** These hospital units provide aggressive curative care rather than comfort (*palliative*) care needed by patients at the end of life. Moreover, **an in-patient hospice facility would free up much needed bed space in local hospitals.**

4. Describe the target population to be served; and Hawai`i Island's elderly population is growing at a faster rate than any other segment; and the island's overall rate of population growth is the highest in the state. Moreover, **the number of deaths per 10,000 resident population is higher for Hawai`i County than any other county in the state.** These statistics point to a growing dilemma with respect to end-of-life care and illustrate the escalating need for in-patient hospice care.

The target population to be served consists of all terminally ill patients from any area of Hawai`i Island who have life expectancies of 6 months or less and who are unable to be cared for in their homes due to the severity/complexity of their illness or due to the absence of a family caregiver system in the home. Such patients—without regard to place of residence, diagnosis, gender, sexual orientation, national origin, race, creed, disability, age or **ability to pay**—will be accepted on a “first come, first serve” basis.

5. Describe the geographic coverage.  
The new hospice in-patient facility will serve the entire Island of Hawai`i.

## 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;

Hospice of Hilo will work with design professionals and contractors **to design and build the first in-patient Hospice on the Island of Hawai`i.** The 14,140 sq. foot \$12.0 million Hospice Center will include 18 private rooms in a homelike setting and training space to train healthcare professionals as well as students at UH Hilo studying to be healthcare professionals in the best practices in palliative and end of life care.

A professional fundraising consultant has also been retained to work with board and staff to raise the \$12.0 million needed to complete the construction project. Once a grant in aid has been approved for the project, local and mainland foundations have expressed their interest in helping to fund the project.

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

**Project Timeline**

<b>Task/Outcome</b>	<b>6/07-12/07</b>	<b>1/08-6/08</b>	<b>7/08-12/08</b>	<b>1/09-6/09</b>	<b>7/09-12/09</b>	<b>1/10-12/10</b>
On-Going Fundraising						
Complete Design Phase	Completed					
Planning and Permitting		Completed				
Site Prep						
Construction Phase						
Grand Opening						12/10

- 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; and

**Evaluation of Construction Project**

Hospice of Hilo has recently retained the services of a licensed architect and will go through a bid process to select a licensed contractor. In addition, a construction project manager may be hired to oversee construction and to report progress of the project to the Hospice of Hilo Board of Directors.

**Evaluation of Programs in New Facility**

Hospice of Hilo is a Medicare certified organization. The new facility will be Medicare-certified also. As such, the services in the new facility will be subject to the adherence to all of the Medicare conditions of participation which establish standards for administration and patient care. The new facility will be subject to unannounced on-site evaluations by Medicare and the Hawai`i State Department of Health monitors. The current programs have passed all evaluations.

Hospice of Hilo is a member of the National Hospice and Palliative Care Organization and operates in accordance with national standards. We have a quality assurance committee comprised of staff and board members which meets monthly to review compliance with overall operations and standards and devise solutions as problems arise.

Hospice of Hilo is a member agency in good standing of the Hawai'i Island United Way. As such we must establish measurable program outcomes, undergo a biennial review by a citizens' review panel and submit semi-annual performance evaluations.

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.

Hospice of Hilo is required by several foundations to provide detailed reports regarding the expenditures of grants that are approved. Hospice of Hilo is committed to providing these same reports along with a financial audit to the expending agency to ensure that the grant in aid is spent for the purpose set forth in this application. The completion of the construction of a new Hospice in-patient facility and the opening of the facility for the community will serve as the final benchmark to measure the effectiveness of this request.

### **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 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$500,000	\$1,000,000	\$500,000	\$0	\$2,000,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.  
See Below Funding Sources Listing

<b>Projected Funding Sources</b>	<b>Goal</b>	<b>Committed to Date</b>
<b>Board<sup>1</sup> and Friends</b>	<b>\$500,000</b>	<b>\$327,200</b>
<b>Agency Funds</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
<b>State Grant in Aid</b>	<b>\$3,250,000</b>	<b>\$1,250,000</b>
<b>CDBG Funding</b>	<b>\$1,300,000</b>	<b>\$800,000</b>
<b>Individuals</b>	<b>\$700,000</b>	<b>\$11,000</b>
<b>Federal Funding</b>	<b>\$500,000</b>	<b>\$0</b>
<b>Foundations/Corporations</b>	<b>\$4,750,000</b>	<b>\$630,000</b>
Ed Olsen Trust (\$500,000) <sup>2</sup>		
Samuel N. and Mary Castle Foundation (\$75,000)		
LeBurta Atherton Foundation (\$50,000)		
Atherton Family Foundation		
Harry and Jeanette Weinberg Foundation <sup>3</sup>		
Strong Foundation		
American Savings		
Alexander and Baldwin, Inc.		
First Hawaiian Bank		
Bank of Hawaii		
Central Pacific Bank (\$5,000)		
Zilber Foundation		
Benioff Trust		
G.N. Wilcox Trust		
S.W. Wilcox Trust		
Gordon and Betty Moore Foundation		
Cooke Foundation		
Longs Foundation		
Kresge Foundation		
Campbell Family Foundation (s)		
<b>TOTAL</b>	<b>\$12,000,000</b>	<b>\$4,018,200</b>

#### **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.

<sup>1</sup> 100% of the Board has made a financial commitment to the campaign.

<sup>2</sup> The Ed Olsen Trust has verbally committed additional funding of \$250,000 or more after their two year pledge of \$500,000 is completed.

<sup>3</sup> The Harry and Jeanette Weinberg Foundation has expressed verbal interest in funding this project.

In 1998, Hospice of Hilo successfully completed a \$2.3 million capital campaign to construct its current administration and education center.

A 15-member board of directors representing community leaders governs Hospice of Hilo. Jim Nakagawa, who has over 20 years of experience in construction related banking, currently serves as the Board Chair. Mr. Nakagawa was actively involved in the 1998 construction project.

Sidney Fuke, a professional planner and a current member of the Board of Directors was also involved in the last construction project and is a member of the Ad Hoc Committee for this campaign. His broad experience in the areas of planning, construction and fund development will be an important asset to the current project.

The Executive Director is Brenda Ho, RN, MS. She holds an RN degree and a Master's degree in Nursing Administration. Currently, she serves as the Vice President of the Hawaiian Islands Hospice Organization which includes all 7 of the hospice organizations in the state. She was extensively involved in the initial capital campaign and building project and brings a depth of experience to the current in-patient facility construction project.

Hospice of Hilo currently has contracts with Hilo Medical Center and Hale Anuenue Restorative Health Center to provide hospice services to terminally ill patients residing within these institutions. The services provided within these institutions will be provided in the new in-patient Hospice facility. The new facility will also free up much needed bed space at Hilo Medical Center.

**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.

**Current Facilities**

Hospice of Hilo owns a 4,000 square foot administrative center and a 1,500 sq. ft. community education center located on 1.75 acres of land leased from the Department of Land and Natural Resources. These buildings are located at 1011 Waianuenue Avenue in Hilo, Hawai'i. The lease runs until 2063.

The current administrative center houses our administrative and clinical staff and includes a reception area, a conference room, a staff lounge, a counseling room, a central equipment/copy room, a supply room, 9 closed-door rooms and one large clinical staff room with 12 work stations. All staff members are connected to a central computer network. There is on-site parking space for 40 vehicles.

The community education building has the capacity to accommodate 99 people. This building is used steadily for (1) training hospice volunteers, (2) community lectures on end-of-life topics such as Advance Healthcare Directives, (3) memorial services, (4) funerals, (5) adult and children's bereavement support group meetings, (6) bulk mailing of our quarterly newsletter, (7) staff meetings, (8) physician education programs, and (9) meetings with other non-profit organizations.

Both of these buildings comply with ADA requirements.

### **Proposed New In-Patient Facility**

Hospice of Hilo recently launched a capital campaign to construct a 12-bed Medicare-certified hospice in-patient facility with a six bed expansion option<sup>4</sup> to serve terminally ill patients on the island of Hawaii who are unable to be cared for at home, either because their disease process is too advanced or complex or because there is not an adequate caregiver system available for in-home care. An in-patient hospice facility will allow these patients to receive the kind of comprehensive medical, psychological, social and spiritual care they deserve and the kind of dignified death all of us hope for ourselves and our families.

The new \$12.0 million, 14,140 square foot in-patient facility will allow Hospice of Hilo to provide in-patient care to terminally ill patients in addition to the home-care we currently provide.

The new home-like hospice center, surrounded by attractively landscaped grounds will be located on land at Mohouli and Kapiolani Streets that Hospice of Hilo will lease from the Department of Land and Natural Resources. The new facility will be in close proximity to the proposed University of Hawaii at Hilo College of Pharmacy and the University of Hawaii at Hilo Nursing Program

The new center will be a model for quality, compassionate care for residents of the Big Island of Hawai'i who are facing a life-limiting illness or injury. The center will house a team-oriented staff that will provide

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<sup>4</sup> The infrastructure needed to expand the new facility by 6 beds will be completed as part of this capital campaign. If the need for in-patient services grows, Hospice of Hilo can expand the facility within a 12 month period if funding is available for the expansion.

expert medical care, pain management, and emotional and spiritual support expressly tailored to the patient's needs and wishes.

Support will also be available for the patient's loved ones as well.

The focus of this new Center will rely on the belief that each of us has the right to die pain-free and with dignity, and that our loved ones will receive the necessary support to allow us to do so.

The new Center will be built to accommodate an initial 12 patient rooms with the space to "build out" up to an additional 6 rooms to accommodate the anticipated need for future growth.

Areas that encourage socialization and enhance the homelike ambience of the center will include a:

- ❖ Living room and other common areas
- ❖ Dining room and kitchen
- ❖ Meditation room
- ❖ Children's Room

In addition, offices and meeting rooms for use by the Medical Director, Spiritual Counselor and other members of the professional staff will also be included. Known in the community for its excellence in palliative care (pain and symptom management), this facility will allow Hospice of Hilo to expand and provide outpatient palliative care consultation services in a designated examination room within the new facility.

In addition to direct patient care, a training center will be designed as part of the project to serve as an educational venue for the public and for professionals interested in pursuing education and/or careers in end of life care.

Each suite is designed with high priority given to the comfort and ease of patients and their families. Each suite will include a sleeping and sitting area for the patient, closet, television, private bath specially designed to accommodate the needs of the patient, and a sleeping area for a visiting family member.

Healthcare fixtures, oxygen lines and other equipment will be concealed in cabinets and walls. Suites will be designed with provisions for individual temperature, noise and air quality control. Each patient area will have direct access to an outside lanai. A family lounge, with facilities for food preparation will also be a component of the new center. A personal care area that includes a hoist that will allow supine patients to be safely



lowered into a full-body bathing tub for a soothing warm bath will also be a design feature.

The entire facility will be ADA compliant.

The proposed facility will have an occupancy rate of 90 percent or more, and serve an estimated 328 patients per year. In addition, Hospice of Hilo anticipates serving approximately 656 family members each year through the in-patient program. The in-patient facility will admit all eligible patients on a "first-come, first-served" basis. The fee structure of the proposed in-patient facility will be based on insurance coverage. For those patients without insurance coverage, Hospice of Hilo will charge a sliding-scale fee based on the patient's financial status.

The timeline of the construction project will be based partly on the ability of Hospice of Hilo to raise the funding needed to begin construction. However, a successful fundraising campaign has already enabled Hospice of Hilo to complete the design phase of the project. In addition, Hospice of Hilo has raised funds to begin infrastructure construction that will be needed in order for the vertical build to occur in early 2010.

#### **A SPECIAL PLACE FOR CHILDREN**

When children become terminally ill, the period of care is often much longer, the number of people affected by the patient's illness is generally larger, and respite care for the whole family is essential. In many cases, terminally ill children must be flown to Oahu to receive care at Kapiolani Women and Children's Hospital. The new in-patient facility envisioned in this proposal will enable Hospice of Hilo to be better prepared to handle pediatric patients and will provide **a much needed alternative to the current pediatric support system for terminally ill children.**

The new in-patient hospice facility will feature patient rooms which can be transformed to be child friendly, a children's play room, family room, and spa therapy room specifically designed to meet the needs of terminally ill children and their families. Families may come to the in-patient hospice for respite care, giving parents and siblings a break from the day to day challenges associated with caring for a terminally ill child. A child may also be admitted to the hospice for end-of-life care. Family members will be welcome to stay in the room with their child at this hospice facility. Like adult hospice patients, hospice care for each child will be family centered and delivered by an interdisciplinary team. Services provided at the in-patient hospice aimed at enhancing the quality of life for the terminally ill child and his/her family will include:

- Access to quality palliative care
- Respite care
- Family support (pre and post bereavement care)

- Provisions for play therapy and social activities (movies, games, arts and crafts, etc.)
- Advisory resources to families and professionals

Hospice of Hilo is committed to offering a wide range of holistic services to support terminally ill children and their families physically, emotionally, socially and spiritually in a home-like atmosphere.

In addition, these provisions will make the new Hospice facility a welcoming place for children in the process of losing a mother, father or grandparent. This new facility will be a place where children can have pleasant memories of their loved ones last days instead of memories of a cold and sterile environment like an ICU unit in a hospital. Special programs will also be available to help children through the grieving process.

The community impact of the construction project will be evaluated through surveys to families regarding their overall experience with the new in-patient program. These surveys will be used to ensure that the new in-patient program is meeting the needs of the community.

## 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.

**This new facility will create approximately 35 new jobs for Big Island residents. At a time when many companies are laying off staff, job creation for the East Hawaii community is especially timely.** Responsibility for the day-to day operations of the new in-patient facility will be lie with the organization's Executive Director, Brenda Ho. She will oversee a staff that includes a full time Medical Director, a Director of In-Patient Operations (DIPO) who will be an experienced nurse administrator. The DIPO will supervise all clinical staff including registered nurses, social workers and a spiritual counselor. Nursing care will be provided by RN Case managers who will be specially trained in hospice and palliative care.

The ratio of nurses to patients will be one nurse for each six patients. The clinical staff will also include Medical Social Workers who will be

needed. These clinical personnel will meet as an Interdisciplinary Team (IDT) on a weekly basis to review patient care needs and update plans for care. Clinical staff members will receive on-going training, both by attending professional conferences and by participating in inter-active audio and web-based trainings. Specially trained hospice volunteers will also be available to provide practical and psycho-social support.

**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 Attachment (Current Home Care Program Organization Chart)**

**See Attachment (In-Patient Program Organization Chart)**

**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. **(Not Applicable)**

**B. Licensure or Accreditation**

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

**Hospice of Hilo is Medicare certified and in good standing regarding all Medicare conditions of participation.**

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

**Brenda Ho**

(Typed Name of Individual or Organization)



(Signature)

**1/25/09**

(Date)

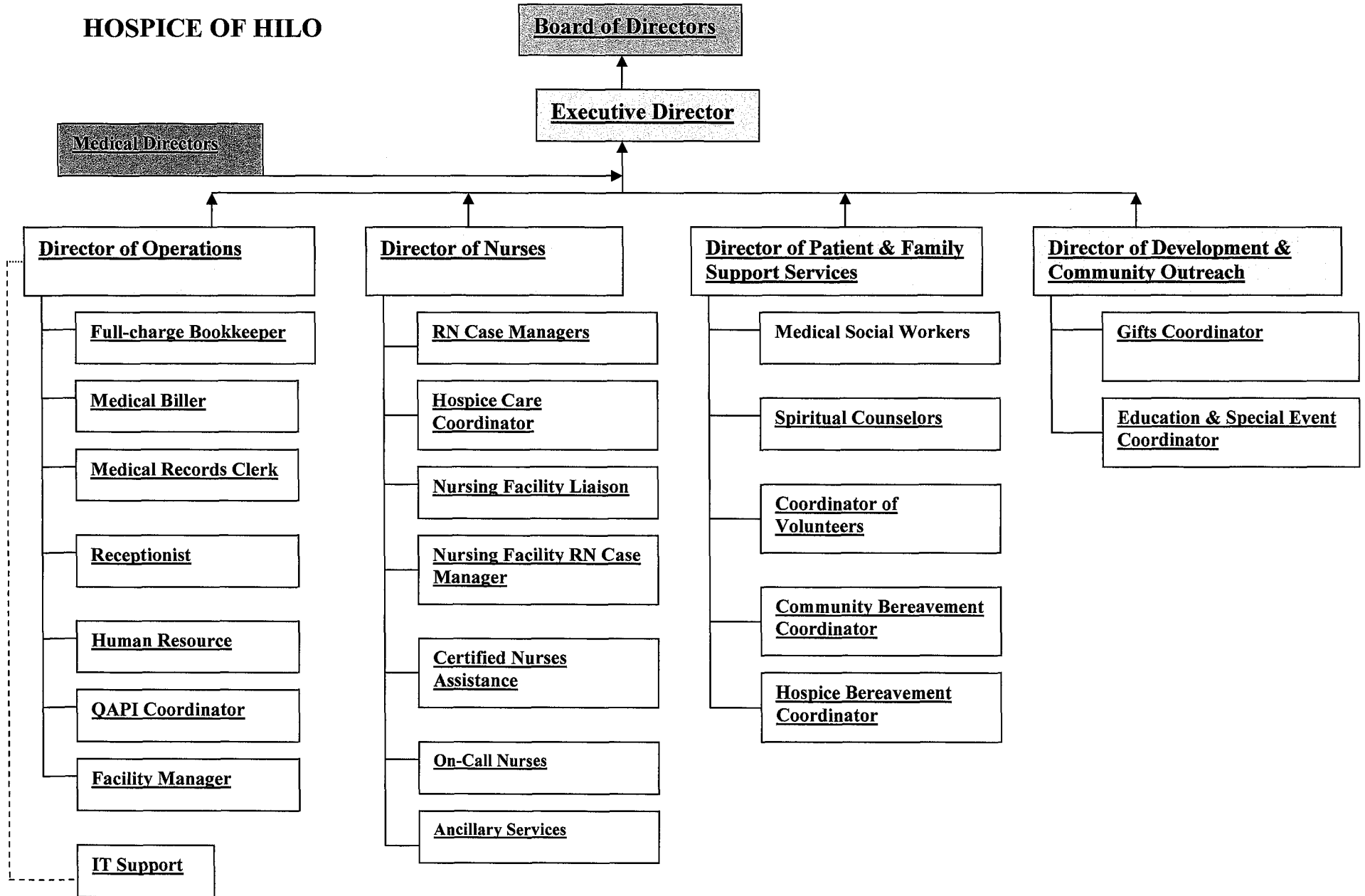
**Brenda Ho,**

(Typed Name)

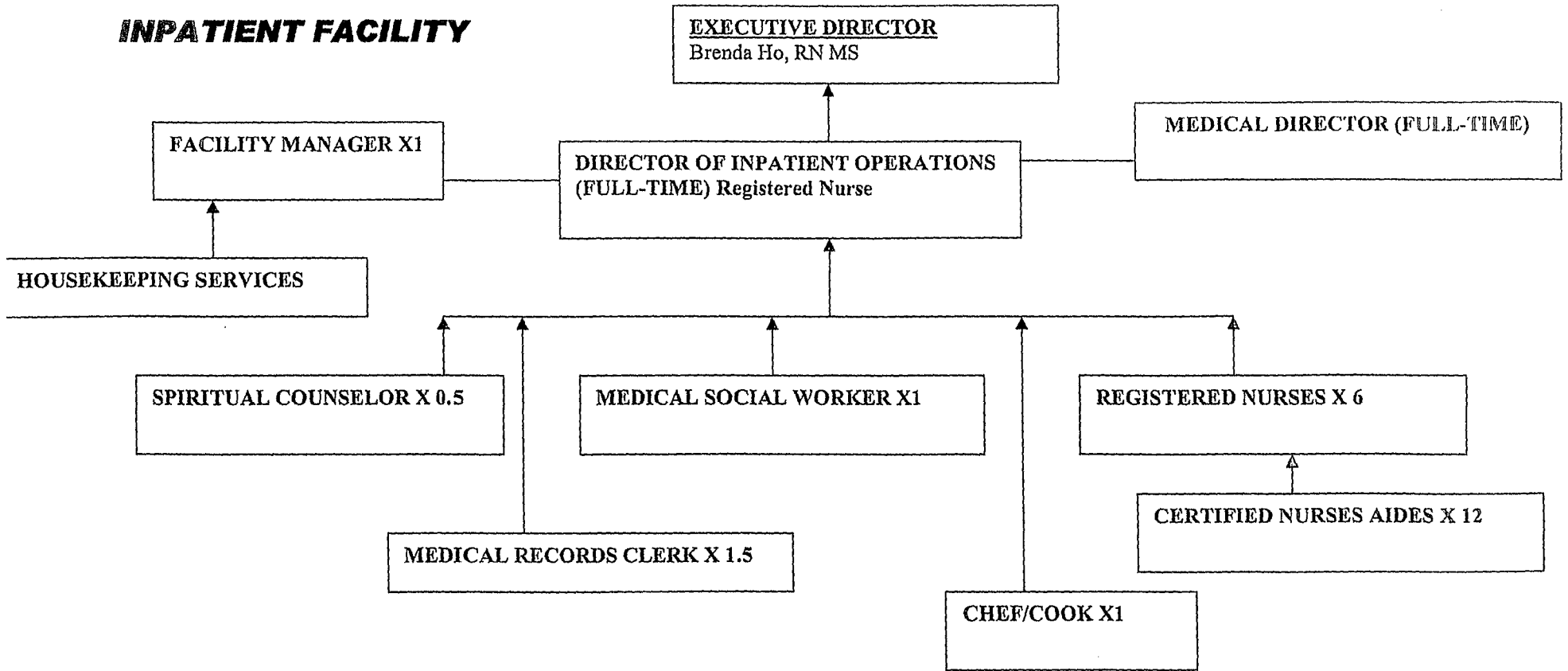
**Executive Director**

(Title)

# HOSPICE OF HILO



# INPATIENT FACILITY



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

App

Hospice of Hilo

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>H TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>2,000,000</b>	<b>4,018,200</b>	<b>4,750,000</b>	<b>981,000</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>2,000,000</b>	<b>4,018,200</b>	<b>4,750,000</b>	<b>1,231,800</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	2,000,000	Brenda Ho	808-969-1733	
(b) Grants Received to Date	4,018,200		Phone	
(c) Private Funding	4,981,800		1/30/09	
(d) Federal (CDBG + EDI/EDA)	1,000,000	Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>12,000,000</b>	Brenda Ho, Executive Director		
		Name and Title (Please type or print)		

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hospice of Hilo

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
Not Applicable for Capital Improvement Project				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				0.00
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hospice of Hilo

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Not Applicable for Capital Improvement Project				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hospice of Hilo

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	300000	500000	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	1000000	0	0	0	0	0
CONSTRUCTION	1000000	1718200	2000000	0	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>2300000</b>	<b>2218200</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b> A \$2,000,000 grant in aid would enable Hospice of Hilo to begin construction within 12 months of receiving those funds.						

House District \_\_\_\_\_

Senate District \_\_\_\_\_

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 47-C

For Legislature's Use Only

*rec'd*  
JAN 27 2009  
*gm*

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): \_\_\_\_\_

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

1. APPLICANT INFORMATION:

Ka Lima O Maui, Ltd.

Db:

95 Mahalani Street  
Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Chantal Ratte

Title Executive Director

Phone # 808-244-5502

Fax # 808-244-2077

e-mail Chantal@kalimaomaui.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CAPITAL FUNDS FOR NEW KA LIMA O MAUI FACILITIES.

4. FEDERAL TAX ID # \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$500,000.00

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$500,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

CHANTAL RATTE/EXECUTIVE DIRECTOR \_\_\_\_\_  
NAME & TITLE

1/23/09  
DATE SIGNED

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## I. Background and Summary

### 1.) Brief description of the applicant's background:

Ka Lima O Maui is a private, non-profit, community rehabilitation program and has been providing vocational training, individualized habilitation, support and employment related services to disabled and economically disadvantaged adult residents of Maui since 1955. Ka Lima has over 54 years experience and is well known throughout the community for its employment outcomes and the quality and reliability of its services. **Ka Lima is the only private, community rehabilitation program currently providing services on Maui** and serves over 200 clients annually. Funding to support the \$2.3 million operational costs for the agency's services comes from a variety of public and private sources that include: Purchase of service contracts with the Division of Vocational Rehabilitation and the State Department of Labor's Office of Community Services, Medicaid Waiver Program income for home and community services provided to Severely Disabled adults, contractual income from the County of Maui and other community businesses for custodial and grounds maintenance service contracts, and fund raising income from special events and annual appeals. It is noteworthy that less than 1/2% is received from public (Governmental) sources in the form of grants to support the agency's annual operational budget. This distinction along with the fact that the agency generates the majority of the funds required to support its annual operating budget from its work service contracts is important and it serves to separate the agency from the majority of other private, non-profits, many of whom rely heavily upon government funds for a portion of their annual operating budgets. As noted, Ka Lima's funding matrix is diverse and supports the agency's intent to be self reliant and independent.

For the past 35 years Ka Lima has been housed as a tenant in the J. Walter Cameron Center. Due in part to changes in State and Federal program emphasis, particularly for those programs serving persons with disabilities, many of Ka Lima's programs have evolved over the years and become more community based. As such the agency's need for program space has changed and been reduced from what it was when they first took occupancy in the Cameron Center. Over the course of the agency's 54 year history many programs have been created, changed and/or modified to meet the needs of the clients served by those programs. Various entrepreneurial activities have been initiated, expanded or abandoned based on what best met the needs of the clients enrolled and employed by those activities. Ultimately, it has remained the goal of the organization to provide a safe, clean, accessible and productive environment in which to deliver and maintain the agency's core services – employment, training, independent skills training and community supports. Today the greatest need facing the organization is to consolidate its campus and

to house all its administrative services and programs in one area. To achieve this goal the organization has embarked upon its first ever major capital campaign with the intent of raising \$4.5 million dollars for the purpose of planning and constructing new program, administrative and support facilities on the 2-acre site leased from the County of Maui. This property, the site of the organization's former Plant Nursery, will house:

- A 5,000 sq. ft. 2 level program and administrative headquarters with a garage/storage/maintenance facility on the lower level.
- Two 4-single unit residential facility buildings for disabled adults that will be 100% affordable.
- Renovations to a 5,000 multipurpose facility that currently house its Medicaid Waiver Program.

**2.) Goals and objectives related to this request:**

The primary goal related to this request is to centralize service and program delivery from one campus location in Central Maui. The objectives that will support the attainment of this goal are:

1. To secure a matching GIA from the State of Hawaii in the amount of \$500,000
2. To dedicate \$500,000 in agency reserve funds to match the State GIA and prioritize the use of those funds for the initial planning and construction phases of the project
3. To raise the balance of the required funds from a board driven capital campaign that will garner support from Maui's business and residential communities.
4. To plan and construct facilities (equipment storage, living quarters, program and administrative space) that will address agency and consumer needs both current and future.
5. To extend the current property lease with the County for a term of not less than 50 years.

**3.) State the public purpose and need to be served:**

The programs operated by Ka Lima address a number of public purposes that include:

- The right to work in the least restrictive environment. And,
- The right to reside in the least restrictive residential alternative.

There remains a critical need on Maui for programs that deliver services to adults with disabilities, and to persons who are economically disadvantaged. Persons with disabilities have the highest rate of unemployment in the nation with Hawaii having one of the highest rate. Ka Lima's programs not only train and prepare persons with disabilities for a variety of community based employment options, but also provide the option of employment at Ka Lima. Ka Lima is the largest

employer of persons with disabilities in the County of Maui and has (8) mobile work crews that perform a variety of work tasks at various public and private work sites in Central and South Maui. In fact, in 2006, the State of Hawaii Department of Vocational Rehabilitation selected Ka Lima O Maui as the "Employer of the Year" for persons with disabilities for Maui, a recognition we are very proud of. The organization's contract with the State Dept. of Labor's Office of Community Services takes a holistic approach to the employment and related challenges faced by the island's population of persons considered economically disadvantaged and serves over 70 persons annually, assisting over 30 into employment positions.

The agency's Medicaid Waiver Program addresses self-reliance and independence of severely developmentally disabled adults in self-directed programs that are by and large community based. These programs are consumer driven and often have staffing ratios of 1:1. Clients participate in small group activities or in programs components that are tailored to their individual needs. Many of the program activities are non-vocational in nature and directed more at assisting the consumers to increase their levels of independence and self-reliance.

Over the course of the agency's 50-plus year history housing has been a chronic problem for many of the clients engaged in services at the agency. The two 4-unit residential facilities will address this issue and help to relieve the housing crisis experienced by some of the organization's disabled workers and program participants. Rents will be scaled and based on the client's ability to pay, with employment or program participation as a requirement for eligibility.

**4.) Describe the target population to be served and the geographic coverage**

Ka Lima's target populations include persons with disabilities and persons who are considered economically disadvantaged. The agency does not charge fees to eligible program consumers and operates a number of different programs and services to address client needs, goals and objectives. The mission statement for the organization is: **"Enhancing Lives through Self-Reliance"**.

Ka Lima's services are available in South, North shore, Central, West and Upcountry Maui areas. Due to geographic limitations the organization does not deliver services in the Hana district. Many of our employment related services are delivered at the consumer's place of employment through the use of agency job coaching and support staff. Our Medicaid Waiver program is consumer driven and provides services at many locations within our community as well as the old warehouse building once constructed for the Plant Nursery. A portion of the agency's program consumers and employees coordinate their transportation needs with the services offered by Maui Economic Opportunity's transportation services. Ka Lima does coordinate and provide transportation for many of its

employees on the mobile work crews and participants in the Medicaid Waiver Program.

This Grant-In-Aid request will assist the organization in meeting its current challenges in terms of program operating space and enable the agency to meet current and future demands placed upon it from the consumer community. The consolidation of program and office space will help to ensure Ka Lima can continue its legacy of providing valuable and needed services to Maui's disabled and disadvantaged populations. Many of the agency's program consumers become contributing, tax-paying members of our community as a direct result of their employment with Ka Lima. The community experiences other direct benefits from much of the work our mobile work crews accomplish through their grounds and custodial work contracts with Ka Lima. Finally, our proposed residential facility will help to ease the tremendous housing shortage that exists on Maui, especially as it relates to affordable housing needs that are accessible to persons with disabilities.

## **II. Service Summary and Outcomes:**

This project is a planning and construction project and not one that requests funding support for the delivery of programs or services. A brief narrative description of the agency's programs and services, as well as numbers served is included in the following section.

Please find attached the timeline proposed for this project. **(Attachment #1)**

## **III. Financials**

Please find attached a budget for the proposed project. State budget forms have been completed if they relate to this project. Also attached is a timeline for the acquisition of funds to support this project. **(Attachments # 2 & 3)**

Anticipated quarterly funding requirements for the fiscal year 2009-2010:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
		\$250,000	\$250,000	\$500,000

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

This grant in aid requests State funding support to enable Ka Lima O Maui to centralize its programs and office space, in order to develop its own facilities and campus. For an agency with a 54 year history the aspiration to develop its own



facilities and to create a workable, efficient and centralized campus is not an unreasonable goal. Similarly it is not difficult to comprehend why the organization's existing facilities, designed, built and modified to address programs and staffing components that are over 35 years old are no longer functional. Perhaps more than any other Maui-based non-profit organization, Ka Lima has demonstrated its commitment to service and its ability to endure and withstand all the trials and tests one could encounter over such a long history. The funds requested in this application are for the planning and development of a new campus for Ka Lima O Maui and are not to be used for any program/service expenses.

Ka Lima was founded 54 years ago by a group of dedicated parents with the intent to create program options for developmentally disabled adults. Ka Lima, from its onset, set out to create and develop programs that would be of an enduring nature, focused on presenting activities and employment opportunities that would add dignity and value to the lives of its consumers of service. The agency has the unique distinction of being able to engage its consumers of service in work related activities that provide meaningful, gainful employment and at the same time generate revenues for program support. Over the course of the organizations 54 year history a number of work projects have been created to provide employment opportunities for its clients. Some of these work projects included: a woodshop that manufactured craft items and refurbished wooden furniture, a "sheltered-workshop" that employed over 50 severely disabled workers who produced gift items for the tourist industry, a commercial laundry, a thrift store, a commercial plant nursery, a newsprint recycling/shredding project and commercial grounds maintenance and custodial services. Today the organization has over \$1.2 million dollars of commercial grounds and custodial service contracts with various County departments and the private sector and provides employment opportunities for over 40 persons with disabilities. The County of Maui has supported this employment initiative and renewed annual service contracts with Ka Lima for over 25 years. In addition to these work projects the organization also operates employment training and placement services for disabled and disadvantaged adults and a Medicaid Waiver, Home and Community based service program for the severely developmentally disabled population. Together these contracts provide services to over 200 disabled/disadvantaged adults and result in the placement and employment of over 60 clients annually. The organization's (3) largest Purchase of Service contracts with State agencies are:

1. Medicaid Waiver Program with DOH and DSSH, serves an average of 15 clients per year and generates \$645,000 in program revenue. This is the 13th year Ka Lima has operated this program.
2. The Division of Vocational Rehabilitation Employment Training Program, places 22 clients with severe disabilities per year into integrated,

community based employment positions. This contract has been in place for over 25 years.

3. The State Department of Labor's Office of Community Services program provides employment/placement and support services to persons determined to be economically disadvantaged and serves over 69 clients per year. This contract has been in place for over 16 years.

Ka Lima has a sustained and successful career in providing quality services to Maui's disabled and disadvantaged populations. The organization is widely recognized for its achievements and remains committed to developing and maintaining creative programs that result in increased reliance and self sufficiency for its program consumers.

The funds requested as part of this grant in aid are to assist with the planning, infrastructure and construction of a new "campus" for Ka Lima O Maui. As noted in the project budget a project manager will be hired and charged with the responsibility to serve as a liaison between the various contractors, governmental/regulatory agencies and the agency's board of directors – to ensure the project meets its timeline and remains "on course" with its construction.

For all of the agency's Purchase of Service contracts with the various State agency's with whom it contracts, each of those contracts has its own standards to assess and evaluate the programs and their outcomes as measured against the goals and objectives as stated in their contracts.

A detailed description of the facilities to be constructed as part of this GIA is attached to this request. (Attachment #4) Please consider the following information as justification/motivation for why Ka Lima O Maui has undertaken this effort to build its own program space, administrative offices and support buildings.

### **B. Facilities**

Ka Lima O Maui first moved into the J. Walter Cameron Center in the mid-1970's and occupied an entire building which housed its administrative offices, snack shop, cafeteria, woodshop, general workshop, carwash and storage areas. The total square footage occupied was in excess of 7,000 sq. ft. Over the years as programs changed and services transitioned to more community based, the organization's space needs changed and in general were reduced. Currently, the organization occupies less than 3,000 sq.ft. in space that was formerly the agency's woodshop that was remodeled to create office and meeting space. Additional program space was created, on the former site of our Plant Nursery in a multi-purpose/utility building also modified to address the space needs of our Medicaid Waiver Program. Both "remodels" are less than adequate solutions to

the agency's need for administrative and program space. During the agency's recently completed Strategic Planning Process the need for a centralized, well-planned campus, capable of adequately meeting the current and future needs of the programs, consumers and staff was identified and assigned the highest priority as an immediate goal for the agency.

Ka Lima's administrative staff and board members have already taken the necessary action steps to re-negotiate both the terms and duration of our lease on the 2-acre site to be the location for this new campus. We have requested the County consider granting the longest term lease possible in order that we may solicit and acquire support from locally based trusts, foundations and corporations. We have been supported in this effort by a majority of the Maui County Council and been reassured this process will conclude in the very near future.

Ka Lima has been working with Tim Farrington, principal of Farrington – Bayless Architects on the conceptual and working drawings for this project. All components of the campus will meet or exceed the Federal ADA accessibility standards.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

This project is an effort to consolidate program space and to centralize the operations and service delivery of programs and services offered by Ka Lima O Maui. There is no intent to expand or create new programs as a direct component of this project. It is however, very likely the agency will continue to pursue and expand services in the future to meet the needs of the consumers of service. As such it is not applicable for this section to be completed. Having said that, the following abbreviated program descriptions should help support this request and impart an understanding of what programs and services are currently offered by the agency.

- a) Medicaid Waiver Program: This program serves the organization's most severely developmentally disabled adults. The Waiver Program is primarily non-vocational in nature and intended to be consumer driven. Program activities are designed to meet the individual needs of the program consumers and include such activities as: independent living skills training, classes in basic meal preparation, community awareness/access, gardening, yoga, recreation and group/social activities. Waiver participants select their program provider and take an active role in determining the nature of their respective programs. Each participant has his/her own Department of Health case manager and an individual

program plan that is developed to meet their respective needs. DOH case management staff does all eligibility determination. The program is housed in the former multi-purpose building. Part of the program is community based with some activities taking place off-site. The ratio on the majority of the consumers served through this program is 1:1. This program employs 17 staff, serves 15 consumers and generates \$645,000 per year.

- b) Division of Vocational Rehabilitation Employment Services Program: This program serves persons with disabilities and has employment as an outcome objective for all persons served. Each consumer is enrolled in work experience programs where they are taught basic work skills and exposed to the demands and expectations of community based employment. This program employs 2 staff, serves 48 consumers and generates \$120,000 per year.
- c) Dept. of Labor, Office of Community Services Program: This program targets the low income, and persons with limited or no work history, and facilitates their skill acquisition resulting in community-based employment. Training is provided in various areas such as developing a resume, proper dress code; interviewing skills, job selection etc. This program employs one staff, serves 69 consumers and generates \$80,000 per year.
- d) Ka Lima O Maui's extended employment program: This is the agency's largest department and provides training and employment for over 40 disadvantaged and disabled consumers. Workers provide commercial grounds maintenance services, which include mowing, raking, weed eating, edging, hedge trimming and litter control services. Commercial custodial services are also offered to the public and include all areas of building custodial maintenance required by the public including: floor care, stripping, waxing, mopping, sweeping, vacuuming, window cleaning and litter control. Workers are trained to acquire the work skills necessary to transition into competitive employment positions. This program employs 10 staff, over 40 consumers and generates over \$1,200,000 per year.
- e) Ka Lima O Maui's long term placement and employment services support program: For all of our vocational programs, Ka Lima offers long-term job coaching and support. It is not uncommon for Ka Lima staff to be in contact with its consumers years after the original job placement. We are committed to long-term successful employment for our consumers.
- f) Ka Lima O Maui's social program: A relatively new program is our active HUI club for our consumers. The HUI consists of consumer representatives from each department that plan and organize social

activities for all of our consumers. One staff is assigned to help them coordinate monthly outings and activities. Often times, for many of our consumers work becomes their only social network so Ka Lima wanted to help them expand their opportunities in this area.

**B. Organization Chart**

Attached is Ka Lima O Maui's organizational chart. **(Attachment #5)**

**VI. Other**

**A. Litigation:**

Ka Lima O Maui is not involved in any litigation or party to any lawsuits.

**B. Licensure or Accreditation**

Ka Lima O Maui is required to obtain the following licenses and/or permits to be in compliance with County, State and Federal regulatory authorities:

Ka Lima O Maui has a general excise tax license in order to properly record its income derived from service contracts and reports on a monthly basis to the department of taxation.

The agency also has proper accreditations with the State and Federal Department of Labor and Taxation for all payroll related taxes.

As a 501c(3) organization, Form 990 is filed on an annual basis with the Internal Revenue Service.

All Ka Lima O Maui clients are paid the State minimum wage or higher.

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Ka Lima O Maui, Ltd.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	\$ 500,000			
<b>TOTAL (A+B+C+D+E)</b>	500,000			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$ 500,000	Chantal Ratte	808-244-5502	
(b)		N [REDACTED] Phone		
(c)			1/23/09	
(d)		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	\$ 500,000	Chantal Ratte/Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Ka Lima O Maui, Ltd.

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS			\$ 250,000			
LAND ACQUISITION						
DESIGN			\$ 250,000			
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>			<b>\$ 500,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

Not applicable

### BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Ka Lima O Maui

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				



Not applicable

### BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Ka Lime O Maui, Ltd

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Ka Lima O Maui, Ltd  
(Typed Name of Individual or Organization)

  
(Signature)

1/23/09  
(Date)

Chantal Ratte  
(Typed Name)

Executive Director  
(Title)



**KA LIMA O MAUI**

Attachment # 2

**BUDGET FOR CAPITAL CAMPAIGN****TO INCLUDE HOUSING, GARAGE AND ADMINISTRATION BUILDING****Construction Cost:**

Two - 4 single apartment housing structure (100% affordable)	\$ 1,600,000
One 5,000 sf administrative building/storage maintenance area	\$ 1,600,000
Renovate present waiver program building	\$ 300,000
Sub-total	<u>\$ 3,500,000</u>

**Architectural & Engineering expenses:**

Architectural expenses	\$ 97,000
Structural Engineer	\$ 25,000
Civil Engineer	\$ 25,000
Mechanical Engineer	\$ 12,000
Soil Engineer	\$ 12,000
Survey	\$ 12,000
Sub-total	<u>\$ 183,000</u>

**Onsite and off site expenses:**

Offsite expenses	\$ 90,000
Site work	\$ 90,000
MECO	\$ 10,000
Water	\$ 20,000
Sewer	\$ 20,000
Phone/cable	\$ 10,000
Landscaping	\$ 75,000
Paving / Asphalt	\$ 300,000
Sub-total	<u>\$ 615,000</u>

**Fees / Other expenses:**

Building Permit	\$ 10,000
Builders Risk Insurance	\$ 40,000
General liability	\$ 50,000
Appraisal	\$ 5,000
Legal	\$ 20,000
Planning Consultant	\$ 125,000
Project Manager	\$ 50,000
Archaeologist	\$ 2,000
Furniture and furnishing	\$ 100,000
Contingency	\$ 100,000
Sub-total	<u>\$ 502,000</u>

**Grand total**\$ 4,800,000

**KA LIMA O MAUI**

Attachment # 3

**ACQUISITION OF FUNDS TO SUPPORT PROJECT**

<b>Type of Donor</b>	<b>Total</b>	<b>Cumulative Total</b>	<b>Timeline</b>
Ka Lima O Maui	\$ 500,000	\$ 500,000	Immediate
State of Hawaii Grant in Aid	\$ 500,000	\$ 1,000,000	Fall 2009
Foundation	\$ 1,300,000	\$ 2,300,000	on-going
Lead gifts	\$ 750,000	\$ 3,050,000	on-going
Trusts and Foundations	\$ 450,000	\$ 3,500,000	on-going
Corporations	\$ 500,000	\$ 4,000,000	on-going
Board gifts	\$ 250,000	\$ 4,250,000	on-going
Individuals	\$ 250,000	\$ 4,500,000	on-going

**KA LIMA O MAUI  
DESCRIPTION OF FACILITIES TO BE CONSTRUCTED**

**Administrative / Program building / Storage, maintenance area for equipment:**

This building will be 5,000 square feet and will house all administrative staff, all vocational employment staff and office space for related program activities. It will include the following:

**The top level of this building will include the following:**

Reception area  
Accounting offices  
Executive Director's office  
Records room / Supply room  
Grounds and Custodial supervisors' offices  
Job Placement Coordinators' offices/program areas  
Laundry area for custodial department  
Conference room  
Kitchen  
2 ADA compliant Restrooms  
Covered lanai for clients' special functions

**The bottom level of this building will include the following:**

This portion of the administrative building will serve as an area for storage of our vehicles and grounds equipment as well as a work space for repairs and maintenance where we can teach our clients the basics on maintenance of equipment.

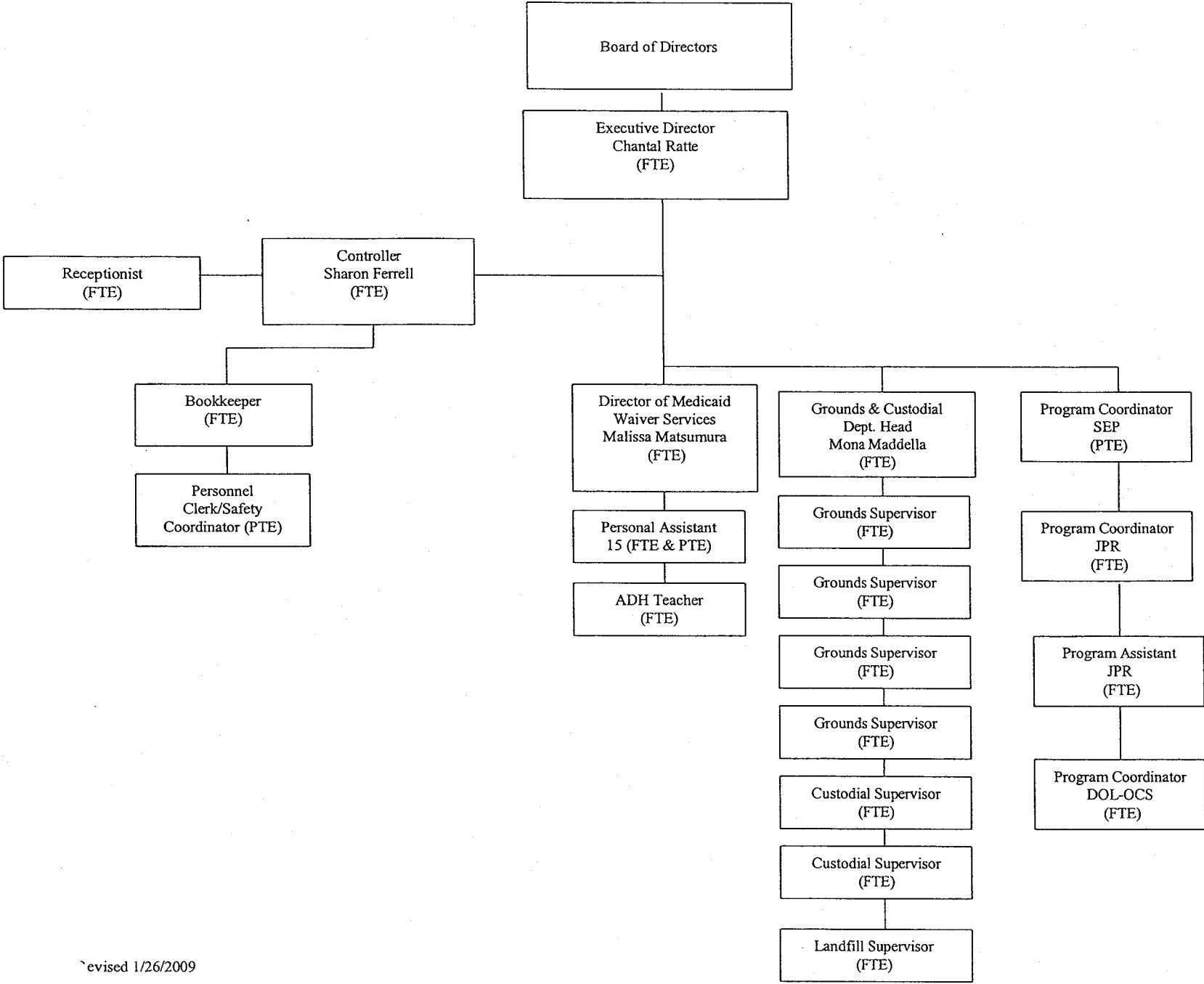
**Eight single 100% affordable apartment unit for housing clients:**

This plan consists of two four unit apartments for housing Ka Lima O Maui's clients with chronic housing needs. All residents will be independent with respect to their functional level(s). Each apartment will be one bedroom unit of 600sf and will include:

Full kitchen  
Living room  
Dining area  
One bedroom  
Full bathroom  
Utility room with washer and dryer

Each apartment will have its own private entrance to maximize independence.

# Ka Lima O Maui Table of Organization and Programs



rec'd ban  
JAN 30 2009

House District   7th  

Senate District   1st  

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 49-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

rec'd  
JAN 30 2009

"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):

DEPARTMENT OF HAWAIIAN HOME LANDS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Kanu o ka Aina Learning Ohana

Dbas: KALO

Street Address: 65-1084e Mamalahoa Hwy. Kamuela, HI 96743

Mailing Address: PO Box 6511 Kamuela, HI 96743

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name OLANI LILLY

Title Principal Investigator

Phone # 808-887-1117

Fax # 808-887-0030

e-mail olani@kauhale.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MATCHING CAPITAL FOR CONSTRUCTION OF KUKULU EARLY EDUCATION CENTER.

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 3,935,000

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 \$ 0

FEDERAL \$ 3,000,000

COUNTY \$ 0

PRIVATE/OTHER \$ 935,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

TAFFI WISE

TAFFI WISE, EXECUTIVE DIRECTOR

1/30/09  
DATE SIGNED

AUTHORIZED SIGNATURE

NAME & TITLE



House District   7th  

Senate District   1st  

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
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DEPARTMENT OF HAWAIIAN HOME LANDS

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

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**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name OLANI LILLY

Title Principal Investigator

Phone # 808-887-1117

Fax # 808-887-0030

e-mail olani@kauhale.org

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

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- NEW SERVICE (PRESENTLY DOES NOT EXIST)
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SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 3,000,000

COUNTY \$ 0

PRIVATE/OTHER \$ 935,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

TAFFI WISE

AUTHORIZED SIGNATURE

TAFFI WISE, EXECUTIVE DIRECTOR


NAME & TITLE

1/30/09

DATE SIGNED

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Kanu o ka Aina Learning Ohana

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	102,310			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	30,693			
<b>TOTAL PERSONNEL COST</b>	<b>133,003</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Audit Services	29,902			
10. Contractual Services - Administrative	74,756			
11. Contractual Services - Subcontracts	143,160			
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>247,818</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>3,554,179</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>3,935,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	3,935,000	Katie Benioni		887-1117
(b)		Name (Please type or print)		Phone
(c)				1/30/09
(d)		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>3,935,000</b>	Taffi Wise Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kanu o ka Aina Learning Ohana

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Principal Investigator/Project Director	1	\$68,310.00	100.00%	\$ 68,310.00
Project Assistant	1	\$34,000.00	100.00%	\$ 34,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>102,310.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kanu o ka Aina Learning Ohana

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kanu o ka Aina Learning Ohana

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
	PLANS					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION		785000	3554179	3150000		
EQUIPMENT						
<b>TOTAL:</b>			<b>3,554,179</b>			
<b>JUSTIFICATION/COMMENTS:</b>						
Matching funds in 2008-2009 and 2009-2010						

**APPLICATION FOR GRANTS AND SUBSIDIES**

**1. A brief description of the applicant's background**

The Kanu o ka 'Äina Learning 'Ohana was incorporated in December 2000 as a non-profit organization by a group of North Hawai'i community leaders committed to growing womb to tomb models of education that advance Hawaiian culture for a sustainable Hawai'i. Over the past nine years, the Kanu o ka 'Äina Learning 'Ohana has distinguished itself by incubating a family of innovative, highly effective programs - and building a permanent home for these programs via the creation of Kauhale 'Öiwi o Pu'ukapu (Kauhale). Previously (FY 2006, 2007, 2008) we submitted GIA requests for matching funds to finish the first building of Kauhale called Hälau Ho'olako. These requests were never funded. We received the Certificate of Occupancy from the County of Hawaii for this first project on December 29, 2008. Today the community and students are utilizing the building on a daily basis with excitement and renewed enthusiasm for the possibilities.

We funded the Community Resource Center with the following support:

\$1,400,000 United States Department of Education  
\$1,200,000 Kamehameha Schools Bishop Estate  
\$1,000,000 Office of Hawaiian Affairs  
\$2,900,000 United States Department of Agriculture/Bank of Hawaii

With the completion of Halau Ho'olako, a 9,300 square foot high performance facility, KALO is well on its way to achieve our long-term goal. This Community Resource Center now provides multi-faceted technology and multi-media services to learners ranging from pre-school to elders.

This green facility is currently being used by 100 KANU students in grades 6-12 during school hours as a computer and multimedia laboratory and indoor learning space and by the general public during non-school hours for technology and multimedia classes, Hawaiian language and culture programs, financial literacy courses and health awareness workshops, just to mention a few.

KALO's next goal and Phase II of Kauhale 'Öiwi o Pu'ukapu is the creation of high performance early childhood facilities for KANU's K-5 students, as well as KALO's Infant, Toddler and Preschool program. This proposal requests of 3.9 to help fund the last 50% of Kukulu, a \$ 6.8 million construction project will build Halau Poki'i, Hawai's first 0-10 Early Childhood complex.

All programs of the Kanu o ka 'Äina Learning 'Ohana are academically rigorous, culturally driven and community-based and

prepare learners of all ages to become responsible 21<sup>st</sup> century global citizens. Integrating the latest in educational and environmental-friendly technology with Hawai'i's native culture, language and traditions, these programs also directly contribute to an educated, environmentally conscious 21<sup>st</sup> century work force ready to usher Hawai'i into a new era of sustainability.

By providing quality Hawaiian-focused educational programs to P-20+ students, the Kanu o ka 'Āina Learning 'Ohana is actively fulfilling the mandate of Article X of the Hawai'i State Constitution. This article states, "The State shall promote the study of Hawaiian culture, history and language." This legislation also encourages the use of community expertise as suitable and essential means in the furtherance of this effort. Although this mandate was passed over 25-years ago, to date no community in Hawai'i has access to such programs, even communities with high concentrations of native Hawaiians, or large areas of Hawaiian Homes Lands.

This includes the Waimea area of Hawai'i Island, home of the Kanu o ka 'Āina Learning 'Ohana which contains the largest contiguous area of Hawaiian Homes Lands in the State, encompassing over 17,000 acres. To address this important issue, the Kanu o ka 'Āina Learning 'Ohana decided to use community expertise, as encouraged by Article X, to promote the study of Hawaiian culture, history and language in the Waimea area and beyond. This has resulted in a variety of innovative Hawaiian-focused programs entirely designed and controlled at the community level. Collectively these programs present a new paradigm not just in education but also in community economic development and governance. Furthermore, these programs have made significant, direct and indirect impact not just on hundreds of North Hawai'i residents of all ages and ethnic backgrounds, but also countless other individuals, organizations and communities near and far.

Collectively the programs administered by the Kanu o ka 'Āina Learning 'Ohana serve a population ranging from babies as young as six months old to kūpuna or elders exceeding 75 years of age. This is to say, our programs encompass a comprehensive P-20+ or womb-to-tomb approach aligned with the latest in 21<sup>st</sup> century educational philosophy, community planning, economic development and environmental consciousness. In addition, all programs are culturally-driven, integrating traditional Hawaiian wisdom and learning modes with the rigor and quest for excellence characterizing our Hawaiian kūpuna.

The most well-known program fiscally administered by the Kanu o ka 'Āina Learning 'Ohana is Kanu o ka 'Āina New Century Public Charter School (KANU), Hawai'i's first culturally-driven public charter school. This innovative school is now in its eighth year, serving 150 students from grades K-12. KANU is recognized statewide as a stellar model of education combining 21<sup>st</sup> century academic rigor with ancient Hawaiian educational paradigms and traditions. Although 87 percent of KANU's students are of Hawaiian ancestry - a population that tends to score poorly on standardized tests throughout the State - KANU's NCLB status is "In Good Standing - Unconditional!" Every school year, KANU students receive numerous recognitions and awards, as does KANU's founder and director Dr. Kū Kahakalau, who was congratulated by the Hawai'i State Senate in 2007 for her Order of Ke Ali'i Pauahi Award. In 2007, KANU was also accepted to complete the WASC/HAIS accreditation process, as the first Hawaiian-focused public charter school to become accredited.

Due to a lack of facilities, KANU's student capacity continues to be restricted, as is the school's ability to maximize its technology and other academic programs. Despite inadequate facilities, KANU has developed a college-level CISCO Networking Academy, an industry-level technology and multi-media component, as well as several rigorous technology-focused student projects, including award-winning student-created bi-lingual books, CD Roms and websites. Hālau Ho'olako Community Resource Center will provide KANU students and staff with the latest in educational technology. Especially KANU's 6-12 projects will have extensive access to Hālau Ho'olako's technological resources, including recording studio and multi-media production space. Indubitably, Hālau Ho'olako will allow KANU and its students and staff to reach their highest potential and live up to KANU's motto: *kūlia i ka nu'u* (strive to reach your highest level).

The Kanu o ka 'Āina Learning 'Ohana also administers Mālamapōki'i Family Based Early Childhood Education Program, Hawai'i's first bi-lingual 0-5 early childhood program and an integral part of a seamless P-10 Hawaiian-focused Early Childhood Program jointly being developed by Mālamapōki'i and KANU K-5 staff. This program, which currently focuses on curriculum development and educational research, is projected to service dozens of families in the Waimea area once licensed facilities are constructed - which will be Phase II of our project. Hālau Ho'olako Community Resource Center will provide Mālamapōki'i with increased opportunities to continue to produce bi-lingual, Hawaiian-focused early childhood curriculum materials, to be distributed statewide.



The Kanu o ka 'Āina Learning 'Ohana has also incubated Hälau Wänana Center of Higher Learning, which gained provisional approval in 2005 as Hawai'i's first alternative teacher licensing program by the Hawai'i Teacher Standards Board. Hälau Wänana's second teacher licensing cohort began January 2007 involving 15 teacher candidates from Hawaiian-focused charter schools and one DOE school on three islands. Hälau Ho'olako will provide computer access for intersession seminars, access to the latest in digital technology, as well as unlimited virtual education opportunities to cohort participants, as well as other adult community learners who will use the facility during non-school hours. Hälau Ho'olako's servers will also maintain data for Hälau Wänana's Indigenous Research Institute, as well provide facilities for Hälau Wänana staff, as well as hard and soft-ware to develop quality culturally-driven educational materials.

In addition to the above programs, the Kanu o ka 'Āina Learning 'Ohana provides grant writing, fiscal services and administrative leadership to Nä Lei Na'auao, a multi-island Native Hawaiian Charter School Alliance, currently serving 2000 students of Hawaiian ancestry on three islands. In that capacity, the Kanu o ka 'Āina Learning 'Ohana administers, among other things, funding for after-school, intersession and weekend activities for at-risk students, as well as programs targeting needy students and their families. These programs aim at reducing teen pregnancy, teen alcohol and drug abuse, as well as teen violence. All programs target teens and their families residing in Hawaiian communities on Kaua'i, O'ahu and Hawai'i Island designated by 2000 Census data as destitute, due to the high concentration of native Hawaiians. Completion of the proposed Community Resource Learning Center will provide needy families in Waimea with direct quality womb-to-tomb educational services and care, including access to the latest technology. In addition, needy families not just in the Waimea area, but statewide, will be provided with opportunities for technology training via culturally-driven distance courses currently being developed by Hälau Wänana. Hälau Ho'olako Community Resource Center will also provide Nä Lei Na'auao schools with assistance in telecommunications and maintain a strong professional development program designed specifically to meet Nä Lei Na'auao needs.

As a young native Hawaiian grassroots organization, the mission of the Kanu o ka 'Āina Learning 'Ohana is to grow womb-to-tomb models of education that advance Hawaiian culture for a

sustainable Hawai'i. It does this by focusing on building the capacity of our community through education and cultural practices. As the name indicates, the Kanu o ka 'Āina Learning 'Ohana is based on the Hawaiian concept of 'ohana or family. For a non-profit organization this means that board members, staff and all involved stakeholders practice Hawaiian values and traditions, most especially aloha (love, generosity) and lōkahi, or interdependency, as well as mutual trust, respect and collective decision making.

The rapid development, funding and implementation of the Kanu o ka 'Āina Learning 'Ohana and its affiliated programs is directly related to the commitment, persistence and hard work of its leaders, staff and stakeholders. At the same time our success has been fueled by a demonstrated need for native-designed and controlled models of education, especially in Hawaiian communities designated as cultural kīpuka or seed banks by modern Hawaiian scholars. Already the models developed by the Kanu o ka 'Āina Learning 'Ohana are having remarkable impact in meeting the educational and cultural needs of North Hawai'i's native population. Moreover the impact of our programs has clearly reached beyond Waimea, as ongoing dissemination efforts share our pedagogy of aloha with audiences statewide, nationally and internationally.

After nine years of developing quality educational programs, the Kanu o ka 'Āina Learning is now ready to enter our second phase of Kauhale 'Ōiwi o Pu'ukapu. This early childhood education center will provide facilities for the above mentioned already existing programs. It will also allow the Kanu o ka 'Āina Learning 'Ohana to expand its services to an even broader community constituency as we fulfill our mission to grow womb to tomb models of education that advance Hawaiian culture for a sustainable Hawai'i. This model is based on Education with Aloha that honors the past, addresses the present and serves the future.

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

### **GOAL**

The goal of this GIA request is to secure \$ 3.9 Million in matching funds to finish the construction of Phase II of Kauhale 'Ōiwi o Pu'ukapu, a high performance early childhood facilities for KANU's K-5 students, as well as KALO's Infant, Toddler and Preschool program. This proposal requests funding for Kukulu, a \$ 3.9 million construction project to build Halau Poki'i, Hawai'i's first 0-10 Early Childhood complex.

## **PROJECT GOALS AND POTENTIAL IMPACT ON COMMUNITY**

The goal of Kukulū is to build a high performance early childhood complex called Halau Pōki'i, which will function as primary learning laboratory for KALO's bi-lingual 0-5 Infant, Toddler, Preschool Program, as well as KANU's Elementary K-5 program to create seamless 0-10 Early Childhood Model.

As is the case with most start-up charter schools located in rural Hawai'i, finding suitable facilities to implement our full vision has been the biggest challenge faced by Kanu o ka 'Āina New Century Public Charter School, hereafter referred to as KANU. Since our start-up in 2000, as Hawai'i's first culturally-based start-up charter school, KANU has struggled as a result of having inadequate facilities. This includes not having enough space for the many students interested in learning at KANU, as well as most of our "classrooms" not being equipped with basic necessities like electricity, internet access, or even walls to ensure a print-rich environment.

While our sites have been rated safe by students, parents and staff, yearly surveys indicate that our current facilities are not adequate, despite ongoing efforts to improve existing facilities, including creating a playground, adding a modular bathroom unit, and increasing classroom space by purchasing modular units and refurbished shipping containers, and installing air-conditioning in our computer lab, located in a warehouse.

Aware of these challenges from the very beginning, KANU's founders have worked tirelessly to create a permanent home not just for KANU, but for all of its affiliated programs, ranging from infant, toddler and preschool to adult education. These efforts have been fully supported by our leadership and the extended kanu o ka 'aina learning 'ohana and continue to involve students, staff, parents and extended family members at all levels. By exploring ways to build high performance facilities that provide optimal learning conditions for native Hawaiian learners ranging from infants to kupuna, KALO hopes to seriously address the current achievement gap as it relates to Hawai'i's Indigenous people.

KANU is based on a unique Pedagogy of Aloha developed by KANU's founders over nearly two decades of Indigenous Action Research. This pedagogy was first developed during a series of Hawaiian culture immersion camps in Waipi'o Valley, which emphasized the importance of integrating the environment at an extremely high level in order for education to be relevant to Hawaiian students. As a result, KANU has gone to great lengths to assure that all KANU students in grades K-12 spend a significant amount of time learning in the environment. Having unlimited access to both indoor and outdoor learning spaces distinguishes our model from most other high performance facilities, which provide limited outdoor learning. At Kauhale 'Oiwī o Pu'ūkapu, the site itself becomes an outdoor learning laboratory where students of all ages engage in authentic projects and activities assisting with the maintenance and sustainability of their home while learning important academic, cultural, social and life skills.

From the very beginning, KALO and KANU's growth have been informed by data gleaned from ongoing indigenous action research project, measuring the impact of Hawaiian-focused education on native student performance. This research indicates that in order to be able to take

KANU's project and place-based approach to its highest level, elementary students need to acquire strong basic skills that provide a solid foundation for authentic middle and high school research and community involvement. Early childhood research also promulgates smooth transitions and as much coherence over time until a solid foundation has been established. While most early childhood advocates suggest a 0-8 approach, KANU has chosen to prolong the foundation building process for an two additional years, since students are acquiring reading, writing and speaking in both English and Hawaiian. Moreover, a 0-10 approach gives students with a variety of external challenges characteristic of "at risk" Hawaiians, including lack of family support, chances to acquire solid foundations that will provide a firm groundwork for an unlimited range of future endeavors.

In response to these findings, KANU has been developing a seamless bi-lingual 0-10 Early Childhood program, which prepares students for self-directed project-based 6-12 learning by building a strong foundation of basic skills and aptitudes, including English and Hawaiian reading, writing and speaking skills. Upon completion of Halau Poki'i, we plan to officially merge KALO's infant, toddler and preschool program with KANU's K-5 component, creating the first seamless 0-10 Early Childhood model in Hawai'i. Once completed, Halau Poki'i is expected to serve about 50 infant, toddler and preschoolers, as well as 200 KANU students in grades K-5.

Creating such a first-of-its-kind 0-10 Early Childhood Complex has unlimited potential to impact education not just in Hawai'i but beyond, especially in creating quality early childhood experiences, which is increasing regarded as absolutely essential for future success in education and in life. Moreover, aligning such a facility with numerous high performance standards also puts KANU at the forefront of a new wave in education, which integrates sustainability and "green" into all aspects of the educational process. These efforts are spearheaded by a California coalition which has developed an impressive array of California High Performance Standards (CHPS) created specifically to assure optimal learning conditions and resource use. Integrating sustainable features into our facilities, involving students in all aspects of the design and construction and designing with a focus on optimal learning conditions, also has infinite potential to impact much more than our students and our community and assist us to kulia i ka nu'u, or reach our highest potential, which is KANU's motto.

Because KALO is committed to the completion of this project, we have already partnered with the U.S.D.A. to secure loan and bond financing in the event that Foundation contributions do not meet our goal. Documentation available upon request

## OUTCOMES

### High Performance Early Childhood complex

- Involvement of learning 'ohana planning, design and construction
- Indoor and outdoor learning spaces
- Optimal Learning Conditions (lighting, acoustics, vapors)
- Sustainable (solar, green cleaning)

### 3. State the public purpose and need to be served

The public purpose of this proposal aligns with Article X of the State Constitution which promotes the perpetuation of Hawaiian language, culture and traditions. **Creating such a first-of-its-kind O-10 Early Childhood Complex has unlimited potential to impact education not just in Hawai'i but beyond, especially in creating quality early childhood experiences, which is increasing regarded as absolutely essential for future success in education and in life.**

Specifically, Kukulu will target Hawai'i's native population ages 0-10. Hawai'i's native population make up 20.2 percent of the State's multi-ethnic population. Ka Huaka'i 2005 Native Hawaiian Educational Assessment states: "Overall, this analysis makes it clear that the status quo is not acceptable for Native Hawaiians." The key findings that follow include policy implications that address the need for collaboration, coordination, and support to facilitate the reinvention that must occur at the community level to create positive changes in areas such as decent and affordable housing, personal safety, employment and wages, in addition to education. These and other components must be addressed to increase the capability and well-being of Native Hawaiian families and communities."

Specifically, the report delineates the following challenges facing Hawai'i's native people:

#### **Material and Economic Well-Being**

- Native Hawaiian families with children have the lowest mean income (\$55,865 versus the statewide average of \$66,413) and the highest poverty rates (18.3 percent versus 11.3 percent statewide) among the major ethnic groups in the state.
- Poverty among Native Hawaiians is highest in rural areas such as Moloka'i and the eastern side of Hawai'i Island, where the concentration of Native Hawaiians is also high. In the Leeward district of O'ahu, almost one-third (32.4 percent) of school-age Native Hawaiian children live in poverty.
- Native Hawaiians are underrepresented in professional and managerial positions and overrepresented in less-skilled production, transportation, and material-moving jobs.
- On the whole, Native Hawaiian public school students from low-income families score lower on achievement tests, are more often retained in grade, and are less likely to graduate from high school within four years than are Native Hawaiian students from more financially secure families.
- Although Native Hawaiians express strong attachments to their communities and their ancestral island home, labor

and housing market conditions are driving the migration of Native Hawaiians out of the state of Hawai'i.

### **Educational Well-Being**

- Many Native Hawaiian families with young children opt for unlicensed family-based care. Many center-based programs attended by Native Hawaiian children are not accredited.
- Statistics show that public schools with high concentrations of Native Hawaiian students have higher faculty turnover and tend to have teachers with less experience and fewer qualifications compared with other schools.
- Under the No Child Left Behind Act, nearly half of the schools in Hawai'i targeted for restructuring in school year 2005-06 serve predominantly Native Hawaiian students, making Native Hawaiian children twice as likely as their peers to attend a restructuring school (1 in 8 versus 1 in 17 for non-Hawaiians).
- Native Hawaiian learners face persistent academic challenges within the public schools.
- The test scores of Native Hawaiian children lag behind statewide averages by approximately 10 percentile points in reading and math. The achievement gap widens as students progress to higher grades.
- Academic disparities are pronounced in rural regions with high concentrations of Native Hawaiians.
- With a more rapidly escalating rate of special education referrals than that of their peers, almost one in five Native Hawaiian students (18.5 percent) is identified for special education services, compared with roughly one in ten non-Hawaiians (10.9 percent).
- Native Hawaiian students experience pronounced absenteeism and are the least likely of the major ethnic groups to graduate from high school within four years (69.3 percent versus 76.7 percent statewide).

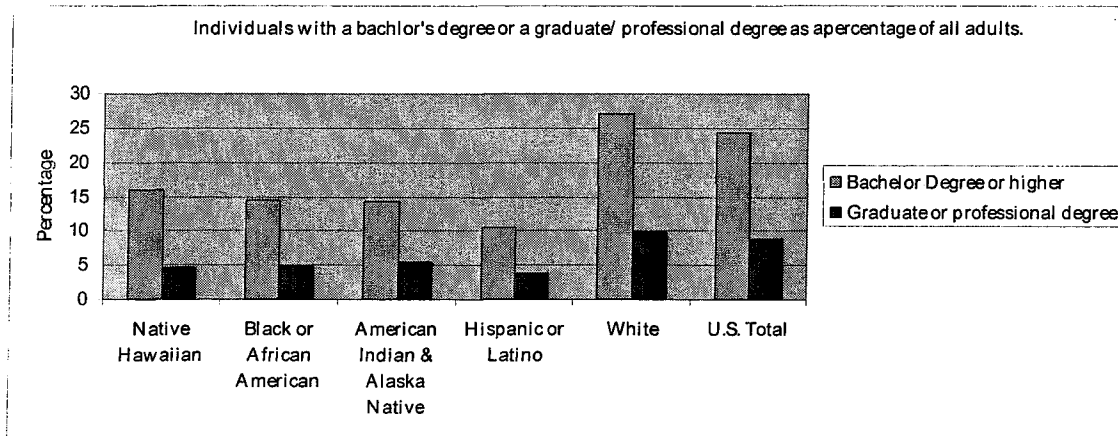
### **Native Hawaiians Social and Cultural Well-Being**

- Compared with other families in the state, Native Hawaiian households have the highest incidence of single-parent families with minor children (15.8 percent versus 8.1 percent). Such families more often struggle with financial insecurity and family tensions.
- Native Hawaiian children are more likely to report conflict within their families. Statistics show that child abuse and neglect are increasingly common in Native Hawaiian families.

- Native Hawaiians on the whole have disproportionately high rates of substance abuse, arrest, and incarceration, suggesting areas that may benefit from engaging the support of kūpuna and the cohesive aspects of Hawaiian cultural practices and active community involvement.

Furthermore, according to the State of Hawai'i Department of Public Safety, Hawaiians make up 39 percent of the state's prison population and have the highest drug, alcohol and physical abuse rates, and the worst health statistics in the State. These statistics are clear indicators that the current centralized education system in Hawai'i is not working for Hawai'i's native population and that changes in the education for Hawaiians concentrated at the community-level are necessary.

In higher education as well, Hawaiians are grossly underrepresented with only one in four Hawaiians (18 -24 years) in college. Furthermore, six years after being admitted into the University of Hawai'i system, 73 percent of Chinese students and 64.2 percent of the Japanese students have graduated, while only 41.3 percent of Native Hawaiians students have earned a college degree. Nationally, only 4.6 percent of Native Hawaiian adults obtain a graduate or professional degree, the lowest percentage of the ethnic groups after Hispanic or Latino adults (3.8 percent).



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

The primary target populations to be served by Kukulū are those members of the Waimea community interested in perpetuating the language, culture and history of Hawai'i's host culture.

The goal of Kukulū is to build a high performance early childhood complex called Halau Poki'i, which will function as primary learning laboratory for KALO's bi-lingual 0-5 Infant, Toddler,

Preschool Program, as well as KANU's Elementary K-5 program to create seamless 0-10 Early Childhood Model.

This is because all programs utilizing Hälau Ho'olako will be culturally driven, grounded in a unique Education with Aloha, developed by our leaders. This pedagogy is inclusive by nature, building on values and traditions of Hawai'i's host culture, which has welcomed all ethnicities, races and nationalities to our shores. This means that all interested learners are welcome to access our programs and participate full in all activities provided. This includes both Hawaiians and non-Hawaiians ranging in ages from 6 months to 75 years of age and older.

Being located on Hawaiian Homes Lands Kauhale facilities will specifically target Hawaiian Home Lands residents, recognized as one of the most underserved and economically destitute portion of Waimea's rapidly growing multi-ethnic population. Other Waimea residents will constitute the secondary target population.

#### **5. Describe the geographic coverage**

The geographic area to be serviced by Kukulū is the north corner of the island of Hawai'i. While the specific target is the Hawaiian *paniolo* community of Waimea, also known as Kamuela, the geographic coverage also includes the district of Hämäkua, as well as all of North and South Kohala.

Like many other ancient Hawaiian areas of settlement, dating back many centuries, the town of Waimea has experienced dramatic changes in the last 20 years. On the range, quads are replacing horses and in town, gourmet restaurants and fast-food chains are competing with local diners, while shopping centers take the place of mom-and-pop stores. Skyrocketing real estate prices are evidence of the rapid expansion of Waimea into a bustling town. The famous Parker Ranch, once Waimea's primary employer is changing from ranching to real-estate, commercial development and tourist activities. Expensive homes, many out of the financial reach of local residents, now fill green pastures, and high-tech telescopes structures dot the summit of sacred Mauna Kea, ascended daily by the Waimea-based international astronomy community. In recent years, Waimea has also been promoted as a center for healing and wellness, especially after the construction of a state-of-the-art hospital, merging the latest in modern medicine with holistic methods of healing. While



traces of *paniolo* lifestyle remain, it is quite apparent that the aloha spirit is quickly diminishing in this once serene mountain village, located 2000 feet high on the slopes of Mauna Kea and that without targeted intervention, Waimea's native lifestyle will soon be a thing of the past. .

With the current recent economic downturn we are hoping to push this project through as fast as possible to stimulate our local economy by providing jobs. The past economic expansion in West Hawai'i has resulted in vastly increasing numbers of people visiting and passing through Waimea. This expansion many of whom are from non-native cultures has threatened to minimize or displace native ways. Commercial property, once concentrated within a relatively small area of town that fostered a close sense of community, is increasingly spreading into strip developments along the cross-island highway running through Waimea. The western philosophies of private land ownership and the way that land is treated by its owners are juxtaposed with Hawaiian values such as community responsibility to *mālama 'āina* (caring for the land). Meanwhile, established mainstream educational institutions in Waimea remain largely unresponsive to the needs of persons of Hawaiian ancestry and the perpetuation of Hawai'i's host culture.

In the face of increasingly rapid change and the apprehension of becoming an "anywhere USA town," providing the educational and cultural facilities necessary to deal with change has become paramount. It has also become clear that the perpetuation and revitalization of the Hawai'i's host culture, language and heritage is central to empowering Hawai'i's indigenous people. In addition, providing a resource to anchor the well-being of Hawai'i residents and visitors alike, by creating a place where one can experience Hawaiian culture, is an important contribution to the community of Waimea, Hawai'i island and the State of Hawai'i. Across the world, indigenous cultures are endeavoring to meet the 21<sup>st</sup> century. At the same time it is increasingly apparent that indigenous people provide for cultural interchanges. Creating culturally-grounded facilities like Hālau Ho'olako, the first building of Kauhale Ōiwi o Pu'ukapu, not only enrich our community, but have tremendous potential to bring all stakeholders closer to recognizing our similarities rather than our differences.

## II. Service Summary and Outcomes

For the past five years the Kanu o ka 'Āina Learning 'Ohana has worked diligently to provide quality educational programs to the Waimea community and beyond. Utilizing an approach that is at once ancient and modern, the Kanu o ka 'Āina Learning 'Ohana has worked collaboratively with community stakeholders, government officials, and a wide variety of supporters to initiate the creation of the Kauhale 'Öiwi o Pu'ukapu. In May 2007, the Kanu o ka 'Āina Learning 'Ohana broke ground for the construction of Hälau Ho'olako, the first facility of this future 30-acre learning destination.

**1. Scope of Work, Tasks and Responsibilities**

Since our first request to the legislature in 2005 to assist with this project, a significant amount of the scope of work for the project listed below, including planning and design for Kukulū has already been completed. This request by the Kanu o ka 'Āina Learning 'Ohana is asking for matching funds to complete the construction activities of the project outlined in bold.

<b>Tasks</b>	<b>Person Responsible</b>
<b>Planning</b>	
Recommendations to the Kanu o ka 'Āina Learning 'Ohana Board regarding appropriate consultants.	Principal Investigator/Project Director/Planner
Definition of roles and responsibilities of the consultants,	Principal Investigator/Project Director, Legal Advisor/Planner
Planning of structure and design of the Master Plan.	Principal Investigator/Project Director, Legal Advisor/Planner
Definition and identification of facility needs	Architect/Construction Manager/Civil Engineer/Planner
Assessment of building options, schedules and general cost estimates	Architect/Planner
Prioritization of building options, schedules and general cost.	Architect
Completion of final documents with reliable estimates and schedules.	Architect/Construction Manager/Civil Engineer

Presentation to Kanu o ka 'Āina Learning 'Ohana Board, staff and community.	Principal Investigator/Project Director/ Architect/Construction Manager/Civil Engineer
<b>Design</b>	
Review of architectural plans by Kanu o ka 'Āina Learning 'Ohana	Principal Investigator/Project Director/ Architect/Construction Manager/Civil Engineer
Creation of options and alternatives with budget implications that allow the Kanu o ka 'Āina Learning 'Ohana to make informed decisions.	Architect/Civil Engineer
Translation of program needs into spaces that are delightful and worthy of all projected users	Architect/Civil Engineer
Creation of accurate and timely budget and schedule	Architect/Civil Engineer
Creation of quality and cost effective materials that are durable, low maintenance	Architect/Civil Engineer
Determining value engineering, materials and method selections.	Architect/Construction Manager/Civil Engineer
Phasing requirements and/or separate contract options	Architect/Construction Manager/Civil Engineer
<b>Pre-Construction</b>	
Assembly of approved documents for bidding that meet the Kanu o ka 'Āina Learning 'Ohana's legal and bidding standards.	Project Director/ Architect/Construction Manager/Legal Advisor/Civil Engineer/Planner
Creation of bid alternatives for review and approval by the Kanu o ka 'Āina Learning 'Ohana.	Architect/Project Director/ Construction Manager/Legal Advisor/Civil Engineer
Advertisement of the project on a statewide level.	Architect/Project Director/Construction Manager
Creating response to bidder's questions; preparation of addenda, facilitation of site visits and assistance with the acceptance of bids.	Architect/Civil Engineer
Evaluation of bids and	Architect/Legal

recommendation by Kanu o ka 'Āina Learning 'Ohana	Advisor/Civil Engineer
Preparation of contracts for Board action and processing.	Project Director/ Architect/Construction Manager/Legal Advisor
Finalization of phasing plan.	Construction Manager/Civil Engineer
Revisions to the Master Schedule and budget completion.	Construction Manager
Finalization of constructability review and cost estimates.	Construction Manager
<b>Construction</b>	
Review of contractor's schedule and performance by the Kanu o ka 'Āina Learning 'Ohana	Architect/Civil Engineer
Implementation of monthly meetings to keep Kanu o ka 'Āina Learning 'Ohana Board and other stakeholders up to date on all matters of construction issues including applications for payment, requests for substitutions and change order requests.	Project Director/ Architect/Construction Manager/Civil Engineer
Review and response to submittals and shop drawings.	Architect/Civil Engineer
Actual construction of Kukulu	Construction Manager/Contractor/Architect/
Disseminating punch lists and close out procedures to the contractor.	Architect/Construction Manager/Civil Engineer
Completion of contractor claim resolution.	Architect/Construction Manager
Submission of final UDSA paperwork submitted.	Architect

**2. Projected Annual Timeline**

**Kukulu Timeline**

ACTIVITY	START	FINISH	Person Responsible
Design Phase	10/20/09	4/17/09	Architect, Owner's Representative, Project Director, Design Team
Permit Phase	3/18/09	7/23/09	Architect, Owner's

			Representative, Project Director
Bid Phase	4/23/09	5/31/09	Architect, Owner's Representative, Project Director
Construction Phase	7/30/09	6/30/10	Contractor, Architect, Owner's Representative, Project Director
Occupancy	7/1/10	7/28/10	Project Director

### 3. Quality Assurance and Evaluation

The Kanu o ka 'Äina Learning 'Ohana is committed to the highest level of excellence. This can only be achieved through ongoing, rigorous quality checks. To this effect, a comprehensive quality assurance and evaluation plan has been developed to monitor and assure the progress of construction of Kukulū.

Each month the Project Director, along with the Owner Representative, reviews reports from the architect, civil engineer and construction manager. These reports include documentation of project progress, as well as financial updates. This insures that the goals, objectives and outcomes are met. The Project Director presents the progress report to the shareholders and the Kanu o ka 'Äina Learning 'Ohana's Board of Directors. Any changes to design or construction elements must first be reviewed by the Project Director. All budget changes must be reviewed by the Project Director and Kanu o ka 'Äina Learning 'Ohana's Executive Director. If the changes affect the cost of the project the Kanu o ka 'Äina Learning 'Ohana Board must approve the revisions.

These monthly reports allow the Project Team to identify strengths and weaknesses in the process and provide information regarding the following elements:

- The ability to understand and interpret the design and program requirements of the project.
- The ability to remain within the established budget limitations through all project phases.
- Overall communication and documentation, as well as the ability to manage and review all sub consultants' work.
- Technical expertise and the ability to communicate issues and facilitate resolution in a timely manner.

- Adherence to and maintenance of the schedule and provision of appropriate and consistent staffing for the project.
- Regulatory and permitting issues which can have a major impact on project schedules, design and costs.
- Ability to communicate effectively.
- The ability to administer the construction contract through timely and thorough review of the Contractor's work.
- The responsibility to provide oversight for all sub-consultants and to manage the Kauhale 'Ōiwi o Pu'ukapu Project Team throughout the construction phase.
- The thoroughness and promptness in providing requests for changes and documenting the reasons for the change.
- The quality of the construction documents.

In addition to the consideration of internal control over financial reporting required by generally accepted auditing standards (GAAS) and the Yellow Book, Kanu o ka Aina Learning 'Ohana has been subject to OMB Circular A-133 audits for the past six years. This federal requirement directs auditors to perform procedures to obtain an understanding of internal controls pertaining to the compliance requirements for federal programs. That understanding has to be sufficient to plan the audit to support a low assessed level of control risk for major programs. There are fourteen types of compliance requirements provided in the OMB Circular A-133 *Compliance Supplement*. Procedures to obtain an understanding of those requirements are applied to the applicable compliance requirements that have a direct and material effect on the major programs. Further, Circular A-133 requires auditors to plan and perform tests of internal control over compliance to evaluate the effectiveness of controls or detecting noncompliance with those requirements. To date Kanu o ka 'Āina Learning 'Ohana financial statements and practices conform with accounting principles accepted in the United States of America

**4. Measure of Effectiveness**

		Person Responsible
Approval to proceed	Approval for detailed design and for project to proceed to construction. Confirm affordability,	Owner's Representative, Project Director, Architect, Contractor

	including provision of risk allowances. Commit funds for construction	
Construction	Construction begins. Ongoing review by Owner, Architect and Contractor (OAC) to address major issues arising	Owner's Representative, Project Director, Architect, Contractor
Progress Monitoring and Performance Management	Monitor and report on progress against contract program; issue monthly project progress reports	Owner's Representative, Project Director, Contractor
Quality Control	Check work against specification; test materials. Ensure implementation of quality assurance system.	Owner's Representative, Project Director
Cost Management	Manage expenditure of risk allowance; maintain latest estimated cost and cash flow; initiate action to avoid overspend; issue monthly financial status reports; submit high level reports to senior management	Owner's Representative, Project Director
Payment	Ensure payments are made in line with contractual arrangements.	Owner's Representative, Project Director
Record Keeping	Maintain records of site activities; daily diary; site instructions; inspection and test results.	Contractor
Inspection and Testing	Check quality of work, defects, completeness and performance. Record	Owner's Representative, Project Director

	results; and fix any defects	
Other Deliverables	Ensure that all specified deliverables (such as operating and maintenance manuals, health and safety file) are delivered by subcontractors and fit for purpose.	Contractor, Owner's Representative, Project Director
Certificates	Issue certificates required on completion	Contractor
Deliver Project	Review the acceptability of the completed project. Aim to agree final account as close completion as possible. Handover to client (unless ongoing management of facility under contract).	Owner's Representative, Project Director
Project Evaluation	Confirm that construction is complete in accordance with the contract. Confirm that the facility is ready for service; confirm the client's readiness to take on the facility	Project Director

**III . Financial**

1. Please see attached Budget Form P205\_95
- 2.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
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983,750	983,750	983,750	983,750	3,935,000
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3. The other sources of funding for this project include:
  - a. USDA/Bank of Hawai 3,000,000
  - b. Private Funding \$935,000

**IV. Experience and Capability**

**A. Necessary Skills and Expertise**

The Kanu o ka 'Āina Learning 'Ohana is comprised of community members from multiple disciplines and fields of expertise, who all share a strong affinity for Hawai'i's host culture. This includes educators with credentials from early childhood certifications to doctoral degrees, legal experts, technology experts, building and construction experts, and various levels of managers and fiscal experts, as well as community leaders, visionaries and grassroots supporters. While many of these learning 'ohana members provide voluntary services, the Kanu o ka 'Āina Learning 'Ohana also employs a variety of professionals knowledgeable about all aspects of education, fiscal management, organizational capacity building, and construction including the permitting process.

To assure that all aspects of the building process are executed at all levels, Kanu o ka 'Āina Learning 'Ohana has organized an Owner, Architect and Contractor (OAC) meeting, held every two weeks. At these meetings all issues are discussed including work progress, submittals, management of sub-contractors. Kanu o ka 'Āina Learning 'Ohana is represented by it's Owner Representative, Ken Melrose of Pa'ahana Enterprises. Ken Melrose is involved in site planning and development feasibility analysis, project scoping and programming, establishing design and cost parameters coordinating design, costing, construction sequencing, overall project management and design-build coordination

Mr. Melrose's current projects include: Halau Hoolako multi-media/community resource center for Kanu o ka 'Āina Learning Ohana in Waimea; New BMW dealership facility for Shelly Eurocars LLC in Kona; Waimea store renovation and lumber yard expansion for HPM Building Supply; Professional medical office building for North Hawaii Community Hospital; campus master plan and entitlements/permits, new Energy Lab building and track resurfacing projects for Hawaii Preparatory Academy; campus master plan for Parker School; and, assisting several

individuals and small businesses with a wide variety of needs for their projects.

Besides building up a strong, culturally-grounded human resource base, the Kanu o ka 'Āina Learning 'Ohana has also built up its fiscal capacity. This includes successfully completing A-133 major federal program audits over the past five years without any findings. Furthermore, since its start-up in 2000, the Kanu o ka 'Āina Learning 'Ohana has managed over ten (10) million dollars in federal, state and foundation funds in an ethical and professional manner. This includes a large grant received in 2003 from the U.S. Department of Education Native Hawaiian Education Grant Program. This grant, in the amount of \$1.4 million is funding the planning, design and construction of Hālau Ho'olako and provides the match for this grant application. In addition we have recently received the approval for \$1.2 million for facility from Kamehameha Schools.

This request is for \$ 3.9 million in matching funds for Kukulu.

## **B. Facilities**

Over the past eight years, the number one challenge for all programs affiliated with the Kanu o ka 'Āina Learning 'Ohana has been finding adequate physical facilities in a rural community like Waimea. Furthermore, a lack of adequate facilities has seriously hampered the ability of our various community programs to reach their fullest potential. Rather than expending efforts to improve current program facilities, which are all located on lands that can only be leased on a year-to-year basis, the Kanu o ka 'Āina Learning 'Ohana chose to concentrate our efforts on creating new permanent facilities for all our current and future programs on a 15 acre portion of Hawaiian Homes Lands. All of these facilities have multiple use and multiple users and service a wide range of residents and community members.

From the very beginning, the creation of the Kauhale has involved a wide number of shareholders. In 2001, the Kanu o ka 'Āina Learning 'Ohana received a community planning grant from the Hawai'i Community Foundation to determine the needs of our stakeholders. During a series of workshops stakeholders identified the need for facilities as a high priority for our organization. Since "the need for facilities" was such a resounding need, Kanu o ka 'Āina Learning 'Ohana staff conducted additional workshops to define key factors to drive the creation of a community facility. *Kūpuna* (elders), *mākua* (parents), *'ōpio* (youth), *keiki* (children) were intimately involved in

developing the following values to guide the design, construction and maintenance of Kauhale:

1. The facility will reflect the Hawaiian culture and practices.
2. The facility will reflect the community of Waimea.
3. The facilities will *mālama 'āina* (care for the land).
4. The facility will be for community use.

In developing these values, our *kūpuna* (elders) spoke of "understanding one's place" and "being mindful of our responsibilities to that place." This concept initiated conversations about "building green", a global movement gaining increasing popularity in Hawai'i as elsewhere. It was this concept of "building green" that community members felt most exemplified our desire to be true to Hawai'i's host cultural value of *mālama 'āina* (caring for the environment). According to native cosmogonic genealogies, Hawaiians have had a familial relationship to the environment, dating back to the beginning of time. This interdependence between man and the environment no doubt evolved as a result of living on islands in the middle of the vast Pacific Ocean. There is no doubt that our *kūpuna* (ancestors) recognized and respected Hawai'i's limited natural resources, which resulted in a strong sense of responsibility to care for the environment and to maintain a balance to ensure the continuance of place, self and community. Unfortunately, for over two hundred years, this value has been in direct conflict with the prevalent values of western society to subdue the earth and view it as a commodity to be bought and sold for profit. However, with the growth of green building and green technology throughout the world, which is directly in line with the worldview of Hawai'i's host culture, Hawaiians will be able to access 21<sup>st</sup> century technology, while maintaining our cultural values.

**KALO's next goal and Phase II of Kauhale 'Oiwi o Pu'ukapu is the creation of high performance early childhood facilities for KANU's K-5 students, as well as KALO's Infant, Toddler and Preschool program. This proposal requests funding for Kukulu, a \$ 6.8 million construction project to build Halau Poki'i, Hawai's first 0-10 Early Childhood complex.**

The recently completed Halau Ho'olako gives you a clear picture of our dedication to green building and community development, our detailed ability to dream, implement and complete quality community resources. We have complete confidence that we will be able to finish Kukulu in an efficient, effective manner for our community abiding by all application federal and state laws

for early educational and public facilities use to include ADA compliance.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

**Principal Investigator/Project Director**

*Position Description:* Initiation and management of all activities delineated in the Grant for Kukulū. The Principal Investigator/Project Director is responsible for the entire development process including consultant selection, monitoring of work progress and shall represent the Kanu o ka 'Āina Learning 'Ohana's vision and mission. The Principal Investigator/Project Director serves as the single point of contact for the Kauhale 'Ōiwi o Puʻūkapu. The Principal Investigator/Project Director will facilitate and manage the project, to insure appropriate coordination of all aspects of the program. The Principal Investigator/Project Director will complete all necessary grant program and financial reports. The Principal Investigator/Project Director will report all project progress to Executive Director, Kanu o ka 'Āina Learning 'Ohana Board of Directors and stakeholders. The Principal Investigator/Project Director will be under the direct supervision of Kanu o ka 'Āina Learning 'Ohana's Executive Director.

*Qualifications:* Knowledge of Hawaiian community. Able to accurately articulate the vision of the Kauhale 'Ōiwi o Puʻūkapu and the Kanu o ka 'Āina Learning 'Ohana. Able to communicate with various sectors of the community. Able to organize, plan and facilitate project team meetings, community meetings, consultant meetings. Able to organize and lead program activities. Able to complete required grant program and financial reports. Able to supervise staff and report back to Kanu o ka 'Āina Learning 'Ohana board. Kanu o ka 'Āina Learning 'Ohana has selected Olani Lilly to fill this position. Her extensive knowledge of both Kanu o ka 'Āina Learning 'Ohana, as well as our other programs, will enable her to communicate the vision and mission of Kauhale 'Ōiwi o Puʻūkapu.

**Construction Manager**

*Position Description:* The Construction Manager will coordinate the design process, manage timelines, review construction materials and provide budget options during the design process. Review design and design budgets according to construction specifications and make appropriate recommendations. Assist in determining phasing requirements and/or make separate contract options. Coordinate off-site requirements with the utility and county. Supervise the construction project and issue Notices of Award and Notices to Proceed. Assist architect with project close out and procedures for owner occupancy. Assist with furniture and equipment purchases, receiving and set up.

*Qualifications:* Successful experience on projects of like scope. The Construction Manager should be able to work in a team and should have excellent communication skills. Minimum five years supervisory experience - Management of personnel - Budgeting and cost control - Overseeing administrative functions - Knowledge of: \* Plumbing \* Carpentry \* Painting \* HVAC \* Appliance maintenance and installation \* Material ordering \* Estimating \* General construction • Managing onsite superintendents and subcontractors. • Ability to resolve disputes with clients and subcontractors. • Controlling job costs and managing profit margins. • Strong management and marketing skills. Ken Melrose of Pa'ahana Enterprises was selected because of his abilities to meet the qualifications.

### **Architect**

*Position Description:* Under general supervision, prepares and reviews facilities plans and construction contract bid documents and specifications for projects applying knowledge of design, construction procedures, zoning and building codes, and building materials. Prepares, reviews, and integrates planning and construction policies and procedures in accordance with the university's master plan. Monitors project progress and costs. Prepares and reviews plans, construction bid documents and specifications for major and minor capital improvement projects and for alteration and renovation projects. Coordinates development of project design with project architects and consultants. Conducts pre-construction conference and overview orientation of final project design drawings and specifications with project architects, consultants, and appropriate university personnel. Prepares, reviews, and integrates construction planning policies, procedures, and bid processes. Tracks and coordinates project progress and costs; reviews and approves construction pay estimates, change order proposals, and other construction contract documents. Monitors construction progress

through on-site inspection and review. Supervises and guides the work of architectural drafters.

*Qualifications:* Bachelor's degree in a related Technical, Scientific, or Engineering discipline with 3 to 5 years experience directly related to the duties and responsibilities specified. State of Hawai'i Registration. Knowledge of building design, construction, and maintenance. Ability to prepare engineering documents, specifications and cost estimates for projects. Ability to design and plan major construction projects. Knowledge of contract documents and specifications. Ability to foster a cooperative work environment. Knowledge of project management principles, practices, techniques, and tools. Organizing and coordinating skills. Ability to supervise and train assigned staff. Charles Kaneshiro of Group 70 International is the project's architect.

### **Civil Engineer**

*Position Description:* Performs in a professional civil engineering position requiring the capability of independent and complex analysis in providing engineering services to the Kanu o ka 'Āina Learning 'Ohana. Review and comment on engineering construction plans, studies and drainage reports as it relates to public infrastructure associated with property development to assure compliance with county standards. Design and/or manage capital improvement projects for public infrastructure (water, sewer, streets, drainage).

*Qualifications:* BS in civil engineering or related field plus 6-8 years directly related experience or MA/MS plus 4-6 years related experience or PhD with 2-4 years experience. Proficient in the investigation, design and construction of public work facilities. Experience in design and/or management of capital improvement projects for public infrastructure (water, sewer, streets, drainage). Good oral and written communication skills with the ability to communicate with the public, contractors, and other county staff in a professional and courteous manner. The ability to manage activities requiring continuing coordination. The ability to work independently without supervision and also to be able to work with others dependent upon the dictates of the assignment. Ability to perform according to established procedures subject to progress review. Have a general understanding of land development and land surveying. Licensed/Registered professional engineer in the state of Hawai'i or within one year of qualifying as a licensed/registered engineer. Passing score on Fundamentals of

Engineering Exam and Engineer-In-Training Certification required for lower level position.

**Legal Advisor**

*Position Description:* The Legal Advisor shall be responsible for overseeing the potential legal issues of the Kanu o ka 'Āina Learning 'Ohana and the construction of Kukulu. The Legal Advisor will review written correspondence between the Kanu o ka 'Āina Learning 'Ohana, consultants and contractors. In addition, the Legal Advisor will work with other board members on special projects, as well as attend monthly board meetings.

*Qualifications:* The Legal Advisor will have a license to practice law in the State of Hawai'i, good organization and communication skills and experience in settling disputes. The Legal Advisor will act as the Registered Agent for the corporation and provide advice to the President and other board members in all legal matters. Steve Bess Esq. has been hired and provides oversight on legal issues.

**Project Assistant**

*Position Description:* The purpose of the administrative clerk position is to facilitate the completion of Kauhale 'Ōiwi o Pu'ūkapu by assisting the Principal Investigator/Project Director in planning, organizing, coordinating, directing and performing a variety of administrative services and support functions. The major duties include office management, secretarial, clerical and personnel/payroll. These duties include, but are not limited to the following responsibilities: establish, evaluate and update office procedures to insure office services are performed efficiently; take minutes at all meetings and review incoming correspondence; check delivery of all supplies, equipment and merchandise; prepare timesheets/payroll records for all employees. The Administrative Clerk will be under the direct supervision of the Principal Investigator/Project Director.

*Qualifications:* Should have knowledge of Hawaiian community; office practices and procedures; office management, operation of standard office machines, grammar, punctuation, spelling and work usage. Ability to compose standard and special memos and correspondence plan, organize; coordinate a wide variety of clerical activities and services.

**Fiscal Clerk**

*Position Descriptions:* The Fiscal Clerk is responsible for performing standard account clerical tasks which pertain to a

portion of an account record keeping operation involving the maintenance of one or more journals or subsidiary ledgers consistent with appropriate control accounts. The major duties include accounts clerical tasks, bookkeeping, budget and expenditure plan preparation, accounting and purchasing procedures, cash collections and deposits, purchasing (purchase orders and invoices), Kauhale 'Ōiwi o Pu'ukapu inventory control and computer input services. These duties include but are not limited to establishing and maintaining control accounts; collect budget related data and prepare summarizations, e.g., supplies and equipment use experiences, estimates of costs for supplies, equipment etc., for use by the Principal Investigator/Project Director in the preparation of budget and expenditure plans. The Fiscal Clerk will be under the direct supervision of the Principal Investigator/Project Director.

*Qualifications:* Should have knowledge of Hawaiian community; Arithmetic; Business English; filing; operation and operational maintenance of common office appliances and equipment including adding machines and calculators; standard accounting codes; classifications and terminology pertinent to accounts maintenance operations. Should have ability to plan and carry out the typical range of accounts clerical functions; write routine business letters, operate and maintain various common office appliances and equipment.

## **B. Organization Chart**

The Kanu o ka 'Āina Learning 'Ohana is a community-based non-profit organization under the guidance of a dynamic Board of Directors representing various sectors of Waimea grassroots community. CHART A delineates our overall organizational structure, as well as the programs currently supported by the Kanu o ka 'Āina Learning 'Ohana and CHART B depicts our development team and Kauhale Organization Chart.

Throughout the entire planning, design and construction process, ultimate responsibility for this project lies with Kanu's Executive Director, who is the direct supervisor of the Principal Investigator/Project Director for the entire Kauhale 'Ōiwi o Pu'ukapu Project. This position is supported by the Kauhale Advisory Committee throughout the planning, design and construction process.

The Principal Investigator/Project Director is the direct supervisor of the construction manager. The construction manager in turn manages all construction consultants to include



but not limited to the architect, the civil engineer and the planner. In addition, the Principal Investigator/Project Director will supervise the Project Assistant and Fiscal Clerk. Finally the Principal Investigator/Project Director will be advised by the Legal Advisor, and seek community input from the Stakeholder's Hui throughout the planning, design and construction process.

**CHART A  
KANU O KA 'ĀINA LEARNING 'OHANA  
ORGANIZATIONAL CHART**

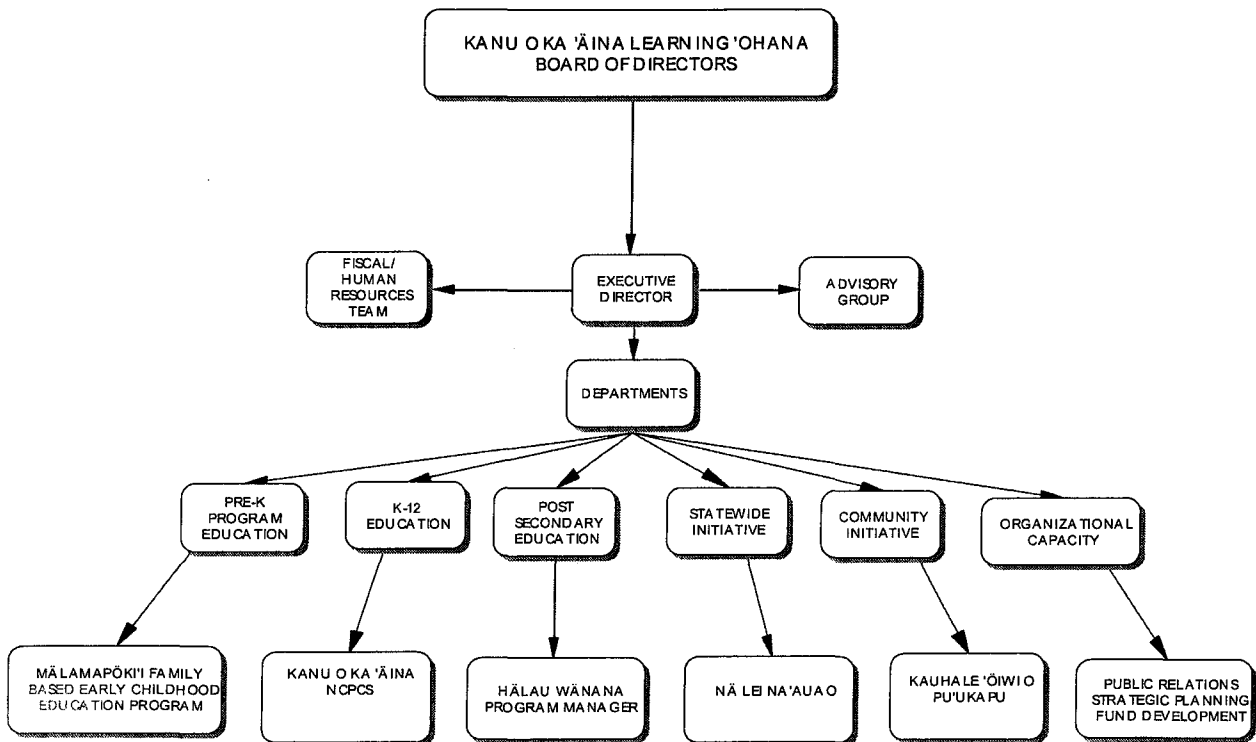
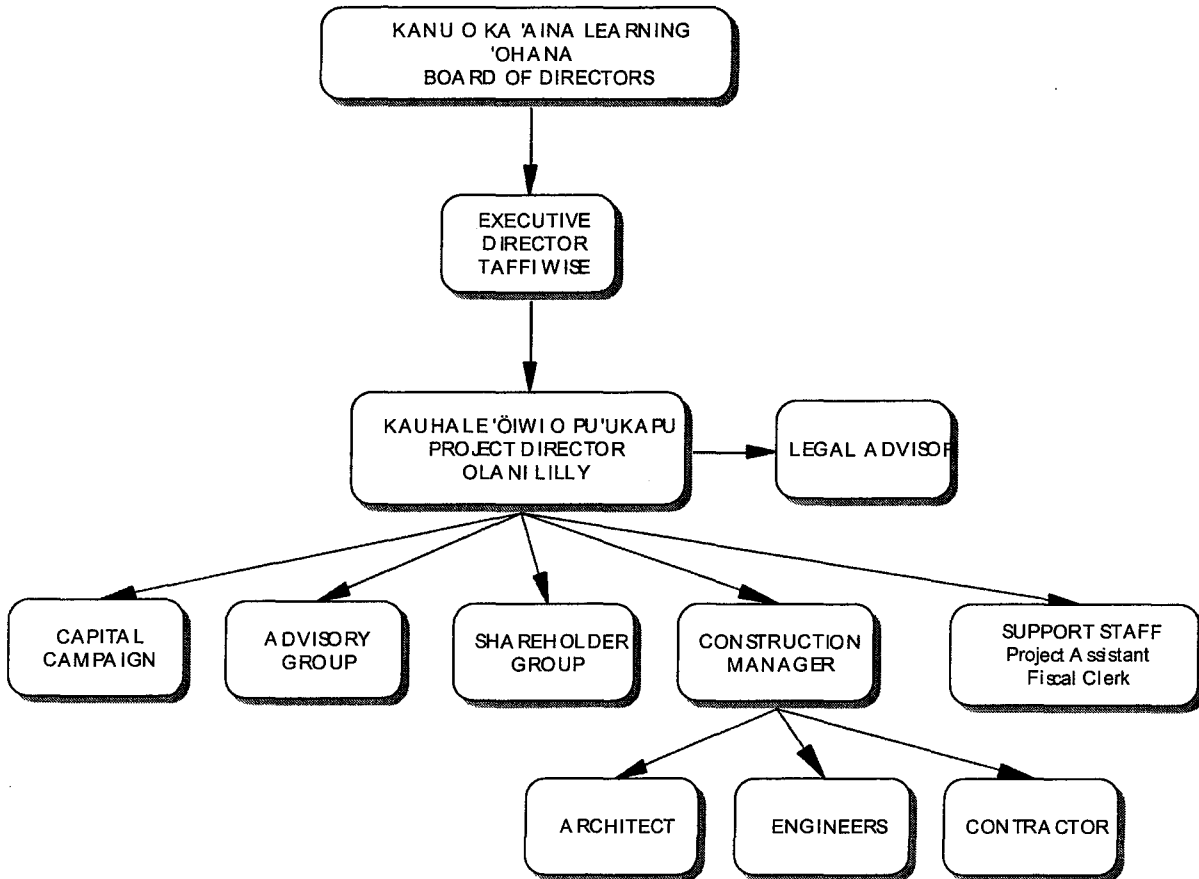


CHART B  
KANU O KA 'ÄINA LEARNING 'OHANA  
KAUHALE ORGANIZATIONAL CHART



**VI. Other**

**A. Litigation**

Kanu o ka 'Āina Learning 'Ohana does not have any pending litigation to which we are a party, including any outstanding judgment.

**B. Licensure or Accreditation**

Not applicable

House District 14, 15, 16

Senate District 7

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 51-0

For Legislature's Use Only

*rec'd*  
**JAN 30 2009**  
*[Signature]*

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): **DEPARTMENT OF EDUCATION OR DHS WITH SPECIFIC FUNDS DIRECTED TO KAUAI ECONOMIC OPPORTUNITY INCORPORATED (KEO)**

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
**Kauai Economic Opportunity, Incorporated**

Dbas:

Street Address: **2804 Wehe Road, Lihue, Hawaii 96766**

Mailing Address: Same

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name ALFRED NEBRE, JR.

Title KEO Schools Director

Phone # 808 245-4077 ext 238

Fax # 808 245-7476

e-mail keo@keoinc.org

**3. TYPE OF BUSINESS ENTITY:**

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

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

AFTER SCHOOL PROGRAMS FOR ECONOMICALLY DISADVANTAGED FAMILIES AT KAPAA MIDDLE SCHOOL, CHIEFESS KAMAKAHELEI MIDDLE SCHOOL AND WAIMEA CANYON MIDDLE SCHOOL

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 450,000  
TO OPERATE THREE MIDDLE SCHOOLS

**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 \$450,000  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

[Redacted Signature Area]

**MABEL FERREIRO-FUJIUCHI**  
NAME & TITLE

**1/28/09**  
DATE SIGNED

AUTHORIZED SIGNATURE

DATE SIGNED

Application for Grants and Subsidies  
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Chiefess Kamakahahelei Middle School and Waimea Canyon Middle School  
Drug Abuse Prevention & Reduction Program

**I. Background and Summary**

**Kauai Economic Opportunity, Inc.**, is a 501(c)(3) non-profit community action agency that was chartered on March 16, 1965 with a goal of alleviating the low-in-come individuals and families on Kauai from conditions of poverty and assist them in attaining a status of social and economic self-sufficiency. It is currently administering 30 projects and programs that address the needs of un-served persons including school youth who are potentially at risk of substance use and drug abuse. KEO has received almost 50 million dollars in grants from Federal, State, county, and Private Sources that are disbursed in accordance with the highest standard of fiscal management. Outstanding audit reports of agency accounts over the years are testimonials to its high esteem and integrity in regards to disbursement of funds.

**Kauai Economic Opportunity, Inc.** and its partners Kapaa Middle School, Chiefess Kamakahahelei Middle School, Waimea Canyon Middle School and Kaiola Canoe Club will strive to prevent substance use and reduce drug abuse among at-risk youth at all middle schools here on Kauai. We will be using a popularly known, effective and scientifically proven, intervention strategy know as **Life Skills Training (LST)** Program. The project will provide participants with an on-site substance abuse prevention educational services based on **Best Practice and Life Skills Training**, including **Homework Tutoring Service** and **Mediation** services.

Kapaa Middle Schools, Chiefess Kamakahahelei Middle School and Waimea Canyon Middle School have a combined enrollment of over 3,025 of which, 41% come from median income families that participate in the free lunch school program. Fifty five students have been identified to be in danger of academic failures. KMS, CKMS & Waimea are supported by 315 teachers and staff that provide both educational and counseling services, walk-in counseling and schedule appointments, group counseling, classroom guidance and post suspension counseling. The schools are participating in the Effective Behavior Support Initiative, which is a systems focused and date-driven approach to behavior management. The school climate committee is especially concerned with the number of referrals occurring during the "free time" periods of the day when **youth supervision** is minimal. Alcohol, tobacco and other drug problems exist in a seriously alarming level on the Island of Kauai and there is evidence which shows that youths in 6<sup>th</sup> through 8 grades are at risk and highly vulnerable. These findings show the need for steps to be taken if we are to address the problems of **substance use** and **drug abuse**.

The target population of this program are the grades 6<sup>th</sup> through 8<sup>th</sup> middle school students at KMS,CKMS and Waimea Middle School where the program will be sited. The project will involve a total of 240 students and their families in four cohorts of 60 per group over a period of one year. Students are at risk and unsupervised during the periods of 1:40 pm to 6:00 pm the time when school lets out for the day and before their parents return home from work. The project's primary goal is to stem substance abuse among the target group, by introducing and

intervention strategy that provides them with protective skills and knowledge that last a lifetime. The **goal** of the program are :{a} Reduce risk factors, {b} Enhance protective and resiliency factors, and {c} Strengthen family relationships. The **Objectives are:** {1} Improve school functioning {2} Improve family functioning and {3} Improve Life Management Skills.

Of the three schools complexes on the island of Kauai, the **East District** where Kapaa Middle School is located and the **Central** school district where Chiefess Kamakahahei Middle School is situated and Westside where Waimea Canyon Middle School is located will be served by the program.

**The Goals and objective related to the request**

KEO is requesting a grant of \$450,000.00 to operate an After School Program at Waimea Canyon Middle School, Cheifess Kamakahahei Middle School and Kapaa Middle School.

## II. Service Summary and Outcomes

Kapaa Middle School, Chiefess Middle School and Waimea Canyon Middle School Drug Prevention and Tutoring Program Project will provide services to 6<sup>th</sup> through 8<sup>th</sup> grade. The project is currently underserved. Access to services will be facilitated through improved linkages with other organizations. All middle school sites will receive Life Skills Training, Homework assistance and other means to address the drug abuse problem and academic performance within our community.

The target population for these projects includes Hawaiian, Filipino and Asian/Pacific Islander males and females in grades mentioned above who are at risk. Risk factors encompass psychological, behavioral, family and social characteristics. This often involves chaotic home environments, poor social coping skills, poor academic performance, and negative peer assistance approach for youth as means to address the substance use and drug abuse problems in the East, Central and Westside of Kauai.

The project will use Life Skills Training, which is designed for middle school students and addresses the risk and protective factors, outcomes and service gaps more accurately than any of the other models currently available. It is exceptionally flexible, easy to implement after initial training and cost effective. Specifically it provides: (1) **Drug resistance skills**, enables young people to recognize and challenge common misconceptions about tobacco, alcohol and other drug use. Through coaching and practice, they learn information and practical ATOD (Alcohol, Tobacco and other Drug) skills for dealing with peers and media pressures to engage in ATOD use (2) **personal self-management skills**, teach students how to examine their self-image and its effects on behavior; set goals and keep track of personal progress; identify everyday decisions and how they may be influenced by others; analyze problems situations and consider the consequences of each alternative solution before making their decisions; reduce stress and anxiety and look at challenges in a positive light and teaches (3) **general social skills** to youth in the middle school age bracket, to overcome shyness, communicate effectively and avoid misunderstandings, initiate and carry out conversations, handle social requests, and recognize that they have choices other than aggression or passivity when faced with tough situations. As a science-based program, Life Skills combats the primary underlying causes of substance abuse.

Daily procedures of the program include: (1) Preparing daily lessons (2) Preparing daily activities (3) Providing case management/monitoring as needed (4) Getting the program room ready (5) Providing tutoring and academic guidance (6) Providing a nutritious afternoon snack (7) Teaching Life Skills Program materials (8) Teaching teamwork and peer group skills in the classroom (9) Providing social skills counseling through role playing and with games (10) Transport youth to their homes and (11) Record daily events and attendance.

Other activities for the youth includes taking part in the "Adopt-A-Highway" project by picking up litter in a designated areas of Kauai's highways. They also serve as volunteers at the Kauai Humane Society by caring for pets. At the Lihue Early Learning Center the students assist in reading for children who have a difficult time in reading. When the program ends, some of the students will continue to serve in this program as a volunteer. Volunteer work keeps the youth



occupied when they are at risk for substance use and drug abuse during the period when school lets out for the day and their parents arrive from work. Free transportation services are provided to all participants in the program to ensure that they return to their homes safely after program activities. Not providing transportation could possibly be a barrier to their participants in the after school program.

KEO collaborates with several organizations that contribute to the success of its programs. It operated on ATOD prevention for youth all middle school here on Kauai. KEO currently operates and after school

# BUDGET

Applicant/Provider: Kauai Economic Opportunity, Inc

RFP No.: \_\_\_\_\_

Contract No. (As Applicable): \_\_\_\_\_ July 1, 2009 - June 30, 2010

BUDGET CATEGORIES	Total Funds (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	147,872			
2. Payroll Taxes & Assessments	28,628			
3. Fringe Benefits	36,928			
<b>TOTAL PERSONNEL COST</b>	<b>213,428</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	1,320			
2. Airfare, Out-of-State				
3. Audit Services	1,000			
4. Contractual Services - Administrative	1,500			
5. Contractual Services - Subcontracts	23,400			
6. Insurance	2,000			
7. Lease/Rental of Equipment	2,000			
8. Lease/Rental of Motor Vehicle	26,340			
9. Lease/Rental of Space	2,000			
10. Mileage	1,260			
11. Postage, Freight & Delivery	2,000			
12. Publication & Printing	3,000			
13. Repair & Maintenance	5,000			
14. Staff Training	9,000			
15. Substance/Per Diem	2,000			
16. Supplies	7,000			
17. Telecommunication	5,000			
18. Transportation	4,000			
19. Utilities	2,607			
20 Gasoline	8,000			
21. Advertising	5,000			
22. Program Activities See Attached	55,752			
23. Administrative 15%	67,393			
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>236,572</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>450,000</b>			
<b>SOURCES OF FUNDING</b>	(a) Total Funds	450,000	Budget Prepared By: <i>Alfred Nebre, Jr.</i> 11/26/09	
	(b)		Name (Please type or print) _____ Phone _____	
	(c)		Name and Title (Please type or print) <i>CEO</i> 1/14	
	(d)		For State Agency Use Only	
	<b>TOTAL REVENUE</b>		Signature of Reviewer _____ Date _____	

**III. Financial**

A. Budget

(1) Budget Request by source of funds

(2) : Quarterly funding requirements for fiscal year 2008-2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4
\$112,500	112,500	112,500	112,500

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: Kauai Economic Oportunity, Inc

RFP No.: \_\_\_\_\_ Period: \_\_\_\_\_

Date Prepared: 01/20/09

Contract No. (As Applicable): \_\_\_\_\_

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
	Program Director	1	37148.00	100.00%	35,724
	Program Coordinator (KMS)	1	26567.00	75.00%	19,925
	Program Assistant (KMS)	1	23004.00	75.00%	17,253
	Program Coordinator (CKMS)	1	27228.00	75.00%	20,421
	Program Assistant (CKMS)	1	24888.00	75.00%	18,666
	Program Coordinator (WCMS)	1	24840.00	75.00%	18,630
	Program Assistant (WCMS)	1	23004.00	75.00%	17,253
<b>TOTAL:</b>					<b>147,872.00</b>
<b>JUSTIFICATION/COMMENTS:</b>					

**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Kauai Economic Opportunity, Inf

RFP No.: \_\_\_\_\_ Period: July 1, 2009 to June 30, 2010

Date Prepared: 1-20-09

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security 7.65% x Annual Budget =	As required by law	As required by law	\$ 11,312.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 1.21% X	As required by law	As required by law	\$ 1,789.00
Worker's Compensation 2.5% X Annual =	As required by law	As required by law	\$ 3,697.00
Temporary Disability Insurance 8%X Annual =	As required by law	As required by law	\$ 11,830.00
SUBTOTAL:			\$ 28,628.00
<b>FRINGE BENEFITS:</b>			
Health Insurance 334 X 12 X 7.00=			\$ 28,056.00
Retirement 6%			\$ 8,872.00
SUBTOTAL:			\$ 36,928.00
<b>TOTAL:</b>			\$ 65,556.00
<b>JUSTIFICATION/COMMENTS:</b>			

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: Kauai Economic Oportunity, Inc

RFP No.: \_\_\_\_\_

Period: \_\_\_\_\_

July 1, 2009 - June 30, 2010

Date Prepared: \_\_\_\_\_

01/20/09

Contract No. (As Applicable): \_\_\_\_\_

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
	Chief Executive Officer	1	90860.00	14.00%	12,720
	Fiscal Officer	1	71220.00	14.00%	9,971
	Administrative Officer	1	53601.00	14.00%	7,504
	Planner	1	24187.00	14.00%	3,386
	Accountant	1	48396.00	14.00%	6,775
	Account/Administrative Clerk	1	34178.00	14.00%	4,785
	Administrative Clerk	1	18641.00	14.00%	2,610
	Janitor	62.5	14712.00	14.00%	2,060
	Intake Worker	1	21078.00	14.00%	2,951
				126.00%	
<b>TOTAL:</b>					52,762.00
<b>JUSTIFICATION/COMMENTS:</b>					

**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Kauai Economic Opportunity, Inf

RFP No.: \_\_\_\_\_ Period: July 1, 2009 to June 30, 2010

Date Prepared: 1/21/09

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security 7.65% x Annual Budget =	As required by law	As required by law	\$ 4,036.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 1.21% X	As required by law	As required by law	\$ 638.00
Worker's Compensation 2.50% X Annual =	As required by law	As required by law	\$ 1,319.00
Temporary Disability Insurance 0.80%X Annual =	As required by law	As required by law	\$ 422.00
SUBTOTAL:			\$ 6,415.00
<b>FRINGE BENEFITS:</b>			
Health Insurance 334 X 12 X 1.26%=			\$ 5,050.00
Retirement 6%			\$ 3,166.00
SUBTOTAL:			
<b>TOTAL:</b>			\$ 14,631.00
<b>JUSTIFICATION/COMMENTS:</b>			

#### **IV. Experience and Capability**

##### **A: Necessary Skills and Experience:**

Kauai Economic Opportunity, Inc. (KEO) is managed and ADAD after-school program at Chiefess Kamakahahei Middle School that started over 3 years ago and will be ending in March 2008. KEO currently managing a similar after school program at Kapaa Middle School and Waimea Canyon Middle School. All evaluation measures conducted on the project has consistently yielded very encouraging results that points to nothing but a successful program. Administering the Chiefess Kamakahahei Middle, Kapaa Middle School and Waimea Canyon Middle Schools program has allowed KEO and its partners to broaden their knowledge and sharpen their skills in managing substance and drug abuse prevention projects. KEO managed a Care-A-Van homeless service for individuals and families that includes substance abuse prevention counseling to youth in 1992 that is still ongoing, and a youth outreach project for residents in the three public housing communities on Kauai: (1) Hale 'Ohana O Kapaa, (2) Hui O'Hanamaulu, and (3) Kekaha Ha'aheo, with the establishment of a Youth Advisory Council, and a substance abuse prevention education in 1997. KEO and partners have the needed experience and possesses the skills and capabilities that are highly appropriate for the effective management of a substance use and drug abuse prevention and reduction program among the youth. Added to these is KEO's familiarity with both the program and the target population. Note, that the proposed program and vehicels is to be sited at Waimea Canyon Middle School and Chiefess Kamakahahei Middle School. These sites are the same site where the past ADAD project has been conducted.

##### **B. Facilities:**

Primary facilities are located at Chiefesss Kamakahahei Middle School (CKMS) central district, Kapaa Middle School located on the Eastside and Waimea Canyon Middle School located on the Westside of Kauai. Up to two class rooms from each school will be made available for the purposes of program execution. CKMS, KMS and Waimea Canyon Middle School are more than three years old and in excellent condition and their physical locations are perfectly suited for the conduct of after-school programs. The classrooms are outfitted as typical middle school and are located close to the restrooms, parking, and outdoor recreational facilities. Each classroom includes computers, storage and other educational aids.

KEO facilities adequately meet the American Disability Act: (ADA) requirements: (1) Accessible to the handicapped (2) Near bus lines and (3) Meet all applicable building, zoning, health and fire standards.



## **V. Personnel: Project Organization and Staffing**

### A. Proposed Staffing, Staff Qualifications, Supervision and Training:

#### **Proposed Staffing**

**Kaua'i Economic Opportunity, Inc.**, shall be responsible for staffing requirements and will employ a total of five staff members to the after-school programs at KMS, CKMS and Waimea Canyon School. A full time Program Director who will provide program leadership, supervision, and case management will take charge of both projects at Kapaa Middle School, Chiefess Kamakahahei Middle School and Waimea Canyon School. Three part time Program Coordinator and Three Assistant Coordinator for each of the three school programs will be assigned to provide direct educational and support services to students. The full time equivalent (FTE) equals two for each school.

The client/staff ratio is 15 to 3 for each of the school project that can be further broken down into 5 to 1. This ratio allows for bonding and one-on-one time for each student participant in the program. The ratio also allows for acceptable levels of staffing if one of the coordinators is absent.

The coordinators will report to the Program Director, who in turn reports to the Chief Executive Officer of KEO. Additionally, the Program Director is responsible for updating Coalition members with appropriate information relative to the program on a monthly basis.

The current organizational structure of KEO provides for an effective communications capability between line staff and top management that facilitates prompt feedback and corrective responses to needs and requirements of the program. The monthly reporting to the coalition instills a sense of belonging and involvement to partnership members and an appropriate opportunity for the group to interact with one another and also to respond to needs of the projects with dispatch and great effectiveness.

The Kapaa Middle School, Chiefess Kamakahahei and Waimea Canyon School Substance Use and Drug Abuse Prevention and Reduction Program require contracting the services of a Consultant and Evaluator, who will also provide consultative and technical assistance in Project Development.

To ensure a successful implementation and outcome of the program, KEO and its partners shall provide a variety of services and assistance at various levels of program execution:

- KEO, has overall responsibility for the program as the lead agency. It is specifically responsible in the direct delivery of program services including: administration, staffing, delivering the Life Skills Training, and structured social activities. All of these fall under

the responsibility of the Program Director who is answerable to the KEO Chief Executive Officer. KEO will take responsibility in collecting data for evaluation of the program.

- The principals for Kapaa Middle School (KMS) Chiefess Kamakahahei Middle School (CKMS) and Waimea Middle School are responsible for providing physical space on-site for 30 students each per cohort group as well as needed staff. The school will also provide referrals as well as direct and technical supports. Both schools will facilitate communications between the program, school staff, and the families of the students attending the schools. The schools will likewise assist in marketing the program, in case management, and in gathering data for evaluation measurements.
- Kaiola Canoe Club is responsible for providing a safe and nurturing environment with youth directly participating in canoeing activities. It will provide water safety instructions, canoeing skills, and an appropriate team development environment. It will also provide volunteers, equipment, and training that help support youth peer and teamwork development.
- The Catalyst Group, whose services will be contracted, will conduct program evaluation by the administration of pre and post surveys to assess changes in participant's knowledge, behaviors, beliefs, and other outcomes. The agency will also provide technical assistance, as well as advisory and consultative services as needed to the Program Director.

### **Staff Qualifications**

The Program Director currently oversees the Kapaa Middle School after-school program, a function he has been performing since he joined the program two years ago. Program evaluations conducted under his administration has been consistently satisfactory, an indication of a good supervisory and managerial performance. The encouraging evaluation reports on the current program are testimonials to the capability of the Program Director to address drug and substance problems that face the youth at CKMS. The Program Director will attend training programs that will be scheduled to further sharpen his skills and increase his knowledge about the proposed project. He holds a degree in Business Administration from the Kennedy Western University, a credential that further reinforces the skills gained from administering the CKMS-ADAD project. In managing the proposed program, the Project Director will share 25% each to the three school projects.

The Program Director will be assisted by three Program Coordinators and three Assistant Coordinators who will complement each other in conducting the Life Skills Training in the three separate school sites. One Program Coordinator and one Assistant Coordinator will be assigned to each school to provide drug and substance abuse prevention services to student participants. One of the Program Coordinators has been with the CKMS program for over two year and has been providing the Life Skills Training component of the project, in which she performed

exceedingly well. Highly favorable evaluation results can be traced to the efficient and effective way the Life Skills Training Program has been conducted, for which the Program Coordinator including the Assistant Coordinator are credited. The Program Coordinators at Kapaa Middle School and Chiefess Middle School has 3 years experience in after school program. Both of them were trained to administer the Life Skill curriculum. They are very knowledgeable in conducting the LST program at CKMS and KMS,

Other staff members who will be assisting the Program Coordinator in administering of Life Skills Training (LST) is the Assistant Coordinators who has been assisting the Program Coordinator in conducting the LST program. They have been providing both tutoring and homework assistance services to KMS & CKMS students and will remain in the program until its conclusion in March, 2009, at which time, they will have over 2 years exposure to program functioning and experience which they will carry over to the proposed program.

One Program Coordinator and one Assistant Coordinator will be hired to comply with staffing requirements of the program. New hires, including the Program Director and staff members will participate in training programs that will be scheduled before program implementation. It is very important that adequate training is given to all staff members to ensure an effective and efficient management of the proposed program.

### **Supervision and Training**

KEO currently employs 50 associates, the majority of whom are performing jobs at various project locations all over the Island. Over 41 years of experience as a community action program agency on Kaua'i, has molded KEO into a reliable source of high quality training and supervisory resources for its employees to benefit from. Implementing various substance and drug abuse prevention programs for over a decade, has given KEO the necessary experience and capability to provide an effective administrative direction to programs of this nature, which can be gauged by the success attained from these programs

### **B. Organization Chart: ( See attached Organizational Chart )**

# KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

**Board of Directors**

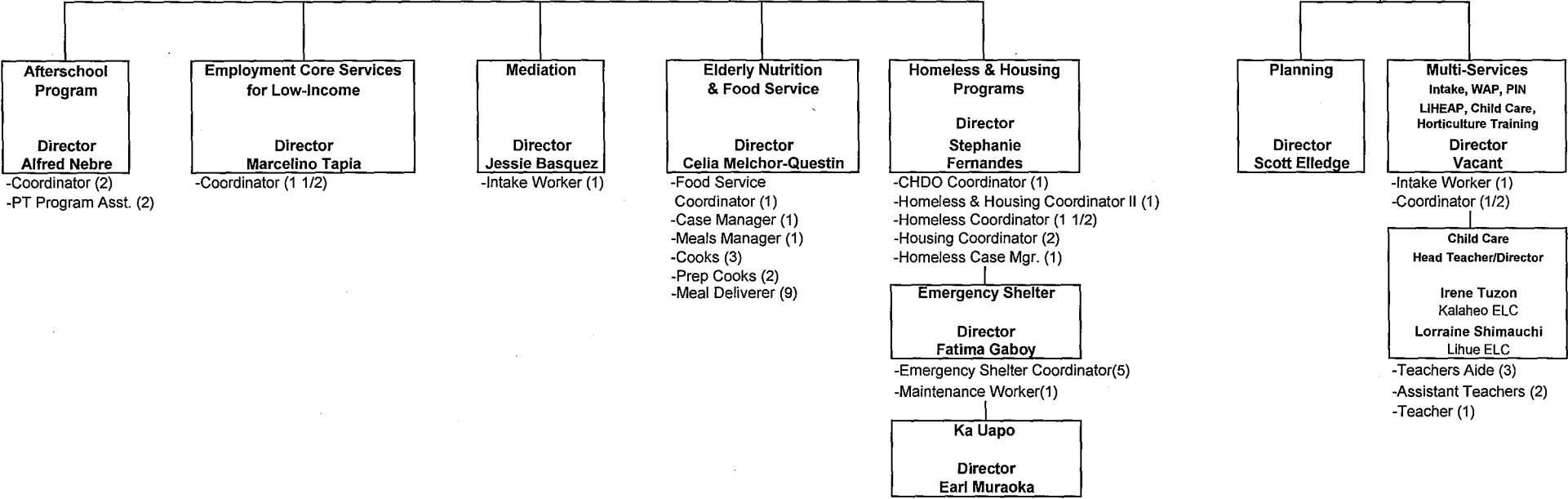
**Chief Executive Officer  
MaBel Fujiuchi**

**Fiscal Officer  
Brigitte Correia**

- Accountant (1 1/2)
- Account Clerk (1)

**Administrative Officer  
Lynn Kua**

- Administrative Clerks (1 1/2)
- Janitor (1)



**VI. Other**

- A. Litigation N/A
- B. Licensure or Accreditation N/A

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

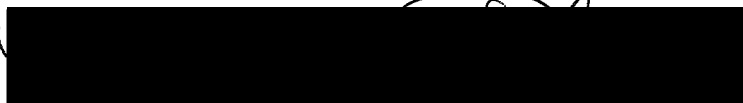
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Kauai Economic Opportunity Incorporated



(Signature)



(Date)

MaBel Ferreiro-Fujiuchi

(Typed Name)

(Title)

House District 14/15/16

Senate District 7

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 52-C

For Legislature's Use Only

*rec'd*  
JAN 30 2009 *jm*

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):

STATE DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Kauai Economic Opportunity, Incorporated  
Dba: KEO, INC

Street Address: 2804 Wehe Road, Lihue, HI 96766

Mailing Address: 2804 Wehe Road, Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MABEL FUJIUCHI,

Title Chief Executive Officer

Phone # (808) 245-4077

Fax # (808) 245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ROOF REPLACEMENT FOR KEO ADMINISTRATIVE OFFICE, LIHUE EARLY LEARNING CENTER, AND KOMOHANA GROUP HOME; TERMITE TREATMENT FOR KOMOHANA GROUP HOME AND MANA'OLANA TRANSITIONAL HOUSING; UP-GRADE KITCHEN FOR LIHUE EARLY LEARNING CENTER AND CABINET REPLACEMENT FOR KALAHEO EARLY LEARNING CENTER.

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 152,547.00

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 \$ 0.00  
 FEDERAL \$ 0.00  
 COUNTY \$ 0.00  
 PRIVATE/OTHER \$ 0.00

[Redacted Signature Area]

CHI, CHIEF EXECUTIVE OFFICER  
(NAME & TITLE)

1/28/09  
DATE SIGNED

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# Application for Grants and Subsidies

## I. Background and Summary

### 1. Description of Applicants Background

Kauai Economic Opportunity, Incorporated (KEO) is a private non-profit agency, incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is a multi-purpose organization with funding from a variety of sources. For almost 44 years, the agency has generated and fiscally administered more than \$60 million dollars of Federal, State, County, and private funds. The agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs that provide a variety of services to the low-income, elderly, immigrants, and the jobless. (See attached KEO Brochure) KEO executed the acquisition and construction projects addressing specific needs that include the future rehabilitation/renovation project for the first emergency homeless shelter on Kauai and 8 additional transitional shelters units for families to start this year.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii).

### 2. Goals and Objectives

As a community action agency on Kauai, KEO is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.1 – Employment

National Performance Indicator 1.2 – Employment Supports

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

Goal 2. The conditions in which low-income persons live are improved. (Community)

National Performance Indicator 2.1 – Community Improvement and Revitalization

National Performance Indicator 2.2 – Community Quality of Life and Assets

Goal 3. Low-income people own a stake in their community. (Community)

National Performance Indicator 3.1 – Civic Investment

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

National Performance Indicator 4.1 – Expanding Opportunities through Community-wide Partnerships

Goal 5. Agencies increase their capacity to achieve results. (Agency)

National Performance Indicator 5.1 – Broadening the Resource Base

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

National Performance Indicator 6.1 – Independent Living

National Performance Indicator 6.2 – Emergency Assistance

National Performance Indicator 6.3 – Child and Family Development

For these projects specifically, the National Goal and Performance Indicator are:

Goal 2: The conditions in which low-income people live are improved.

National Performance Indicator 2.1 Community Improvement and Revitalization:

Increase in, or preservation of opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies.

### **3. Public Purpose and Need to be Served**

The Administrative Office is where KEO annually provides a variety of services to many of our 5,000 clients. It is the location where Intake Applications are completed with clients applying for services and also the location of the central client files and server for the client database. The homeless, housing, mediation, employment, youth, nutrition, horticulture programs as well as administration are at this locale.

Located in Lihue, the KEO Office was built 14 years ago and was constructed through funding by the State and property leased to KEO for 20 years at no cost. Through an executive order from Governor Lingle, the property was turned over to the County of Kauai who in turn leased the property to KEO for another 20 years at no cost. The project site also includes Mana`olana homeless emergency shelter and transitional housing.

KEO leads the effort to end homelessness in our community by creating a variety of shelter and housing options, providing supportive services, and facilitating collaboration, education and advocacy based on the belief that every person is entitled to the dignity of living in a home. Since 2000, KEO has provided safe, affordable transitional housing for homeless individuals and families who are in crisis and live in dangerous conditions.

Two (2) of KEO's transitional housing properties, Komohana Group Home and Mana'olana Transitional Housing, offer temporary housing to single homeless persons in a group home and to homeless families in eight 1-bedroom apartments as they participate in a program with supportive services such as employment training and lifeskills certification classes, health and nutrition workshops, mental health counseling, budgeting and financial literacy classes, and parenting classes. Residents develop a social services plan that enables them to resolve barriers to self-sufficiency, so that they will be able to transition to the next step – permanent housing.

KEO operates two childcare centers: KEO Kalaheo Early Learning Center (KELC), located at 22370 Kaunualii Hwy and the KEO Lihue Early Learning Center (LELC) located at 4360 Pahee Street. The LELC was built in 1993 and it is almost 14 years old. For over 26 years KEO has successfully provided daily, quality childcare year-round for children ages 2 years and 9 months to 8 years old, for low income and working families. Between KEO's two child care facilities, 96 children will be cared for daily. We provide childcare Monday through Friday from 7:00 a.m. to 5:00 p.m. that includes breakfast, lunch, and an afternoon snack for a low monthly fee of \$500.

KEO is proposing the following capital improvement projects:

- KEO Administrative Office -to replace the damaged roof at our main office located at 2804 Wehe Road in Lihue so we can continue to provide a safe environment for the clients who are provided services as well as the 25 staff who work at this location. The roof was damaged during the wind and rain storm in January 2007 and the leaking roof has become progressively worse. An insurance claim was filed January 2007 and a settlement was received in the amount of \$9,830.19 was received in April 2008. Bid requests were solicited and the lowest quote was estimated at \$37,480.00, which is \$27,649.81 less than the insurance settlement, a considerable expenditure for the agency to incur. We have been advised by experts to replace rather than repair the roof as repairs may strengthen the repaired areas, but weaken surrounding areas which will succumb to further leakage.
- Komohana Group Home – the group home was built in 1992, and is in need of a new roof. Branches from nearby trees have, during previous storms, removed some of the shingles on the roof. To prevent the condition of the roof from further deterioration, and to continue to provide a safe transitional housing site for single homeless individuals. In addition, this group home site will need to be treated for further termite infestation.
- Mana'olana Transitional Housing- this transitional housing site has the capacity to provide temporary housing for 8 homeless families. The housing consists of four (4) portable buildings that were renovated into one-bedroom apartments in 2007. The buildings have not been previously treated for termite infestation, and KEO is requesting funds to do so to prevent deterioration of the housing.
- Lihue Early Learning Center (LELC)- Due to the 42 days of rain from February to April of 2006, the roof of the Lihue Early Learning Center (LELC) started leaking heavily and rain was seeping into the walls. The center was able to remain open but this was creating a safety hazard on the electrical wiring and forming of mold and mildew in the dry wall which could result in a health hazard. The Department of Human Services which licenses the center has monitored the situation.

Although a handyman completed a temporary patch, contractors have indicated that there is a need to replace the roof due to age, design, and because the roofing material is no longer being manufactured.

- Kalaheo Early Learning Center (KELC) and LELC- The two pre-school centers are also in dire need of a kitchen upgrade. Both centers are using filing cabinets to store consumables like plates, spoons and other kitchen utensils. It would be good if both centers could be provided with kitchen cabinets. KEO owns the Lihue Early Learning Center (LELC) building and the kitchen needs renovation to replace the old and discolored sink, cabinets and other appliances. Kalaheo Early Learning Center (KELC) also needs to replace old classroom cabinets that are rusting.

#### **4. Target Population to be Served**

KEO continually strives to provide a wide range of services and activities that alleviate the conditions of poverty and allow *low-income families and individuals* on Kauai to attain social and economic self-sufficiency.

#### **5. Geographic Coverage**

The geographic location to be covered by this project is the island of Kauai. Kauai is located at the northern end of the Hawaiian Islands, approximately 100 miles northwest of Oahu. The island is 551 square miles and ranks fourth in geographic size among seven major islands.

## **II. Service Summary and Outcomes**

### **1. Scope of Work, Tasks and Responsibilities**

KEO proposes to replace the damaged roofs of the KEO Administrative Office, Komohana Group Home, and the Lihue Early Learning Center. In addition, KEO is also requesting funds to provide termite treatment to its Komohana Group Home and Mana'olana Transitional Housing site. Both the Early Learning Centers in Lihue and Kalaheo need kitchen upgrade. Both centers are using filing cabinets to store consumables like plates, spoons and other kitchen utensils. It would be good if both centers could be provided with kitchen cabinets. KEO owns the Lihue Early Learning Center (LELC) building and the kitchen needs renovation to replace the old and discolored sink, cabinets and other appliances. Kalaheo Early Learning Center (KELC) also needs to replace old classroom cabinets that are rusting.

KEO has an established bid process for procurement of goods, space or services which state that three (3) written quotations are required and justification for the selection of the bid award is submitted to the Fiscal Officer and forwarded to the CEO for approval before goods, space, or services are procured.

Following this procedure KEO submitted bid requests December 18, 2008 for repair and/or replacement of the damaged roof to 8 roofing companies who were in compliance with the

State of Hawaii. We received proposals from two companies one of which stated that they would not submit a proposal for repair because the roofing is old, very brittle and the concern would be that other areas might be damaged when walking and doing repair on the roof.

**2. Projected Annual Timeline**

<b>Timeline</b>				
<b>GRANT REQUEST ACTIVITIES</b>	<b>1<sup>st</sup> Qtr</b>	<b>2<sup>nd</sup> Qtr</b>	<b>3<sup>rd</sup> Qtr</b>	<b>4<sup>th</sup> Qtr</b>
<b>1. <u>Roof replacement</u></b>				
Bid Proposal	Complete			
Award bid.	X			
Schedule Work		X		
Complete roof replacement				X
<b>2. <u>Termite Treatment</u></b>				
Bid Proposal	X			
Award bid.	X			
Schedule Work	X			
Complete termite treatment	X			
<b>3. <u>Kitchen Upgrades</u></b>				
Bid Proposal	X			
Award bid.	X			
Schedule Work		X		
Complete kitchen upgrades			X	X

**3. Quality Assurance and Evaluation Plan**

KEO has a client software program and data tracking system called SHAH that accounts for all clients being served by the agency. Monthly printouts give up to date monitoring information. Client data input is provided through established SHAH Intake Procedure manual. Upon completion of a KEO Intake Application 4-part referral forms are distributed to KEO programs as well as program provided by other agencies and organizations with a requirement to response of services provided. The services and outcomes are entered into the client program to show the case management progress of the individual.

Regular client satisfaction surveys are conducted. The KEO Board of Directors and Program Evaluation Committee meet on a regular basis for evaluation of all programs. KEO conducts an annual single audit to ensure fiscal management and administration is at par and consistent with rules and regulations.

It is the policy of Kauai Economic Opportunity, Inc, that internal reporting of program performance towards attaining objectives is made regularly. A monthly reporting process,

which has been found to be effective, consists of quantitative evaluation of ongoing programs that include problems encountered during the various stages of implementation. Quarterly reports are submitted according to funding requirements. KEO complies with any additional requirements of the funding agency.

Staff meetings are called on a weekly basis to monitor, assess and evaluate delivery of services that help to move the program and agency forward. Monthly meetings concerning program and agency budgets are held by the Board of Directors, Chief Executive Officer, Fiscal Officer and Program Director to track the efficiency and effectiveness of the budgetary outlay in supporting the program and agency to make needed fiscal adjustment as needed.

To enable KEO to provide services that meet the community needs, KEO gathers inputs from the client advisory representatives who are Directors of the KEO Board of Directors.

Problems and concerns are handled in a timely manner following KEO's Grievance Procedure which is provided to KEO's clientele and staff. Following this procedure, if grievances are not resolved with the Program Director, KEO's clients are able to proceed and request consideration from the Chief Executive Director and then the KEO Board of Directors.

**4. Measures of Effectiveness**

KEO will measure the effectiveness of the projects' goals and performance indicators by the following:

- One (1) safe and accessible social services facility for low-income people is maintained;
- One (1) accessible safe and affordable childcare facility for families is maintained;
- Thirteen (13) safe and affordable transitional housing units in the community are preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.

**III. Financial**

**Budget**

**1. Budget forms as applicable detailing the cost of the request.**

See attached.

**2. Anticipated quarterly funding requests for the fiscal year 2009-2010.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$58,800.00	\$19,975.00	\$14,974.00	\$58,798.00	\$152,547.00

**3. Other sources of funding being requested for fiscal year 2009-2010.**

None at this time.

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

For nearly 44 years, KEO has provided a wide range of health, social service, educational and employment services that help to alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self-sufficiency. KEO currently administers and coordinates over 20 separate programs that target Kauai's low-income individuals and families. These programs include emergency assistance, housing, childcare, employment training, life skills, nutrition, small business development, and energy programs. Over the past 43 years, the agency has generated and fiscally administered more than \$60 million dollars of Federal, State, County, and private funds.

As a certified Community Housing and Development Organization (CHDO), KEO is able to secure federal HOME funds to develop affordable housing and transitional housing. KEO developed and completed 2 rehabilitation projects at Lihue Court Townhomes. The first project involved the rehabilitation of 42 apartment units for low- to moderate-income families, and a building that is used as a training center and Head Start pre-school. The second project involved the rehabilitation of 8 2-bedroom apartments at Lihue Court Townhomes. Upon completion of this project, KEO entered into a 15 year lease agreement with the owners of Lihue Court Townhomes for these units, and are operating these as transitional housing for homeless families.

KEO also obtained HOME funds to renovate 8 one-bedroom apartments for the Mana'olana transitional housing program, which opened in November 2007.

The following is a list of projects or contracts, which KEO has obtained past and present to administer the proposed service:

1999 – present HOME funds to rehabilitate transitional housing units.

Gary Mackler  
Development Coordinator  
Kauai County Housing Agency  
Pi'ikoi Building  
4444 Rice Street, Suite 330  
Lihue, HI. 96766 (808) 241-4429 [gmackler@kauai.gov](mailto:gmackler@kauai.gov)

1999- present Community Development Block Grant to rehabilitate homeless emergency shelter and transitional housing units, renovate a certified kitchen for the emergency shelter, provide emergency grants for security deposit/first month's rent, utility deposits for low-income persons to obtain housing and past due rent assistance to retain permanent housing, and funds to purchase the Homeless Outreach Program Care-a-Van.

Jo Shimamoto  
CDBG Coordinator

Kauai County Housing Agency  
Pi'ikoi Building  
4444 Rice Street, Suite 330  
Lihue, HI. 96766 (808) 241-4428 [jshimamoto@kauai.gov](mailto:jshimamoto@kauai.gov)

## **B. Facilities**

KEO's Administrative Office is located along Wehe Road in Lihue, Tax Map Key (4) 3-8-005:001. KEO has secured a 20 year lease with the County of Kauai for this property. Services are provided at the KEO Administrative Office is located in Lihue 7:45 a.m. to 4:30 p.m., Monday through Friday, except State and Federal holidays and at various sites throughout the island of Kauai. The KEO facilities are in compliance with the American Disability Act (ADA); accessible to the handicapped; near bus lines; and meet all applicable zoning, health and fire standards.

The Mana'olana Transitional Housing is adjacent to the site. The County donated four (4) portable buildings that were relocated to the project site, and 8 one-bedroom transitional housing apartments completed renovation in October 2007. Design plans for the buildings were reviewed and after modifications were made, the plans were approved by the Disability and Communications Access Board (DCAB). The facility is in compliance with ADA requirements.

Komohana Group Home is located in Puhi, a mile from the Kukui Grove Shopping Center. The home and property are owned by KEO in fee simple status. Built in 1992, the home consists of five (5) one-bedroom units with 2.5 bathrooms, a common living room, kitchen, and carport. This home is ADA accessible and is compliant with ADA requirements.

KEO operates two childcare centers: KEO Kalaheo Early Learning Center (KELC), located at 22370 Kaumualii Hwy and the KEO Lihue Early Learning Center (LELC) located at 4360 Pahee Street. The LELC was built in 1993 and it is almost 14 years old. Both centers are wheelchair accessible and meet ADA requirements.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The **KEO Chief Executive Officer** manages the day to day business of KEO and exercises administrative functions and responsibility over agency operations. The CEO, whose has been employed by KEO for over 35 years, is an appointee of the KEO Board of Directors to which she reports directly.

The **Fiscal Officer** is responsible for overseeing the financial operations of the agency. The Fiscal Officer provides fiscal support and has financial supervisory function over KEO projects and programs. She has worked for KEO for 25 years and provides direct supervision and control over the Fiscal staff that include an Accountant and Account Clerk.



The **Administrative Officer** has supervisory functions over human resources and the daily operations of the agency. The Administrative Officer provides required administrative support for efficient functioning of KEO Personnel and effective operations of agency projects and programs. She exercises administrative supervision, over employees in the Administrative Section of KEO that include the Administrative Clerks, Planning Director, Multi-Service Director, Intake Worker, Horticulture Coordinators and Janitor. She has 16 years of experience with KEO and will be responsible for the Administrative Office roof replacement project, if funded.

The **Director of Youth Services** has supervisory functions over the Childcare, After-school, and Tobacco Initiation Prevention & Cessation Programs. He will be responsible for the roof replacement and kitchen upgrades for the Early Learning Centers.

The **Homeless and Housing Programs Director** has supervisory functions over all KEO homeless and housing programs. She has 19 years work experience with low-income population, and is a Certified Housing Occupancy Specialist and a Certified Adkin's Lifeskills Trainer. For the past 9 years, she has been responsible for the renovation and maintenance of KEO's housing projects. She is responsible for the roof replacement and termite treatment projects for the Komohana Group Home and the Mana'olana Transitional Housing sites.

**B. Organization Chart**

See attached Organization Chart.

**VI. Other**

**A. Litigation**

KEO is not a party in any pending litigation and does not have any outstanding judgments.

**B. Licensure or Accreditation**

Attached are licenses for both the Lihue Early Learning Center and the Kalaheo Early Learning Center.

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Kauai Economic Opportunity, Incorporated



(Signature)

January 28, 2009

(Date)

MaBel Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

**STATE HOMELESS STIPEND PROGRAM** – Mana Mana, Ka Uapo, Lihue Court and Puhi transitional housing sites provides safe & decent shelters for up to 24 months & assistance towards permanent housing by addressing obstacles which prevent homeless persons from obtaining & retaining permanent housing through a coordinated effort of health, housing, financial and social services.

**STATE HOMELESS OUTREACH PROGRAM** – The Care-A-Van is a mobile unit providing services on-site where homeless congregate. The program conducts intake, referral and other needed services to eligible unsheltered homeless persons to assist in the progression toward a healthier, more stable living condition with the ultimate goal of permanent housing and self-sufficiency.

**TEMPORARY EMERGENCY FOOD ASSISTANCE PROGRAM** provides food surplus distribution at sites throughout the island four times a year.

**UNITED WAY LOAN** assists individuals and families with a loan for security deposit to obtain or retain rental homes.

## The Promise of Community Action

“Community Action changes  
people’s lives,  
embodies the spirit of hope,  
improves communities  
and makes America a better  
place to live.

We care about the entire  
community,  
and we are dedicated  
to helping people help  
themselves and each other.”



*Participation in programs may require eligibility determination. For more information, please call 245-4077 and ask for Intake.*



**August 2008**

**Kauai Economic Opportunity, Incorporated**  
2804 Wehe Road  
Lihue, Hawaii 96766

Telephone: (808) 245-4077  
Facsimile #: (808) 245-7476  
E-mail: keo@keoinc.org



**Kauai Economic Opportunity, Incorporated (KEO)** was chartered in 1965 in response to the "War on Poverty" to serve the economically disadvantaged on Kauai. Through the years, it has maintained its capability to change as the needs of the disadvantaged population changes.

Programs and services available at KEO are:

**AFTERSCHOOL PROGRAM**

- Provides middle school students at Chiefess Kamakahelei Middle School and Kapaa Middle School with supervision, tutoring, drug abuse prevention, teen pregnancy and Life Skills training, team development activities, community service projects, canoe paddling and many other educational fun filled activities.

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)** as a CHDO designated agency, KEO assists other agencies and partners in developing affordable housing for low and moderate income populations.

**EARLY LEARNING CENTERS** provides a comprehensive early childhood program for eligible participants as well as private participants. Two centers are located in Lihue and Kalaheo.

**ELDERLY NUTRITION CONGREGATE PROGRAM** provides hot lunches and nutrition education at neighborhood centers. Meal sites are located at various neighborhood centers throughout Kauai.

**EMERGENCY ASSISTANCE PROGRAM** provides a one time electric assistance for past due bill or urgent notice.

**EMERGENCY FOOD PANTRY** provides emergency food to low-income families or individuals.

**EMPLOYMENT CORE SERVICES FOR LOW-INCOME** program assists low-income persons and families towards achieving self-reliance and economic independence by providing the Life Skills Program, Job Exploration through one-on-one counseling, Job Start, Job Retention and supportive program activities and services.

**ENERGY** or the **WEATHERIZATION ASSISTANCE PROGRAM** provides energy saving education and installation of energy saving devices, such as compact fluorescent light bulbs, refrigerators and solar heaters at no cost to eligible households.

**FOOD SERVICES** is the KEO Kitchen which provides USDA approved meal services for KEO programs such as Elderly Nutrition, Early Learning Centers, and other private vendors.

**GROUP HOME**

**Pa'a Hana**, located in Kapaa, is a residential home for homeless adults with physical challenge.

**HOMEBOUND MEAL PROGRAM** provides meal delivery to eligible home-bound elderly. Meal delivery is also available to private participants for a fee.

**HOMELESS EMERGENCY SHELTER** – MANA`OLANA provides overnight shelter for homeless individuals and families to stabilize and offer them a safe place to reassess and take control of their living situation.

**HORTICULTURE - PAPAYA TRAINING PROGRAM** provides education, technical, & hands-on experience in the field of papaya growing as a business. The Horticulture Program also provides information and support in business planning & starting a Small Business.

**LIHEAP** provides funds for eligible low-income families with utility bills to receive a one time energy credit or energy crisis intervention. Applications accepted during enrollment period.

**MEDIATION PROGRAM** provides conflict resolution program to assist participants through a process in solving disagreements. It also provides referrals and information for legal services in the community.

**PEER MEDIATION PROGRAM** provides conflict resolution for middle school children using trained peer mediators.

**PERSONS-IN-NEED PROGRAM** provides a one time or temporary financial assistance for individuals who are financially needy and meet the funding criteria.

**Hopper Funds** provides assistance for elderly persons 65 years or older who are financially needy.

**Teresa F. Hughes Family Trust Estate** provides assistance for adults 70 years or older, physically or mentally ill.

**Teresa F. Hughes Family Trust Estate** provides assistance for children under 18 years of age who have been abused, neglected or abandoned, or reside in a household in which abuse has occurred.

**SHELTER PLUS CARE PROGRAM** provides rental housing subsidy & support services for chronically homeless individuals with chronic substance abuse.

# KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

**Board of Directors**

**Chief Executive Officer**  
MaBel Fujiuchi

**Fiscal Officer**  
Brigitte Correia

-Accountant (1 1/2)  
-Account Clerk (1)

**Administrative Officer**  
Lynn Kua

-Administrative Clerks (1 1/2)  
-Janitor (1)

**Afterschool Program**

**Director**  
Alfred Nebre

-Coordinator (2)  
-PT Program Asst. (2)

**Employment Core Services for Low-Income**

**Director**  
Marcelino Tapia

-Coordinator (1 1/2)

**Mediation**

**Director**  
Jessie Basquez

-Intake Worker (1)

**Elderly Nutrition & Food Service**

**Director**  
Celia Melchor-Questin

-Food Service Coordinator (1)  
-Case Manager (1)  
-Meals Manager (1)  
-Cooks (3)  
-Prep Cooks (2)  
-Meal Deliverer (9)

**Homeless & Housing Programs**

**Director**  
Stephanie Fernandes

-CHDO Coordinator (1)  
-Homeless & Housing Coordinator II (1)  
-Homeless Coordinator (1 1/2)  
-Housing Coordinator (2)  
-Homeless Case Mgr. (1)

**Emergency Shelter**

**Director**  
Fatima Gaboy

-Emergency Shelter Coordinator(5)  
-Maintenance Worker(1)

**Ka Uapo**

**Director**  
Earl Muraoka

**Planning**

**Director**  
Scott Elledge

**Multi-Services**  
Intake, WAP, PIN  
LIHEAP, Child Care,  
Horticulture Training

**Director**  
Vacant

-Intake Worker (1)  
-Coordinator (1/2)

**Child Care**  
Head Teacher/Director

Irene Tuzon  
Kalaheo ELC  
Lorraine Shimauchi  
Lihue ELC

-Teachers Aide (3)  
-Assistant Teachers (2)  
-Teacher (1)

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION

LIHUE EARLY LEARNING CENTER

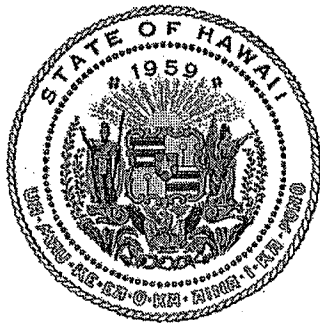
is hereby granted a

**Certificate of Approval**

014267

to operate a GCC - Preschool Program at  
4360 PAHEE ST, LIHUE, HI 96766

for children not to exceed 48 in number. Said children shall be over 2 yrs & 9 mos of age and under 8 years of age. This certificate is issued in accordance with Section 346-161, Hawaii Revised Statutes, 1985, for the period beginning March 5, 2008, and ending March 4, 2009, unless sooner revoked for cause.



**LILLIAN B. KOLLER**

Director, Department of Human Services

Administrator

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION

**KALAHEO EARLY LEARNING CENTER**

*is hereby granted a*

**Certificate of Approval**

014668

*to operate a GCC - Preschool Program at  
22370 KAUMUALII HWY, KALAHEO, HI 96741*

*for children not to exceed 48 in number. Said children shall be over 2 yrs. & 9 mos. of age and  
under 8 years of age. This certificate is issued in accordance with Section 346-161, Hawaii  
Revised Statutes, 1985, for the period beginning November 3, 2008, and ending November 2, 2009,  
unless sooner revoked for cause.*





**LILLIAN B. KOLLER**

Director, Department of Human Services

Administrator

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Kauai Economic Opportunity, Incorporated

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Admin (15%)	19,897.00			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>19,897.00</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>132,650.00</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>152,547.00</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	152,547.00	Stephanie Fernandes  808-245-4077		
(b)				
(c)		Signature of Authorized Official _____ Date _____		
(d)		MaBel Fujiuchi-Chief Executive Officer		
<b>TOTAL BUDGET</b>	<b>152,547.00</b>	Name and Title (Please type or print)		



## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kauai Economic Opportunity, Inc

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	0	0	132,650.00	0	0	0
EQUIPMENT						
<b>TOTAL:</b>			132,650.00			
<b>JUSTIFICATION/COMMENTS:</b>						

**ORIGINAL**

House District 14,15,16  
Senate District 7

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 53-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

*rec'd*  
JAN 30 2009 *gn*

- 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):

DEPARTMENT OF AGRICULTURE-AGRIBUSINESS DEVELOPMENT CENTER

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

<p><b>1. APPLICANT INFORMATION:</b></p> <p>Legal Name of Requesting Organization or Individual: <b><u>Kauai Economic Opportunity, Incorporated</u></b></p> <p>Dbas: Street Address: 2804 Wehe Rd. Lihue, Hi. 96766 Mailing Address: P.O. Box 1027 Lihue, Hi. 96766</p>	<p><b>2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:</b></p> <p>Name <u>SCOTT ELLEDGE</u></p> <p>Title <u>Planning Director</u></p> <p>Phone # <u>(808)245-4077 ext.230</u></p> <p>Fax # <u>(808)245-7476</u></p> <p>e-mail <u>keo@keoinc.org</u></p>
<p><b>3. TYPE OF BUSINESS ENTITY:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> NON PROFIT CORPORATION</li> <li><input type="checkbox"/> FOR PROFIT CORPORATION</li> <li><input type="checkbox"/> LIMITED LIABILITY COMPANY</li> <li><input type="checkbox"/> SOLE PROPRIETORSHIP/INDIVIDUAL</li> </ul>	<p><b>7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:</b></p> <p style="text-align: center;"><b>EMPLOYMENT CREATION SERVICES- LANDSCAPING TRAINING PROGRAM</b></p>
<p><b>4. FEDERAL TAX ID #:</b> _____</p> <p><b>5. STATE TAX ID #:</b> _____</p> <p><b>6. SSN (IF AN INDIVIDUAL):</b> _____</p>	<p><b>8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:</b></p> <p style="text-align: center;"><b>FY--2009-2010</b> <b>\$107,784.00</b></p>

**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 \$0.00 \_\_\_\_\_

FEDERAL \$0.00 \_\_\_\_\_

COUNTY \$0.00 \_\_\_\_\_

PRIVATE/OTHER \$0.00 \_\_\_\_\_

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

*Mabel Fernin-Fujiuchi, CEO*  
 NAME & TITLE

*4/28/09*  
 DATE SIGNED

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## **Application for Grants and Subsidies KEO Landscaping Training Program**

### **I. Background and Summary**

1. Kauai Economic Opportunity, Inc. (KEO) is a private non-profit agency, incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is a multipurpose organization with funding from a variety of sources. Over the past 43 years, the agency has generated and fiscally administered more than \$60 million dollars of Federal, State, County, and private funds. The agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad range programs that provide a variety of services to the low-income, elderly, immigrants, and the jobless. (See attached KEO Brochure) KEO has further executed the acquisition and construction projects addressing specific needs that include the future rehabilitation/renovation project for the first emergency homeless shelter on Kauai and 8 additional transitional shelter units for families to start this year.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii).

2. The proposed Employment Creation Program seeks to assist low-income persons and immigrants to become self-employed or to become a skilled employee by training them in landscaping. The knowledge, skills, and experience clients will gain from participating in this program will help them obtain gainful employment with a reputable company or even in deciding what role to play in starting their own business. Kauai Economic Opportunity, Inc. (KEO) will continuously provide services to assist clients achieve social independence and economic self-sufficiency.

The goal of the landscaping program is to alleviate the conditions of poverty by assisting the target population (low-income persons and immigrants) to become self-reliant and self-sufficient through training and education in landscaping. A comprehensive program has been established that will move the participants through barrier identification into goal setting, skill development, obtaining and maintaining employment, or the start up phase of their own business.

3. The State of Hawaii, with about 163,000 immigrants in 1990, had the third highest rate of foreign-born settlement rate in the nation – 13.8 percent (after California and New York). The 2000 Census found that 34.1 percent of Hawaii’s foreign-born population had arrived in the state since 1990. This demonstrates the effects of the current mass immigration, although it was a lower share than the national average of 43.7 percent. In 2007 the amount of immigrants was 234,000. That is about a 10% increase each year.

The County of Kauai has a population of 63,004, per U.S. Census Bureau 2006 report. A multi-racial and multi-ethnic population inhabits the island, of which 33.1% are Asians, 34.5% are whites, 0.4% African Americans, 0.4% American Indian and Alaskan Native, 9.1% Native Hawaiian and Other Pacific Islanders. According to the 2000 U.S. Census Bureau Asians inhabitants totaled 36%. Among these, Filipino makes up 19.1%, Japanese-12.8%, Other Asians-2.9%, and less than 1% for each of the remaining ethnic groups.

There were 7,272 individuals on Kauai who were earning below poverty levels in 2005. In 2004 11.7% of all immigrants were below the poverty level in Hawaii. Also in 2004, the medium income in Kauai County was \$45,146; Honolulu County-\$54,714; Hawaii County-\$42,043, and Maui County-\$49,065. In 1999 the per-capita income was Kauai County- \$21,998; Honolulu County- \$21,998; Hawaii County- \$18,791; and Maui County- \$22,033. In 2000 the U.S. Census Bureau showed that 13% of Kauai’s population was made up of immigrants.

4. The Landscaping Training Program seeks to assist Low Income and Immigrant Persons who are at or below 150% of the Federal poverty level. There will be 10 persons to participate in the program for 13 weeks at a time. After this there will be a one month recruiting period in which 10 more trainees will be selected. KEO is projecting to serve 30 persons through the training program after one year. The training program provides participants the opportunity to gain knowledge in the fundamental and basic techniques of landscaping and yard/garden maintenance. It will also offer counseling and help to the clients should they choose to build their own customer base and follow the necessary procedures to be self-employed. The Training Program will give low-income and immigrant persons a more competitive and confident springboard in the local labor market where demand for skilled workers is high.
5. Kauai is known as the Garden Island for its overgrown vegetation and abundant rainfall. The island is approximately 549 square miles, and is an ideal place for a landscaping training program. KEO’s administrative office is situated in Lihue, the central hub of the island, however, the program will be offered to anyone who meets the qualifications island wide.

## II. Service Summary and Outcomes

1. Participants in the KEO Landscaping Training Program will report to KEO at 8:00 a.m. till 12:00 p.m. Monday thru Friday for 13 weeks except on State and Federal Holidays. Each participant will be responsible to be on time, appropriately dressed, and observe all safety regulations. There will be one Program Director and one Program Coordinator who shall oversee and instruct the participants. The Program Director will be mainly responsible for the material covered and the hands on training received for that day. Participants in the program will develop skills in everything from hedge trimming and pruning to lawn edging and fertilization.
2. Timeline (See Attachment A)
3. From baseline to output KEO will make sure its own standards of excellence are being met. In order to do this KEO will adhere to the following Quality Assurance Plan.

### Baseline

- An excellent referral system.
  - Anyone who comes to obtain assistance for employment, housing, or paying bills from the any of the other organizations within KEO they will be informed of the landscaping program.
  - Also WorkWise, one of Kauai's main job referral companies, has agreed to promote the program to any of their clients that meet the eligibility requirements.
- Keep all advertisements for the program current for future classes.

### Intake

- Applicants will be required to show proof of eligibility to work in the United States.
- Proof that they meet the financial requirements via bank statements, bills, paycheck stubs, etc...
- Affirm physical and mental ability to adhere to the basic responsibilities...
  - Report to training on time everyday
  - Be able to lift 40 pounds
  - Wear proper work clothing
  - Comply with rules especially safety regulations
  - Reliable Transportation (KEO will provide a bus pass for those who don't have a reliable mode of transportation.)

### Process

- The Program Director and Program Coordinator shall adhere to the daily checklist of procedures after the training is done for the day in order to ensure that they are prepared for each new day's beginning.
  - Program Director Daily Checklist
    - \*Prepare training curriculum for next day.

- \*Make notes on weekly evaluation sheets for anything covered that day.
- \*Coordinate services with partner businesses at least two weeks ahead of schedule.
- \*Coordinate with Program Coordinator.
- Program Coordinator Daily Checklist
  - \*Set up equipment for next day/fill up any fluids.
  - \*Do routine maintenance or repair on Equipment.
  - \*Make sure all supplies are stocked.
  - \*Report to Program Director for further instructions
- Monthly Reporting system
  - It is the policy of Kauai Economic Opportunity, Inc. to get reports from Program Directors on a monthly and quarterly basis, on the status of programs and projects towards attaining their goals and objectives. Strict adherence to reporting and submission requirements of funding agencies is a long existing practice with which KEO has been complying over the years. In addition the Administration Department which is comprised of KEO's CEO, Fiscal Officer, Administrative officer, Planning Director, and all the Program Directors meet biweekly to give updates and suggestions about their programs. Private and Government auditors perform audits every year to ensure that fiscal management and administration of program funds are in conformity with accepted auditing rules and regulations.
- Monthly Stipend as an incentive

**Output**

- KEO will assist the clients in their pursuit of financial independence after completion of the program through.
  - Employment References
  - Employment Referrals

**Landscaping Training Program  
Quality Assurance Plan-Hiring Staff**

- A. Advertisement will be channeled through the local newspaper and other local internet job sites for a Program Director and Program Coordinator. Applicants who meet or exceed our requirements for employment as . . .
  - Program Director** must possess a BA degree or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to Horticulture or Business preferred.
  - Program Coordinator** must possess a 2 year degree in Social Science or Managerial related field.
- B. The most qualified applicants will then be interviewed by KEO's Chief Executive Officer-MaBel Fujiuchi and Administrative Officer-Lynn Kua.
- C. Once hired the Program Director and Coordinator will then begin facilitating the training program.

**Landscaping Training Program  
Quality Assurance Plan-Program Steps**

- A. Advertise the program
- B. Applications reviewed by Program Director and Program Coordinator
- C. Successful applicants contacted and brought in for interview.
- D. The maximum number of clients that KEO can train in one three month course is ten. Those who have not been selected for the first session will be put on a waiting list for the next session.
- E. Pre-Test given at start of the program to determine skill level of each participant.
- F. Weekly evaluation sheets completed by Program Director (See Attachment B).
- G. Program Director studies weekly evaluation sheets and makes plans for the following week to help the clients in their area of need.
- H. Each month the Program Director monitors all of the weekly evaluation sheets to determine if progress is being made. A summary of the program is due each month to the KEO administration.
- I. Every two weeks the administration and management team at KEO come together to give updates on all programs and to offer ideas and suggestions to the various programs.

**Landscaping Training Program  
Quality Evaluation Plan-Process**

The Training Program staff will do weekly evaluations and confer with clients at the end of every month to determine if the program is meeting their needs and expectations and vice-versa. Comments made and issues raised by clients during evaluations are factors that can potentially change and modify the course of the program.

The Performance of the Trainees will be measured by the following criteria.

- Adherence to rules of the program
- Establish a reasonable record of attendance
- Demonstrate reasonable interpersonal skills & team cooperativeness
- Demonstrate a reasonable understanding of oral & written communication
- Completes assigned tasks within a reasonable amount of time
- Dressed in proper work attire
- Demonstrates reasonable organizational skills relevant to work performance
- Trainees will demonstrate the proper and safe use of tools and equipment
- Identify 10 commonly used landscape plants
- Know how to prune
- Plant in pots and flats
- Know basic fertilizer practice
- Know how to sharpen tools
- Identify 5 common weeds and insects
- Know basic irrigation practice

During this time all of the program trainees will be considered for one of the following two courses of action.



### Discipline

\*During this time if there is any insubordination or noncompliance with company policy or with program rules

1. Client will receive one warning, and given till the next weekly evaluation to improve.
2. If at the end of the week there is another violation of rules a one day suspension will be issued. Upon arrival back into the program a written letter of apology as well as letter of intent to correct behavior must be submitted for reentry back into program.
3. A portion of the stipend can be withheld at the end of the month.
4. If behavior still does not improve the Director shall have full authority to eliminate that client from the program.

\*Insubordination includes but is not limited to

1. Use of illegal drugs/misuse of prescription drugs or alcohol at any time during the training program.
2. One no show without call or 3 days being late without written approval (such as doctor's note).
3. Failure to follow safety guidelines, whereby putting others and him/herself in danger.
4. Lack of respect for the Program Director, Coordinator, and others in the program.
5. Laziness or misuse of time during training.

### Promotion

\*Each week there will be opportunity for advancement into a management position based on weekly performance. Each of the clients will be evaluated by the Program Director and Coordinator to be manager for one week.

### Landscaping Training Program Quality Evaluation Plan-Follow Up

The percentage of trainees that remain to complete training will determine success in the conduct of future landscaping programs. To gauge the efficiency of the training program, the staff will do a pretest at the start of training with subsequent quizzes during the process and a posttest at the end. Outcome data will be collected at baseline, posttest, 6-month, and 1 year follow-up measurement points, and submitted for monthly as well as quarterly analysis.

We will gauge the progress and success of the Employment Creation program by the number of: **[1]** Trainees who obtain employment with a well-established landscaping company, **[2]** Trainees who manage private homeowners' property with their landscaping talents learned through the program, **[3]** Trainees who retain employment in landscaping or something related over the course of 2 or more years.

- A. After the program is completed trainees will be asked to fill out a Satisfaction Survey to rate the performance of the program.
- B. The Program Director will compile a list of all trainees who finish the course and the jobs they received as a result of the program along with contact information.

C. A 1 month, 3 month, and 6 month follow up with the clients' employer will be conducted by the Program Director. Based on this information the Program Director could potentially evaluate his program and adjust it accordingly.

4. Outcome Sheet (See Attachment C).

### III. Financial

#### Budget

1. Budget Forms (See Attachment D)
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$26,496.00	\$26,496.00	\$26,496.00	\$26,496.00	\$107,784.00

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

Marcelino Tapia is currently the Director of Core Employment here at KEO. Marcelino already has a strong base of cliental to draw from as he is currently assisting many of KEO's low income and immigrant clients to find employment. Marcelino has experience conducting training for his clients in his Life Skills class in which he teaches clients both how to obtain good jobs and how to keep them. In his last class, which ended on October 2<sup>nd</sup>, he produced the highest graduation class (17) KEO has ever had and is anticipating even more success in the future. He will be a vital asset to this programs' success as he will be able to make baseline contact with people already looking for work, assess their needs, evaluate them, and then make referrals to the Training Program as necessary.

Terry Sekioka is currently a KEO consultant who has a Ph.D. in Plant Breeding, an MS in Horticulture, and a BS in General Agriculture. Terry is an Associate Horticulturalist for the University of Hawaii-Manoa Kauai Agricultural Research Center. He has been successfully implementing a small farm in Lihue, Hi where he is training low-income people from the community to plant and grow crops that will generate a yield so that they might start their own business. Terry's focus for KEO's current proposed program will be on providing a quality landscaping training curriculum. Terry already has a proven training program, which he has experience using for two training cycles, to teach new trainees specifically how to perform basic to technical landscaping tasks(See Attachment E)

Program Director and Program Coordinator-Currently we do not have persons on staff acting in either of these two positions. Once funds are in place we will begin the interviewing process. To ensure that KEO's high standards of excellence for quality staff are being met we will follow our company's guidelines per each position. (See Attachment F)

As an agent of Lokahi Pacific, KEO has offered small business loans to people starting or expanding small business. The program has provided many loans ranging from \$10,000 to \$150,000 to island residents. The program includes assistance in creating a business plan and completing the application process. This will be vital as trainees eventually become more and more independent of our services and start seeking self-employment.

##### **Current programs and contracts:**

Contracting Agency: Department of Agriculture:  
Agri. Business Development Corporation of Hawaii

Contact Person: Alfredo Lee  
Contact Information: 235 South Berctania Room 205  
Honolulu, Hi. 96813

(808) 586-0186  
hdoa.info@hawaii.gov

**Hawaii Department of Agriculture**  
Office of the Chairperson  
1428 S. King Street  
Honolulu HI 96814  
Ph: 808 973-9560

Contract/Program Title: Employment Creation for Low-Income  
Persons, Immigrants and Refugees

Contract Period: 5/18/07-12/31/09  
Funding Amount: \$250,000.00  
Performance Outcomes: (See Attachment G)

**B. Facilities**

In 1995 the current building was designed and built in compliance with the American Disabilities Act (ADA). The KEO properties combined together make up approximately 9.1 acres (396,396 sq. ft) of property with approximately 6.55 acres (285,318 sq. ft) of that land being useable for landscaping training facilities. The variety of the different layouts of each property ensures that each topic of the landscaping program will be adequately covered.

\*

KEO's Administrative building-0.125 acres (5,445 sq. ft)

\*

The Early Learning Center Lihue-0.1 acres (4,356 sq. ft)

\*

The Early Learning Center Kalaheo-0.1 acres (4,356 sq. ft)

\*

Emergency Shelter/Transitional Housing-0.125 acres (5,445 sq. ft)

\*

Pa'a Hana (Kapaa Group Home)-0.05 acres (2,178 sq. ft)

\*

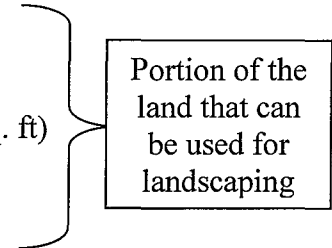
Puhi Group Home-0.05 acres (2,178 sq. ft)

\*

The KEO Farm-6 acres (261,360 sq. ft)

\*

The KEO Farm also has an array of Tropical Flowers and a variety of Fruit Trees that the clients will have access to for the purpose of selling as KEO has a permit with the Sunshine Market. This would offer more diversity for our clients in the pursuit of supplemental income while involved in the program. In addition to this KEO has trained entrepreneur's in the past and currently has one entrepreneur in training.



Kauai Economic opportunity, Inc. will also work in collaboration and close coordination with other community agencies, which will play vital roles to ensure success of the proposed program. KEO has established partnership with the following agencies: [1] **Kauai Community College (KCC)**, [2] **Kauai Landscaping Industry Council (KLIC)**, [3] **The Kauai Marriot Resort and Beach Club**, [4] **The Department of Parks and Recreation**, [5] **WorkWise**, and [6] **Kauai Agricultural Research Center**.

KCC has agreed to contribute to the Landscaping Training Program by offering their facilities for the trainees to perform the hands-on aspect of their training. The Kauai Marriot Resort and Beach Club is projected to begin the construction of Kauai Lagoons to expand their facilities starting September 2009. As a result Chuck Brady, the head of the Maintenance Department, would like to incorporate the Landscaping Program into this project, and thereby give our participants exposure to a variety of landscaping situations to get a better rounded training. In addition the Department of Parks and Recreation has indicated that they manage over 60 parks on the island and that they have many areas for the trainees to gain experience implementing the skills taught by the program. Kauai Community College has also indicated that its facilities of land would be available to offer even more exposure to a multiple variety of landscaping conditions. KLIC and WorkWise have also agreed to make referrals and offer support as they are capable. The KEO Landscaping Training Center consists of the following:

- Classroom area
- Land
- Landscaping Equipment:

The KEO administration office in Lihue will exercise administrative functions and control over the Landscaping Program. All classroom training will take place in the KEO conference room in the Administration building. The conference room is fully equipped with tables, chairs, T.V. /DVD player, and a dry erase board for the inclass training. All of the Hands On training will be held at one of the KEO properties or one of the other agencies partnering with KEO depending on the specific training purposes of the day. The training schedule will be Monday through Friday, 8:00 am to 12:00 pm except on State and Federal Holidays. The administrative office is well equipped, well staffed, and appropriately furnished with a functional telephone and an internet-enabled computer system that serves KEO employees.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

**1. Proposed Staffing**

The Employment Creation for Low-Income Persons, Immigrants and Refugees Program will include a Program Director and one Program Coordinator as program staff. There will be a staff/client ratio of 1 to 5 with a maximum of 10 people enrolled in the program at one time in order to ensure the clients receive nothing but the best service to them as they will need to be able to ask questions and be adequately supervised in their tasks for safety as well as quality assurance purposes. The Program Director shall be responsible to coordinate services with the agencies who are partnering with KEO. The Program Coordinator will ensure that the Program Director can sufficiently do the weekly evaluations, monthly reports, and provide general assistance when necessary without becoming overburdened with all the extra duties of the Program. The job of the Program Director as well as the Program Coordinators shall be to directly supervise the clients in their hands-on training in order to maintain safety, to ensure that proper techniques are being exercised, and of course to answer any questions when necessary. The Program Coordinator shall also be in charge of supply inventory and routine maintenance of equipment, and anything else the Program Director's oversight shall deem necessary.

**2. Staff Qualifications**

**Job Description: Program Director**-The Program Director for the Landscaping Training Program will manage and supervise the execution of the program, staff, and trainees.

The Program Director's responsibilities will be...

- \*To teach the in-class aspect of the training
- \*To oversee the training of the clients from start to finish.
- \*To supervise the collection of data and information gathered from individual clients observing confidentiality at all times. Gathered information and data collected from clients will be used to evaluate and measure the outcomes of the program and track down its course and accomplishments towards reaching set goals and objectives.
- \*To prepare and submit programmatic and financial reports required in the RFP.
- \*To inform Management staff, in its monthly meeting with the group, about important developments and progress of the program.

**Job Description: Program Coordinator-**The Program Coordinator for the Landscaping Training Program will help the director facilitate the execution of the program.

The Program Coordinator's responsibilities will be...

- \*To assist the Program Director supervise the trainees.
- \*To oversee maintenance of all equipment.
- \*To ensure safe work habits
- \*To instruct trainees with technical and business related questions.

**3. Supervision and Training**

Terry Sekioka, who has a Ph.D. in Plant Breeding, an MS in Horticulture, and a BS in General Agriculture has experience using the Landscaping Training Curriculum and has graciously agreed to allow KEO to use the training curriculum. As an added benefit to the program Terry has also volunteered to assist KEO with getting the first Training Session. This will allow the two new staffers to become familiar with the curriculum and as well as all of the land available for use in the program as well as the companies that will be partnering with KEO in the landscaping training program.

The administration of KEO will be responsible for placing ads on television, radio, internet, and job postings around town. Also once the training is done the two new staffers will immediately start the interviewing process and begin making their selections.

**B. Organization Chart**

Organization-wide and Program Organization Charts-(See Attachment H)



**VI. Other**

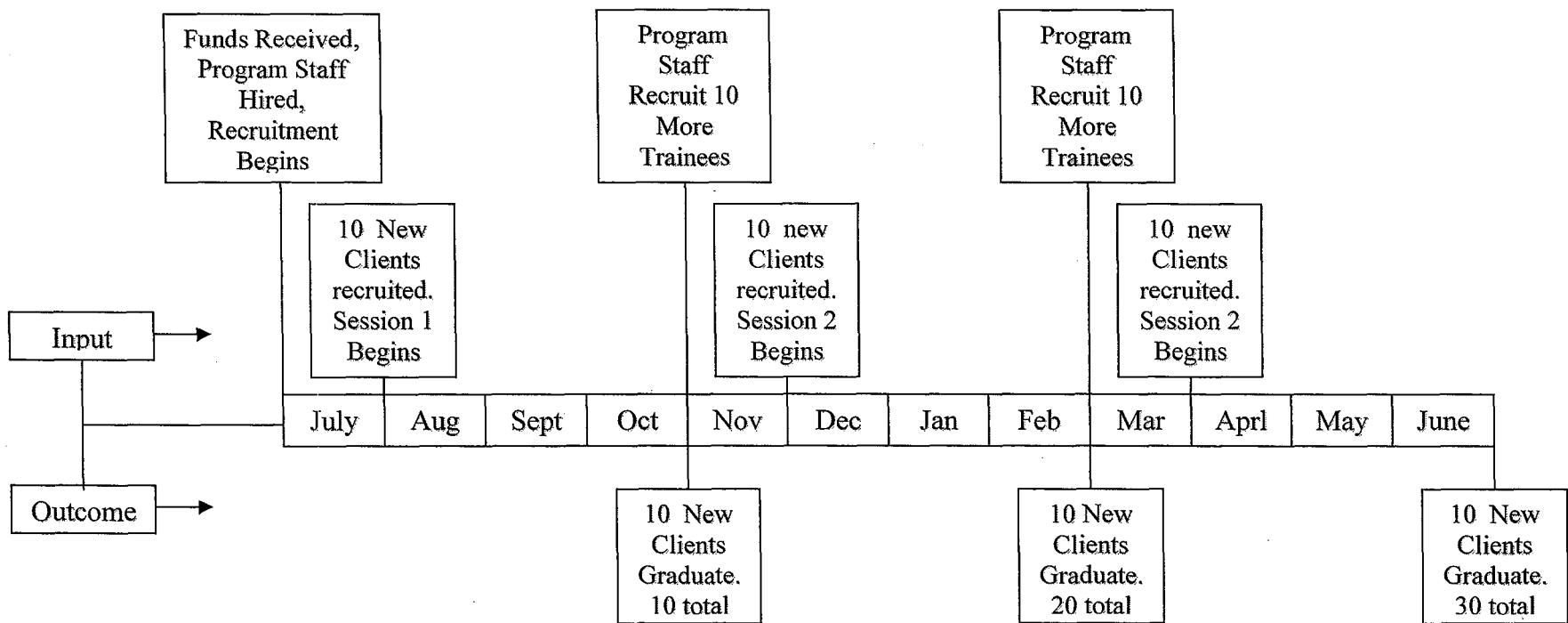
**A. Litigation**

None

**B. Licensure or Accreditation**

N/A

# Landscaping Training Program Timeline 2009-2010



**Landscape Maintenance Training**  
**Weekly Landscape Maintenance Checklist**

- \_\_\_\_\_ Mow lawns as needed.
- \_\_\_\_\_ Edge lawns as needed.
- \_\_\_\_\_ Prune shrubs and tree branches overhanging curbs or sidewalks.
- \_\_\_\_\_ Prune back any groundcover overhanging curbs or sidewalks.
- \_\_\_\_\_ Remove litter and leaves from plants, sidewalks and parking lots.
- \_\_\_\_\_ Remove dead, broken or fallen branches from trees. Remove sucker growth from tree trunks.
- \_\_\_\_\_ Remove weeds from plantings.
- \_\_\_\_\_ Smooth mulch layer if disturbed. Replace mulch as needed.
- \_\_\_\_\_ Check plants for abnormal conditions.
- \_\_\_\_\_ Sweep or blow clean all sidewalks, curbs and gutters.
- \_\_\_\_\_ Evaluate and treat for any signs of pest damage.
- \_\_\_\_\_ Hand waters any plants that are dry and stressed.
- \_\_\_\_\_ Check and repair irrigation system.
- \_\_\_\_\_ Adjust irrigation controllers for water needs of plants.

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**Kauai Economic Opportunity, Inc.  
Landscaping Training Program**

<b>OUTPUT AND PERFORMANCE/OUTCOME MEASUREMENTS TABLE</b>	
	<b>FY-2009-2010</b>
<b>Self-Employment Assistance</b>	
Numbers of:	
Individuals enrolled in program	<b>30</b>
Individuals provided with intake/assessment services	<b>60</b>
Individuals enrolled in business/entrepreneurship training	<b>30</b>
Individuals completed business/entrepreneurship training	<b>20</b>
Individuals received business-related counseling, technical training, and assistance	<b>30</b>
Total hours provided counseling, technical training or assistance	<b>780</b>
Individuals completed a business plan	<b>10</b>
Individuals assisted with loan applications	<b>5</b>
Individuals awarded a loan	<b>3</b>
Individuals started a business	<b>5</b>
Individuals employed by new business	<b>3</b>
Individuals received business support service after new business created.	<b>5</b>
Respondents to follow-up survey	<b>20</b>
<b>Job Creation Through Community-Based Enterprise Development</b>	
Numbers of:	
Individuals enrolled to be trained in new employment opportunities	
Individuals completed training in new employment opportunities	
Employment opportunities created	

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Kauai Economic Opportunity, Inc.

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	\$55,403			
2. Payroll Taxes & Assessments	\$6,736			
3. Fringe Benefits	\$14,038			
<b>TOTAL PERSONNEL COST</b>	<b>\$76,177</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	\$0			
2. Insurance	\$1,300			
3. Lease/Rental of Equipment	\$800			
4. Lease/Rental of Space	\$0			
5. Staff Training	\$500			
6. Supplies	\$400			
7. Telecommunication	\$800			
8. Utilities	\$900			
9. Audit Services	\$1,200			
10. Contractual Services-Administrative	\$300			
11. Mileage	\$250			
12. Postage, Freight Delivery	\$250			
13. Repair & Maintenance	\$2,500			
14. Program Supplies	\$7,692			
15. Gasoline	\$3,900			
16. Program Activities	\$4,500			
17. Dues & Subscription	\$300			
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$25,592</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>\$6,015</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>\$107,784</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$107,784	[Redacted Signature] 245-4077		
(b)		[Redacted Signature] 1/28/10		
(c)		[Redacted Signature]		
(d)		[Redacted Signature]		
<b>TOTAL REVENUE</b>	<b>\$107,784</b>	MaBel Fujiuchi, Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
CEO	1	\$90,860.00	3.00%	\$2,725.80
Fiscal Officer	1	\$71,220.00	3.00%	\$2,136.60
Administrative Officer	1	\$53,601.00	3.00%	\$1,608.03
Planner	0.875	\$27,645.00	3.00%	\$725.68
Accountant	1	\$48,396.00	3.00%	\$1,451.88
Account/Administrative Clerk	1	\$34,178.00	3.00%	\$1,025.34
Administrative Clerk	1	\$18,641.00	3.00%	\$559.23
Janitor	0.625	\$23,540.00	3.00%	\$441.38
Intake Worker	1	\$21,078.00	3.00%	\$632.34
Program Director	1	\$26,844.00	100.00%	\$26,844.00
Program Coordinator	1	\$23,004.00	75.00%	\$17,253.00
<b>TOTAL:</b>				\$55,403.28
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Riding Lawnmower	1	\$2,000.00	\$2,000.00	\$2,000.00
Trailer	1	\$750.00	\$750.00	\$750.00
Chipper	1	\$595.00	\$595.00	\$595.00
Rotor Tiller	1	\$250.00	\$250.00	\$250.00
Power Sprayer	1	\$320.00	\$320.00	\$320.00
Storage Shed 12 X 24	1	\$2,100.00	\$2,100.00	\$2,100.00
<b>TOTAL:</b>				<b>\$6,015.00</b>

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2009 to June 30, 2010

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						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						





Kaua'i Economic Opportunity, Incorporated

# **LANDSCAPE MAINTENANCE TRAINING**

3 Month Training  
Program  
Aug. 1st.-Oct. 31st. at  
KEO

Fall 2009

## **ENROLLMENT LIMITED!**

- To insure individual attention, personal guidance in career development and profitable employment placement
- Designed to prepare trainees for employment in ENTRY level landscape industry positions
- Provides guidance in job placement, or planning further education for career development



To register or for more  
information please call Intake @  
245-4077 ext.240

# Landscaping Training Course

## Kauai Economic Opportunity, Inc.

### Equipment Introduction/Operation ...

- 1<sup>st</sup> Week: Rakes, Brooms, etc. & other non-engine landscaping tools & equipment
- 2<sup>nd</sup> Week: Blowers & String Trimmer
- 3<sup>rd</sup> Week: Hand Lawn Mower
- 4<sup>th</sup> Week: Fertilizer Spreader, Hedge Trimmer
- 5<sup>th</sup> Week: Rototiller, Dethatcher, Aerator?
- 6<sup>th</sup> Week: Riding Lawn Mower
- 7<sup>th</sup> Week: Lawn Edger
- 8<sup>th</sup> Week: Hand Spray
- 9<sup>th</sup> Week: Backpack Sprayer
- 10<sup>th</sup> Week: Chipper
- 11<sup>th</sup> Week: Chain Saw
- 12<sup>th</sup> Week: Resumes'
- 13<sup>th</sup> Week: Mock Interviews

# Business Plan

## 1) Criteria

- a) Set a course, build a bridge
  - i) Show "How we're going to get from here to there"
- b) Answers your critics questions
- c) Alleviates fears
- d) Educates
  - i) Your Community
  - ii) Your Staff
  - iii) Your Clients and Stakeholders
  - iv) Your Funders
- e) Answers the tough questions
- f) Shows data to support the success of the plan

## 2) Components

- a) Executive Summary
  - i) Include the objectives of the plan, the mission of the organization and, important keys to success
- b) Company Summary
  - i) Include your company history and ownership information
- c) Service(s) Description
  - i) Include a competitive comparison and your proposed sales literature
- d) Market Analysis
  - i) Include other industry participants, competition, buying patterns and main competitors
- e) Strategy and Implementation Plan
  - i) Include your sales strategy and measurable milestones
- f) Management Summary
  - i) Clearly examine your organization's management capacity and gaps
- g) Complete Financial Plan
  - i) Pro-Forma Data
  - ii) Key Financial Indicators
  - iii) Important Assumptions
  - iv) A Break-Even Analysis
  - v) Projected Surplus and Deficit
  - vi) Projected Cash Flow
  - vii) Projected Balance Sheet

# AUGUST 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 <b>1<sup>st</sup> Week</b>  Practice: Landscaping- Hand Tools	3 <b>Program Staff</b> Introduction to program; Worker Protection Standard Training (WPS); Personnel Protective Equipment (PPE)	4	5	6	7	1/8
9 <b>2<sup>nd</sup> Week</b>  Practice: Handblower; String Trimmer	10	11 Core Duties-Indscpg Turf Management; String Trimmer; Hand Tools Safety & Operation	12	13	14	15
16 <b>3<sup>rd</sup> Week</b>  Practice: Handblower; String Trimmer; Push Mower	17 Push Mower Safety; Review Turf	18	19	20	21 <b>HOLIDAY</b>	22
23/30 <b>4<sup>th</sup> Week</b>  Practice: Push Mower; String Trimmer; Hedging; Fertilizer Spreader	24/31	25	26 Botany; Fertilizers	27	28	29

# SEPTEMBER 2009

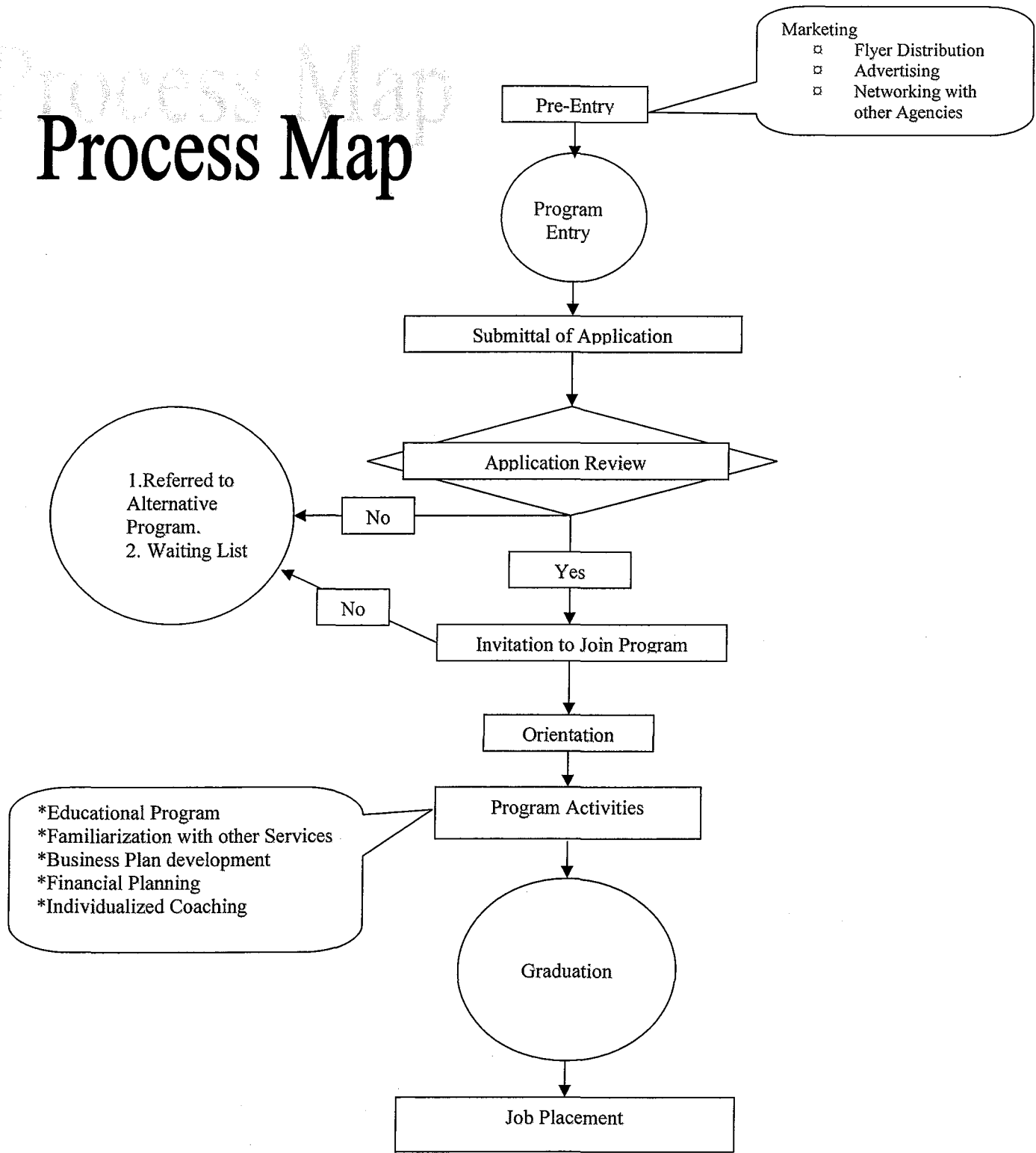
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 <b>5<sup>th</sup> Week</b> Practice: Fertilizer Application; Push Mower; Rototiller; Dethatcher	31	1	2	3 Pruning; Tools; Tool Sharpening	4	5
6 <b>6<sup>th</sup> Week</b> Practice: Riding Mower; Pruning; Tool Sharpening	7 <b>HOLIDAY</b>	8	9	10 Plant Propagation; Plant Materials; Media	11	12
13 <b>7<sup>th</sup> Week</b> Practice: Lawn Edger;	14	15	16 Edging;	17	18	19
20 <b>8<sup>th</sup> Week</b> Practice: Hand Sprayer	21	22 Plant Pests; Disease; Insects; Weeds	23	24	25	26
27 <b>9<sup>th</sup> Week</b> Practice: Backpack Sprayer	28	29	30 Handlers Training; Pesticides; Sprayer Calibration;			

# OCTOBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Chipper; Mulches; Composting	7	8	9	10
<b>10<sup>th</sup> Week</b>  Practice: Chipper						
11	12 Safety & Operation of Chain Saws	13	14	15 Native Plants	16	17
<b>11<sup>th</sup> Week</b>  Practice: Chainsaw						
18	19	20	21	22	23	24
<b>12<sup>th</sup> Week</b>  Practice: RESUMES'						
25	26	27	28 Master Gardner Interviews	29	30	31
<b>13<sup>th</sup> Week</b>  Practice: MOCK INTERVIEWS					<b>Program Ends Graduation/ Lunch</b>	

# Landscaping Program

## Process Map



**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED  
JOB DESCRIPTION**

**JOB/POSITION TITLE:**                     Landscaping Director                    

**STATUS:**                     Exempt                          **DATE:**                     January 09, 2008                    

\*\*\*\*\*

**Primary Purpose:** The Director is responsible to direct and supervise the Landscaping Training Program.

**Essential Duties/Functions:**

- Plan and coordinate activities with industry related individuals to promote the program.
- Interview, supervise, train, and evaluate program trainees.
- Establish agency and program guidelines.
- Provide information, referral and support services to trainees in landscaping operations and business management.
- Develop and maintain working relationships with various local, state, and federal community agencies and provide business in achieving program goals.
- Prepare, maintain, and analyze reports, forms, grant budgets, contracts and program manuals.

**Other Duties/Functions:**

- Establish economic development activities to achieve program self-sufficiency.
- Establish, promote and maintain good public and staff relations.
- Perform other duties as required.

**Working Conditions:** Indoor-air conditioned and Outdoor

- Equipment Use: Daily use of usual office equipment and landscaping related tools.
- Work Hours: Monday-Friday, 40 hours per week, 7:45 a.m. thru 4:30 p.m.

**Mental Demands:** Duties require alertness. Attention to detail and use of judgment required.

**Physical Demands:** Duties require sitting for periods of time when doing indoor office work and any hands on physical labor required in training.

**Communication:** Duties require communication both in and outside the agency using considerable tact and discretion and frequent communication with program participants.

**Qualification Requirements:** Must have a valid driver's license and satisfactory traffic abstract.

-Education/Experience: Qualified applicant must possess a BA degree and one year of related administrative experience, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this program. Degree relating to social sciences, horticulture or management preferred.



**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED  
JOB DESCRIPTION**

**JOB/POSITION TITLE:** Landscaping Coordinator

**STATUS:** Exempt      **DATE:** January 09, 2008

\*\*\*\*\*

**Primary Purpose:** Under the supervision of the Landscaping Director, coordinate and implement the Landscaping Training Program.

**Essential Duties/Functions:**

- Outreach, recruit and enroll potential participants.
- Supervise, train and evaluate program participants.
- Plan, schedule, and conduct individualized trainings in farm operations and business management.
- Assist in securing resources for educational and technical assistance and training.
- Interviewing, supervising, training, and evaluating program staff.
- Provide information, referral and support services to trainees in landscaping operations and business management.
- Maintain farm equipment and supplies.
- Plan, organize, and attend training classes, workshops, and meetings.
- Prepare, maintain, and file monthly and quarterly reports.

**Other Duties/Functions:**

- Daily maintenance of equipment as well as preparation for use each day.
- Perform other duties as required.

**Working Conditions:** some indoor-air conditioned; mostly outdoor.

-Equipment Use: Daily use of usual office equipment and landscaping related tools.

-Work Hours: Monday-Friday, 30 hours per week, 7:45 a.m. thru 2:30 p.m.

**Mental Demands:** Duties require alertness. Attention to detail and use of judgment required.

**Physical Demands:** Duties require sitting for periods of time when doing indoor office work and any hands on physical labor required in training.

**Communication:** Duties require communication both in and outside the agency using considerable tact and discretion and frequent communication with program participants.

**Qualification Requirements:** Must have a valid driver's license and satisfactory traffic abstract.

-Education/Experience: Qualified applicant must possess a BA degree or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this program. Degree relating to social sciences, horticulture or management preferred.

## STATISTICAL REPORTS

Statistical reports are divided by the programs and lists goals and objectives from grant reports (white), CSBG reports (light gray), and CSBG Iniki reports (dark gray). Please include only those goals that have been accomplished for the month being reported on. Please be accurate as these figures will be used to compile the CSBG and CSBG Iniki reports.

PROGRAM: AGRICULTURE TRAINING PROGRAM

FUNDING SOURCE: ADC

FISCAL YEAR: June 2007 - May 2008

for April, 2008

PERSONS SERVED AND ACTIVITIES PROVIDED	ANNUAL PLANNED OBJECTIVE	RESULTS THIS MONTH	TOTAL YEAR TO DATE	PERCENT OBJECTIVE ACCOMPLISHED
Number of applicants	15	1	20	133%
Number of clients enrolled in agriculture training program	10	6	10	100%
Number of completed program intakes for applicants	10		4	40%
Number of continuing clients	6	6	6	100%
Number of volunteer/work placement individuals utilized				
Number of volunteer hours				
Number of clients completing classroom and field work successfully	6		0	0%
Number of clients who are referred for business training	4		0	0%
Number of clients who start own horticulture business	3		0	0%
Number of trainees who achieved employment in horticulture field	3		0	0%
Number of MOA's	1		1	100%
Number of partnerships/agencies/support services resources support to support our horticulture training program	4		4	100%

# KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

**Board of Directors**

**Chief Executive Officer**  
MaBel Fujiuchi

**Fiscal officer**  
Brigitte Correia

- Accountant (1½)
- Account Clerk (1)

**Administrative Officer**  
Lynn Kua

- Administrative Clerks (1½)
- Janitor (1)

**Afterschool Program**

Director  
Alfred Nebre

- Coordinator (2)
- PT Program Asst. (2)

**Employment Core Services for Low-Income**

Director  
Marcelino Tapia

- Coordinator (1½)

**Mediation**

Director  
Jessie Basquez

- Intake (1)

**Elderly Nutrition & Food Service**

Director  
Celia Melchor-Questin

- Food Service Coordinator (1)
- Case Manager (1)
- Meals Manager (1)
- Cooks (3)
- Prep Cooks (2)
- Meal Deliverer (9)

**Homeless & Housing Programs**

Director  
Stephanie Fernandes

- CHDO Coordinator (1)
- Homeless & Housing Coordinator II (1)
- Homeless Coordinator (1½)
- Housing Coordinator (2)
- Homeless Case Mgr. (1)

**Emergency Shelter**

Director  
Fatima Gaboy

- Emergency Shelter Coordinator (3)
- Maintenance Worker (2)

**Ka Uapo**

Director  
Earl Muraoka

**Planning**

Director  
Scott Elledge

**Multi-Services**  
Intake, WAP, PIN, LIHEAP,  
Child Care, Horticulture  
Training

Director  
Vacant

- Intake Worker (1)
- Coordinator (1/2)

**Child Care**  
Head  
Teacher/Director

**Irene Tuzon**  
Kalaheo ELC  
**Lorraine Shimauchi**  
Lihue ELC

- Teachers Aide (3)
- Assistant Teachers (2)
- Teacher (1)

**BERNARD P. CARVALHO, JR.**  
MAYOR



**LEONARD A. RAPOZO, JR.**  
DIRECTOR  
TELEPHONE 241-4456

**GARY K. HEU**  
ADMINISTRATIVE ASSISTANT

**KYLAN K. DELA CRUZ**  
DEPUTY DIRECTOR  
TELEPHONE 241-4460

**AN EQUAL OPPORTUNITY EMPLOYER**  
**COUNTY OF KAUA'I**  
DEPARTMENT OF PARKS AND RECREATION  
4444 RICE STREET  
MO'IKEHA BUILDING, SUITE 105  
LIHU'E, KAUA'I, HAWAII 96766

December 12, 2008

Mr. Sam Aiona, Executive Director  
Office of Community Services  
830 Punchbowl Street  
Honolulu, Hawai'i 96813

Dear Mr. Aiona:

On behalf of the County of Kaua'i Parks and Recreation Department, I am writing to offer our support for the grant you are preparing to assist low income and immigrant persons on Kaua'i to have the opportunity to start their own businesses in landscaping and yard maintenance. Our agency may be particularly suited for the field training portion of your proposed program in that we have numerous park, recreation and public facilities around the island of Kaua'i that require a constant maintenance effort to keep in good condition. We also have an Adopt-A-Park program that could work to our mutual advantage once your program gets up and running.

We understand that the field training portion of your proposal will include constant supervision by your staff and that we will not be required to supervise the trainees. We also understand and agree that the tools and equipment required for this training will be purchased by your agency and that no County equipment will be used. Finally, it will also be important to acknowledge that this program cannot take away from work currently performed by our existing personnel. As long as these criteria can be met we look forward to a successful partnership in economic development for Kaua'i.

If you have any questions, please contact me at (808) 241-4461.

Sincerely,

[Redacted signature]

George L. Ahlgren  
Parks Maintenance Operations Chief

Concur:

[Redacted signature]

Leonard A. Rapozo, Jr.  
Director

**UNIVERSITY OF HAWAII AT MĀNOA**

College of Tropical Agriculture and Human Resources  
Kauai Agricultural Research Center

December 12, 2008

Mr. Sam Aiona  
Executive Director  
Office of Community Services  
830 Punchbowl St.  
Honolulu, HI 96813

Dear Mr. Aiona:

I am writing in support of the KEO Landscape Maintenance Training Program. I believe the landscape maintenance industry provides inexperienced individuals an opportunity to enter the workforce and develop marketable skills for further development. I believe that individuals will find ample opportunity to find entry level positions on Kauai and the State.

This program will be a good addition to the total KEO program. It will provide opportunity for its clients and provide a necessary service to the community. For these reasons, I am committed to help KEO develop a successful program. Thus, I am willing to provide guidance to KEO staff to develop a relevant program. I willing to provide training to hired staff and trainees in specific topics. I am willing to provide educational materials, training handouts and landscape plants. I am willing to meet with staff to arrange for necessary resources to compete the program. I can advise staff on purchase of training equipment or specific work arrangements.

I strongly support and am committed to this project. I believe KEO can provide the recruitment, training and placement to serve the clients on Kauai.

Sincerely,

  
Terry T. Sekioka  
Associate Horticulturist



**KAUAI LANDSCAPE INDUSTRY COUNCIL**

**SPONSORED BY:**

**GARDEN ISLAND RESOURCE CONSERVATION & DEVELOPMENT, INC.**

a 501(c)3

3083 AKAHI ST. #204, LIHUE, HI 96766

December 9, 2008

Sam Aiona,  
Executive Director  
Office of Community Services  
830 Punchbowl Street  
Honolulu, HI 96813

Dear Mr. Aiona,

**Employment Creation for Low-Income & Immigrant Persons with focus on Landscaping Training**

I am writing to express Kauai Landscape Industry Council's support of this proposed landscape training program sponsored by Kauai Economic Opportunity, Inc.

KLIC's Steering Committee feels this program could offer basic training for future landscape employees and does not present any conflict of interest with our mission 'to enhance & elevate the skill of the people in the Landscape Industry with certified training.' And is in line with our goals, two of which are: 1) To promote, encourage and support research and education towards the improvement of landscape practices; and 2) Assist governmental agencies in developing policies related to landscaping, the beautification of the Island of Kauai, and the promotion of economic development.

I hope this helps you with making your decision in awarding this grant to Kauai Economic Opportunity, Inc.

Sincerely,

Lela  
Steering Committee Chairperson  
Kauai Landscape Industry Council



Your Kaua'i One-Stop Job Center  
3-3110 Kuhio Hwy. C-9 Lihue, HI 96766-1153

808-274-3060

Fax: 808-274-3059

Email: [info@workwisekauai.com](mailto:info@workwisekauai.com)

**Partners include:** Alu Like, Inc. • Department of Human Services • Kauai Community College  
Kauai Community School for Adults • Kauai Economic Opportunity, Inc. • Senior Community Service Employment Program  
Unemployment Insurance • Vocational Rehabilitation and Services to the Blind • Workforce Development Division

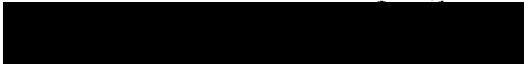
Dear Sam Aiona,

The Kauai Workforce Development Division of the DLIR has been privileged to be a WorkWise Kauai partner with Kauai Economic Opportunity for many years.

Over those years we have come to have the utmost respect for their integrity and unflinching dedication to helping those on Kauai least able to help themselves. We have seen program consistently turn out superior results, and believe their "track record" to be an unblemished success.

If their Employment Creation for Low-Income and Immigrant Persons program is funded it will provide much needed opportunities for struggling Kauai residents. We would feel fortunate to be able to refer potential participants to the program for assistance, and to act as a source for any eligible participants.

Please don't hesitate to contact me at your convenience if you need additional information or clarification.

  
Bill Grier  
Kauai Acting Branch Manager  
WDD/WorkWise Kauai!  
274-3056 (voice)/274-3059 (fax)  
[bgrier@dlir.state.hi.us](mailto:bgrier@dlir.state.hi.us)



UNIVERSITY of HAWAII\*  
**KAUA'I**  
COMMUNITY COLLEGE

December 12, 2008

Scott Eldridge  
Kauai Economic Opportunity Inc  
2804 Wehe Road  
Lihue, HI 96766

Dear Mr. Eldridge:

Kauai Community College (KCC) supports the efforts of Kauai Economic Opportunity Inc (KEO) in seeking a grant aimed at providing training for local residents to prepare them for employment in the landscape industry.

To that end, KCC offers support to KEO's efforts by making available portions of the campus known as "the farm" for use by your students in the practical application portions of this training.

The scope of use of KCC property, and a Memorandum of Agreement, will of course need to be worked out. Once your grant has been secured, and a training syllabus developed, feel free to contact KCC in order to work out these details.

We look forward to working with your organization in the future.

Sincerely,

A black rectangular redaction box covering the signature of Helen A. Cox.

Helen A. Cox, Ph.D.  
Chancellor





December 5, 2008

Mr. Sam Aiona  
Executive Director  
Office of Community Services  
830 Punchbowl Street  
Honolulu, HI 96813

Aloha Mr. Aiona:

I would like to take the opportunity of this letter to share our enthusiasm for a program currently being proposed by Kauai Economic Opportunity Inc.

The program is called the "Landscape Training Program" and presents the island of Kauai with an outstanding opportunity to provide individuals with limited experiences to receive on-the-job knowledge in landscaping.

As job opportunities become limited due to the economic downturn, the knowledge and experiences the participants of the program receive will allow them to compete for those limited employment opportunities.

I have had the pleasure to speak with the leadership of the KEO and discuss ways the three Marriott & Ritz-Carlton Resorts on Kauai could assist with the Landscape Training Program. A couple of ideas we came up with is the opportunity to have participants of this program job shadow our experienced landscapers during their daily activities as well as have the participants involved in special landscaping projects which will give them unique landscaping experiences.

On behalf of the three Marriott & Ritz-Carlton Resorts on Kauai, thank you for giving us the opportunity to share our support of this program and hope you to support this very worthwhile project of Kauai Economic Opportunity Inc.

Sincerely,

  
Chuck Brady  
Multi-Site Director of Human Resources  
Marriott & Ritz Carlton Resorts on Kauai

STATE HOMELESS STIPEND PROGRAM – Mana'olana, Ka Uapo, Lihue Court and Puhi transitional housing sites provides safe & decent shelters for up to 24 months & assistance towards permanent housing by addressing obstacles which prevent homeless persons from obtaining & retaining permanent housing through a coordinated effort of health, housing, financial and social services.

STATE HOMELESS OUTREACH PROGRAM – The Care-A-Van is a mobile unit providing services on-site where homeless congregate. The program conducts intake, referral and other needed services to eligible unsheltered homeless persons to assist in the progression toward a healthier, more stable living condition with the ultimate goal of permanent housing and self-sufficiency.

TEMPORARY EMERGENCY FOOD ASSISTANCE PROGRAM provides food surplus distribution at sites throughout the island four times a year.

UNITED WAY LOAN assists individuals and families with a loan for security deposit to obtain or retain rental homes.

## The Promise of Community Action

**“Community Action changes  
people’s lives,  
embodies the spirit of hope,  
improves communities  
and makes America a better  
place to live.**

**We care about the entire  
community,  
and we are dedicated  
to helping people help  
themselves and each other.”**



*Participation in programs may require eligibility determination. For more information, please call 245-4077 and ask for Intake.*



**August 2008**

**Kauai Economic Opportunity, Incorporated  
2804 Wehe Road  
Lihue, Hawaii 96766**

**Telephone: (808) 245-4077  
Facsimile #: (808) 245-7476  
E-mail: keo@keoinc.org**



**Kauai Economic Opportunity, Incorporated (KEO)** was chartered in 1965 in response to the "War on Poverty" to serve the economically disadvantaged on Kauai. Through the years, it has maintained its capability to change as the needs of the disadvantaged population changes.

Programs and services available at KEO are:

**AFTERSCHOOL PROGRAM**

- Provides middle school students at Chiefess Kamakahelei Middle School and Kapaa Middle School with supervision, tutoring, drug abuse prevention, teen pregnancy and Life Skills training, team development activities, community service projects, canoe paddling and many other educational fun filled activities.

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)** as a CHDO designated agency, KEO assists other agencies and partners in developing affordable housing for low and moderate income populations.

**EARLY LEARNING CENTERS** provides a comprehensive early childhood program for eligible participants as well as private participants. Two centers are located in Lihue and Kalaheo.

**ELDERLY NUTRITION CONGREGATE PROGRAM** provides hot lunches and nutrition education at neighborhood centers. Meal sites are located at various neighborhood centers throughout Kauai.

**EMERGENCY ASSISTANCE PROGRAM** provides a one time electric assistance for past due bill or urgent notice.

**EMERGENCY FOOD PANTRY** provides emergency food to low-income families or individuals.

**EMPLOYMENT CORE SERVICES FOR LOW-INCOME** program assists low-income persons and families towards achieving self-reliance and economic independence by providing the Life Skills Program, Job Exploration through one-on-one counseling, Job Start, Job Retention and supportive program activities and services.

**ENERGY** or the **WEATHERIZATION ASSISTANCE PROGRAM** provides energy saving education and installation of energy saving devices, such as compact fluorescent light bulbs, refrigerators and solar heaters at no cost to eligible households.

**FOOD SERVICES** is the KEO Kitchen which provides USDA approved meal services for KEO programs such as Elderly Nutrition, Early Learning Centers, and other private vendors.

**GROUP HOME**

**Pa'a Hana**, located in Kapaa, is a residential home for homeless adults with physical challenge.

**HOMEBOUND MEAL PROGRAM** provides meal delivery to eligible home-bound elderly. Meal delivery is also available to private participants for a fee.

**HOMELESS EMERGENCY SHELTER** – MANA`OLANA provides overnight shelter for homeless individuals and families to stabilize and offer them a safe place to reassess and take control of their living situation.

**HORTICULTURE - PAPAYA TRAINING PROGRAM** provides education, technical, & hands-on experience in the field of papaya growing as a business. The Horticulture Program also provides information and support in business planning & starting a Small Business.

**LIHEAP** provides funds for eligible low-income families with utility bills to receive a one time energy credit or energy crisis intervention. Applications accepted during enrollment period.

**MEDIATION PROGRAM** provides conflict resolution program to assist participants through a process in solving disagreements. It also provides referrals and information for legal services in the community.

**PEER MEDIATION PROGRAM** provides conflict resolution for middle school children using trained peer mediators.

**PERSONS-IN-NEED PROGRAM** provides a one time or temporary financial assistance for individuals who are financially needy and meet the funding criteria.

**Hopper Funds** provides assistance for elderly persons 65 years or older who are financially needy.

**Teresa F. Hughes Family Trust Estate** provides assistance for adults 70 years or older, physically or mentally ill.

**Teresa F. Hughes Family Trust Estate** provides assistance for children under 18 years of age who have been abused, neglected or abandoned, or reside in a household in which abuse has occurred.

**SHELTER PLUS CARE PROGRAM** provides rental housing subsidy & support services for chronically homeless individuals with chronic substance abuse.

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.



(Signature)

January 29, 2009

(Date)

MaBel Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

**ORIGINAL**

Log No: 54-C

For Legislature's Use Only

House District 14/15/16

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Senate District 7

*rec'd*  
JAN 30 2009 *[Signature]*

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):

DAGS

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

Dba: **KAUAI ECONOMIC OPPORTUNITY, INC.**

Street Address: **2804 Wehe Rd, Lihue, HI 96766**

Mailing Address: **2804 Wehe Rd, Lihue, HI 96766**

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name CELIA MELCHOR-QUESTIN

Title Nutrition Services Director

Phone # (808) 245-4077

Fax # (808) 245-7476

e-mail keo@keoinc.org

**3. TYPE OF BUSINESS ENTITY:**

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

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

LAND ACQUISITION FOR KAUAI ECONOMIC OPPORTUNITY, INCORPORATED'S FOOD SERVICE PROGRAM/COMMUNITY ENTERPRISE KITCHEN

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 1,497,916.00

**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:

[REDACTED]  
MARCEL FERREIRO FUJIMORI-CEO  
NAME & TITLE

1/29/09  
DATE SIGNED

JAN 30 2009 8:25

**Application for Grant and Subsidies  
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## **Application for Grants and Subsidies**

### **I. Background and Summary**

Kauai Economic Opportunity, Incorporated (KEO) is a 501 © (3) private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is a multi-purpose organization with funding from a variety of sources. Over the past 43 years, the Agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, and private funds. The Agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

KEO has administered a variety of community service programs such as: Title XX Home Management and Chore Services, Consumer Education, Emergency Food and Medical Services, Economic Development, Transportation, Child Care, Language Arts Multicultural Program, Head Start, Emergency School Aide Act, Elderly Nutrition and Wellness Programs, Shoppers Program for the Elderly and Disabled, Horticulture, Employment Training, Family Development, Family Development for Immigrants and Refugees, Family and Youth Services, Persons-In-Need Grants, Lokahi Pacific - Kauai Business Loan Program, a Community Anti-Crime Program, Mediation Program, Legal Services, Group Homes for Mentally and/or Physically Challenged Adults, Wilson P. Cannon Youth Volunteer Program, Homeless Programs (Emergency Shelter and Transitional Housing), Horticulture, After School Program, Medicare Prescription Drug Discount Card Program, and other programs for the disabled, Hurricane Relief, EnhanceFitness and Food Services. KEO has further executed the acquisition and completed construction projects addressing specific needs.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies to accomplish. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii). The Agency uses volunteers extensively in the Nutrition and Mediation Programs. KEO has aggressively sought and received a multitude of service programs for needy clientele and has been able to offer its clients many services at one place in a more economical fashion, unlike a single purpose, single program agency.

The goal is to obtain funding for the acquisition of land AND the construction or purchase or renovation of a building for a Food Service kitchen and Community Enterprise kitchen. The Food Service Program serves around 200,000 meals annually, to Kauai's frail and disabled elderly residents 60 years and older and to pre-school children, teenagers, mentally and physically challenged individuals to promote their health and well being. Providing a vital service, the program enables homebound elderly to remain self-sufficient at home, a lower cost alternative to institutionalization. The Food Service Program presently

provides meals not only for the elderly individuals on the Meals on Wheels Program but also provides meals for the following target population all over the County of Kauai:

- Elderly Clients in the County of Kauai's Congregate meal program
- Pre-school children enrolled in the Head Start program
- Kupuna in the Alu Like Homebound Meals Program
- Kupuna who attend the Alu Like Centers at Anahola and Waimea
- Pre-School students attending three (3) different Early Learning Centers
- Elderly who attend Wilcox Adult Day Care (Alzheimer) Center Program
- Manaolana Emergency Homeless Shelter
- Elderly who are registered with the State of Hawaii Nursing Home Without Walls Meals program
- Students enrolled in the County of Kauai's Summer Enrichment Program
- Adults who attend programs provided by Association of Retarded Citizens

KEO started the very first nutritional meals for the elderly low-income in Kapaa in a congregate site in Kapaa in 1971 and has continued its services up to the present.

As the Community Action Agency on Kauai, KEO, Inc. is held to high standard of Performance and Measures which consists of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes as follows:

- Goal 1. Low-income people become more self-sufficient. (Family)
  - National Performance Indicator 1.1 – Employment*
  - National Performance Indicator 1.2 – Employment Supports*
  - National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization*
- Goal 2. The conditions in which low-income people live are improved. (Community)
  - National Performance Indicator 2.1 – Community Improvement and Revitalization*
  - National Performance Indicator 2.2 – Community Quality of Life and Assets*
- Goal 3. Low-income people own a stake in their community. (Community)
  - National Performance Indicator 3.1 – Civic Investment*
  - National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation*
- Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)
  - National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships*
- Goal 5. Agencies increase their capacity to achieve results. (Agency)
  - National Performance Indicator 5.1 – Broadening the Resource Base*
- Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)
  - National Performance Indicator 6.1 – Independent Living*
  - National Performance Indicator 6.2 – Emergency Assistance*



*National Performance Indicator 6.3 – Child and Family Development*

For this project specifically, the National Goals and Performance Indicators are:

Goal 2. The conditions in which low-income people lives are improved.  
(Community)

*National Performance Indicator 2.1 – Community Improvement and Revitalization*

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

*National Performance Indicator 6.1 – Independent Living*

## II. Service Summary and Outcomes

The goal of the Food Service kitchen targets both the transitional elderly who tend to be healthier and better off economically and also the young individuals from underprivileged homes whose one meal provided by KEO may very well be the only hot, well balanced meal he/she receives for the day. Good nutrition is a major factor in keeping seniors and youngsters healthy. Food alone is not the key to a longer and healthier life. Good nutrition should be a part of an overall healthy lifestyle, which also includes regular exercise, not smoking or drinking alcohol excessively, stress management and limiting exposure to environmental hazards. And no matter how well one eats, genes also play a big part in a person's risk for certain health problems. But often people underestimate the influence of how and what a person eats. It has been recognized as an essential component in disease prevention and affects a person's overall general well being. Persons 60 years and older and younger individuals often lack good nutrition because of the following reasons: 1) limited income; and 2) lack of skills to select and prepare nourishing well-balanced meals.

Meals prepared by KEO's Food Service Program are USDA approved and meet the 33 1/3 Recommended Dietary Requirements for adults and children. The meals that are provided are:

- Appealing and attractive to adults and children
- Served in clean and pleasant settings
- Approved by a Registered Dietician and meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations
- Offer a variety of fruits and vegetables
- Served with only low-fat and fat-free milk and nutritionally-equivalent non-dairy alternatives (as defined by USDA; and
- Include grains that are, at a minimum, whole grain.

As a non-profit serving the community, KEO's Food Service program has been able to keep the meals economically affordable for the all the programs, assisting under-privileged individuals in order to serve the maximum number of participants. Approximately 900 meals are delivered throughout the island of Kauai – from Kekaha on the Westside to Hanalei on the Northshore daily. During summer time, the existing kitchen cannot accommodate meals requested for summer programs due to capacity limitations. With the new kitchen, KEO will be able to service special requests.

The Community Enterprise kitchen will be available as an additional aspect of this project during the “down time” of the kitchen regular operations to qualified entrepreneurs throughout the Island. These entrepreneurs will work with KEO personnel to make their program prosper and become successful. The Community Enterprise kitchen will provide an opportunity for people, who may be unable to lease property on their own, to use the kitchen facilities (at a minimal cost) to start their small businesses. The Community Enterprise Kitchen program will provide low-income entrepreneurs with financial and

technical help as they grow and expand their businesses. Assistance will include learning business practices, financial and technical help as they grow and expand their businesses. The goal of the program is to provide entrepreneurs with the tools to develop their new and/or existing businesses.

Incubators make it financially possible for a start-up food manufacturer to take advantage of available professional kitchen space while they grow their business. Most start-up food enterprises begin in a home kitchen. Once the final recipe is ready for the marketplace, the home kitchen is a liability. New business owners cannot obtain the necessary licensing from the state or product liability insurance for the manufacture and sale of a product made in a home kitchen. Legally they must manufacture their product from a professional kitchen.

The proposed certified kitchen will provide professional standard ovens, refrigerators, freezers, mixers, food processors, worktables, pots and pans, utensils and locked storage space.

KEO is requesting a grant of \$1,497,916.00. The requested grant will enable KEO to negotiate land purchase and the construction, purchase or renovation of a new or existing building for a certified kitchen for the Food Service program and for the Community Enterprise Kitchen programs. The grant will enable KEO to bring to reality this much needed service.

The certified kitchen is very much in demand on Kauai since there are no available facilities for small startup businesses to use. Having a certified Community Enterprise Kitchen program will not only vitalize the economy of Kauai but it will provide opportunities for many underprivileged individuals. The enterprise kitchen will be made available to qualified entrepreneurs throughout the Island. KEO personnel will help to make their businesses prosper and become successful. The enterprise kitchen will provide an opportunity for people, who may be unable to lease property on their own, to use the kitchen facilities (at a minimal cost) to start their small businesses. The enterprise Kitchen program will provide low-income entrepreneurs with financial and technical help as they grow and expand their businesses. Assistance will include learning business practices, financial and technical help as they grow and expand their businesses. The goal of the program is to provide entrepreneurs with the tools to develop their new and/or existing businesses.

During the fiscal year after completion of the kitchen, KEO's Community Enterprise kitchen program will provide:

1. Eligible participants/entrepreneur a space and operation time to produce their products.
2. Assistance for the entrepreneurs to develop a "business plan"
3. Assistance in bookkeeping training
4. Assistance in executing vendor contracts
5. Assistance in marketing the product(s)

To ensure quality, KEO's internal reporting procedures require monthly reporting of program progress towards performance goals and objectives, The written report include statistical and narrative sections. Actual accomplishments (number of clients served) are documented and compared with the goals and any deviation could be worked out to ensure quality and timely accomplishment of the project. The reports are reviewed during management meetings to ensure that the performance outcomes are met. Financial meetings are also done monthly to make sure that the project is within budget.

KEO follows reporting guidelines specially in identifying realistic and achievable goals for the program. Surveys will be developed to determine that the Kitchen is producing the necessary meals for the clients and that the business entrepreneurs are being assisted with their business.

### III. Financial

#### Budget

1. Applicable budget pages are complete and are attached
2. Below is the anticipated quarterly funding requirements for the fiscal year 2009-2010 for this project.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$600,000.00	\$350,000.00	\$350,000.00	\$197,916.00	\$1,497,916.00

## IV. Experience and Capability

### A. Necessary Skills and Experience

KEO has initiated and administered the Elderly Nutrition program since 1974, providing nutritious USDA meal service for the elderly 60 years or over, either in a congregate group setting or delivered to their home. Since its inception in 1974, The Elderly Nutrition Program has evolved into the Food Service program which not only provides meals to the elderly but also provides meal service for pre-school aged children, for children enrolled in Summer Fun activities, and for the homeless people. The Food Service Program serves around 200,000 meals annually.

KEO initiated and administered a mini Community Enterprise Commercial Kitchen. There were many requests from community entrepreneurs but due to the size of the current kitchen, KEO was not able to accommodate all of the small business owners. Small business owners have used the kitchen for operating a Hot Dog Concession Stand at Home Depot and another owner used the kitchen to prepare Kauai Shrimps which she sold off of her mobile restaurant. Currently, there had been requests for the use of the kitchen which cannot be accommodated because KEO has also increased the use of the kitchen with more individuals being served. There is a definite need for this service and KEO is able to expand this program for the community.

Kauai Economic Opportunity, Inc. is the only human services organization in the County of Kauai and has been in operation for the last 43 years. It currently manages 31 community service programs that focus on un-served and underserved communities, individuals, and families who qualify under the Agency's eligibility requirements. These are programs and projects that address the needs of the low-income, homeless, elderly, pre-school children, at-risk youth, immigrants, jobless and the mentally and physically challenged persons.

Existing Contracts for this year include the following:

- Contracting Agency : Agency on Elderly Affairs  
Program Title : Home Delivered Meals – Federal Funds  
Contract Period : 2008 – 2009  
Funding Amount : \$317,344  
Performance Goals : To serve 39,668 home-delivered meals to elderly clients
  
- Contracting Agency : Agency on Elderly Affairs  
Program Title : Home Delivered Meals – State Funds  
Contract Period : 2008 – 2009  
Funding Amount : \$210,816  
Performance Goals : To serve 26,352 home-delivered meals to elderly clients
  
- Contracting Agency : Agency on Elderly Affairs  
Program Title : Congregate Meals

Contract Period : 2008 – 2009  
Funding Amount : \$76,950  
Performance Goals : To serve 11,838 meals to elderly clients in different sites

- Contracting Agencies : Pre-schools (8 Head Start, 2 KEO, Punana Leo, Hongwanji, KCC-ECDC)  
Contract Period : 2008-2009  
Funding Amount : It varies  
Performance Goals : To serve breakfast, snack and lunch to pre-school students/children
  
- Contracting Agencies: Other Adult Daycares (Nursing Home Without Walls, Alu Like, Wilcox, ARC)  
Contract Period : 2008-2009  
Funding Amount : It varies  
Performance Goals : To serve lunch to adult participants
  
- Contracting Agency : Mana Olana Homeless Shelter  
Contract Period : 2008-2009  
Funding Amount : It varies  
Performance Goals : To serve dinner to 19 clients of the Shelter

**B. Facilities**

Currently, the Food Service staff prepares the meals at the Food Service Kitchen located at 3343 Kanakolu Street, Lihue, Hawaii. This is a rental property, which is old and obsolete with outdated equipment and facilities hampering efficiency both in production and energy. The kitchen meets the Department of Health’s licensing requirements and is re-certified bi-annually. The meals are individually packed by program staff and volunteers and delivered to individual homes throughout Kauai.

Other meals are packed in “bulk” and delivered to specific congregate meal sites, like the Neighborhood Centers (Kekaha, Waimea, Kaumakani, Hanapepe, Kalaheo, Koloa, Lihue, and Kilauea), Head Start Centers, Day Care Centers and other sites.

With the requested funding, Kauai Economic Opportunity, Inc. will be able to actively pursue the purchase of property to build the proposed Food Service Kitchen and Community Enterprise kitchen. If granted, the amount paid for rent now can be programmed into direct services instead. Current costs are about \$5,000.00 to \$6,000.00 per month for space and utilities and are facing obsolescence.

We have researched commercial property available on Kauai and within the Lihue area, we know of two possible properties – one for land only for approximately \$600,000.00 and another “warehouse type” facility for approximately \$900,000.00 - \$1,000,000.00. It is KEO’s plan to go green as much as possible with this new kitchen. Construction will include a solar heater and all equipment requested will be energy-efficient equipment.

## V. Personnel: Project Organization and Staffing

### A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Food Service and Community Enterprise kitchen programs will be administered under the KEO Nutrition Services Component. Staffing will consist of a Nutrition Services Director, Case Manager, Enterprise Coordinator, Food Service Coordinator, Cooks, Prep Cooks and administrative staff (CEO, Fiscal, clerical, planner).

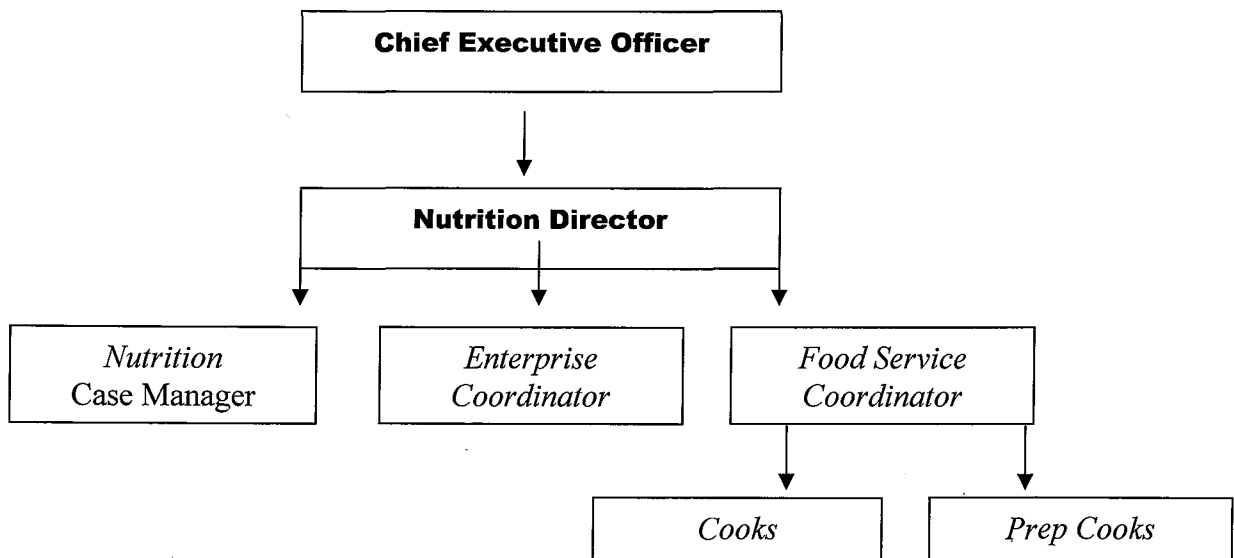
KEO has administered the Food Services program since its inception in 1974 and it has trained staff who are experienced in the food industry. A pre-screening of all potential KEO employees is conducted and the following standards have to be met::

- Pre-employment Physical
- Drug Screen
- TB Screen
- Criminal Conviction Record Check
- Clean Traffic Abstract

KEO's experienced staff and extensive internal resources contribute to program operation and enhancement. The Nutrition Services Director is responsible for on-going training of the program staff. This includes but is not limited to regular staff meetings, training in emergency procedures, CPR/First Aid, Case Management, Client Assessments, Food Safety and Sanitation, Meeting the Needs of the Elderly, Resources in the Community, Defensive Driving, attending other agency workshops related to the Food Service and training sessions required by the county and state.

### B. Organization Chart

Program Chart:



See attached for the Organization-wide chart.



**VI. Other**

**A. Litigation**

NOT APPLICABLE

**B. Licensure or Accreditation**

CERTIFIED AS A COMMERCIAL KITCHEN BY THE DEPARTMENT  
OF HEALTH

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

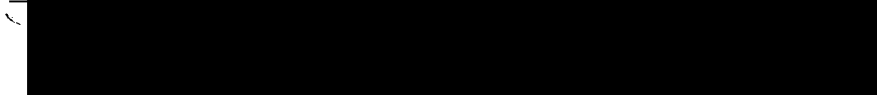
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

KAUAI ECONOMIC OPPORTUNITY, INC.



(Signature)

(Date)

1/28/09

MaBel Ferreiro-Fujiuchi

(Typed Name)

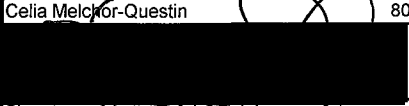
Chief Executive Officer

(Title)

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	\$26,280			\$26,280
2. Payroll Taxes & Assessments	\$5,304			\$5,304
3. Fringe Benefits	\$4,943			\$4,943
<b>TOTAL PERSONNEL COST</b>	<b>\$36,528</b>			<b>\$36,528</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Admin	\$24,888			\$24,888
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$24,888</b>			<b>\$24,888</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>\$136,500.00</b>			<b>\$136,500.00</b>
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>\$1,300,000.00</b>			<b>\$1,300,000.00</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>\$1,497,916</b>			<b>\$1,497,916</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,497,916	Celia Melchor-Questin 808-245-4077		
(b)				
(c)		Phone		
(d)		Date		
<b>TOTAL REVENUE</b>	<b>1,497,916</b>	MaBel Ferreiro-Fujiuchi/Chief Executive Officer		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION  
PERSONNEL-SALARIES AND WAGES**

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Project Director	1	\$32,762	10.00%	3,276
Coordinator	1	\$23,004	100.00%	23,004
<b>TOTAL:</b>				26,280
<b>JUSTIFICATION/COMMENTS:</b>				

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
CEO	1	90,860	5.00%	\$ 4,543
Fiscal Officer	1	71,220	5.00%	\$ 3,561
Administrative Officer	1	53,601	5.00%	\$ 2,680
Planner	1	24,188	5.00%	\$ 1,209
MultiServices Director	1	0	0.00%	\$ -
Accountant	1	48,396	5.00%	\$ 2,420
Account Clerk	1	34,178	5.00%	\$ 1,709
Administrative Clerk	1	18,641	5.00%	\$ 932
Intaker Worker	1	21,078	5.00%	\$ 1,054
Janitorial	1	14,713	5.00%	\$ 736
			45.00%	\$ -
				\$ -
<b>TOTAL:</b>				<b>18,844</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION- EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Ice Maker	1	\$6,000.00	\$6,000.00	0
4-Compartment Sink with disposal	1	\$6,500.00	\$6,500.00	0
Diswashing machine	1	\$5,000.00	\$5,000.00	0
Food Warmer	1	\$6,000.00	\$6,000.00	0
Preparation tables	5	\$600.00	\$3,000.00	0
Convection ovens	3	\$8,000.00	\$24,000.00	0
Food Prep Equipment (pots,pans,fryers,steamers,scales,et	1	\$15,000.00	\$15,000.00	0
Serving counter	1	\$2,000.00	\$2,000.00	0
Cabinets	5	\$2,000.00	\$10,000.00	0
Meat slicer, Food processor	1	\$5,000.00	\$5,000.00	0
Gas Salamander	1	\$3,000.00	\$3,000.00	0
Walk-in cooler	1	\$20,000.00	\$20,000.00	0
Office chair, table	2	\$500.00	\$1,000.00	0
Air-conditioner	1	\$30,000.00	\$30,000.00	0
			\$ -	0
<b>TOTAL:</b>	<b>25</b>		<b>\$ 136,500.00</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

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: 2006-2007	FY: 2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS				\$25,000.00		
LAND ACQUISITION				\$600,000.00		
DESIGN				\$25,000.00		
CONSTRUCTION/BUILDING ACQUISITION				\$600,000.00		
EQUIPMENT				50,000		
<b>TOTAL:</b>				\$1,300,000.00		
<b>JUSTIFICATION/COMMENTS:</b>						

**STATE HOMELESS STIPEND PROGRAM** -

Maunaloa, Ka Uapo, Lihue Court and Puhi transitional housing sites provides safe & decent shelters for up to 24 months & assistance towards permanent housing by addressing obstacles which prevent homeless persons from obtaining & retaining permanent housing through a coordinated effort of health, housing, financial and social services.

**STATE HOMELESS OUTREACH PROGRAM** - The Care-A-Van is a mobile unit providing services on-site where homeless congregate. The program conducts intake, referral and other needed services to eligible unsheltered homeless persons to assist in the progression toward a healthier, more stable living condition with the ultimate goal of permanent housing and self-sufficiency.

**TEMPORARY EMERGENCY FOOD ASSISTANCE PROGRAM** provides food surplus distribution at sites throughout the island four times a year.

**UNITED WAY LOAN** assists individuals and families with a loan for security deposit to obtain or retain rental homes.

## The Promise of Community Action

**“Community Action changes people’s lives, embodies the spirit of hope, improves communities and makes America a better place to live.**

**We care about the entire community, and we are dedicated to helping people help themselves and each other.”**



*Participation in programs may require eligibility determination. For more information, please call 245-4077 and ask for Intake.*



**August 2008**

**Kauai Economic Opportunity, Incorporated  
2804 Wehe Road  
Lihue, Hawaii 96766**

**Telephone: (808) 245-4077  
Facsimile #: (808) 245-7476  
E-mail: keo@keoinc.org**





**Kauai Economic Opportunity, Incorporated (KEO)** was chartered in 1965 in response to the "War on Poverty" to serve the economically disadvantaged on Kauai. Through the years, it has maintained its capability to change as the needs of the disadvantaged population changes.

Programs and services available at KEO are:

**AFTERSCHOOL PROGRAM**

- Provides middle school students at Chiefess Kamakahahei Middle School and Kapaa Middle School with supervision, tutoring, drug abuse prevention, teen pregnancy and Life Skills training, team development activities, community service projects, canoe paddling and many other educational fun filled activities.

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)** as a CHDO designated agency, KEO assists other agencies and partners in developing affordable housing for low and moderate income populations.

**EARLY LEARNING CENTERS** provides a comprehensive early childhood program for eligible participants as well as private participants. Two centers are located in Lihue and Kalaheo.

**ELDERLY NUTRITION CONGREGATE PROGRAM** provides hot lunches and nutrition education at neighborhood centers. Meal sites are located at various neighborhood centers throughout Kauai.

**EMERGENCY ASSISTANCE PROGRAM** provides a one time electric assistance for past due bill or urgent notice.

**EMERGENCY FOOD PANTRY** provides emergency food to low-income families or individuals.

**EMPLOYMENT CORE SERVICES FOR LOW-INCOME** program assists low-income persons and families towards achieving self-reliance and economic independence by providing the Life Skills Program, Job Exploration through one-on-one counseling, Job Start, Job Retention and supportive program activities and services.

**ENERGY** or the **WEATHERIZATION ASSISTANCE PROGRAM** provides energy saving education and installation of energy saving devices, such as compact fluorescent light bulbs, refrigerators and solar heaters at no cost to eligible households.

**FOOD SERVICES** is the KEO Kitchen which provides USDA approved meal services for KEO programs such as Elderly Nutrition, Early Learning Centers, and other private vendors.

**GROUP HOME**

**Pa'a Hana**, located in Kapaa, is a residential home for homeless adults with physical challenge.

**HOMEBOUND MEAL PROGRAM** provides meal delivery to eligible home-bound elderly. Meal delivery is also available to private participants for a fee.

**HOMELESS EMERGENCY SHELTER** – MANA`OLANA provides overnight shelter for homeless individuals and families to stabilize and offer them a safe place to reassess and take control of their living situation.

**HORTICULTURE - PAPAYA TRAINING PROGRAM** provides education, technical, & hands-on experience in the field of papaya growing as a business. The Horticulture Program also provides information and support in business planning & starting a Small Business.

**LIHEAP** provides funds for eligible low-income families with utility bills to receive a one time energy credit or energy crisis intervention. Applications accepted during enrollment period.

**MEDIATION PROGRAM** provides conflict resolution program to assist participants through a process in solving disagreements. It also provides referrals and information for legal services in the community.

**PEER MEDIATION PROGRAM** provides conflict resolution for middle school children using trained peer mediators.

**PERSONS-IN-NEED PROGRAM** provides a one time or temporary financial assistance for individuals who are financially needy and meet the funding criteria.

**Hopper Funds** provides assistance for elderly persons 65 years or older who are financially needy.

**Teresa F. Hughes Family Trust Estate** provides assistance for adults 70 years or older, physically or mentally ill.

**Teresa F. Hughes Family Trust Estate** provides assistance for children under 18 years of age who have been abused, neglected or abandoned, or reside in a household in which abuse has occurred.

**SHELTER PLUS CARE PROGRAM** provides rental housing subsidy & support services for chronically homeless individuals with chronic substance abuse.

# KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

**Board of Directors**

**Chief Executive Officer**  
MaBel Fujiuchi

**Fiscal officer**  
Brigitte Correia

- Accountant (1½)
- Account Clerk (1)

**Administrative Officer**  
Lynn Kua

- Administrative Clerks (1½)
- Janitor (1)

**Afterschool Program**

Director  
Alfred Nebre

- Coordinator (2)
- PT Program Asst. (2)

**Employment Core Services for Low-Income**

Director  
Marcelino Tapia

- Coordinator (1½)

**Mediation**

Director  
Jessie Basquez

- Intake (1)

**Elderly Nutrition & Food Service**

Director  
Celia Melchor-Questin

- Food Service Coordinator (1)
- Case Manager (1)
- Meals Manager (1)
- Cooks (3)
- Prep Cooks (2)
- Meal Deliverer (9)

**Homeless & Housing Programs**

Director  
Stephanie Fernandes

- CHDO Coordinator (1)
- Homeless & Housing Coordinator II (1)
- Homeless Coordinator (1½)
- Housing Coordinator (2)
- Homeless Case Mgr. (1)

**Emergency Shelter**

Director  
Fatima Gaboy

- Emergency Shelter Coordinator (3)
- Maintenance Worker (2)

**Ka Uapo**

Director  
Earl Muraoka

**Planning**

Director  
Scott Elledge

**Multi-Services**  
Intake, WAP, PIN, LIHEAP,  
Child Care, Horticulture  
Training

Director  
Vacant

- Intake Worker (1)
- Coordinator (1/2)

**Child Care**  
Head  
Teacher/Director

**Irene Tuzon**  
Kalaheo ELC  
**Lorraine Shimauchi**  
Lihue ELC

- Teachers Aide (3)
- Assistant Teachers (2)
- Teacher (1)

**ORIGINAL**

House District 14/15/16

Senate District 7

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 55-0

For Legislature's Use Only

*rec'd*  
JAN 30 2009 *jr*

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):

STATE DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Kauai Economic Opportunity, Incorporated  
Dbas: KEO, INC

Street Address: 2804 Wehe Road, Lihue, HI 96766

Mailing Address: 2804 Wehe Road, Lihue, HI 96766

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name JESSIE M. BASQUEZ

Title Mediation Director

Phone # (808) 245-4077

Fax # (808) 245-7476

e-mail keo@keoinc.org

**3. TYPE OF BUSINESS ENTITY:**

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

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED  
PEER MEDIATION PROGRAM

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 62,438.00

**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 \$ 0.00  
 FEDERAL \$ 0.00  
 COUNTY \$ 0.00  
 PRIVATE/OTHER \$ 0.00

[Redacted Signature]

ABEL FUJIIUCHI, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

1/29/09  
DATE SIGNED

AUTHORIZED SIGNATURE

JAN 30 2009 8:27

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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:

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

  
(Signature)

January 29, 2009

(Date)

MaBel Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

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(See attachment #C)

VI. Other .....page 13

    a. Litigation

    b. Licensure or Accreditation (See attachments)

**ATTACHMENTS:**

- Budget
- Memorandum of Agreements
- Mediation Advisory Board Members
- Organizational Chart

**Application for Grants and Subsidies**

**I. Background and Summary**

Kaua'i Economic Opportunity Incorporated (KEO) is a private non-profit community action agency, incorporated on March 16, 1965. KEO is governed by a Board of Directors, a tri-part board of dedicated volunteers Kaua'i residents who come from the public, private, and low income sector. All of these groups of people interact by sharing ideas and concerns, and combine their efforts towards a better quality of life to "alleviate poverty and assist low-income families and individuals to attain social and economic self-sufficiency". KEO administers a variety of community service programs to mostly low and moderate income individuals and families, including: transitional housing, home weatherization, temporary food assistance program elderly nutrition (meals on wheels), emergency food pantry, employment counseling, immigrant and refugees program, alcohol drug abuse division (ADAD) after-school youth program, KEO early learning center, group homes for mentally and/or physically challenged adults, persons-in-need assistance, homeless outreach and medical services, and other programs for the disabled, diversified-horticulture-training farm, small business loans, a micro-enterprise small-business-incubator program, and the Mediation Program for conflict resolution an Alternative Dispute Resolution (ADR) program at Tobacco Initiation Prevention Cessation Program. The Mediation Program provides an alternative to conflict resolution, instead of using the judiciary system. Participants in dispute are empowered to work out their problems together with the aid of trained mediators. A mediation fee may be waived to income qualifying individuals.

Kaua'i is a rural island community with about 60,000 residents. Few choices are available to those that need to solve a problem that involves legal consequences. KEO Mediation Program has been providing services for the District Court of the Fifth Circuit for the past twelve (12) years, addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing. The Mediation Program is assigned complex cases from the judiciary sector; District court, Family court, and first time offender adult restitution cases e.g., juvenile, juvenile restitution, small claims, temporary restraining order, landlord tenant disputes, child custody, visitation, assault, or terroristic threatening cases. In the community sector the Mediation Program also provides services for disputes such as; neighbor/neighbor, barking dogs, landlord-tenant, condominium, real estate, civil rights, American Disability Act, consumer-merchant, job related, domestic, child custody, visitation, property and divorce disputes.

**Purpose of request:**

Kaua'i is a rural island community with about 60,000 residents. Few choices are available to those that need to solve a problem that involves legal consequences. KEO Mediation Program has been providing services for the District Court of the Fifth Circuit for the past twelve (12) years, addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing. The Mediation Program is

assigned complex cases from the judiciary sector; District court, Family court, and first time offender adult restitution cases e.g., juvenile, juvenile restitution, small claims, temporary restraining order, landlord tenant disputes, child custody, visitation, assault, or terroristic threatening cases. In the community sector the Mediation Program also provides services for disputes such as; neighbor/neighbor, barking dogs, landlord-tenant, condominium, real estate, civil rights, American Disability Act, consumer-merchant, job related, domestic, child custody, visitation, property and divorce disputes.

First of all, this grant would provide funds needed for us to provide Peer Mediation service, conduct Peer Mediation Training within the Schools and recruit new Peer Mediators for students in Middle School and High School. As an Alternative Dispute Resolution (ADR) the students would learn the process of Peer Mediation which in return assist and educate the members of the School and provide awareness for conflict resolution. The Peer Mediation Program provides an alternative to the court or law enforcement system. Students in dispute are empowered to work out their problems together with the aid of trained Peer Mediators. All disputants are encouraged to participant in Mediation. Offering Mediation services to every student in a constructive way of means to resolving conflict; help reduce violence, vandalism and absenteeism. Promoting the values of Peer Mediation would instill human dignity and self-esteem, learning to deal with conflict providing the theoretical understanding and practical experience necessary for the youth to become more effective, balanced, and flexible adults having long learning.

Currently, the Mediation Program is receiving funding for the half-time Mediation Intake Workers position from Hawaii Justice Foundation. The assistance of the Mediation Intake Worker efficiently serves potential clients and fulfills their need to which is vital to complete and conduct initial and phone follow-up calls on all required documentation/correspondences received daily. In the process of the phone calls, the Mediation Intake Worker completes an initial intake of demographics, needs assessment, referral to/from an outside agency, public or private, regarding mediation and/or any other matters. In addition, the Mediation Intake Worker is responsible for:

- Provide continuum quality assurance and program effectiveness.
- Daily case management reports for on going cases;
- Providing referrals to legal services for individuals and families in dispute;
- Facilitate divorce mediation sessions, with adequately trained divorce mediators.
- Making numerous phone calls to schedule for mediation sessions both mediators and clients;
- Keeping confidential case records;
- Testing for readiness, to begin the mediation session.

- Scheduling the actual mediation session, and;
- Re-scheduling and follow-ups with second parties to determine willingness to mediate.
- Preparing, maintaining, filing reports, forms, and purchasing equipment supplies.

Secondly, mediation is a conflict resolution strategy choice (technique / ritual) that can be used for resolving conflicts. Conflict is a part of an everyday life. As Peer Mediators, it's helpful to think of conflict as something that's neither bad nor good; it's just a part of their lives. Mediation can provide a safe and respectful place for resolving conflicts because the very structure of the mediation process includes specific respect and empowerment characteristics and empowering them for life resolving conflicts peacefully.

We have Choices:

- choices is the key, how we choose to handle or resolve these differences.
- choices in the strategies we use to resolve our conflicts and
- choices in the specific solutions.

First of all, what choices do the students have to resolve conflicts? They can:

- turn away or run away from the conflict (cool off, forget about it, avoid)
- at an extreme, use violence
- talk it out and have someone else tell them how to solve it
- talk it out with the other person with the help of someone else (a friend, an adult, a Mediator)
- talk it out with the other person (negotiation)

Consequences (+ / - now and in the future)

Every choice a student makes has consequences; consequences both for themselves and for others.

Consequences can be

- terrific (+) or terrible (-) now and
- terrific (+) or terrible (-) in the future.

The student will be learning skills that will help him/her and their classmates solve conflicts by "talking it out":

- listening
- talking and
- working to find a fair solution with the help of someone called a Mediator.

Mediators:

- are trained to help solve conflicts between two or more people
- use a formal conflict resolution process called Mediation
- work with people who want to try Mediation (voluntary)



- try to help the people in conflict (disputants) figure out what the problem is, and help them think of fair ways to solve it themselves.

**Mediators:**

- treat everyone and their problems with respect (no name calling, put-downs, threats, fighting, interrupting, blaming, judging, or scolding)
- help disputants understand each other's point of view (not necessarily agreeing with it)
- help disputants find solutions that they feel good about: fair solutions
- are not judges, lawyers, police officers, or therapists don't physically break-up fights
- don't try to mediate any conflict/problem that makes them uncomfortable.

**Mediation involves certain skills which can be taught to most people:**

- listening
- questioning
- problem solving.

**Mediation also involves things that cannot be taught as easily:**

- a student being able to put themselves in someone else's shoes
- a sense of timing
- a feeling of aloha (heal relationships).

KEO Mediation Program has provided a four step, seven (7) hour Peer Mediation Training for Kaua'i Middle and High Schools throughout the island. In the KEO Peer Mediation Training Program, the instructor will cover a basic understanding of peer mediation process and provide hands-on training to practice skills and learn to facilitate communication between parties in conflict through specialized training addressing several different topics, including but not limited to;

**Mediation a conflict resolution choice:**

**A. Four Step Mediation Process;**

- Introduction to Peer Mediation;
- Identifying the Problem;
- Finding Solutions;
- Wrapping Up.

**B. Responsibilities of a Peer Mediator;**

- Communication Skills;
- Listening to Understand;
- Restating important facts & feelings;
- What a Mediator Is / Is Not;
- Mediation Vocabulary;
- Green Lights / Red Lights;
- Neutral questions & comments, being non-judgmental.

The Peer Coordinator's position ended June 30, 2008. A specific contract allowed the Peer Coordinator's position to continue through December 2008 through other funding. Therefore, this application request is for additional financial assistance for a full-time Peer Coordinator, for the fiscal year 2009-2010.

Currently 50 percent of the Peer Coordinator salary is funded by Hawai'i Justice Foundation for the next fiscal year ending June 2010. Maintaining this position is vital and we are actively seeking funding. Throughout the fiscal year KEO will seek funds from trust foundations; private business and charitable organizations to supplement its operations.

**Ground travel (mileage) allowance for staff and Peer Mediation mentors:**

KEO mediators are trained volunteers of the community who donate their time to assist with the KEO Mediation Program. KEO mediators utilize his / her personal vehicle to conduct / facilitate schedule mediation sessions that are held at various locations throughout the Island of Kaua'i.

Currently, the KEO volunteer mediator submits a completed monthly mileage travel voucher to receive stipend for fuel. With the uncertainty of fuel cost and shortage of staff it is necessary to utilize mediators to support the KEO Mediation Program. At present, funding on mileage is provided from donated sources i.e., Hawai'i Justice Foundation, and judiciary.

Therefore, sufficient funding towards mileage stipend for KEO mentors participating in the KEO Peer Mediation Program would assist these individuals who utilize their own private vehicle en-route to facilitate mediations or facilitations through out the island of Kaua'i.

**Summary**

Finally, the role of the Mediation Director effectively oversees and enhances the KEO Peer Mediation Program through the KEO Mediation Program. Working to extend the Peer Mediation services towards the other Middle / High Schools throughout the year on the island of Kaua'i and provide a strength-based conflict resolution training as an ADR. Therefore, support of fifty (50) percent compensation is necessary to help sustain these duties which are provided by the director.

Each position within the KEO Mediation Program; 1) Peer Mediation Coordinator 2) Volunteer Mediators, 3) Intake Worker, 4) Program Director, all play an important role in maintaining the integrity of the program and its ability to provide quality, efficient service to its participants.

In conclusion, if the Peer Mediation Coordinator position is not sustained the program experiences a void or cannot exist. The Peer Coordinator's position would conduct the Peer Mediation training for the students, teach the process of Peer Mediation, assist in

Peer Mediation sessions in the absence of a teacher / Peer Mediation advisor and attended monthly Peer Mediation meetings with each participating school. Offering Mediation services to every student in a constructive way of means to resolving conflict; help reduce violence, vandalism and absenteeism. Promoting the values of Peer Mediation would instill human dignity and self-esteem, learning to deal with conflict providing the theoretical understanding and practical experience necessary for the youth to become more effective, balanced, and flexible adults having long learning.

## **II. Service Summary and Outcomes**

### ***A. Scope of work, Tasks and Responsibilities***

The KEO Peer Mediation Program Scope of work, Tasks and Responsibilities is as follows:

- Maintain and promote the Peer Mediation Program;
- Encourage interested peer mediators to develop a positive approach to conflict resolution;
- To maintain peace in the community and schools,
- To maintain the Peer Coordinator status to full-time.
- To have adequate staff to maintain / update the files on the Mediation Program client listing and the program in general.
- To educate the general public, especially low income persons and the needy on Kaua'i, of the services by continually advertising the availability of these services, to where and how to access them.
- Provide the crucial role of initial contact from individuals requiring resolution to disputes.
- Actively participate in monthly meetings with the Peer Mediators.
- Assist in facilitating in Mediation session in the absent of a teacher /Peer advisor
- Provide ongoing Mediation Services for Peer Mediation disputes.

The Peer Mediation Coordinator provides a crucial role for the Mediation Program by performing a continuum quality assurance in the Middle / High Schools and its effectiveness. Also, the Peer Mediation Coordinator would enhance the public awareness about Peer Mediation as an alternative dispute resolution instead of the Judiciary system

First, the Peer Mediation Coordinator duty requires daily word processing data, intake reports, and case management reports creating spreadsheets for required monthly, quarterly and annual reports.

Secondly, the KEO Mediation Program offers Peer Mediation to every student in a constructive method to resolve conflicts; to help reduce violence, vandalism and absenteeism. Promoting these values of Peer Mediation would instill human dignity and self-esteem to the parties in dispute and provide a method on dealing with conflict and practical experience necessary for the youth to become more effective, and balanced young adults. Therefore, these duties required by the Peer Coordinator are important for the Middle and High Schools to continue for any ongoing Peer Mediation Training within the School system. This learning life skill empowers a student to solve their own problems through improved communication and understanding of differences. The Peer Mediation Coordinator would be available for existing youth mediation session duties which usually occurs during school hours.

The Mediation Program envisions to extend the Peer Mediation services throughout the year on the island of Kaua'i by introducing the Peer Mediation process and conducting Peer Mediation presentations towards the other Middle and High Schools.

Last fiscal year April 2007 - September 2008, the KEO Mediation Program provided Peer Mediation training for (12) Waimea Canyon, ten (10) Chiefess Kamakahahei ADAD-after school program, twelve (12) Kapaa Middle and twenty-one (21) Kapaa High School Students. During this School year, one-hundred and eight (108) cases were mediated on site at the Middle / High Schools.

In general, KEO's Community Mediation Program during Fiscal Year July 2007- June 2008 expeditiously provided Mediation Services for nine-hundred and fifty-nine (959) mediated cases for individuals within the community in hopes to decrease the escalation of conflict.

The KEO Community Mediation Program of which resolution will be a part of informs the general public of Mediation Services provided by the Mediation Program by continuously advertising the availability of these services through PSA & creating / producing brochures and distribute into community.

Finally, with a full-time Peer Coordinator, this position would assist and maintain the KEO Peer Mediation Program with the participating Middle / High Schools staff and Peer mentors throughout the Island of Kaua'i. by performing a continuum quality assurance in the Middle / High Schools and its effectiveness. By teaching each participating student about conflict resolution, how to utilize these tools in schools, their adult life and enhance the public awareness about Peer Mediation as an alternative dispute resolution instead of the Judiciary system.

***B. Projected annual timeline for accomplishing the results or outcomes of the service***

The Mediation Program receives numerous phone calls concerning conflicts on a daily basis and the staff completes an intake application, coordinates the sites, coordinates volunteers for mediations sessions at Middle Schools, follow-ups, conducts a preliminary assessment of eligibility for services and other daily assignments completed on a scheduled time. It is necessary to service the daily inquires and conduct the day to day business activities in order for the director to promote the program and to expand the program and volunteer pool.

The solution to this situation is to maintain the Peer Coordinators position keep to continue the full-time status. If not, the Director must fill in the areas of deficiency. Subsequently, mediation outreach, educational, and awareness presentations to organizations such as schools, housing agencies, and other social service organizations are not provided and therefore conflicts are unresolved and life long disputes skills are not learned.

<b>PROGRAM ACTIVITIES WILL BE CONTINUOUS THROUGH OUT THE PROGRAM FY 2009-2010</b>				
<b>ACTIVITIES</b>	<b>JULY-SEPT</b>	<b>OCT-DEC</b>	<b>JAN-MARCH</b>	<b>APRIL-JUNE</b>
OUTREACH, INFORMATION, AND REFERRALS	XX	XX	XX	XX
INTAKE / ASSESSMENT	XX	XX	XX	XX
COORDINATE WITH OTHER AGENCIES	XX	XX	XX	XX
COORDINATE WITH DOE MIDDLE SCHOOLS	XX	XX	XX	XX
SCHEDULING MEDIATION SESSIONS	XX	XX	XX	XX
MEDIATION EDUCATION AND PRESENTATION	XX	XX	XX	XX

The KEO Mediation Program has successfully assisted all participating students in disputant at the Middle and High Schools. The presence of Peer Mediators on the school grounds reduces the chances of disputes escalating. Also, the value of these trained Peer Mediators is, they can utilize their conflict resolution experience into the next academic institution. Therefore, with ongoing Peer Mediation training within the Middle / High Schools, would lessen the amount of violence, vandalism, and absenteeism. With this skill it empowers students to solve their own problems through improved communication and understanding of differences.

**II. Financial**

**III.**

**Budget:** (Please see attached #A)

For the Fiscal Year 2009-2010:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
12,094	12,094	12,094	12,092	48,374

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

The KEO Community Mediation Program has been operating for 27 years of the 43 years KEO has been in operation. KEO administers approximately 33 programs for low to moderate income individuals and families, including: transitional housing, and home weatherization, temporary food assistance program (TEFAP), elderly nutrition (Meals-on-Wheels), emergency food pantry, employment core services for low-income people and, immigrants, Alcohol Drug Abuse Division (ADAD) after-school youth program, early learning centers, group homes for mentally and/or physically challenged adults, persons-in-need assistance, homeless outreach and medical services, and other programs for the disabled, diversified-horticulture- training farm, small business loans, a micro-enterprise small-business-incubator program, Mediation Services for conflict resolutions within the judiciary, community and Middle / High Schools sectors.

KEO mediation program has been providing services for the District Court of the Fifth Circuit for the past twelve (12) years. The Mediation Program is assigned complex District court civil matters, e.g., small claims, temporary restraining order, landlord tenant, neighbor/neighbor, barking dogs, landlord-tenant, Real Estate, condominium disputes, civil rights, American Disability Act, consumer-merchant, and job related. Secondly, the Family court sector may assign disputed cases, e.g., child custody, visitation, property, assets, or other domestic matters. Lastly, criminal cases for first time offender are mandated by the court to participate in mediation, e.g., assault, or terroristic threatening, harassment, juvenile restitution, and adult restitution.

Additionally, the Mediation Program assists the District Court of the Fifth Circuit in addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing. The Mediation Program also provides services for Community disputes such as; neighbor, barking dogs, landlord-tenant, Real Estate, condominium disputes, civil rights, American Disability Act, consumer-merchant, job related,

domestic, and divorce are just a few of the many disputes the Mediation Program encounters.

The KEO Mediation Program coordinates with various agencies such as, County of Kaua'i Office of the Mayor, Attorneys, Kaua'i Police Department (KPD), Kaua'i Office of Elderly Affairs, Legal Aid Society of Hawai'i (LASH), Kaua'i Elder Care, Kaua'i Senior Centers, Housing Development Corporation of Hawai'i, Kaua'i Real Estate Board, Condominium Association, Regulated Industries Complaints Office (RICO), Special Education (SPED), Department of Education (DOE), Child Family Services (CFS), and Centers for Alternative Dispute Resolution (CADR), and Kaua'i Humane Society.

The KEO Mediation Program integrates directly with the KEO Mediation Advisory Board, (*See list attached #B*). The KEO Advisory Board is comprised of ten (10) volunteer members from the community. The members are dedicated to the advancement of the principle of peaceful resolution of civil disputes on Kaua'i without resort to the Judicial System through the encouragement of voluntary participation in mediation and conciliation programs by disputants. The Advisory Board meets quarterly and provide oversight and guidance in the consultation with the Mediation Program staff in development and implementation of programs and special activities for the conciliation, facilitation and mediation of civil private individual and public community disputes on the Island of Kaua'i, State of Hawai'i.

To further these goals, one (1) representative of the Mediation Advisory Board serves on the Board of Directors of the Mediation Centers of Hawai'i (MCH), a State wide organization make up of one (1) staff and one (1) advisory board member of Community Mediation Program dedicated to the development of Mediation Services. Members of MCH are members represented by the individual(s) appointed by the member programs to serve on the Board of Directors of MCH. The purpose of MCH is to promote the growth and use of high quality community mediation services throughout the State of Hawai'i; to promulgate high standards of performance effectiveness, and efficiency and to ensure that member programs meet these standards; to provide training assistance and consultation to support member programs in delivering services consistent with statewide standards in support of community mediation services.

## **B. Facilities**

All Peer Mediation cases to be conducted at each designated respected Middle / High School site i.e., Waimea Canyon, Chiefess Kamakahahei (ADAD after school program) Kapaa Middle and Kapaa High schools. The designated room is usually in an enclosed private room and in close proximity of the Peer Mediation advisors office.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

KEO administers the Community Mediation Program under the direction of Program Director, Jessie Basquez. She has managed the program for eight (8) years making improvements and expanding the program. She continues to participate in the training process to enhance the program, and has the skills and has intentions of continuing to lead the Mediation Program at KEO. She is well aware of the credibility the Mediation Program and its staff holds, for the Department of Education schools, community, private/ public sectors, judiciary, and attorneys have come to depend and appreciate the value of a neutral third party in mediation process.

Funding through the State of Hawai'i – Judiciary allows the program to budget for this one staff member. Ms. Basquez has been able to obtain funding through the Kaua'i United Way and Hawaii Justice Foundation for a full-time Mediation intake Worker, the contract funding for Kaua'i United Way ends on June 30, 2009 and funding for Hawai'i Justice Foundation ends on March 31, 2010.

She has received training in several different types of conflict resolution such as: Basic, Divorce, Peer Mediation, Facilitation, Hawaii Civil Rights Commission (HCRC), Special Education (SPED), Condominium, Adult Diversion, Juvenile Diversion, court and community mediations. She belongs to the National Association for Community Mediation (NAFCM), Association for Conflict Resolution (ACR). Centers for Alternative Dispute Resolution (CADR) and the Mediation Centers of Hawai'i (MCH).

Specifically, for Peer Mediators, Basquez provided Peer Mediation training for Waimea Canyon, Chiefess Kamakahahei ADAD- after school program, Kapaa Middle and Kapaa High Schools. In general the community Mediation Program has thirty-five (35) active KEO volunteer mediators, who provide direct mediation services especially for those persons who are unable to help themselves in the Judicial System and community for matters in, e.g., Landlord / Tenant, Temporary Restraining Order (TRO), Small Claims, Divorce, domestic issues, Business, Hawai'i Disability Civil Rights (HCRC), American Disability Association (ADA), Real Estate, Condominium, Adult Diversion, Juvenile Diversion, Victim Offender, Special Education (SPED), and the Middle Schools throughout the Island on Kaua'i.

Currently, the program affords two (2) paid staff members: one full-time one-hundred (100) percent Mediation Intake Worker, one (1) full-time one-hundred (100) percent, Mediation Program Director and thirty-five (35) active KEO volunteer mediators.

Specifically, this request is to provide Peer Mediations ideally the Peer Coordinator would perform services from 7:45 AM to 4:30 PM Monday through Friday. The Peer Coordinator's position provides a crucial role for initial contact with all the participating Middle / High Schools around the Island of Kaua'i, assisting students to maintain ways to resolve to disputes. KEO would like to maintain the position for the Peer Coordinator's position. This would provide a better response service to assist the Director by maintaining the daily operational office duties.



(Please see cart listed below).

<b>POSITION</b>	<b>PERCENT OF BUDGET</b>	<b>HOURS WORKED</b>
1. Full-time Peer Coordinator	One-hundred percent	7:45 am - 4:30 pm Eight hours
2. Full-time Mediation Director	Fifty percent	7:45 am - 4:30 pm Eight hours

**The primary goals for a Peer Coordinator:**

- Provide continuum quality assurance in the Middle Schools and program effectiveness.
- Word processing data such as, initial and follow-up intake reports.
- Daily case management reports for on going youth mediation cases.
- Creating spreadsheets for monthly, quarterly, and final reports.
- Documentation of a daily basis and schedule / rescheduling of mediation sessions within the various Middle Schools.
- Prepare presentations and public service announcements (PSA) necessary for the daily operations of the program.
- Providing referrals to legal services for individuals and families.
- Facilitating a peaceful mediation for the youth participants.
- Innovatively expand services in new populations such as other Middle schools, youth programs, and youth organizations.
- Increasing program exposure through the use the schools, Public Service Announcements (PSA), presentations and interacting with the community.
- Increasing public awareness about mediation as an alternative dispute resolution instead of the Judiciary system.

**Objectives:**

- Ongoing mediation training within the Middle Schools for Youth Mediation in order to help reduce violence, vandalism, and absenteeism.

- A learning life skill that empowers students to solve their own problems through improved communication and understanding of differences.
- Inform the general public of services provided by the mediation program by continuously advertising the availability of these services generated by printed PSA creating / producing brochures and distributed in the community.
- Ultimately releasing faculty staff of being present for mediation session duties.
- Provide KEO Youth Mediation Mentors to actively work with and facilitate the mediation sessions together with Peer Mediators and students in conflict.
- Increase outreach and education through the awareness of Peer Mediation use of general PSA presentations and interacting with the community.
- The Peer Coordinator and the Mediation Director would attend ongoing conferences held on the neighbor islands, to further educate / inform staff members on Peer Mediation.

KEO is governed by a Board of Directors, a tri-part board of dedicated volunteer Kaua'i residents who visit from the public, private, and low income sector. All of these groups of people interact by sharing ideas and concerns, and combine their efforts towards a better quality of life for the disadvantage. The professional staff is lead by Ms. MaBel Ferreiro-Fujiuchi, Chief Executive Officer (CEO), Ms. Lynn Kua, Administrative Officer, and Ms. Brigitte Correia, Fiscal Officer. The CEO has been leading KEO for the last ten years, and has been with the agency for over thirty-three years in various programmatic and administrative positions. The administrative staff (Fiscal Officer, Administrative Assistant/Personnel, Accountants, Clerical, Planner and Intake) has combined total of over thirty (30) years of experience.

**B. Organization Chart**

*(See attached # C: Organization – Wide chart and Program chart)*

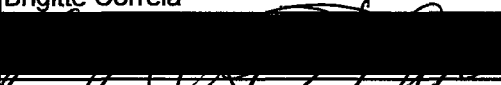

**VI. Other**

**A. Litigation (None)**

**B. Licensure or Accreditation (Please see attached)**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(PERIOD: JULY 1, 2009 to June 30, 2010)

Applicant: Kauai Economic Opportunity, Incorporated

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>2008 (b)</b>	<b>2009 (c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	31,155			
2. Payroll Taxes & Assessments	3,788			
3. Fringe Benefits	7,881			
<b>TOTAL PERSONNEL COST</b>	<b>42,824</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-island	1,200			
2. Per Diem	80			
3. Lease / Rental of Equipment	0			
4. Lease / Rental of Space	0			
5. Staff Training	4,000			
6. Supplies	5,000			
7. Telecommunication	1,000			
8. Utilities	400			
9. Mileage	1,000			
10. Administration	4,814			
11. Transportation	120			
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>17,614</b>	0	0	
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>60,438</b>	0	0	
<b>SOURCES OF FUNDING</b>		<b>BUDGET PREPARED BY:</b>		
(a) Total State Funds Requested	60,438	Brigitte Correia		
(b)				
(c)		(Phone) 808-245-4077		
(d)		Signature of Authorized Official:  Date: 4/29/09		
<b>TOTAL REVENUE:</b>	<b>\$60,438</b>	MaBel Ferreiro-Fujiuchi - Chief Executive Officer Name and Title (Please type or print)		

ATTACHMENT A

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Period: July 1, 2009 to June 30, 2010

Date Prepared: January 29, 2009

POSITION TITLE	FULL TIME EQUIVALENT	Annual Salary A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A X B
Peer Mediation Coordinator	100	15,850	100%	15850
Medation Director	100	30,610	50%	15305
<b>TOTAL:</b>				<b>31155</b>
<b>JUSTIFICATION/COMMENTS:</b>				

Applicant/Pr Kauai Economic Opportunity, Incorporated

RFP No.: \_\_\_\_\_ Period: July 1, 2009 to June 30, 2010

Date Prepared: January 22, 2009

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF	%	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security 7.65%	As required by law	As required by law	2383
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 1.21%	As required by law	As required by law	377
Worker's Compensation 2.50%	As required by law	As required by law	779
Temporary Disability Insurance .80%	As required by law	As required by law	249
SUBTOTAL:			3,788
<b>FRINGE BENEFITS:</b>			
Health Insurance	334 x 12mo x 1.5 FTE		6012
Retirement		6%	1869
SUBTOTAL:			7,881
<b>TOTAL:</b>			<b>11,669</b>

**JUSTIFICATION/COMMENTS:**

Applicant/Pr Kauai Economic Opportunity, Incorporated

RFP No.: \_\_\_\_\_ Period: July 1, 2009 to June 30, 2010

Date Prepared: January 22, 2009

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF	%	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security 7.65%	As required by law	As required by law	288
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 1.21%	As required by law	As required by law	46
Worker's Compensation 2.50%	As required by law	As required by law	94
Temporary Disability Insurance .80%	As required by law	As required by law	30
SUBTOTAL:			458
<b>FRINGE BENEFITS:</b>			
Health Insurance	334 x 12mo x .09		361
Retirement		6%	226
SUBTOTAL:			587
<b>TOTAL:</b>			<b>1,045</b>

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant / Provider: Kauai Economic Opportunity, Inc.

RFP No.:

Period: July 1, 2009 to June 30, 2010

Contract No. (As Applicable):

POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY	% OF TIME BUDGETED TO REQUEST	TOTAL SALARY BUDGETED IN REQUEST
		A	B	A x B
Chief Executive Officer	1	\$90,860.0	1.00%	\$ 908.60
Fiscal Officer	1	\$71,220.0	1.00%	\$ 712.20
Administrative Officer	1	\$53,601.0	1.00%	\$ 536.01
Planner	1	\$24,187.0	1.00%	\$ 241.87
Accountant	1	\$48,396.0	1.00%	\$ 483.96
Account/Administrative Clerk	1	\$34,178.0	1.00%	\$ 341.78
Administrative Clerk	1	\$18,641.0	1.00%	\$ 186.41
Janitor	62.5	\$14,712.0	1.00%	\$ 147.12
Intake Worker	1	\$21,078.0	1.00%	\$ 210.78
				\$ -
				\$ -
<b>TOTAL:</b>				<b>3,768.7</b>
<b>JUSTIFICATION/COMMENTS:</b>				



## KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

2804 WEHE ROAD \* LIHU'E, KAUAI, HAWAII 96766

TELEPHONE: 245-4077 ext 229 \* FAX: 245-7476

E-MAIL: [keo@keoinc.org](mailto:keo@keoinc.org)

### MR. EDMUND ACOBA, ESQ.

Office of the Public Defender, State of Hawaii  
3060 Eiwa Street, Room #206, Lihue, HI 96766  
Office 241-3250 \* FAX: 274-3422  
[edmund.d.acoba@hawaii.gov](mailto:edmund.d.acoba@hawaii.gov)

### MS. ANGELA ANDERSON, ESQ.

KEO Mediator  
Hale & Goldberg Law Firm  
Office 245-4100  
[aanderson@kauaisite.com](mailto:aanderson@kauaisite.com)

### MR. ERNEST BARREIRA

Deputy Chief Court Administrator  
5<sup>th</sup> District Circuit Court  
3970 Ka'ana Street, Suite 210, Lihue, HI 96766  
Office 482-2347 \* FAX 482-2509  
Cell 652-7918  
[Ernest.W.Barreira@courts.state.hi.us](mailto:Ernest.W.Barreira@courts.state.hi.us)  
**Send copy of meeting notices to:**  
[Florita.R.Querubin@courts.state.hi.us](mailto:Florita.R.Querubin@courts.state.hi.us)

### MRS. SHAYLENE ISERI-CARVALHO, ESQ.

Office of the Prosecuting Attorney, County of Kauai  
3990 Ka'ana Street, Suite 210, Lihue, HI 96766  
Office: 241-1888 \* FAX: 241-1758  
[scarvalho@kauai.gov](mailto:scarvalho@kauai.gov)

### MS. JANIS EFHAN

Supervisor Operational Support  
5<sup>th</sup> District Circuit Court  
3970 Ka'ana Street, Suite 207, Lihue, HI 96766  
Office: 482-2337 \* FAX: 482-2553  
[janis.n.efhan@courts.state.hi.us](mailto:janis.n.efhan@courts.state.hi.us)

### MR. GLENN IKEMOTO

Regulated Industries Complaint Office  
3060 Eiwa Street, Lihue, HI 96766  
Office: 274-3203 \* FAX: 274-3202  
[glenn.y.ikemoto@dcca.hawaii.gov](mailto:glenn.y.ikemoto@dcca.hawaii.gov)

## ATTACHMENT B

### RET. HONORABLE JUDGE ALFRED LAURETA

KEO Mediator  
2130 Kaneka Street  
Lihue, HI 96766  
Home 245-1511 \* Cell: 651-5733  
[alnelvlyn@hawaiiintel.net](mailto:alnelvlyn@hawaiiintel.net)

### MR. PAUL MATSUNAGA

Advisory Board President Representative  
P.O. Box 85, Hanapepe, HI 96717  
Home 335-3310 \* FAX: 335-3310  
[ptmatsunaga@hawaiiintel.net](mailto:ptmatsunaga@hawaiiintel.net)

### MS. EMIKO MEYERS, ESQ.

Manager Legal Aid Society of Kauai  
4334 Rice Street, Suite 204-A, Lihue, HI 96766  
Office 245-4728 x 225 OR 245-7580  
FAX : 246-8824  
[emmeyer@lashaw.org](mailto:emmeyer@lashaw.org)

### MR. DARRYL PERRY

Chief of Police  
Kauai Police Department  
3990 Kaana Street, Suite 200  
Lihue, HI 96766  
Office: 241-1600 \* FAX: 241-1604

### MS. STACEY JOROFF, ESQ.

KEO Mediator  
Law Office of Stacey Joroff  
PO Box 199  
Kilauea, HI 96754  
Office: 828-0985  
Cell: 652-0868  
[staceyj@hawaii.rr.com](mailto:staceyj@hawaii.rr.com)

### MR. CRAIG A. DE COSTA, ESQ.

Law Office of Craig A. DeCosta, LLLC  
Dynasty Court, Suite Q  
4773 Pahee Street, Lihue  
Mail: PMB #343, Suite B18  
3-2600 Kaumualii Hwy.  
Lihue, HI 96766  
Cell: 634-3300  
[2004@hotmail.com](mailto:2004@hotmail.com)

Alexander & Baldwin Foundation\* Aloha Care\* Combined Federal Campaign\* Community Services Block Grant\* County of Kauai-CDBG, HOME, Agency on Elderly Affairs\* Dept. of Housing & Urban Development\* Gwenfread Allen Fund\* Hawaii Community Foundation\* State of Hawaii-Dept. of Human Services, Dept. of Health Alcohol & Drug Abuse Division, Dept. of Labor Office of Community Services, Housing & Community Development Corporation of Hawaii, Judiciary\* Hawaii Hotel Association Kauai Chapter\* Teresa F. Hughes Trust Estate\* Kauai United Way\* Mutual Housing Corporation of Hawaii\* Irving Singer Fund\* Alice Soper Fund\* Kitaro Watanabe Fund\* Elsie Wilcox Foundation\* G.N. Wilcox Foundation\* Mabel Wilcox Foundation\* S.W. Wilcox Foundation\* United Way\* USDA\* and other private funding sources.





# KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

**Board of Directors**

**Chief Executive Officer**  
MaBel Fujiuchi

**Fiscal officer**  
Brigitte Correia

- Accountant (1½)
- Account Clerk (1)

**Administrative Officer**  
Lynn Kua

- Administrative Clerks (1½)
- Janitor (1)

Afterschool Program

Director  
Alfred Nebre

- Coordinator (2)
- PT Program Asst. (2)

Employment Core Services for Low-Income

Director  
Marcelino Tapia

- Coordinator (1½)

Mediation

Director  
Jessie Basquez

- Intake (1)

Elderly Nutrition & Food Service

Director  
Celia Melchor-Questin

- Food Service Coordinator (1)
- Case Manager (1)
- Meals Manager (1)
- Cooks (3)
- Prep Cooks (2)
- Meal Deliverer (9)

Homeless & Housing Programs

Director  
Stephanie Fernandes

- CHDO Coordinator (1)
- Homeless & Housing Coordinator (1)
- Homeless Coordinator (1½)
- Housing Coordinator (2)
- Homeless Case Mgr. (1)

Emergency Shelter

Director  
Fatima Gaboy

- Emergency Shelter Coordinator (3)
- Maintenance Worker (2)

Ka Uapo

Director  
Earl Muraoka

Planning

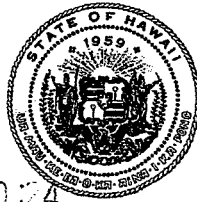
Director  
Scott Elledge

Multi-Services Intake, WAP, PIN, LIHEAP, Child Care, Horticulture Training

Director  
Vacant

- Intake Worker (1)
- Coordinator (1/2)

LINDA LINGLE  
GOVERNOR  
JAMES R. AIONA, JR.  
LIEUTENANT GOVERNOR



*ma - [unclear]*  
*c - [unclear]*  
*c - [unclear]*  
*c - [unclear]*

LAWRENCE M. REIFURTH  
DIRECTOR  
NOE NOE TOM  
LICENSING ADMINISTRATOR

'08 JUL 25 10:24

STATE OF HAWAII  
**REAL ESTATE BRANCH**  
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
335 MERCHANT STREET, ROOM 333  
HONOLULU, HAWAII 96813  
<http://www.hawaii.gov/hirec>  
[hirec@dcca.hawaii.gov](mailto:hirec@dcca.hawaii.gov)

**MEMORANDUM OF TRANSMITTAL**

TO: Ms. MaBel Fujiuchi  
Chief Executive Officer  
Kauai Economic Opportunity, Inc.  
2804 Wehe Road  
Lihue, HI 96766

DATE: July 23, 2008

FROM: Tammy Norton *[Signature]*  
Condominium Secretary

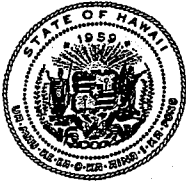
RE: Executed Mediation Contract

Transmitted is (are) the following:

		Description
State of Hawaii Contract for Goods and Services – Small Purchase between the Real Estate Commission/DCCA and Kauai Economic Opportunity, Inc.		
( )	For your information	( ) Per our conversation
( )	For review and comment	( ) For signature and return
( )	For distribution	( ) For signature and forwarding as noted below
( )	Per your request	
( )	On Agenda for _____	(xxxxxx) For your file
	Meeting (Please bring materials)	(xxxxxx) See remarks below

REMARKS:

Attached is an executed copy of the State of Hawaii Contract for Goods and Services – Small Purchase between the Real Estate Commission/DCCA and Kauai Economic Opportunity, Inc. effective July 1, 2008. Should you have any questions, please contact Benedyne Stone, Condominium Specialist at 586-2643.



**STATE OF HAWAII**  
**CONTRACT FOR GOODS AND SERVICES**  
 (IN THE FOLLOWING CATEGORIES: EXEMPT; SMALL PURCHASE;  
 SOLE SOURCE; OR EMERGENCY)

This Contract, executed on the respective dates indicated below, is effective as of July 1, 2008, between Real Estate Commission (Commission), by its Chair and State of Hawaii ("STATE"), by its Director (Insert name of state department, agency, board or commission) (Insert title of person signing for State), (hereafter also referred to as the HEAD OF THE PURCHASING AGENCY or designee ("HOPA")), whose address is 335 Merchant Street, Room 333, Honolulu Hawaii 96813 and Kauai Economic Opportunity, Inc. ("CONTRACTOR"), a Domestic Nonprofit Corporation (Insert corporation, partnership, joint venture, sole proprietorship, or other legal form of the Contractor) under the laws of the State of Hawaii, whose business address and federal and state taxpayer identification numbers are as follows: 2804 Wehe Road, Lihue, Hawaii 96766 W40397488; 99-0112851

**RECITALS**

A. The STATE is in need of the goods and services, or both, described in this Contract and its attachments. The CONTRACTOR is agreeable to providing the goods and services, or both, as the case may be.

B. This Contract is for (check one box):

(1) A procurement expenditure of public funds for goods or services, or both, that is otherwise exempt from public bidding as set forth in section 103D-102, Hawaii Revised Statutes ("HRS"), and chapter 3-120, Hawaii Administrative Rules ("HAR"); or

(2) A small purchase procurement of goods or services, or both, as set forth in section 103D-305, HRS, and subchapter 8, chapter 3-122, HAR; or

(3) A sole source procurement of goods or services, or both, as set forth in section 103D-306, HRS, and subchapter 9, chapter 3-122, HAR; or

(4) An emergency procurement of goods or services, or both, as set forth in section 103D-307, HRS, and subchapter 10, chapter 3-122, HAR.

C. Money is available to fund this Contract pursuant to:

(1) Sections 514A-131 and 514B-71, HRS

(Identify state sources)

or (2) n/a

(Identify federal sources)

or both, in the following amounts: State \$ 20,000.00  
 Federal \$ 0.00

D. Pursuant to section 103D-304, HRS (as amended), the STATE (Legal authority to enter into this Contract)

is authorized to enter into this Contract.

E. The agency's Chief Procurement Officer is Lawrence M. Reifurth, Director who  has approved this procurement or  is not required to approve this procurement.

NOW, THEREFORE, in consideration of the promises contained in this Contract, the STATE and the CONTRACTOR agree as follows:

1. Scope of Services. The CONTRACTOR shall, in a proper and satisfactory manner as determined by the STATE, provide all the goods or services, or both, set forth in Attachment-S1, which is made a part of this Contract.

supplied or services performed, or both, under this Contract in total amount not to exceed  
Twenty thousand and no \*\*\*\*\* DOLLARS  
(\$ 20,000.00 ), including approved costs incurred and taxes, according to the Compensation and  
Payment Schedule set forth in Attachment-S2, which is made a part of this Contract.

3. Time of Performance. The services or goods required of the CONTRACTOR  
under this Contract shall be performed and completed in accordance with the Time of Performance set  
forth in Attachment-S3, which is made a part of this Contract.

4. Bonds. The CONTRACTOR  is required to provide or  is not required to  
provide:  a performance bond,  a payment bond,  a performance and payment bond in the  
amount of n/a DOLLARS (\$ 0.00 ).

5. Standards of Conduct Declaration. The Standards of Conduct Declaration of the  
CONTRACTOR is attached to and made a part of this Contract.

6. Other Terms and Conditions. The General Conditions and any Special  
Conditions are attached to and made a part of this Contract. In the event of a conflict between the  
General Conditions and the Special Conditions, the Special Conditions shall control.

7. Liquidated Damages. Liquidated damages shall be assessed in the amount of  
n/a DOLLARS  
(\$ 0.00 ) per day, in accordance with the terms of paragraph 9 of the General Conditions.

8. Notices. Any written notice required to be given by any party to this Contract  
shall be (a) delivered personally, or (b) sent by United States first class mail, postage prepaid. Notice to  
the STATE shall be sent to the HOPA'S address indicated in the Contract. Notice to the  
CONTRACTOR shall be sent to the CONTRACTOR'S address indicated in the Contract. A notice shall  
be deemed to have been received three (3) days after mailing or at the time of actual receipt, whichever  
is earlier. The CONTRACTOR is responsible for notifying the STATE in writing of any change of  
address.

IN VIEW OF THE ABOVE, the parties execute this Contract by their signatures, on the  
dates below, to be effective as of the date first above written.

STATE

[Redacted Signature]

(Signature)

Lawrence M. Reifurth

(Print Name)

Director, DCCA

(Print Title)

7/14/08

(Date)

[Redacted Signature]

(Signature)

Trudy I. Nishihara

(Print Name)

Chair, Real Estate Commission

(Print Title)

(Date)

CORPORATE SEAL

(If available)

CONTRACTOR

Kauai Economic Opportunity, Inc

[Redacted Signature]

(Signature)

Mabel Feneiro Fujiuchi

(Print Name)

Chief Executive Officer

(Print Title)

June 27, 2008

(Date)

APPROVED AS TO FORM:

[Signature]

Deputy Attorney General

\* Evidence of authority of the CONTRACTOR'S representative to sign this Contract for the CONTRACTOR must be attached.



STATE OF HAWAII

CONTRACTOR'S ACKNOWLEDGMENT

STATE OF Hawaii )  
 ) SS.  
COUNTY OF Kauai )

On this 27<sup>th</sup> day of June, 2008 before me appeared

M. Paul Fujiwara and \_\_\_\_\_, to me  
known, to be the person(s) described in and, who, being by me duly sworn, did say that he/she/they is/are

Kauai: Economic Opportunity, Inc. of  
CONTRACTOR named in the foregoing instrument, and that he/she/they is/are authorized to sign said  
instrument on behalf of the CONTRACTOR, and acknowledges that he/she/they executed said  
instrument as the free act and deed of the CONTRACTOR.

[Redacted Signature]

(Signature)

ALFREDO NEBRE JR.

(Print Name)

Notary Public, State of Hawaii

My commission expires: June 14, 2011

(Notary Seal)

LS

Date: 6/27/08

# Pages: 27

Name: Alfredo Nebre, Jr.

5th Judicial Circuit

oc. Description: Contract for Goods & Services

95-97

[Redacted Signature]

[Notary Seal]

Notary Signature

TARY CERTIFICATION



# CONTRACTOR'S STANDARDS OF CONDUCT DECLARATION

For the purposes of this declaration:

"Agency" means and includes the State, the legislature and its committees, all executive departments, boards, commissions, committees, bureaus, offices; and all independent commissions and other establishments of the state government but excluding the courts.

"Controlling interest" means an interest in a business or other undertaking which is sufficient in fact to control, whether the interest is greater or less than fifty per cent (50%).

"Employee" means any nominated, appointed, or elected officer or employee of the State, including members of boards, commissions, and committees, and employees under contract to the State or of the constitutional convention, but excluding legislators, delegates to the constitutional convention, justices, and judges. (Section 84-3, HRS).

On behalf of Kaui Economic Opportunity Incorporated, CONTRACTOR, the undersigned does declare as follows:

1. CONTRACTOR  is  is not a legislator or an employee or a business in which a legislator or an employee has a controlling interest. (Section 84-15(a), HRS).
2. CONTRACTOR has not been represented or assisted personally in the matter by an individual who has been an employee of the agency awarding this Contract within the preceding two years and who participated while so employed in the matter with which the Contract is directly concerned. (Section 84-15(b), HRS).
3. CONTRACTOR has not been assisted or represented by a legislator or employee for a fee or other compensation to obtain this Contract and will not be assisted or represented by a legislator or employee for a fee or other compensation in the performance of this Contract, if the legislator or employee had been involved in the development or award of the Contract. (Section 84-14 (d), HRS).
4. CONTRACTOR has not been represented on matters related to this Contract, for a fee or other consideration by an individual who, within the past twelve (12) months, has been an agency employee, or in the case of the Legislature, a legislator, and participated while an employee or legislator on matters related to this Contract. (Sections 84-18(b) and (c), HRS).

CONTRACTOR understands that the Contract to which this document is attached is voidable on behalf of the STATE if this Contract was entered into in violation of any provision of chapter 84, Hawaii Revised Statutes, commonly referred to as the Code of Ethics, including the provisions which are the source of the declarations above. Additionally, any fee, compensation, gift, or profit received by any person as a result of a violation of the Code of Ethics may be recovered by the STATE.

CONTRACTOR

By

(Signature)

Print Name

Print Title

Name of Contractor

Date

[Redacted Signature]

Mabel Ferrino Fujiuchi

Chief Executive Officer

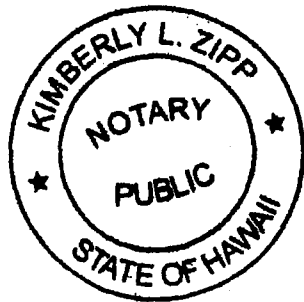
Kaui Economic Opportunity Incorporated

June 17, 2008

PROVIDER'S ACKNOWLEDGMENT

State of Hawaii )  
 ) ss.  
City and County of Honolulu )

On this 15TH day of JUNE, 2007, before me personally appeared BRUCE E. BARNES, to me personally known, who being by me duly sworn, did say that he/she is the BOARD CHAIR of Mediation Centers of Hawaii, Inc., the PROVIDER named in the foregoing instrument, and that he/she is authorized to sign said instrument on behalf of the PROVIDER, as provided in Recital "H" of the foregoing Agreement, and acknowledges that he/she executed said instrument as the free act and deed of the PROVIDER.



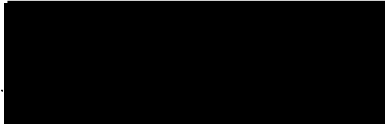
[Redacted Signature]  
KIMBERLY L. ZIPP

Notary Public, State of Hawaii

My commission expires: 02/12/2010

**Certificate of Exemption From Civil Service**

I certify that the services to be provided under this Agreement by the CONSULTANT may be performed concurrently with the CONSULTANT'S private business or profession or other private employment, and that it is impracticable to ascertain or anticipate the portion of time to be devoted to the service of the JUDICIARY. Pursuant to Section 76-16( 15 ), Hawaii Revised Statutes, the services are exempt from the State civil service.



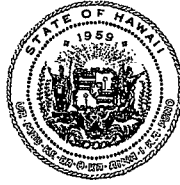
Human Resources Director

1/9/07

Date

<b>Division</b>	Admin Dir
<b>Branch</b>	ADR
<b>Contractor's Name</b>	Mediation Centers of Hawaii, Inc.
<b>Contract or Request Number</b>	9415
<b>Contract Begin Date</b>	7/1/2007
<b>Contract End Date</b>	6/30/2009





*Mediation*  
*MO*  
*Temple*  
*Mc*  
RECEIVED

LINDA LINGLE  
GOVERNOR

JAMES R. AIONA, JR.  
LIEUTENANT GOVERNOR

LAWRENCE M. REIFURTH  
DIRECTOR  
DEPARTMENT OF COMMERCE AND  
CONSUMER AFFAIRS

JO ANN M. UCHIDA  
COMPLAINTS AND  
ENFORCEMENT OFFICER

STATE OF HAWAII '08 JUN 27 12:37  
REGULATED INDUSTRIES COMPLAINTS OFFICE

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
LEIOPAPA A KAMEHAMEHA BUILDING  
235 SOUTH BERETANIA STREET, NINTH FLOOR  
HONOLULU, HAWAII 96813  
TELEPHONE: (808) 586-2666  
FAX: (808) 586-2670  
www.hawaii.gov/dcca

HILO OFFICE  
345 KEKUANAOA STREET, SUITE 12  
HILO, HAWAII 96720

KONA OFFICE  
KEAUHOU SHOPPING CENTER, ROOM  
134A  
78-6831 ALII DRIVE  
KAILUA-KONA, HAWAII 96740

MAUI OFFICE  
1063 LOWER MAIN STREET, SUITE C-  
216  
WAILUKU, HAWAII 96793

KAUAI OFFICE  
3060 EIWA STREET, ROOM 204  
LIHUE, HAWAII 96766

June 25, 2008

TO: Jessie Basquez, Mediation Director  
Kauai Economic Opportunity, Incorporated (KEO)

FROM: Jo Ann M. Uchida, Complaints and Enforcement Of  
Regulated Industries Complaints Office (RICO)

RE: Memorandum of Agreement Between KEO and RICO

Enclosed Via: ( ) Hand Delivery ( X ) Mail ( ) Messenger

TRANSMITTED HEREWITH:

- |  |                       |
|--|-----------------------|
| ( ) For Your Information                   | ( ) For Recordation   |
| ( ) For Signature & Return                 | ( ) For Correction    |
| ( ) For Signature & Forwarding as<br>Noted | ( ) For Payment       |
| ( ) For Review & Comment                   | ( ) Approved          |
| ( X ) Per Your Request                     | ( ) Approved as Noted |
| ( ) For Appropriate Action                 | ( ) Disapproved       |
| ( ) Per Our Conversation                   | ( ) For Your Files    |
|  | ( ) See Remarks       |

REMARKS/DESCRIPTION: Attached is the signed Memorandum of Agreement with KEO Mediation and the Regulated Industries Complaints Office. If you have any questions, please call me at 586-2666. Thank you.

**MEMORANDUM  
OF  
AGREEMENT**  
(KEO Mediation Program)

**REGULATED**

**INDUSTRIES**

**COMPLAINTS**

**OFFICE**

July 2008 to June 2009

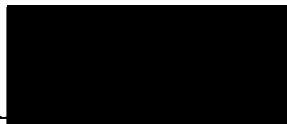
Kaua`i Economic Opportunity, Incorporated  
2804 Weh`e Road  
Lihu`e, Kaua`i, HI 96766  
Phone: (808) 245-4077 Fax: (808) 245-747

REGULATED INDUSTRIES COMPLAINTS OFFICE will:

1. Screen all cases and determine which candidates are appropriate for mediation.
2. Refer all mediation cases by completing an Intake Form (Attachment A) with all relevant case information and fax the form to KEO, Inc.
3. Pay KEO, Inc. the amount of \$100.00 per mediated case.

This agreement will be in effect from July 1, 2008 through June 30, 2009 and may be amended or terminated at any time by the mutual consent of KAUAI ECONOMIC OPPORTUNITY, INCORPORATED and REGULATED INDUSTRIES COMPLAINTS OFFICE.

REGULATED INDUSTRIES COMPLAINTS OFFICE

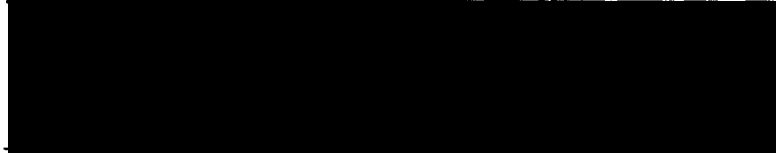


JoAnn Uchida  
Complaints & Enforcement Officer

Dated: \_\_\_\_\_

6/23/08

KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED



MaBel Ferreiro Fujiuchi  
Chief Executive Officer

Dated: \_\_\_\_\_

6/17/08

**ORIGINAL**

House District 14/15/16

Senate District 7

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 56-0

For Legislature's Use Only

*rec'd*

JAN 30 2009

*[Signature]*

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):

DLIR-OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Kauai Economic Opportunity, Incorporated

Db/a:

Street Address: 2804 Wehe Road, Lihue HI 96766

Mailing Address: 2804 Wehe Road, Lihue HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: MARCELINO TAPIA

Title: Pre-Employment Training Director

Phone # (808) 245-4077

Fax # (808)245-7476

email : keo@keoinc.org

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PRE-EMPLOYMENT TRAINING PROGRAM

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 114,923.00

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 \$ \_\_\_\_\_  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

MABEL FUJIUCHI, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

DATE SIGNED

1/29/09

JAN 30 2009 *[initials]*

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Kauai Economic Opportunity Incorporated



(Signature)

January 29, 2009

(Date)

MaBel Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

# Application for Grants and Subsidies

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## **I. Background and Summary**

Kauai Economic Opportunity, Incorporated (KEO) is a private, non-profit agency incorporated on March 16, 1965. The agency began as a local community action program created after the passage of the 1964 Economic Opportunity Act by the U.S. Congress. KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services. The agency serves as a catalyst in encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and to mobilize resources to impact on poverty.

Over the past 43 years, KEO has generated and fiscally administered millions of Federal, State, County and Private Funds. KEO has operated at a reduced overhead and has been able to accomplish tasks that have been difficult for government agencies. KEO is very creative in resource management, cost conscious and maintains a high level of funds accountability including stringent reporting requirements, contracting annual external audits and audits by the State of Hawaii.

KEO proposes to administer a Pre-Employment Training Program for residents of Kauai County that will improve their ability to obtain and maintain employment. The target population includes unemployed and underemployed residents and immigrants whose household income is at or below 150% of the Federal Poverty Guidelines. The goal of the program is to alleviate the conditions of poverty by assisting low-income persons to become self-reliant and self-sufficient through progressive employment development.

A comprehensive service delivery system has been established that will move the participants through barrier identification, career/employment goal setting, skills development, job acquisition and job retention after a thorough formal assessment has been conducted. An Individual Service Plan (ISP) will be created to ensure that each participant has access to a variety of resources and a full spectrum of services in order to successfully progress towards gaining and maintaining employment. A Life Skills Workshop focused on employment preparation and job development is just one of the free services provided to participants. In addition, each participant will receive one-on-one case management for a year, or more if needed, to provide job referral, placement and follow-up job support through the Milestone Payment System.

## **II. Service Summary and Outcomes**

### **A. Scope of work, tasks, and responsibilities**

Kauai Economic Opportunity, Inc. will provide pre-employment training services to qualified, low- income individuals, on the entire island of Kauai. Qualified individuals must be unemployed or underemployed and fall on or below 150 percent of the Federal Poverty Guidelines. According to the U.S. Department of Census Bureau, of the 62,828 people who live in the county of Kauai, 10.6 % of the residents live below poverty, or just over 6,660 people – the target population. According to Steven Camarota, “a total of foreign-born population of 37.9 million in March 2007” is living in the United States, and about 226,000 immigrants are distributed throughout the State of Hawaii.

In an article titled, “Immigrants in the United States 2007: A Snapshot of America’s Foreign-Born Population” written by Steven A. Camarota, Director of Research, Center for Immigration Studies, Camarota provides an analysis of the increase of immigrants to the United States and the impact on welfare use, health insurance coverage, and poverty rates. Camarota notes, “immigrants and their minor children now account for almost one in four persons living in poverty” and “one-third of immigrants do not have health insurance” (<http://www.cis.org/index/cgi>).

In her 13-page article titled, “Immigrants and the Personal Responsibility and Work Opportunity Reconciliation Act:” Grace Minjeong Sur argued that, “immigrants do not drain America’s resources but actually contribute a great deal to the country. The American Immigration Law Foundation estimated in 1996 that legal immigrants collectively earn \$240 billion a year, pay \$90 billion in taxes, but only receives about \$5 billion in welfare benefits. They, also, have a higher tendency to be employed and live in two-parent families” (welfarereformFINAL.doc). Thus, Immigrants contribute a great economic impact of the United States of America.

Low-income persons and welfare recipients cannot solely rely on indefinite public assistance and the need to obtain employment is crucial. However, many have multiple barriers and lack experience and skills needed to obtain and maintain employment. At the same time, others may be underemployed and unaware of the resources available or knowledge to plan and progress towards self-sufficiency. Consequently, KEO has designed an employment program to provide comprehensive services to all low-income persons in need within all geographic residential areas, including an outreach plan for contacting target groups. In addition, we will emphasize the collaboration with KEO’s Homeless and Housing Program.

The Mana’Olana Homeless Emergency Shelter and Transitional Housing next door to the administrative office in Lihue had been completed. The Emergency Shelter will house



nineteen (19) individuals including Single and Family units for up to six (6) weeks or forty-two (42) nights. The Transitional Housing units will accommodate twenty-one (21) people—mostly single parent households for a period of twenty-four (24) months. The Ka Uapo Transitional Housing (old Court House Building) has twenty (20) units and is designed as a bridging project for homeless working families. While in the shelter, Employment and Housing staff will work in collaboration to assess the needs of each individual and create Individual Service Plans. Some of the services will include referrals to outside agencies and resources, education and employment services. A training and resource center within the complex can be used to meet with individuals, conduct the Life Skills Workshop and hold other trainings.

### Intake

Individuals seeking assistance from KEO must first go through the Central Intake process. At this time, the participant is interviewed to document the individuals' identification, family size and background, source and amount of income, employment and educational history, and an assessment of their needs are determined for appropriate referrals to specific programs. KEO utilizes the Shah Client Tracking Software to complete an intake and will provide full assistance in completing any other forms required for services.

Appropriate referrals to other KEO programs are made through Intake. KEO provides free services such as meals for the elderly and homeless, clothing, counseling, mediation, housing assistance and emergency financial assistance are available in addition to the services of the ECSLIP Program. KEO also provides financial assistance for abused children, medically frail adults and manages group homes for the disabled.

Once an individual is referred to the ECSLIP program and eligibility has been determined, an orientation informing the client of the services of the program will be introduced. A Mutual Agreement form noting the responsibilities of the staff and expectations of the client will be signed, and a formal assessment will then be conducted. (See Attachment E: KEO Organization Brochure)

### Assessment

KEO Employment Services staff will use HireNet Hawaii, a virtual One-Stop Employment Center made available by the Hawaii Department of Labor and Industrial Relations and its One-Stop Partners, at no cost to a job seeking individual to complete an assessment. Some of the services for individuals include: Career Services, Job Seeker Services, Education Services, Financial Services, and more. On HireNet Hawaii, participants will complete the Career Exploration section that will determine the participant's skills, interests, work values, and be able to match those with an occupation. The online system will give experienced users hands-on experience, or for non-users, an opportunity to be introduced to the computer. In addition to the HireNet Hawaii assessment, staff will use forms to identify any barriers or health issues impeding employment and family stability.

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Assessments to be completed on HireNet Hawaii:

Resume - will be created in the Resume Builder to not only determine the participant's employability through job experiences, education, specialized or military training but be used to apply for jobs.

Skills - will help to determine appropriate jobs, careers, and fields of work for the participant, also, to aid in choosing a job, setting goals and incorporating those into the Individual Service Plan.

Interest - provides a different perspective for the participant to consider when choosing a career. This test will enable the participant to look at areas of interests specific to each and recognize how those interests can play an important role in maintaining a job.

Work Values - will serve as a recognition tool—participants will be able to determine the things that are important and would make a job ideal. The completed list, sorted by the individual's preference, will be used as a reminder during the job retention phase.

Verification of Income Eligibility – Upon receipt of the referral signed/verified by the Administrative Officer, the ECSLIP staff verifies income eligibility of the client based on the signed declaration of income recorded in the Central File. This verification of income enables the staff to determine if the client's household income is at or below the 150 per cent of the applicable Federal Poverty Guidelines for Hawaii.

Formal Client Assessment:

Personal Needs Assessment - will identify the individual's needs or barriers surrounding shelter, employment, transportation, and family or financial issues. If deemed, the staff will make appropriate referrals within the agency or to external sources, to address any needs and begin the process to decrease and eliminate any barriers.

General Health Assessment - will determine any existing health problems that may limit a person's ability to work in certain environments and/or types of jobs.

Personality Test - will serve to inform or confirm the participant's personality that also plays an important role in the type of job one chooses.

Work Values Assessment – will identify the individual's job interest that is ideal for him.

During the assessment, staff will also conduct interviews with participants to:

- 1) Assist in determining job choice

- 2) Assist in developing an Individual Service Plan (ISP) that will list resources and steps to be taken for job acquisition, job support, maintenance and retention. The Individual Service Plan will be reviewed by the staff by visitation and or by calling them on the telephone. The staff will follow up participants to ensure their progress and to extend more services to them.
- 3) Determine the level of employment preparedness (from information gathered from assessment and through subjective observation by staff)

Participants will complete an Employment Preparation Program that prepares them to enter the workforce and be successful in a formal work environment. Client is motivated to seek employment & recognizes the need for, and is motivated to progress towards, self-sufficiency. A participant has had positive previous work history & experience comparable to job choice in ISP. Client may lack direction or employment goals and PETP provides Job Development activities that would help remove, ameliorate, or manage employment barriers. Among the activities (if applicable, to include, but not limited to) are:

- Create resume on HireNet Hawaii and a reference list
- Organize Personal Data & other important information into a folder
- Life Skills Workshop, Unit 3, "Making Good Career Choices"
- Life Skills Workshop, Unit 6, "Planning and Managing Time Effectively"
- Life Skills Workshop, Unit 7, "Developing a Career Plan"
- Life Skills Workshop, Unit 9, "Developing Effective Interviewing Skills"
- Life Skills Workshop, Unit 10, "Keeping a Job: Strategies that Help"
- Job Search (continuous until job acquisition)

With the inclusion of the above-mentioned tasks, the following are the lists of tasks and curriculum that immigrant clients will undergo for employment preparation:

- ♦ English Grammar: Step by Step (Spring Book Center)
- ♦ Conversation for Work Student Book (Spring Book Center)
- ♦ American Ways SB: An Introduction to American Culture 3<sup>rd</sup> Edition (Spring Book Center)
- ♦ Learning Computers, Speaking English: Cooperative Activities for Learning English and Basic Word Processing (Spring Book Center)
- ♦ Business English: Book/Audio CD's Self –Study Program (Spring Book Center)
- ♦ U.S. Citizenship Test (Barron's How to Prepare for the U.S. Citizenship Test)

Equipped with a resume, reference list and folder containing personal information (Birth Certificate, Social Security card, detailed employment history), the participant is prepared to apply for jobs. In completing the above Life Skills Workshop units, students gain basic, elemental skills to obtain employment and function effectively in the workplace. Also, participants will be better equipped to create goals and plans, both personal and career related.

**B. Projected annual timeline for accomplishing the results or outcomes of the service**

Below are the projected performance outputs and outcomes for FB 2009-2010:

**OUTPUT AND PERFORMANCE/OUTCOME MEASUREMENTS TABLE**

	FB 2009 – 2010		
	Client	Highly Challenged	Developmentally Disabled
<b>Outputs</b>			
Number of individuals assessed for services	14	10	1
Number of individuals completed Individual Service Plans	14	10	1
Number of individuals entered Employment Preparation Program	14	10	1
Number of individuals completed Employment Preparation Program	14	10	1
<b>Outcomes</b>			
Number of individuals placed in permanent, unsubsidized employment	14	10	1
Number of individuals placed in part-time employment (at least 20 hours per week)	14	10	1
Number of individuals placed in full-time employment (at least 40 hours per week)	14	10	1
Number of individuals employed for 90 days	14	10	1
Number of individuals employed for 180 days	14	10	1

As the Community Action Agency on Kauai, KEO is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

*National Performance Indicator 1.1 – Employment*

*National Performance Indicator 1.2 – Employment Supports*

*National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization*

Goal 2. The conditions in which low-income people live are improved. (Community)

*National Performance Indicator 2.1 – Community Improvement and Revitalization*

*National Performance Indicator 2.2 – Community Quality of Life and Assets*

Goal 3. Low-income people own a stake in their community. (Community)

*National Performance Indicator 3.1 – Civic Investment*

*National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation*

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

*National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships*

Goal 5. Agencies increase their capacity to achieve results. (Agency)

*National Performance Indicator 5.1 – Broadening the Resource Base*

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

*National Performance Indicator 6.1 – Independent Living*

*National Performance Indicator 6.2 – Emergency Assistance*

*National Performance Indicator 6.3 – Child and Family Development*

For this project specifically, the National Goals and Performance Indicators are:

- NI 1.1 A-C            EMPLOYMENT
- NI 1.2 A-I            EMPLOYMENT SUPPORTS
- NI 1.3 A-B            ECONOMIC ASSET ENHANCEMENT AND UTILIZATION

**III. Financial**

**A. Budget Forms**

The following budget form(s) are submitted with the Proposal Application for 2009-2010:

- 1) Budget Request by Source of Funds 2009-2010
- 2) Budget Justification - Personnel: Salaries & Wages
- 3) Budget Justification – Equipment and Motor Vehicles
- 4) Budget Justification – Capital Project Details
- 5) Declaration Statement Applicants for Grants and Subsidies
- 6) Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits
- 7) Budget Justification – Travel: Inter-Island
- 8) Budget Justification – Contractual Services - Administrative
- 9) Budget Justification – Contractual Services - Subcontracts

**B. Quarterly funding requirements for the fiscal year 2009-2010**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$2,528.00	\$87,556.00	22,311.00	\$2,528	\$114,923

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

Kauai Economic Opportunity, Inc. (KEO) is the only agency dedicated and chartered to serve the low-income population on Kauai County and had done so for the past 43 years. The program staff has conducted over one hundred thirty (130) formal assessments to income eligible individuals in order to determine one's skills and abilities, interests, personality, health and personal needs, as well as identify specific individual and family barriers. Individual or family barriers are basically most identified as lack of educational training, transportation, perseverance to work, child care, permanent housing, family support, and some basic needs that would impede their ability to work. P ETP staff show sincere interest in the client by listening, conversing, and following through well with clients' wants and need. PETP staff show outstanding ability to identify ways to improve productivity and efficiency, job skills, and knowledge to implement for the success of the clients. As certified instructors of the Adkins Life Skills Program Career Development Series, staff members have conducted eleven (11) classes in a group setting and one-on-one individually to other participants with forty (40) graduates during the FB 2007-2008. PETP staff has built a rapport with a variety of representatives from private businesses, corporations, unions, hotels and resorts to refer prospective employees/participants for jobs. Moreover, to assist with eliminating or decreasing barriers, P ETP staff works collaboratively with over twenty community agencies, faith-based and local organizations to provide additional resources and assistance. PETP staff was privileged to attend six (6) Job Fairs and Resource Fairs organized by Workwise! and different Hotel Human Resources in various places such as: Kukui Grove in May 2008, Grand Hyatt in August 2008, Marriott Kauai Resort in October 2008, Hilton Kauai Beach Resort on November 7, 2008, Koloa Neighborhood Center on November 15, 2008, and Kauapo Transitional Housing on November 19, 2008. Agencies/companies' interconnections were strengthened and were assured of helping each other for the betterment of those people in need. Applications were filled up by job seekers and submitted with the Agency.

PETP staff consists of one (1) Program Director and one (1) Coordinator. The Director has over two (2) years working with Kauai Economic Opportunity, Inc. (KEO) and has experience of working with the company as Housing Placement Coordinator, After School Coordinator, and the current Director of the Employment Program—informing the community of the services available through presentations and outreach, determining eligibility, conducting employability assessments, identifying barriers impeding employment, developing career/employment goals, and providing individualized case management. The Director has been in the Church Ministerial Services for over thirty (30) years to date serving in different offices in a religious organization as Assistant Superintendent, General Secretary, Presbyter, Youth Counselor, and Church



808-586-8675  
Michael.Y.Hane@hawaii.gov  
Contract/Program Title: Employment Core Services for Low-Income  
Persons  
Contract Period: FB 2007 to 2009  
Funding Amount: \$107,500  
Performance Outcomes: (See Attachment D: Performance Outputs and  
Outcomes)

Past programs and contracts pertinent to proposed services:

Contracting Agency: Office of Community Services (OCS)  
Contact Person: Michael Hane  
Contact Information: 830 Punchbowl Street, Room 420  
Honolulu, HI 96813  
808-586-8675  
Michael.Y.Hane@hawaii.gov  
Contract/Program Title: Employment Core Services for Low-Income  
Persons  
Contract Period: FB 2005 to 2007  
Funding Amount: \$164,450  
Performance Outcomes: (See Attachment D: Performance Outputs and  
Outcomes)

Contracting Agency: Office of Community Services (OCS)  
Contact Person: Jamesner Dumlao  
Contact Information: 830 Punchbowl Street, Room 420  
Honolulu, HI 96813  
808-586-8675  
jamesner.a.dumlao@hawaii.gov  
Contract/Program Title: Employment Core Services for Immigrants  
Contract Period: FB 2005 to 2007  
Funding Amount: \$71,500  
Performance Outcomes: (See Attachment D: Performance Outputs and  
Outcomes)

Contracting Agency: Office of Community Services (OCS)  
Contact Person: Dennis Doi & Michael Hane  
Contact Information: 830 Punchbowl Street, Room 420  
Honolulu, HI 96813  
808-586-8675  
Michael.Y.Hane@hawaii.gov  
Contract/Program Title: Employment Core Services for Low-Income  
Persons  
Contract Period: FB 2004 - 2005

Funding Amount: \$81,000 each FY  
Performance Outcomes: (See Attachment D: Performance Outputs and Outcomes)

Contracting Agency: Office of Community Services (OCS)  
Contact Person: Ricky Oshiro  
Contact Information: 830 Punchbowl Street, Room 420  
Honolulu, HI 96813  
808-586-8675

Contract/Program Title: Employment Core Services for Low-Income Persons  
Contract Period: FY 2003-2004  
Funding Amount: \$131,218

Contracting Agency: Office of Community Services (OCS)  
Contact Person: Paul Pladera  
Contact Information: 830 Punchbowl Street, Room 420  
Honolulu, HI 96813  
808-586-8675

Contract/Program Title: Employment Core Services for Immigrants  
Contract Period: FB 2004-2005  
Funding Amount: \$40,000 each FY  
Performance Outcomes: (See Attachment D: Performance Outputs and Outcomes)

07/01/99 - 6/30/03  
Office of Community Services (OCS)  
Employment Core Services for Low-Income Persons

07/01/99 – 06/30/03  
Office of Community Service (OCS)  
Employment Core Services for Immigrants

Other programs and contracts pertinent to proposed services:

09/01/01 – present  
Office of Community Services (OCS)  
Horticulture Training Program

07/31/98 – 06/30/99  
Department of Human Services, Benefit,  
Employment and Support Services Division  
First-To-Work Program

07/01/89 – 06/30/95  
State of Hawaii, Office of Youth  
Employment Training Program

10/01/91 – 06/30/94	Office of Community Services Family Child Care Training Program
07/01/88 – 06/30/97	Office of Community Services Family Development for Low-Income Persons Program

**C. Quality Assurance and Evaluation**

KEO, with its one-stop centralized intake processes, collects all data that pertains to participants. The Administrative Officer examines the data, and then referred to the appropriate program. The program staff, upon receipt of the referral, assesses the participant to determine eligibility and needs. Upon the discovery of barrier(s) that would impede their capability to work, the staff may refer clients to different partner agencies, States, or County offices. Clients with permanent housing issues may be referred to Housing Placement Program or Section 8 with the County. Likewise, families will be referred to Child Care Connection for child care assistance. Clients with physical or mental disabilities will be referred to the Department of Vocational Rehabilitation, and more. After the client is assessed, he/she will be recruited with the ECSLIP program. The PETP staff assists the client with job search, making resume, filling job applications, referrals, mock interviews, and calling partner employers for available job openings. PETP staff use the Company van to transport participants in attending Life Skills Workshop, Resource Fair, filling/submitting applications, and attending job interviews.

PETP staff is utilizing different sources of job information like the HireNet Hawaii.com, governmentjobs.com, Kamaaina.com, KauaiHyatt.com/careers, Kauai.gov, craigslist.com, careers.homedepot.com, Wal-Mart.com. ECSLIP receives emails regularly from different sources like office related jobs from American Savings Bank, jobs requiring special licenses or certification from ITT Corporation, health related jobs from Hawaii Pacific Health and Kaiser Permanente-Hawaii Region, retail jobs from MAXIMUS Outreach (Kmart) and Big Save, hotel/resort jobs from Grand Hyatt Hotel, Marriott Hotel, The Hilton Family, and Moana Surfride's Beachhouse Restaurant. ECSLIP staff assists participants to acquire job information via the Garden Island Newspaper, phone calls and fax to employers, and by word of mouth.

PETP staff keeps records or documentations to serve as evidence of accomplishments such as Systematic Checklist for Reviewing Clients Files. This checklist serves to easily track or identify areas of problems and accomplishments like the Milestones Accomplishment to claim, Individual Service Plan (ISP),

Service renders, Employment Summary, Contact Summary, Assessment Checklist, TANF Eligibility Checklist, Employment Preparation Program (EPP) Activities Worksheet, and Milestone Documentation Checklist.

KEO's internal reporting procedures require monthly reporting of program progress towards performance objectives, including quantitative and narrative sections. KEO will provide quarterly program progress and fiscal reports within thirty (30) calendar days after the last day of each quarter. The final report on the total contract period will be submitted within sixty (60) calendar days after the last day for the contract period.

Weekly program staff's meetings are held to monitor, assess, and evaluate service delivery. The results of the evaluation will aid in moving the program and its staff into being more efficient and effective.

Monthly budget meetings between the Chief Executive Officer, Fiscal Officer and each Program Director are conducted to review specific program operation and financial status.

In addition, the KEO Management Team meets weekly to share information on accomplishments, upcoming events within KEO and with other community agencies, to plan agency or community projects, and to network on solutions to problems or issues facing our clients and/or our community.

Private and government audits are conducted on an annual basis.

The Pre-Employment Training Program has internal surveys that each participant completes upon graduating from the workshop. The feedback received allows the staff to refine the content of the presentation to better address the needs of the participants. Additionally, a random client satisfaction survey is conducted quarterly to monitor and evaluate service delivery. Monthly staff meetings will ensure the proper monitoring and evaluation of each active participant's progress against their Individual Service Plan (ISP).

Individual client surveys will serve to evaluate program services and staff performances in order to improve or revise program services and/or its delivery. Surveys will also reveal each participant's current status of progress—with their job and family's stability, to assist them better in moving to the next level towards self-sufficiency. The Coordinator will issue surveys, while the director will be responsible for the evaluation and implementation for any changes made.

Guidelines established within the program ensure the proper documentation and maintenance of individual files. The monitoring by OCS will ensure that quality service is being provided to the participants of the PETP program.

**D. Coordination of Services**

As a Community Action Agency, KEO has coordinated services for participants through the development of partnerships with other community resources on Kauai.

KEO has entered into a Memorandum of Understanding (MOU) with the Kauai Workforce Investment Board (KWIB) and the Kauai One-Stop Service Delivery System signatory WorkWise! Partners.

WorkWise! was established through the Workforce Investment Act (WIA), which authorizes and funds a number of employment and training programs. As an active partner, KEO has access to their services, including training and education for those seeking employment. PETP staff was privileged to attend Job Fairs organized by Workwise! Staff, as well as Resource Fairs sponsored by Hotels and Agencies. Job applications were distributed and received from job seekers or attendees through these job fairs.

PETP staff has worked closely with representatives from various community agencies, faith-based organizations, locally-owned businesses, hotels and resorts to assist participants with access to other resources, training or education, eliminate or decrease both individual and family barriers, and provide job referrals. For example, PETP staff works with the State of Hawaii, Department of Education, Kauai Community School for Adults to assist participants with acquiring a General Educational Development (GED) and pays for participants'/students' study guides and/or testing. This year, one (1) participant received a GED and two (2) are currently enrolled and attending the 5-Unit, Competency-Based (CB) Program.

Another example includes working with Crossroads and the Salvation Army, faith-based organizations that helped participants with clothing for interviews and work. Numerous relationships have been formed throughout the work community in order to refer qualified, participants and prospective employees to various jobs. Although this is not an exhaustive list, the following is just a sample of employers we work with: Princeville Resort, Grand Hyatt Resort, Marriott, Home Depot, Sears, Tropical Burgers, Resort Quest, Hawaii Care Cleaning, Garden Isle Inn, Garden Isle Healthcare, Nursefinders, Mastercare, Back to Eden, Banyan Harbor, Kauai Inn, Macy's, Star Market, Costco, Wal-Mart, Kmart, Big Save, Kauai Island Utility Cooperative, Kilauea Agronomics, Syngenta, McDonald's, Kauai Coffee, Office Max, Taco Bell, Burger King, Akamai Employment Services, Pono Kai, Young Brothers, and more.

Other support services have been coordinated with the County Housing Agency Housing and Urban Development (HUD) Section 8 Housing Program,

Department of Health – Public Nursing Branch and the Mental Health Division, Housing and Community Development Corporation of Hawaii (formerly the Hawaii Housing Authority), Kauai Center for Independent Living, Kauai Legal Aid Society, Queen Liliuokalani Children’s Center, Alu Like Inc., Veteran’s Affairs Office, Kauai Community College, Kauai Small Business Development Center, Department of Human Services, People Attentive to Children, Child and Family Services, Senior Community Service Employment Program, Vocational Rehabilitation and Services for the Blind.

**E. Facilities**

The Pre-Employment Training Program would be held at the Kauai Economic Opportunity, Inc. administrative office centrally located at 2804 Wehe Road, Lihue, Kauai. The interior and exterior of the building is easily accessible to persons with disabilities. The building meets the Americans with Disabilities Act (ADA) requirements.

The interior office space where one-on-one meetings with the participants will be held is approximately 25 x 30 feet, furnished with three (3) computers; one (1) with Internet access to allow participants to complete online job applications, conduct job searches and create resumes on HireNet Hawaii. This computer is also equipped with the Shah Client Software for staff to track client progress, services, achievements and outcomes. In addition, there are two (2) conference rooms that can accommodate up to fourteen (14) students for the Life Skills Workshop.

Furthermore, the Pre-Employment Training Program has access to the newly built Manaolana Emergency Shelter and Transitional Housing owned by the Kauai Economic Opportunity, Inc. and the Kauapo Transitional Housing (old Lihue Courthouse) in the performance of its program. The Life Skills Workshop scheduled on September 22 through October 2, 2008 was held at one of the rooms in Kauapo Transitional Housing. Seventeen (17) participants had been successfully certificated into this program.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

#### **1. Proposed Staffing**

The PETP Program's staff will include one (1) Program Director whose time budgeted to the contract will be 100%; and (1) Program Coordinator who will be allocated 100% of the proposed budget. Based on the above budget allocation for twenty-five (25) clients (per fiscal year), the staff/client ratio will be 1 to 16 and 1 to 9 for the Director and Coordinator, respectively. This will allow staff to sufficiently administer, manage, supervise, and provide the proposed services. Although the applicant does not propose the use of a subcontractor or volunteer at the time of request, should the opportunity arise, staff would screen any prospective individuals to not only ensure they meet qualified requirements and has the ability to provide the required services, but that each will perform in compliance with the requirements

As a social service agency, KEO employs one (1) fulltime and one (1) halftime clerk to assist the employment staff with administrative duties. While the Chief Executive Officer oversees the agency's operation along with the Fiscal Officer and Administrative Officer, there are a total of seven (7) Directors administering approximately thirty (30) programs. The Directors assist one another by overseeing other programs to assure for the continuity of services and activities in the event of staff illness, medical emergencies, vacancies or other situations.

#### **2. Staff Qualifications**

The applicant exceeds the minimum one-year experience in Hawaii directly providing Employment Preparation Services. As previously mentioned in the experience section of this proposal, KEO has administered an employment program since 1999—over nine (9) years of experience.

To assure that staff are fully qualified to engage in activities and perform the required services, KEO has written job descriptions, requirement and qualifications, policies and procedures, all of which the Director possesses. The Coordinator is qualified to perform duties required and deliver quality service (See Attachment D: Personnel Resumes and Job Descriptions).

#### **1. Supervision and Training**

The Chief Executive Officer (CEO) is responsible for the administration of the overall legal, financial and program operations of the agency. The Fiscal Officer, Administrative Officer, and all Program Directors report directly to the CEO.

The Fiscal Officer is responsible for the administration of all financial operations of the agency, providing fiscal support for all KEO programs including the supervision of the fiscal staff. All financial transactions are to be approved by the Fiscal Officer and the CEO.

The Administrative Officer supervises the human resources operation of the agency. Along with the administrative staff, the Administration Officer will provide administrative support to all KEO programs.

The Program Director supervises program staff of the Pre-Employment Training Program and the program operations. The Director reports to the Chief Executive Officer.

Under the supervision of the Program Director, the Coordinator monitors the individual's participation and progress, assisting them in overcoming barriers and enhancing employment potentials and opportunities. The Coordinator also coordinates and implements employment services for participants to help them improve their ability to obtain and maintain employment.

Staff training is available year round on topics such as:

- History and Mission of KEO
- The Organizational Chart and Protocol
- Confidentiality of Information
- Investigation and Documentation
- Personnel Policies (Workplace Violence, Sexual Harassment & Drug Policy)
- Financial Procedures and forms
- Central File System
- Introduction to KEO programs
- Program Contracts and Grants
- Specific Program Requirements
- Reporting Procedures and Requirements
- Basic Supervision
- Staff Development, Evaluation, Improvement
- Staff Training Plans
- Case Management
- Community Resources

In addition to the above-mentioned topics, external resources such as Kauai Community College, Hawaii Employer's Council and Work Force Development provide staff with additional classes for job related subjects such as Word, Excel, PowerPoint, as well as trainings for Mental Illness Awareness, Appropriate Service Etiquette, American Disabilities Act, and Understanding Vocational Rehabilitation Process, respectively.



**B. Organization Chart**

(See Attachment C: Organization-wide Chart and Program Chart)

**VI. Other**

**A. Litigation**


Kaua'i Economic Opportunity, Inc. is not currently involved in any litigation nor are any actions anticipated.

**B. Licensure or Accreditation – *not applicable***

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Kauai Economic Opportunity, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	70,870			
2. Payroll Taxes & Assessments	8,619			
3. Fringe Benefits	17,247			
<b>TOTAL PERSONNEL COST</b>	<b>96,736</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	450			
2. Insurance	500			
3. Lease/Rental of Equipment	400			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	3,000			
7. Telecommunication	500			
8. Utilities	500			
9. Program Activities	10,177			
10. Audit services	500			
11. Contractual Services	500			
12. Postager, Freight and Delivery	300			
13. Substance/Per Diem	60			
14. Mileage	200			
15. Publication and Printing	300			
16. Staff Training	500			
17. Transportation	300			
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>18,187</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>114,923</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	114,923	Marcelino Tapia  808-245-4077 ext. 236		
(b)		[REDACTED]		
(c)		[REDACTED]		
(d)		[REDACTED]		
<b>TOTAL REVENUE</b>	<b>114,923</b>	MaBel Fujiuchi, Chief Executive Officer Name and Title (Please type or print)		

2-9/10/09

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Chief Executive Officer	1	\$90,860.00	5.00%	\$4,543
Fiscal Officer	1	\$71,220.00	5.00%	\$ 3,561
Administrative Officer	1	\$53,601.00	5.00%	\$ 2,680
Planner	1	\$24,187.38	5.00%	\$ 1,209
Accountant	1	\$48,396.00	5.00%	\$ 2,420
Accountant/Administrative Clerk	1	\$34,178.00	5.00%	\$ 1,709
Administrative Clerk	1	\$18,641.00	5.00%	\$ 932
Janitor	1	\$14,712.13	5.00%	\$ 736
Intake Worker	1	\$21,078.00	5.00%	\$ 1,054
Program Director	1	\$28,098.00	100.00%	\$ 28,098
Program Coordinator	1	\$23,928.00	100.00%	\$ 23,928
				\$ -
				\$ -
<b>TOTAL:</b>				<b>70,870</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION TRAVEL - INTER-ISLAND

Applicant/Provider: Kauai Economic Opportunity, Incorporated

Period: July 1, 2009 to June 30, 2010

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
Marcelino Tapia	Oahu	2	40	300	200	540
Loribeth Giminiz-Bustamante	Oahu	1	20	150	100	270
<b>TOTAL:</b>		3	60	450	300	810

**JUSTIFICATION/COMMENTS:**

Program Director to attend 2 workshop/meeting and Program Coordinator to attend 1 workshop.

**BUDGET JUSTIFICATION**  
**PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Kauai Economic Opportunity, Inc.

Period: July 1, 2009 to June 30, 2010

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF Program-Other SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security 7.65% x Annual Budget=	As required by law	As required by law	\$ 5,422
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 1.21% x =	As required by law	As required by law	\$ 858
Worker's Compensation 2.5% x Annual =	As required by law	As required by law	\$ 1,772
Temporary Disability Insurance .8% x Annual	As required by law	As required by law	\$ 567
SUBTOTAL:			8,619
<b>FRINGE BENEFITS:</b>			
Health Insurance 442 x 12 x 2.45			12995
Retirement 6%			4252
SUBTOTAL:			17,247
<b>TOTAL:</b>			<b>25,866</b>
<b>JUSTIFICATION/COMMENTS:</b>			

**BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant/Provider: Kauai Economic Opportunity

Period: July 1, 2009 to June 30, 2010

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
Ceridian	500	Payroll Services	
CW Associates	500	Audit Services	
<b>TOTAL:</b>	<b>1000</b>		

## BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provider: Kauai Economic Opportunity, Inc.

Period: July 1, 2009 to June 30, 2010

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Buss Pass	300	Provide transportation for clients to attend appts, classes, interviews and job
English as a Second Language (ESL)	1,674	Purchase study guides to acquire better communication skills through ESL classes
Competency Based (CB) Classes	300	Purchase study guides to acquire GED-minimum requirement for entry level position
Comprehensive Adult Assessment System (CASAS) Tes	565	Purchase materials for CASAS testing
Life Skills Workshop Curriculum	2,400	Adkins Life Skills Workshop Curriculum-10 units
Monetary Incentives	3,000	Monetary award and incentive for completion of the Life Skills/ESL workshop
General Education Development (GED)	375	For clients to acquire a GED-minimum requirement for many entry level positions
Appropriate clothing/equipment for employment	500	Appropriate/required clothing/equipment for employment
Gas for the Van	3,000	Purchase gas, insurance, and other needs to transport participants
<b>Total:</b>	<b>12,114</b>	



**Period: 2009 to 2010**  
**Narrative Budget Justification**

The following costs are reasonable and necessary.

**Personnel:**

KEO has an approved compensation plan for all the agency staff. This reflects the total labor costs for both the administrative and program staff. The administrative staff has been allotted the 5% for administrative and clerical support to the Employment Core Service Program. The Program Director is paid 100% from this fund and the Coordinator 100%.

**Fringe:**

The fringe benefits cost is derived from payroll expenses. This includes the following:

1. FICA at 7.65%
2. Unemployment insurance at 1.21%
3. Worker's compensation at 2.5%
4. TDI at .80%
5. Health Insurance at \$442/month
6. Retirement is at 6%

**Other Expenses:**

1. Airfare – To attend pertinent workshops or meetings held by HSL.
2. Audit Services – This is for the annual internal and external audits. The audits are necessary to ensure that only quality services are provided to clients.
3. Contractual Services-Payroll – This reflects the outsourcing of payroll processing to Ceredian Payroll Services.
4. Insurance – This is a pro-rata share of the agency's building and fire insurance premiums
5. Lease/Rental of Equipment – The agency leases a multitude of office equipment and all programs are assigned a pro-rata expense.
6. Mileage Reimbursement – This expense is to reimburse employees and program staff for use of their individual cars in doing outreach and home assessments.
7. Postage – This is the direct cost of mailing program correspondences.
8. Publication & Printing – This is the cost for advertising recruitment to the program and printing costs associated with the program such as brochures and flyers.
9. Repair and Maintenance of Equipment – This is a pro-rata cost for all of the agency's equipment repairs and yearly maintenance expenses
10. Staff Training – Cost for staff to attend appropriate training for professional development.
11. Per Diem – Cost per day to provide allowance for daily expenses associated with interisland travel.

12. Supplies – Reflects expenses due to program office supplies which include paper, computer ink, pens, etc.
13. Telephone – Reflects cost of pro-rata share for the agency's internet, long distance calls and telephone usage.
14. Transportation – Ground transportation cost associated with interisland travel.
15. Utilities - This is a pro-rata share of the agency's utility costs for the KEO main office where the program is located.
16. Dues & Subscription – KEO subscribes to newspapers and periodicals that all programs can use for research and general knowledge. The agency also encourages individual program directors to join organizations that could prove beneficial to their specific programs.
17. Program Activities – Costs associated with removing client barriers. See below for details.

### **Program Activities**

#### **Bus Pass**

Three hundred dollars (\$300.00) will provide transportation for twenty (20) participants for a fifteen dollars (\$15) pass for the month, to attend appointments, classes, interviews and job. This would help eliminate or decrease transportation barriers.

#### **Competency-Based Classes or Competency-Based High School Diploma Program (CBHSDP)**

For the fiscal year, three hundred dollars (\$300.00) will pay five (5) unit study guides at twelve dollars (\$12.00) each, for five (5) participants who are non-high school graduates, a valid option to obtain the Hawaii high school diploma through the Kauai Community School for Adults. This would eliminate participants' barrier due to lack of education, as many jobs require at least a high school diploma.

#### **General Education Development Program (GED)**

For the fiscal year, three hundred seventy-five dollars (\$375.00) will pay for five (5) participants to take the GED Test at seventy-five dollars (\$75.00) each. Successful completion of the test leads to completion requirements for the State of Hawaii High School Diploma and provide graduates the opportunity to enter the military service, gain college admission, increase income, increase job qualification, or assist in obtaining work advancement. This is a means to barrier removal.

#### **Monetary Incentive**

For the fiscal year, three thousand dollars (\$3,000.00) will provide monetary incentives and awards to participants who finish Life Skills or English as Second Language (ESL) workshops. The incentive/awards will encourage participants to participate and finish the workshop. Payment of incentive/award will be as follows:

Completion of Life Skills Workshop for 20 participants at \$100 each = \$2000.00  
Completion of ESL Workshop – 10 participants at \$100 each = \$1000.00

While administering the current employment program, staff has observed that many participants refuse to participate in pre-employment preparation activities and the Life Skills Workshop. First of all, most do not recognize the need for employment preparation and activities that would help in maintaining employment. Secondly, many do not want to invest in the time despite the benefits. However, a monetary incentive offered for pre-employment preparation completion would be welcomed. This would not only be an incentive to maintain employment but also remain in the program and allow staff to better track clients and keep in contact.

### **Life Skills Workshop**

Two thousand four hundred dollars (\$2,400.00) will purchase three sets at eight hundred dollars (\$800.00) for each set for FY-2009-2010. Each set includes ten (10) units with fifteen books (15) books per unit. The Adkins Life Skills Workshop Curriculum will be used in Milestone 2 activities – employment preparation.

### **Appropriate/Required Clothing/Equipment for Employment**

Five hundred forty-four dollars (\$500.00) will be used to assist ten (10) participants in FY 2010 to purchase appropriate or required clothing or footwear or any equipment necessary to begin a newly acquired job – not to exceed fifty dollars (\$50.00) each.

### **English as a Second Language (ESL) Training**

One thousand seventy-four dollars (\$1,674.00) will buy fifteen sets of study guides for fifteen individuals at \$110.00 per set for FY 2009-2010. This would prepare participants to meet the demands/stress for work and to successfully take part in the workforce.

### **Comprehensive Adult Assessment System (CASAS)**

Five hundred sixty-five dollars (\$565.00) will be used to purchase CASAS testing materials in order to assess an individual's English and Math abilities.

# KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

**Board of Directors**

**Chief Executive Officer  
MaBel Fujiuchi**

**Fiscal Officer  
Brigitte Correia**

- Accountant (1)
- Account Clerk (1/2)

**Administrative Officer  
Lynn Kua**

- Administrative Clerks (1 1/2)
- Janitor (1)

**Afterschool Program**  
  
**Director  
Alfred Nebre**

- PT Coordinator (2)
- PT Program Asst. (2)

**Employment Core Services for Low-Income**  
  
**Horticulture Training  
Director  
Marcelino Tapia**

- Coordinator (1/2)

**Employment Core Services for Immigrants  
Director  
Marcelino Tapia**

- Coordinator (1/2)

**Pre-Employment Training  
Dir. Marcelino Tapia  
Coordinator (1)**

**Mediation**  
  
**Director  
Jessie Basquez**

- PT Intake Worker (2)

**Elderly Nutrition & Food Service**  
  
**Director  
Celia Melchor-Questin**

- Food Service Coordinator (1)
- Case Manager (1)
- Meals Manager (1)
- Cooks (2)
- Prep Cooks (2)
- Meal Deliverer (9)

**Homeless/Housing Programs**  
  
**Director  
Stephanie Fernandes**

- CHDO Coordinator (1/2)
- Homeless Coordinator (1)
- Housing Coordinator (3)
- Homeless Case Mgr. (2)
- Transitional Coordinator (1)

**Planning**  
  
**Director  
Scott Elledge**

**Multi-Services  
Intake, WAP, PIN  
LIHEAP, Child Care.**  
  
**Director  
Vacant**

- Intake Worker (1)
- Coordinator (1)

**Child Care  
Teacher/Directors**  
  
**Irene Tuzon  
Kalaheo ELC  
Lorraine Shimauchi  
Lihue ELC**

- Teacher Assistants (3)
- Teacher Aides (2)

**MARCELINO T. TAPIA**

3908 Ho'olepe Street, Lihue, Hawaii 96766

Phone # (808) 241 - 1331; 652 - 4096

**Objective:** In order to obtain employment that the Kauai Economic Opportunity may offer, gain more knowledge and experience, and utilize my skills.

**Skills and Personal Qualities:** Ability to draft legal papers, understand legal terms, basic knowledge in computer, 10-key, hard worker, team work, and responsible.

**Education and Special Training:**

- 1. Job Training Program.** Kauai Community College, Lihue, Hawaii 96766 (September 1996 - December 1996). A work-study program which includes basic skills review, 7 Habits of Highly Effective People, an introduction to computer, Print Shop Deluxe, Word Perfect 5.1, pre-employment preparation, job specific training in sales, and work experience. Certificate.
- 2. Standard First Aid and Adult Cardiopulmonary Resuscitation (CPR) training** held at American Red Cross, Kauai Branch Office, Lihue, Hawaii 96766. Certificate.
- 3. Don Mariano Marcos Memorial State University (DMMMSU) College of Law,** San Fernando City, Philippines (June 1987 - March 1992). Successfully completed a degree in **Bachelor of Laws (LL. B.)**, studies on the Fundamental laws, penal, civil, Public and Private International Laws, Maritime, Commercial, Remedial, Taxation, and other related laws. It involves in a disciplined hard work of research, paper works, and preparation of cases necessary to fulfill all the requirements of completion. Credential had been evaluated with World Education Services on July 16, 2002, and a copy of which was submitted with the Department of Education (Hawaii) and KEO as a requisite of employment.
- 4. Seminar Workshop on Basic of Exporting,** International Electrification Training Center, Agoo, La Union, Philippines. Certificate
- 5. Great Plebeian College,** Alaminos, Pangasinan, Philippines (June 1982 - March 1986). Successfully completed a **Bachelor of Arts Degree major in English, and minor in Math** plus 24 credits of education subjects. A Certificate of Academic Awards was issued to me as Cum Laude for the degree of Bachelor of Arts for the school year 1985 - 1986, received Civil Service eligibility, and passed the 1987 Teachers Board Examination. Credential was evaluated by World Education Services on July 16, 2002. A copy of which was submitted with the Department of Education (Hawaii) and KEO as a requisite of employment.
- 6. Messengers of the Cross Bible College,** Caba, La Union, Philippines 2502 (June 1975 - March 1978). Successfully completed and received a **Standard Ministerial Diploma** in March 1978, earned additional credits leading to Bachelor of Theology (B. Th)

## Work Experiences

1. **Kauai Economic Opportunity, Inc.**, 2804 Wehe Road, Lihue, Hawaii 96766 (August 2006 to the present). Currently working with the company as the Director of the Employment Core Services for Low-Income Persons, and formerly working as Coordinator with the Housing Placement Program and After-School Program. Assess and recruit clients, case managed, prepared reports, conduct Life Skills Workshop, refer and follow-up client's employment, etc.
2. **Kapaa Middle School**, 4867 Olohena Road, Kapaa, Hawaii 96746. Employed as English as a Second Language (ESL) Teacher from school years 2000 through 2006. Assessed bilingual students from different countries, working with them through interventions and pull outs, worked with regular teachers in the education and discipline of students implementing the so called, "No Child Left Behind." Attending numerous workshops sponsored by the Department of Education and the Kapaa Middle School every year in order to intensify support for students.
3. **Wal – Mart Store**, 3-3300 Kuhio Hwy., Lihue, Hawaii 96766 (March 14, 1997 to present). Employed as Layaway cashier, doing customer service, worked with other associates as a team, worked with other departments and as directed by our superior associates.
4. **International Assemblies of the First Born, Inc.-Hawaii Branch (1995 – present)**. Former Assistant District Superintendent of the International Assemblies of the First Born, Inc.-Hawaii Branch (July 2006 through June 2008); Three times elected to the office as District Secretary and served the office for six (6) consecutive years, and currently serving as the senior pastor of the Kauai Full Gospel Temple for over fourteen (14) years.
5. **Day Care Assistant**, Wilcox Hospital, Lihue Hawaii 96766 (August – December 1996). Assisted the elderly clients with their exercises, recreation activities, and with their meals.
6. **International Assemblies of the First Born, Inc – Philippine Branch, Caba, La Union, Philippines 2502 (1978 – 1994)**. Elected four (4) times as a District Secretary and served the office for eight consecutive years, elected once as District Presbyter, served as Youth Counselor, and served as pastors of five (5) different churches in the Philippines.
7. **Messengers of the Cross Bible College, Caba, La Union, Philippines 2502 (1986-1993)**. Served as a College Instructor, and at the same time a Business Manager for the school collecting, and disbursing monies for the institution. Involved in the discipline and nurture of young people to become good citizens and effective to their high calling.

## References:

1. **Jesse Layaoen – POBox 63, Kilauea, HI 96754, Tel. # (808) 828 – 1298.**
2. **Dely P. Sasaki – Lihue, Tel. # (808) 246 – 0774, 652 - 2237**
3. **Marciano Ortal Jr. – POBox 27, Kilauea, HI 96754, Tel. # (808) 639 - 0885**

**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED**

**JOB DESCRIPTION**

**JOB/POSITION TITLE:** Pre-Employment Training Program Director

**STATUS:** Exempt

Date: 11/18/08

\*\*\*\*\*

**PRIMARY PURPOSE:** Direct and supervise the PETP program and to help clients achieve financial self-sufficiency.

**ESSENTIAL DUTIES/FUNCTIONS:**

- Supervise, train, evaluate, and interview program staff.
- Establish agency guidelines for making appropriate referral to other agencies with specific program recruitment and requirement.
- Conduct educational-vocational interviews and employability assessment with participants to identify vocational choice or generate employment options of clients.
- Identify immediate and long-term need of participants, and develop plans for self-sufficiency.
- Provide participants with pre-employment activities, job placement, and job retention services.
- Assist clients to secure financial assistance for the creation or expansion of their business.
- Establish and implement job clubs for participants.
- Monitor client participation and progress.
- Develop and maintain working relationships with various local, state, federal, community agencies, and private businesses in achieving program goals and objectives.
- Establish a community resource directory of agencies who offer employment and training services.
- Prepare, maintain, and analyze reports, forms, grants, budgets, contracts, and program manual.
- Maintains knowledge of employment processes, laws, and related areas.
- Plan, organize, and attend training classes, workshops, and meetings.
- Plan, search for, organize, and implement new programs and special grants.

**OTHER DUTIES/FUNCTIONS:**

- Establish, promote, and maintain good public and staff relations.
- Perform other duties as required.

**WORKING CONDITIONS:** Mostly indoors in air conditioned office.

Equipment Use: Daily use of usual office equipment required.

Work Hours: Monday – Friday, 7:45 a.m. – 4:30 p.m.

**MENTAL DEMANDS:** Duties require frequent use of judgment and occasional attention to detail.

**PHYSICAL DEMANDS:** Duties require continuous sitting for periods of time.

**COMMUNICATION DEMANDS:** Duties require frequent communication both inside and outside the agency using considerable tact, persuasion, and discretion.

**QUALIFICATION REQUIREMENTS:**

Education/Experience: BA degree and two years of related administrative experience, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to social services or Human Resources Management and work experience in employment counseling preferred.



**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED  
JOB DESCRIPTION**

**JOB/POSITION TITLE:** Pre-Employment Training Program Case Manager

**STATUS:** Non Exempt

**DATE:** 09/08

.....  
PRIMARY PURPOSE: Under the supervision of the Employment Services Director, provide case management and support services to eligible unemployed, low-income individuals who are 55 years of age and older to gain skills through a community service assignment and transition into unsubsidized employment that will enable them to enhance their economic self-sufficiency.

ESSENTIAL DUTIES/FUNCTIONS:

- Provide case management services to program participants
- Conduct individual assessment of participant's skills, knowledge and abilities
- Identify barriers and develop service plans
- Plan, organize and implement individual and group counseling and support
- Maintain collaboration with host agencies
- Order, purchase and maintain program equipment and supplies
- Plan, organize and attend training classes, workshops and meetings

OTHER DUTIES/FUNCTIONS:

- Perform other duties as required.

WORKING CONDITIONS:

Both indoors and outdoors.

Equipment Use: Daily use of own vehicle and use of usual office equipment and supplies is required.

Work Hours: Monday - Friday, 7:45 a.m. – 4:30 p.m. Some overtime may be required.

MENTAL DEMANDS:

Duties require occasional alertness. Some attention to detail and use of judgment is required.

PHYSICAL DEMANDS:

Duties require pushing, pulling, lifting and carrying up to 50 lbs. Requires working at other sites.

COMMUNICATION DEMANDS:

Duties require some communication both inside and outside the agency on routine matters, and frequent communication with program participants.

QUALIFICATION REQUIRMENTS:

Graduation from an accredited college or university, AA degree, or any comparable combination of education and experience which would provide knowledge, skills and abilities to perform the essential duties of this position; degrees relating to social sciences preferred; minimum of at least twelve months of experience in employment and training or related fields; possess an understanding of the needs of older individuals.

**STATE HOMELESS STIPEND PROGRAM** -

Mana olana, Ka Uapo, Lihue Court and Puhi transitional housing sites provides safe & decent shelters for up to 24 months & assistance towards permanent housing by addressing obstacles which prevent homeless persons from obtaining & retaining permanent housing through a coordinated effort of health, housing, financial and social services.

**STATE HOMELESS OUTREACH PROGRAM** - The Care-A-Van is a mobile unit providing services on-site where homeless congregate. The program conducts intake, referral and other needed services to eligible unsheltered homeless persons to assist in the progression toward a healthier, more stable living condition with the ultimate goal of permanent housing and self-sufficiency.

**TEMPORARY EMERGENCY FOOD ASSISTANCE PROGRAM** provides food surplus distribution at sites throughout the island four times a year.

**UNITED WAY LOAN** assists individuals and families with a loan for security deposit to obtain or retain rental homes.

## The Promise of Community Action

**“Community Action changes  
people’s lives,  
embodies the spirit of hope,  
improves communities  
and makes America a better  
place to live.**

**We care about the entire  
community,  
and we are dedicated  
to helping people help  
themselves and each other.”**



*Participation in programs may require eligibility determination. For more information, please call 245-4077 and ask for Intake.*



**August 2008**

**Kauai Economic Opportunity, Incorporated  
2804 Wehe Road  
Lihue, Hawaii 96766**

**Telephone: (808) 245-4077  
Facsimile #: (808) 245-7476  
E-mail: keo@keoinc.org**



**Kauai Economic Opportunity, Incorporated (KEO)** was chartered in 1965 in response to the "War on Poverty" to serve the economically disadvantaged on Kauai. Through the years, it has maintained its capability to change as the needs of the disadvantaged population changes.

Programs and services available at KEO are:

**AFTERSCHOOL PROGRAM**

- Provides middle school students at Chiefess Kamakahahei Middle School and Kapaa Middle School with supervision, tutoring, drug abuse prevention, teen pregnancy and Life Skills training, team development activities, community service projects, canoe paddling and many other educational fun filled activities.

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)** as a CHDO designated agency, KEO assists other agencies and partners in developing affordable housing for low and moderate income populations.

**EARLY LEARNING CENTERS** provides a comprehensive early childhood program for eligible participants as well as private participants. Two centers are located in Lihue and Kalaheo.

**ELDERLY NUTRITION CONGREGATE PROGRAM** provides hot lunches and nutrition education at neighborhood centers. Meal sites are located at various neighborhood centers throughout Kauai.

**EMERGENCY ASSISTANCE PROGRAM** provides a one time electric assistance for past due bill or urgent notice.

**EMERGENCY FOOD PANTRY** provides emergency food to low-income families or individuals.

**EMPLOYMENT CORE SERVICES FOR LOW-INCOME** program assists low-income persons and families towards achieving self-reliance and economic independence by providing the Life Skills Program, Job Exploration through one-on-one counseling, Job Start, Job Retention and supportive program activities and services.

**ENERGY** or the **WEATHERIZATION ASSISTANCE PROGRAM** provides energy saving education and installation of energy saving devices, such as compact fluorescent light bulbs, refrigerators and solar heaters at no cost to eligible households.

**FOOD SERVICES** is the KEO Kitchen which provides USDA approved meal services for KEO programs such as Elderly Nutrition, Early Learning Centers, and other private vendors.

**GROUP HOME**

**Pa'a Hana**, located in Kapaa, is a residential home for homeless adults with physical challenge.

**HOMEBOUND MEAL PROGRAM** provides meal delivery to eligible home-bound elderly. Meal delivery is also available to private participants for a fee.

**HOMELESS EMERGENCY SHELTER** – MANA`OLANA provides overnight shelter for homeless individuals and families to stabilize and offer them a safe place to reassess and take control of their living situation.

**HORTICULTURE - PAPAYA TRAINING PROGRAM** provides education, technical, & hands-on experience in the field of papaya growing as a business. The Horticulture Program also provides information and support in business planning & starting a Small Business.

**LIHEAP** provides funds for eligible low-income families with utility bills to receive a one time energy credit or energy crisis intervention. Applications accepted during enrollment period.

**MEDIATION PROGRAM** provides conflict resolution program to assist participants through a process in solving disagreements. It also provides referrals and information for legal services in the community.

**PEER MEDIATION PROGRAM** provides conflict resolution for middle school children using trained peer mediators.

**PERSONS-IN-NEED PROGRAM** provides a one time or temporary financial assistance for individuals who are financially needy and meet the funding criteria.

**Hopper Funds** provides assistance for elderly persons 65 years or older who are financially needy.

**Teresa F. Hughes Family Trust Estate** provides assistance for adults 70 years or older, physically or mentally ill.

**Teresa F. Hughes Family Trust Estate** provides assistance for children under 18 years of age who have been abused, neglected or abandoned, or reside in a household in which abuse has occurred.

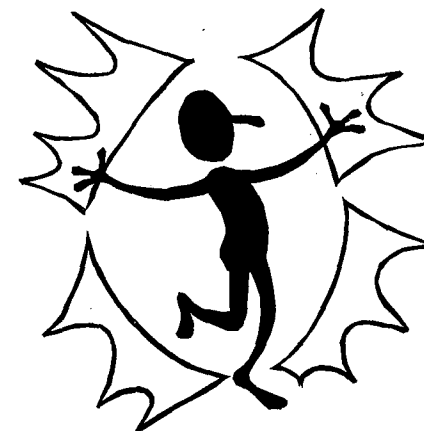
**SHELTER PLUS CARE PROGRAM** provides rental housing subsidy & support services for chronically homeless individuals with chronic substance abuse.



**Kauai Economic  
Opportunity, Incorporated**

# Life Skills Workshop

Employment Core Services



**CENTER FOR EXCELLENCE**

***Building Foundations for Growth,  
Moving Forward to Excellence***



**Kauai Economic  
Opportunity, Incorporated**

2804 Wehe Road  
PO Box 1027  
Lihue, Hawaii 96766

Ph: 808 245-4077  
Fax: 808 245-7476

**Kauai Economic Opportunity, Incorporated (KEO) is a non-profit agency incorporated on March 16, 1965. KEO is committed to promoting grassroots participation and social economic self-sufficiency among low-income families through an array of programs and services.**

### **Our Mission**

**The mission of KEO is to alleviate poverty by identifying and assisting to meet the needs of eligible, economically disadvantaged families and individuals in the County of Kauai.**

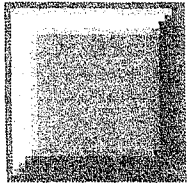
**To accomplish our mission, KEO draws upon its own resources, as well as those of other public and private organizations, agencies and individuals.**



<b>Unit 1</b> <b>Exploring Who I Am and Where I Want to Go</b> Identify abilities, interests, values, personal characteristics and experiences that have important implications for choosing a job and/or career.	<b>Unit 2</b> <b>Exploring the World of Work</b> Learn how to obtain information about careers and educational programs. Evaluate information about job or area of interest to make realistic career choices.
<b>Unit 3</b> <b>Making Good Career Decisions</b> Understand the career decision making process while taking into consideration the job information, values, interests, values, abilities. Choose a job based on practicality and achievability.	<b>Unit 4</b> <b>Finding Job Information and Contacting Employers</b> Explore a variety of sources for information on jobs and training programs. Utilize newspapers, respond to classified ads and obtain information by letter and telephone.
<b>Unit 5</b> <b>Using Employment Agencies and Personal Contacts</b> Become aware of personal and professional contacts to find out about jobs and get training. Learn to use these resources effectively.	<b>Unit 6</b> <b>Planning and Managing Time Effectively</b> Learn planning skills then select and describe realistic goals to accomplish tasks. Identify appropriate steps and schedule timeline to accomplish goals.
<b>Unit 7</b> <b>Developing a Career Plan</b> Learn a strategy for selecting career goals and for identifying, planning, and scheduling steps that must be taken to achieve these goals.	<b>Unit 8</b> <b>Presenting Myself on Paper: Application Forms and Resumes</b> Prepare and complete an employment application, computer-generated resume and cover letter.
<b>Unit 9</b> <b>Developing Effective Interviewing Skills</b> Identify, describe, and demonstrate a variety of effective verbal and non-verbal communication skills in order to prepare for a typical employment interview situation.	<b>Unit 10</b> <b>Keeping a Job: Strategies That Help</b> Recognize specific kinds of problems that could lead to losing or leaving a job, to use a problem-solving approach to handle problems more effectively. Identify good work habits that can help avoid or minimize typical on-the-job problems.

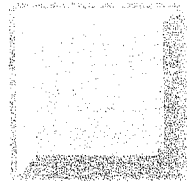
**Choosing a Job and  
Setting Goals**  
Units 1, 2, 3, 6, 7

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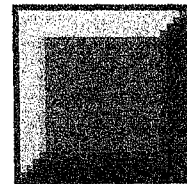
**Finding a Job**  
Units 4, 5

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**Getting a Job**  
Units 8, 9

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**Keeping a Job**  
Units 10

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*We can help you climb the  
ladder of success!*

## KEO's Center for Excellence

### The Center for Excellence

KEO will be establishing a full-time center for the Life Skills Workshop. The mission of the Center for Excellence is to help all of our participants gain and maintain satisfying employment through self-exploration of interests, skills, and values and matching those things with a career that is suitable for them. In order to develop self-sufficiency, each participant will go through job preparation and job exploration to find a career that is realistic and achievable for them. In setting appropriate goals, creating a plan to reach those goals, and finding career satisfaction, they can create a life-time of sustainability.



### The Adkins Program

The Adkins Career Development Series is comprised of ten multi-media units, each of which includes video, audio and print materials, and group and individual exercises. It will help teach adults and youth how to **CHOOSE, FIND, GET and KEEP A JOB**. A description of the 10 units is found on page 7 & 8.

Through the Life Skills Workshop the participants will learn to:

- identify their skills and abilities, interests and work values
- develop a plan and determine the steps needed to successfully work towards completion of a career goal
- anticipate and recognize problems that may occur in the process
- create resumes, fill out job applications and interview effectively

## The Life Skills Workshop

**Free!**

Currently, the Life Skills Workshop is being held in the KEO Conference Room in Lihue. KEO will soon be opening the Center for Excellence in another location where the workshops will be offered during normal business hours, in the early evening, and on weekends. Workshops can run 3 to 6 weeks depending on which schedule you decide to attend.

The workshops will be scheduled to fit your needs. Here is an example of how the schedule may run:

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	Class A 9a-12p		Class A 9a-12p		Class A 9a-12p	
Class C 12-4p		Class B 1-4p		Class B 1-4p		Class C 12-4p
Class E 4:30— 8:30p	Class D 5-8p		Class D 5-8p		Class D 5-8p	Class E 4:30— 8:30p

The Life Skills Workshop is free to all income-qualified residents and immigrants of Kauai. All interested persons must first go through KEO's Intake process to ensure that they qualify for the free services.

To find out more information about the Life Skills Workshop or to set-up an intake appointment, please contact Employment Core Services, Kerri Villa, Director, or Lisa Lau, Coordinator, at 245-4077.



House District 14,15,16  
Senate District 7

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 57-0  
For Legislature's Use Only

*rec'd*  
JAN 30 2009 *gm*

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): DLIR-OFFICE OF COMMUNITY SERVICES  
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

<p><b>1. APPLICANT INFORMATION:</b></p> <p>Legal Name of Requesting Organization or Individual: <u>Kauai Economic Opportunity, Incorporated</u></p> <p>Dbas: _____</p> <p>Street Address: <u>2804 Wehe Road</u> <u>Lihue, HI 96766</u></p> <p>Mailing Address: <u>same</u></p>	<p><b>2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:</b></p> <p>Name <u>LYNN KUA</u></p> <p>Title <u>Administrative Officer</u></p> <p>Phone # <u>808-245-4077</u></p> <p>Fax # <u>808-245-7476</u></p> <p>e-mail <u>keo@keoinc.org</u></p>
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<p><b>3. TYPE OF BUSINESS ENTITY:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> NON PROFIT CORPORATION</li> <li><input type="checkbox"/> FOR PROFIT CORPORATION</li> <li><input type="checkbox"/> LIMITED LIABILITY COMPANY</li> <li><input type="checkbox"/> SOLE PROPRIETORSHIP/INDIVIDUAL</li> </ul>	<p><b>6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:</b></p> <p><u>EARNED INCOME TAX CREDIT PROGRAM FOR LOW-INCOME PERSONS AND FAMILIES ON KAUAL.</u></p>
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<p><b>4. FEDERAL TAX ID #:</b> _____</p> <p><b>5. STATE TAX ID #:</b> _____</p>	<p><b>7. AMOUNT OF STATE FUNDS REQUESTED:</b></p> <p>FY 2009-2010 \$ <u>78,926</u></p>
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<p><b>8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> NEW SERVICE (PRESENTLY DOES NOT EXIST)</li> <li><input type="checkbox"/> EXISTING SERVICE (PRESENTLY IN OPERATION)</li> </ul>	<p>SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:</p> <p>STATE \$ <u>0</u></p> <p>FEDERAL \$ <u>0</u></p> <p>COUNTY \$ <u>0</u></p> <p>PRIVATE/OTHER \$ <u>0</u></p>
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MABEL FUJIUCHI-CHIEF EXECUTIVE OFFICER
JANUARY 29, 2009

NAME & TITLE DATE SIGNED

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## Application for Grants and Subsidies

### I. Background and Summary

1. A brief description of the applicant's background;

Kauai Economic Opportunity, Incorporated (KEO) is a private non-profit agency, incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is a multi-purpose organization with funding from a variety of sources. Over the past 43 years, the agency has generated and fiscally administered more than \$60 million dollars of Federal, State, County, and private funds. The agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs that provide a variety of services to the low-income, elderly, immigrants, and the jobless. (See attached KEO Brochure) KEO has further executed the acquisition and construction projects addressing specific needs that include the future rehabilitation/renovation project for the first emergency homeless shelter on Kauai and 8 additional transitional shelters units for families to start this year.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii).

2. The goals and objectives related to the request;

The mission of the KEO Earned Income Tax Credit (EITC) is to build tax and financial knowledge and to promote the full participation of low-income persons on Kauai.

Goals:

1. Increase the number of community volunteers participating as tax preparers at EITC sites.
2. Develop community awareness and utilization of EITC, increasing economic assets available to working families.
3. Increase the number of low-income families who have access to low or no-cost bank accounts.
4. Connect low-income workers to additional community services, enhancing food stamp enrollment.

5. Reduce dependency on institutions that may be practicing predatory lending.
6. Boost financial stability among low-income workers.

Objectives:

1. Reach out to the low-income taxpayer segments — the 20–25 percent who may qualify but either don't file or don't claim the credit.

3. State the public purpose and need to be served;

The Earned Income Tax Credit (EITC) is a tax benefit for working people who earn low or moderate incomes. Its purpose is to reduce the tax burden of low-income workers, to supplement wages, and provide a work incentive. Qualifying workers who file a federal tax return are eligible to get back some or all of the federal income tax that was taken out of their pay during the tax year. There are also benefits for low-income workers who did not have taxes taken out of their paychecks.

The EITC was instituted to help reduce child poverty, reward families moving from welfare to work, and increase the disposable income of families struggling to make ends meet. Money received from the credit does not count as income in determining eligibility for food stamps, Supplemental Security Income, Medicaid, cash assistance, or public housing. Many immigrants are also eligible for the EITC, including green card holders, refugees and others who are legally authorized to work. EITC is the largest federal anti-poverty program—annually lifting 2.6 million children out of poverty. The credit increases low-income families' disposable income, and is designed to increase the potential for saving, the purchase of a home or car, or for costs associated with tuition and job training.

Despite the benefits of EITC, every year millions of EITC dollars go unclaimed. The IRS estimates that millions of dollars in credits go unclaimed each year simply because eligible taxpayers don't apply. Approximately 1877 Kauai County families are potentially eligible for EITC.

4. Describe the target population to be served;

The target population for KEO's EITC Program included low-income families, elderly adults, persons with disabilities, and non-English speaking families. According to the US Census there are approximately 5,632 persons in poverty on the island of Kauai.

5. Describe the geographic coverage.

The coverage area will be the entire island of Kauai and its various districts, including community, civic and professional organizations that cover low-income persons and families in their services.

## **II. Service Summary and Outcomes**

1. Describe the scope of work, tasks and responsibilities;

KEO is applying to the State of Hawaii for funding in the amount of \$78,926 to administer year one of a three-year project for an *Earned Income Tax Credit* Project. Funding for years two and three of the project will be applied for as it becomes available.

KEO will assist 300 families in year one of its EITC program - completing 1,000 tax forms. Each family participating in the project will have access to the following services:

- Family Assessment, Intake and Referral
- Free Tax preparation
- Case Management
- Financial Literacy classes
- Asset Building Opportunities

KEO will assist clients in opening a checking account dedicated to paying and receiving refunds for the EITC program.

### *Volunteer Recruitment*

KEO will establish a consistently reliable volunteer base over the three years of the EITC program. We will recruit from the local college – Kauai Community College - and have had the good fortune to work with AluLike and Legal Aide Society who make available staff to assist in tax filing for our clients in transitional housing.

Our most successful volunteer recruitment, however, will be via our client base. We will recruit our own clients to prepare taxes through our partnership with the IRS in the Volunteer Income Tax Assistance Program. All of our volunteers receive weeklong training from the IRS and must pass a test before they are considered qualified to prepare taxes for EMAA. These volunteers also understand the absolute necessity for confidentiality and sign the KEO Confidentiality Policy before beginning their volunteer service.

A bonus for KEO and its client volunteers may go on to become paid preparers for local accounting services, so not only will our VITA program generate generous refunds for our consumers, but also result in jobs for our clients as well.

#### *Client Recruitment*

KEO will do extensive advertising over the five-district service area in newspapers and on the radio. We will submit articles to area print media, as well. In December, KEO personnel will distribute flyers advertising free tax preparation.

KEO administers the Employment Core Service for Low-Income Persons, Emergency Shelter and Transitional Housing programs that will be excellent sources of customers for the EITC program. We will mail flyers to clients in both programs to recruit them for our EITC project.

Posters will be placed in sites frequented by low-income families, such as: food pantries, grocery stores, health departments, laundromats, and DHS Income Maintenance Units. We will obtain a Memorandum of Agreement from DHS to refer clients to KEO for the EITC project, as well as other social service organizations throughout the island.

#### *Case Management*

The Intake Worker will assess each family that comes in to have its taxes prepared by a KEO volunteer. The family's overall needs will be analyzed and referrals to other programs besides the EITC will be made using the Intake, Assessment and Referral process. This computerized procedure helps us identify the needs of each individual member of the family, as well as of the family in general, so that we can make referrals to ALL appropriate programs, both within KEO and with other organizations in the area. Included in the Intake Needs Assessment are questions designed to assess financial, health, nutritional, educational, employment, and other needs and desires.

It will be a requirement of KEO's EITC program that families who receive a large refund work with a case manager to learn to budget and plan for the use of that money. The Employment Core Services, Emergency Shelter and Transitional Housing program staff will provide case Management. It is anticipated that each family will need varied degrees of case management. It will be the case manager's responsibility to judge what the family requires at any particular time and respond appropriately.

The Case Manager will use the "Goal Planning Worksheet" and "Case Notes" to help the family formulate the goals and objectives specific to its needs.

#### *Financial Literacy Classes*

Consumers who take participate in the Transitional Housing program are mandated to attending a financial literacy class conducted by AluLike. The classes provide individuals

and families the skills to make financial and survival decisions towards self-sufficiency for themselves and their families.

*Step-By-Step Tax Preparation Procedures*

In order to be eligible to have taxes prepared through the EITC program, consumers must meet the 2008 income threshold as established by the IRS and stated below. Volunteers will begin preparing taxes no later than 2/01/2010.

Earned income and adjusted gross income (AGI) must each be less than:

- \$38,646 (\$41,646 married filing jointly) with two or more qualifying children;
- \$33,995 (\$36,995 married filing jointly) with one qualifying child;
- \$12,880 (\$15,880 married filing jointly) with no qualifying children.

Step 1. Intake Worker meets with the clients and completes a Keo Intake Application.

Step 2. Intake Worker conducts the Tax Payer Interview and collects all of the paperwork and information needed to prepare the taxes and ensure that copies are made of the family's Social Security Cards.

Step 3. Volunteers prepare the client's taxes, using the interview form in the Taxwise software.

Step 4. Volunteers print out the taxes, the Income Tax Declaration for an e-file Return (form 8453) and the computerized "Taxpayer Information Sheet."

Step 5. Volunteer will make a copy of the taxes and all the paperwork that was used in preparing the taxes, and attach them together for the KEO files.

Step 6. Volunteers and/or Intake contacts the clients, tell them their taxes are ready to be reviewed, and set up a time for the client to come in for the review.

Step 7. Volunteer or Intake Worker and client meet, go over the taxes together, discuss any questions the client may have, and decide if there are any corrections to be made. If there are no corrections, then the client must sign ALL the 8453s.

Step 8. Volunteer gives the client his/her copy of the taxes and one 8453.

Step 9. If case management is needed, then the Case Manager must meet with the client. Once that is completed, the client signs the appropriate form and leaves.

Step 10. Volunteer E-Files the client's tax return.

Step 11. Volunteer attaches one 8453 with the client's taxes and paperwork for KEO files, mails one 8453 to IRS Office, along with the Document Clearance Records and Acknowledgement Reports.

Step 12. Volunteers must keep track of IRS acknowledgements and rejects. Rejected returns must be corrected and re-submitted immediately. A new 8453 is not necessary.

Step 13. Case Manager must send a copy of the computer generated "Taxpayer Information Sheet" to the Program Director weekly.

Step 14. Case Manager must keep a copy of the client's taxes, paperwork used, Taxpayer Information Sheet, and the 8453 in the client's file.

Step 15. Program Director will maintain the computerized alphabetical EITC roster.

#### *Using Refunds to Build Assets*

KEO has applied for funding to operate our own Assets for Independence program. This program will allow us to help more families work towards becoming more self-sufficient

Families who receive substantial refunds through EITC or other tax assistance programs KEO operates will be encouraged to save or invest those funds.

#### *Staffing*

Between December 1, 2009 and November 30, 2010, KEO's EITC Program Director will spend 15% of her time administering the EITC program.

During the tax preparation season, a Coordinator will be hired and spend 100% his/her time implementing the program and will coordinate all training, ensures the accuracy of paperwork and serves as the chief liaison with the IRS if needed. Additionally a full-time Intake Worker will be hired and be responsible for meeting with EITC customers and completing the KEO Intake Application, Assessment and Referral for that family.

The Case Managers of the Employment Core Services, Emergency Shelter and Transitional Housing programs will perform the majority of the case management.



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

Projected Annual Timeline  
December 2009 – April 2010

<b>Activity Dates</b>	<b>Program Activities &amp; Strategies</b>	<b>Program Outcomes</b>
12/2009	*Recruit & hire 1 Program Director, 1 Coordinator, 1 Intake Worker and 6 volunteers.	Staff recruited
01/2010	*Program Director, Coordinator, Intake Worker & volunteers undergo training	2 Staff and 6 volunteers trained
01/2010-04/2010	*Outreach campaign (public information and recruitment of participants)	Outreach campaign completed
01/2010-02/2010	*Recruitment: *Screening of clients to determine eligibility	Clients screened and 400 are determined to be eligible
02/2010-04/2010	*Enrollment: *Income tax and EITC claims assistance provided to clients	300 client enrolled and assisted in accomplishing claims
04/2010-05/2010	*Evaluation of application assistance services	300 clients successfully assisted in EITC claim submission

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; and

KEO has a client software program and data tracking system called SHAH that accounts for all clients being served by the agency. Monthly printouts give up to date monitoring information. Client data input is provided through established SHAH Intake Procedure manual. Upon completion of a KEO Intake Application 4-part referral forms are distributed to KEO programs as well as program provided by other agencies and organizations with a requirement to response of services provided. The services and outcomes are entered into the client program to show the case management progress of the individual.

Regular client satisfaction surveys are conducted. The KEO Board of Directors and Program Evaluation Committee meet on a regular basis for evaluation of all programs. KEO conducts an annual single audit to ensure fiscal management and administration is at par and consistent with rules and regulations.

It is the policy of Kauai Economic Opportunity, Inc, that internal reporting of program performance towards attaining objectives is made regularly. A monthly reporting process, which has been found to be effective, consists of quantitative evaluation of ongoing programs that include problems encountered during the various stages of implementation. Quarterly reports are submitted according to funding requirements. KEO complies with any additional requirements of the funding agency.

Staff meetings are called on a weekly basis to monitor, assess and evaluate delivery of services that help to move the program and agency forward. Monthly meetings concerning program and agency budgets are held by the Board of Directors, Chief Executive Officer, Fiscal Officer and Program Director to track the efficiency and effectiveness of the budgetary outlay in supporting the program and agency to make needed fiscal adjustment as needed.

To enable KEO to provide services that meet the community needs, KEO gathers inputs from the client advisory representatives who are Directors of the KEO Board of Directors.

Problems and concerns are handled in a timely manner following KEO's Grievance Procedure which is provided to KEO's clientele and staff. Following this procedure, if grievances are not resolved with the Program Director, KEO's clients are able to proceed and request consideration from the Chief Executive Director and then the KEO Board of Directors.

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.

### **RESULTS OR BENEFITS EXPECTED**

KEO will achieve the following primary results with the EITC Project:

<b><u>Indicator</u></b>	<b><u>Measure</u></b>
There will be an increase in awareness of the EITC Program.	400 families will participant in the EITC Program
There will be an increase of available income.	300 families will file 2009 Income Tax Return and EITC Claim free of charge.
There will be an increase in knowledge as a result of participation in financial	There will be an increase in the financial literacy of each client who is referred to and attends the Financial Literacy workshops.

In accomplishing these aims, KEO will help the families involved in the EITC Project achieve the ROMA (Results-oriented Management and Accountability) National Goal #1:

Low-income people become more self-sufficient.

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See Attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$19,733	\$19,731	\$19,731	\$19,731	\$78,926

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

At this time we have not applied for funding from other sources.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Kauai Economic Opportunity, Incorporated

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	30,861			
2. Payroll Taxes & Assessments	6,830			
3. Fringe Benefits	10,053			
<b>TOTAL PERSONNEL COST</b>	<b>47,744</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	300			
2. Insurance	1,500			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	2,500			
6. Supplies	800			
7. Telecommunication	1,000			
8. Utilities	600			
9. Marketing (Publication, Printing, etc)	2,000			
10. Program Supplies	2,000			
11. Mileage	1,000			
12. Postage	500			
13. Admin 15%	6,382			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>18,582</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>12,600</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>78,926</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	78,926.00	Lynn Kua	808-245-4077	Phone
(b)		[Redacted Signature]		
(c)		Signature of Authorized Official		
(d)		Date		
<b>TOTAL BUDGET</b>	<b>78,926.00</b>	MaBel Fujiuchi-Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1	\$35,724.00	25.00%	\$ 8,931
Program Coordinator	1	\$24,840.00	50.00%	\$ 12,420
Intake Worker	1	\$19,020.00	50.00%	\$ 9,510
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>30,861</b>
<b>JUSTIFICATION/COMMENTS:</b>				

11

**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Kauai Economic Opportunity, Incorporated

RFP No.: \_\_\_\_\_ Period: July 1, 2009 to June 30, 2010

Date Prepared: 1/29/09

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	\$ 2,361
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	2.81%	\$ 867
Worker's Compensation	As required by law	2.50%	\$ 772
Temporary Disability Insurance	As required by law	0.80%	\$ 247
SUBTOTAL:			\$ 4,247
<b>FRINGE BENEFITS:</b>			
Health Insurance	410 x 1 FTE x 6 Months		2460
Health Insurance	410 x .25 FTE x 12 months		123
SUBTOTAL:			2,583
TOTAL:			6,830
<b>JUSTIFICATION/COMMENTS:</b>			

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Inc.      Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers ( 1 desktop & 6 laptops)	7.00	\$1,500.00	\$ 10,500.00	\$ 10,500
Printer	3	\$500.00	\$ 1,500.00	\$ 1,500.00
Portable Copier	2	\$300.00	\$ 600.00	\$ 600.00
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>12</b>		<b>\$ 12,600.00</b>	<b>12,600</b>
JUSTIFICATION/COMMENTS:				

13

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

For nearly 44 years, KEO has provided a wide range of health, social service, educational and employment services that help to alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self-sufficiency. KEO currently administers and coordinates over 20 separate programs that target Kauai's low-income individuals and families. These programs include emergency assistance, housing, childcare, employment training, life skills, nutrition, small business development, and energy programs. Over the past 43 years, the agency has generated and fiscally administered more than \$60 million dollars of Federal, State, County, and private funds.

### **B. Facilities**

Services are provided at the KEO Main Office located in Lihue 7:45 a.m. to 4:30 p.m., Monday through Friday, except State and Federal holidays and at various sites throughout the island of Kauai. The KEO facilities are in compliance with the American Disability Act; accessible to the handicapped; near bus lines; and meet all applicable zoning, health and fire standards. In addition, KEO will develop an island-wide network of tax sites to provide outreach services.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Kauai does not have a program, which provides services that assist low-income individuals and families to apply for Earned Income Tax Credits. Celia Melchor-Questin is the Director for Food and Elderly Nutrition Program and is proposed to be Director for the Program.

Training will be a pre-requisite to working in the EITC project. She will therefore hire a Coordinator and Intake Worker as well as recruit volunteers who will be trained to be ready and capable to serve the needs of the low-income population for assistance in the preparation of their Income Tax Returns and EITC refund application.

The EITC assistance program will be headed by a Program Director, 1 Program Coordinator, 1 Intake Worker and volunteers.

### **Staff Qualifications:**

The person who will have overall supervisory responsibility over the EITC program is the current Director for Food and Nutrition Services at KEO. She also has experience in the banking, insurance and computer software development field. Many low-income persons



on Kauai have been served with well-balanced nutritious food the elderly population need in order to stay healthy. Many of the KEO low-income clients, especially among the elderly, are eligible to participate in the EITC program and will be recruited to take part in the project.

She will supervise the staff in the collection of data and information that will be used in evaluating the EITC program. Together with the staff, she will do periodic analysis of the collected data to determine the progress of the program towards achieving its goals and objectives.

Finally, the Program Director takes responsibility in preparing, analyzing and submitting periodic reports as well as the final financial and programmatic report on the management and administration aspects of the EITC program.

One Coordinator and one Intake Worker will be recruited and trained to assist the Program Director in the implementation of the program. They will be performing their functions under the direct supervision of the Program Director. The Coordinator will be required to have Bachelor's Degree in Business or Accounting with supervisory background. The Intake Worker will be required to have Associates Degree in Business or Accounting.

Volunteers will also be recruited and trained to help, not only in outreach activities but also in the application process for EITC refunds and will be supervised by the Coordinators. It is very important that the Coordinator, including the volunteers, undergo the same training in Income Tax Preparation and EITC refunds. The training requirement for all members of the staff.

**B. Organization Chart**

See Attached.

**VI. Other**

**A. Litigation**

KEO is not a party in any pending litigation and does not have any outstanding judgments.

**B. Licensure or Accreditation**

Not applicable.

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Kauai Economic Opportunity, Incorporated

(Signature)

January 29, 2009

(Date)

MaBel Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

**STATE HOMELESS STIPEND PROGRAM** – Mana Oana, Ka Uapo, Lihue Court and Puhī transitional housing sites provides safe & decent shelters for up to 24 months & assistance towards permanent housing by addressing obstacles which prevent homeless persons from obtaining & retaining permanent housing through a coordinated effort of health, housing, financial and social services.

**STATE HOMELESS OUTREACH PROGRAM** – The Care-A-Van is a mobile unit providing services on-site where homeless congregate. The program conducts intake, referral and other needed services to eligible unsheltered homeless persons to assist in the progression toward a healthier, more stable living condition with the ultimate goal of permanent housing and self-sufficiency.

**TEMPORARY EMERGENCY FOOD ASSISTANCE PROGRAM** provides food surplus distribution at sites throughout the island four times a year.

**UNITED WAY LOAN** assists individuals and families with a loan for security deposit to obtain or retain rental homes.

## The Promise of Community Action

“Community Action changes  
people’s lives,  
embodies the spirit of hope,  
improves communities  
and makes America a better  
place to live.

We care about the entire  
community,  
and we are dedicated  
to helping people help  
themselves and each other.”



Participation in programs may require eligibility determination. For more information, please call 245-4077 and ask for Intake.

Revised 08/08



August 2008

Kauai Economic Opportunity, Incorporated  
2804 Wehe Road  
Lihue, Hawaii 96766

Telephone: (808) 245-4077  
Facsimile #: (808) 245-7476  
E-mail: keo@keoinc.org



**Kauai Economic Opportunity, Incorporated (KEO)** was chartered in 1965 in response to the "War on Poverty" to serve the economically disadvantaged on Kauai. Through the years, it has maintained its capability to change as the needs of the disadvantaged population changes.

Programs and services available at KEO are:

**AFTERSCHOOL PROGRAM**

- Provides middle school students at Chiefess Kamakahelei Middle School and Kapaa Middle School with supervision, tutoring, drug abuse prevention, teen pregnancy and Life Skills training, team development activities, community service projects, canoe paddling and many other educational fun filled activities.

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)** as a CHDO designated agency, KEO assists other agencies and partners in developing affordable housing for low and moderate income populations.

**EARLY LEARNING CENTERS** provides a comprehensive early childhood program for eligible participants as well as private participants. Two centers are located in Lihue and Kalaheo.

**ELDERLY NUTRITION CONGREGATE PROGRAM** provides hot lunches and nutrition education at neighborhood centers. Meal sites are located at various neighborhood centers throughout Kauai.

**EMERGENCY ASSISTANCE PROGRAM** provides a one time electric assistance for past due bill or urgent notice.

**EMERGENCY FOOD PANTRY** provides emergency food to low-income families or individuals.

**EMPLOYMENT CORE SERVICES FOR LOW-INCOME** program assists low-income persons and families towards achieving self-reliance and economic independence by providing the Life Skills Program, Job Exploration through one-on-one counseling, Job Start, Job Retention and supportive program activities and services.

**ENERGY** or the **WEATHERIZATION ASSISTANCE PROGRAM** provides energy saving education and installation of energy saving devices, such as compact fluorescent light bulbs, refrigerators and solar heaters at no cost to eligible households.

**FOOD SERVICES** is the KEO Kitchen which provides USDA approved meal services for KEO programs such as Elderly Nutrition, Early Learning Centers, and other private vendors.

**GROUP HOME**

**Pa'a Hana**, located in Kapaa, is a residential home for homeless adults with physical challenge.

**HOMEBOUND MEAL PROGRAM** provides meal delivery to eligible home-bound elderly. Meal delivery is also available to private participants for a fee.

**HOMELESS EMERGENCY SHELTER** – MANA'OLANA provides overnight shelter for homeless individuals and families to stabilize and offer them a safe place to reassess and take control of their living situation.

**HORTICULTURE - PAPAYA TRAINING PROGRAM** provides education, technical, & hands-on experience in the field of papaya growing as a business. The Horticulture Program also provides information and support in business planning & starting a Small Business.

**LIHEAP** provides funds for eligible low-income families with utility bills to receive a one time energy credit or energy crisis intervention. Applications accepted during enrollment period.

**MEDIATION PROGRAM** provides conflict resolution program to assist participants through a process in solving disagreements. It also provides referrals and information for legal services in the community.

**PEER MEDIATION PROGRAM** provides conflict resolution for middle school children using trained peer mediators.

**PERSONS-IN-NEED PROGRAM** provides a one time or temporary financial assistance for individuals who are financially needy and meet the funding criteria.

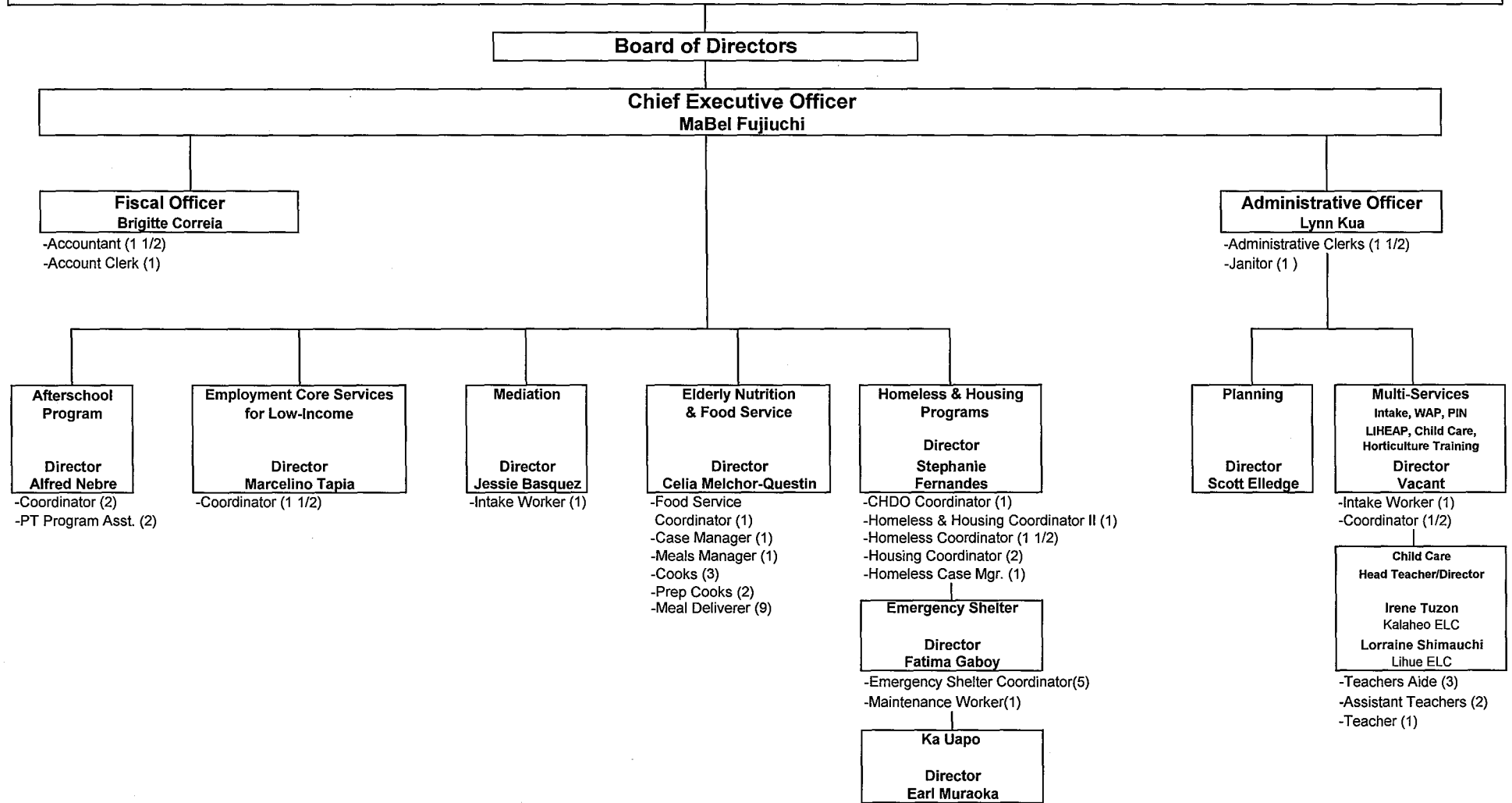
**Hopper Funds** provides assistance for elderly persons 65 years or older who are financially needy.

**Teresa F. Hughes Family Trust Estate** provides assistance for adults 70 years or older, physically or mentally ill.

**Teresa F. Hughes Family Trust Estate** provides assistance for children under 18 years of age who have been abused, neglected or abandoned, or reside in a household in which abuse has occurred.

**SHELTER PLUS CARE PROGRAM** provides rental housing subsidy & support services for chronically homeless individuals with chronic substance abuse.

# KAUAI ECONOMIC OPPORTUNITY, INCORPORATED



House District 16

Senate District 7

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED STATUTES**

Log No: 58-C

rec'd  
JAN 28 2009

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):

DEPARTMENT OF LAND AND NATURAL RESOURCES

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual: Kauai Planning & Action Alliance, Inc.

Db: Kauai Planning & Action Alliance

Street Address: 2959 Umi Street, Suite 201, Lihue, HI 96766

Mailing Address: 2959 Umi Street, Suite 201, Lihue, HI 96766

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name DIANE ZACHARY

Title President/CEO

Phone # (808) 632-2005

Fax # (808)-632-2018

e-mail dzachary@kauainetwork.org

**3. TYPE OF BUSINESS ENTITY:**

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

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

Reconstruction of Napali Coast State Wilderness Park Trail, Miles 3 through 8

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 4,447,524

**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 \$ \_\_\_\_\_ 0\_\_  
 FEDERAL \$ \_\_\_\_\_ 0\_\_  
 COUNTY \$ \_\_\_\_\_ 0\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_ 0\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

DIANE ZACHARY, PRESIDENT /CEO  
NAME & TITLE

1/27/09  
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;

Kaua'i Planning & Action Alliance, Inc. (KPAA) is a 501(c)(3) nonprofit membership organization whose mission is to "*Bring together diverse groups for collaborative planning and action to achieve targeted community goals.*" It is the only agency of this type on Kaua'i. It was formed in 2003 and received its nonprofit status in 2004.

KPAA brings together various sectors of the Kaua'i community to find long-term solutions to prevailing issues. It is a membership organization, composed of nonprofits, community groups, government agencies, businesses and individuals committed to working cooperatively on difficult issues that confront Kaua'i.

Presently, KPAA has over 50 member organizations and agencies and 16 business and individual members and a staff of three under the direction of President & CEO Diane Zachary and the governance of a Board of Directors. KPAA focuses on careful planning and implementation resulting in action to achieve results of long-term benefit to the community.

In 2004, KPAA formed the Parks Action Team, a group of business, visitor industry, nonprofit, community and government leaders to determine the resources and actions needed to improve our county and state parks. This proposal is an outcome of the work of this group. KPAA applied for and received approval for a State GIA in 2007 to reconstruct the first two miles of the Napali Coast State Wilderness Park trail and to provide for renovations to the historic 1935 Civilian Conservation Corp (CCC) Camp, a complex of 11 wood-framed buildings with seven decades of history in Koke'e State Park. Funds for this work were released by the Governor in May 2008. A signed contract from the Department of Land and Natural Resources was received by KPAA in January 2009 and work on the first two miles of the trail and at the CCC Camp will commence in 2009.

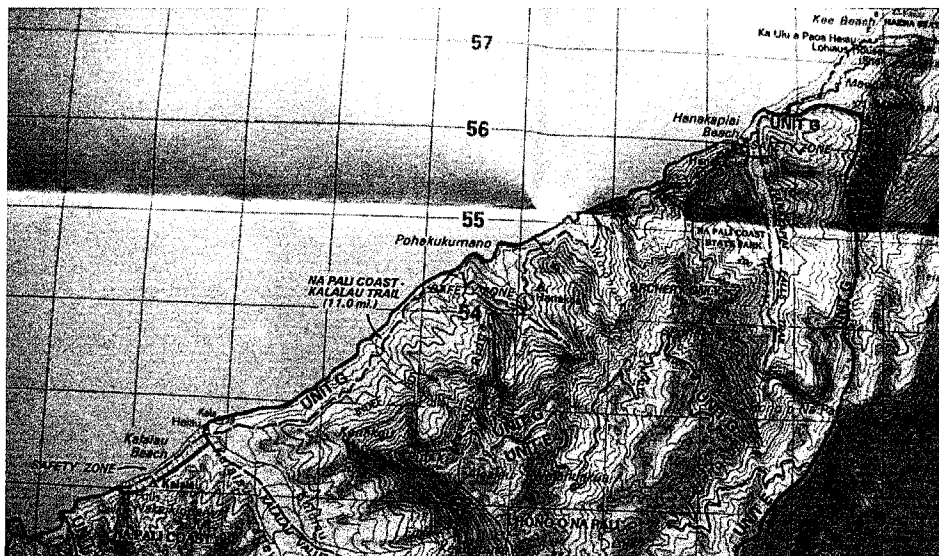
2. The goals and objectives related to the request;

**GOAL:** Carry out capital improvements to restore and reconstruct the middle section of the Napali Coast State Wilderness Park coastal trail, Miles three (3) to eight (8), widely considered the most dangerous portion of the trail.

**OBJECTIVE:** Make urgently needed major improvements to protect the natural, cultural and historic resources of the trail in this area.

**OBJECTIVE:** Protect the safety of park users through trail reconstruction or relocation.

The proposed grant-in-aid to Kaua'i Planning & Action Alliance (KPAA) would enable action to be taken to meet the specific needs of the park and extend the improvements KPAA is currently making to the first two miles of the 11 mile coastal trail an additional six (6) miles.



The 6-mile portion of the trail included in this request starts at mile three, located at Hanakapi'ai Beach at the top right of the map, and continues to mile eight, near the area marked Unit G.

KPAA will develop a Request for Proposal (RFP) to solicit bids from qualified contractors and will select a contractor to complete the trail work included in the work plan. (See section IV-A for the work plan.)

The GIA request for the 6-mile Napali Coast trail project is \$4,447,524.

3. State the public purpose and need to be served;

Kaua'i boasts extraordinary natural resources that are also a vital component to the island's cultural identity and economy. Kaua'i's lush and rugged landscape is a primary factor in its success as a visitor destination, yet parks offer invaluable



recreation opportunities for residents as well. Kaua'i's state parks comprise its top visitor attractions. Kaua'i is home to 50% of the State's park lands, totaling 13,674.4 acres in eight (8) parks – the greatest number of any island statewide.

The Napali Coast State Wilderness Park is located in the northwest region of Kaua'i. At 6,175 acres, it is one of the largest state parks on the island offering unique opportunities for outdoor recreation in the midst of spectacular scenery. The park includes rugged wild lands that enable park users to feel a connection to nature and the Kaua'i that used to be. It also evokes strong emotions and passionate support among those who visit.

The park stretches along 11 miles of undeveloped shoreline. The cliffs provide a rugged grandeur of deep, narrow valleys ending abruptly at the sea. Waterfalls and swift flowing streams continue to cut these narrow valleys while the sea carves cliffs at their mouths. Extensive stone walled terraces, house platforms and temple structures can still be found on the valley bottoms where Hawaiians once lived, farmed, and worshipped. The Kalalau Trail is an undeveloped, ancient Hawaiian route accessible only by foot and provides the only land access to this part of the rugged coast. The trail starts at Ke'e Beach, then traverses five major valleys before ending at Kalalau Beach where it is blocked by sheer, fluted cliffs. The 11-mile trail is almost never level as it crosses above towering sea cliffs and through lush valleys. The trail drops to sea level at the beaches of Hanakapi'ai and



Kalalau, each containing camping areas. Today, Kalalau Valley at the end of the trail serves as one of the premiere backpacking destinations on the planet. A 2007 Hawai'i Tourism Authority survey put the number of Napali Coast State Wilderness Park users at 423,100, down from 537,500 in 2003. The drop in usage may be attributed to the declining condition of the trail. Many consider it too

dangerous. Of the 423,100, 368,100 or 87% were out-of-state users, demonstrating the importance of this trail as tourism asset.

Unfortunately, there are increasing adverse impacts to the Napali Coast's natural beauty, cultural resources and safety to hikers, in particular miles five to eight. After mile two, the trail weaves through the valleys of Ho'olulu and Waiahuakua where it becomes much more narrow and exposed, shrinking even further at the 5-mile marker as it descends into Hanakoa Valley. Miles six through seven are considered the most dangerous section of the trail and dubbed by hikers as "Crawlers Way" (named for the hikers that traverse this section on their hands and knees). Other hikers consider walking this section



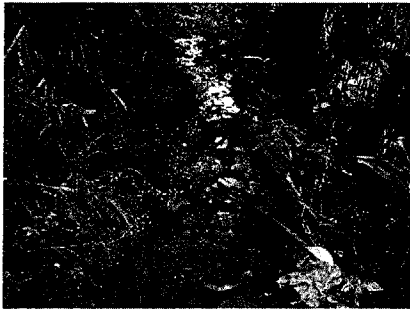
as if on a tight rope across a narrow slide because the trail is blanketed in fine, powdery dirt and is interspersed with pea-sized pebbles that allows for no traction. Portions of this unstable section are very narrow and the drop off to the ocean side is severe. Sometimes the trail is impassible due to heavy rains. These problems compromise the safety and welfare of the hikers to this area and diminish the quality of the park experience. This grant-in-aid would assist in correcting and retarding the adverse impacts mentioned. (See work plan in Section IV, Item 1.)

4. Describe the target population to be served;

According to a 2007 Hawai'i Tourism Authority survey, in 2007 there were approximately 423,100 park visits to the Napali Coast State Wilderness Park, of which 13% were residents and 87% were out-of-state visitors. Improving this trail will be important for increasing the safety of visitors and residents.

5. Describe the geographic coverage.

Napali Coast State Wilderness Park covers 6,175 acres. The trailhead for the Kalalau Trail is located at the end of Kuhio Highway (Hwy. 56) in Ha'ena State



Park. Hiking beyond Hanakapi'ai along the 11-miles of the Napali Coast trail requires a permit which can be obtained from the Department of Land and Natural Resources. Hikers backpack along the 11-mile trail to a primitive camp at Kalalau with overnight stopovers at Hanakapi'ai and Hanakoa. There is primitive camping provided at Miloli'i also. Knowledge and skills of primitive outdoor living is required for

backpacking and camping along this coast.

The trail traverses high sea cliffs and lush stream valleys with plunging waterfalls; it is considered to be strenuous and rated as difficult by hiking guides. The trail beyond Hanakapi'ai is recommended for prepared, experienced hikers only since there are parts of the trail that are unstable and perilous. The remote trail is accessible by sea at Nu'alolo Kai for a limited number of commercial raft daytrip operators. Shore fishing and seasonal goat hunting also takes place in this area.

## 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;

Work plan for the project is as follows:

ACTIVITIES	RESPONSIBILITY	TIMELINE
1. Advertise for and hire half-time Project Manager	President/CEO	Within 6 weeks of receipt of initial grant payment
2. Confer with DLNR and confirm work to be accomplished on the trail.	President/CEO and Project Manager	Within 8 weeks of receipt of initial grant payment
3. Develop a Request For Proposal (RFP) to secure a contractor and solicit bids	President/CEO and Project Manager	Within 3 months of receipt of initial grant payment
4. Select a contractor and finalize the work plan.	President/CEO and Project Manager, in consultation with Kaua'i State Parks Division	Within 5 months of receipt of initial grant payment
5. Contractor will:		
(a) Determine any environmental, cultural or archeological studies needed, secure contractor for the studies and complete the studies	Contractor, Sub-contractor(s)	To begin 6 months after receipt of initial grant payment and conclude 14 months after the first receipt of funds
(b) Assess drainage and soil erosion problems on trail, areas where trail reconstruction or relocation is needed and determine solutions	Contractor	To begin 6 months after receipt of initial grant payment and conclude 14 months after the first receipt of funds
(c) Determine projects that could be accomplished by community and visitor volunteers to increase support	Contractor	Within 8 months of initial grant payment

for the project and the trail; oversee volunteer projects		
(d) Prioritize work to be done based on funds available and secure KPAA and DLNR approval of priorities	Contractor	Within 14 months after the first receipt of funds
(e) Implement priorities by repairing, reconstructing or relocating sections of trail as needed	Contractor	Within 24 months of initial grant payment
(f) Close off non-official shortcuts using native plants and materials	Contractor	Within 24 months of initial grant payment
(g) Report progress monthly to KPAA	Contractor	Monthly during project period
5. Supervise contractor and progress of work	Project Manager	Ongoing during project period
6. Comply with required GIA reporting and maintain communications with DLNR, State Parks Division.	President/CEO and Project Manager	Ongoing during project period
7. Issue final report on CIP project	President/CEO and Project Manager	As required by DLNR contract

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

See section II, item 1 above for timeline.

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; and

While KPAA's President/CEO will administer the project, a half-time project manager will be hired to supervise this project, solicit bids for a project contractor, ensure trail work is completed according to contract, coordinate trail reconstruction solutions with Parks Division staff on Kaua'i, inform the Kaua'i community about work underway, assist with promotion of volunteer opportunities, and assure that the selected contractor fulfills the required trail work in accordance with Parks Division standards.

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.

Measures of effectiveness will include:

- ◆ Work completed in accordance with State Parks Division standards
- ◆ Increased trail user satisfaction, as measured by future HTA surveys
- ◆ Volunteers utilized for specified trail projects

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Note regarding budget: In evaluating the budget, it should be noted that there are very significant costs to bring equipment and materials to the trail worksite due to its remoteness. Because of the trail's inaccessibility, it will be necessary to bring in materials and some equipment by helicopter using a sling load or by sea using zodiacs. This adds to the budget, but is an important and necessary cost.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$131,600	\$263,200	\$263,200	\$394,800	\$1,052,800

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

All required project funding is included in this GIA request.

### 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.

**Kaua'i Planning & Action Alliance** – Diane Zachary, President and CEO of Kaua'i Planning & Action Alliance will administer this project. She has 30 years of experience in community development and nonprofit and project management. She has managed several large projects, working with contractors, organizations and community members. Before moving to Kaua'i six years ago, she worked with nonprofits on Maui and in the Pacific Islands. Her academic background is in public administration and political science. Rayne Regush, KPAA's Administrative Coordinator, brings over fifteen years experience providing high level executive support to senior management and project coordination in the nonprofit sector, along with a knowledge of community issues and government processes. Diane Rosenkranz is the Fund Development Director. She has a bachelor's degree in environmental policy, planning, and public outreach and was previously a Recycling Specialist for the County of Kaua'i.

KPAA has worked in cooperation with DLNR since 2004 when it initiated its park improvement efforts. It helped secure state funds for DLNR to prepare a master plan for Ha'ena State Park. The organization currently manages a 2007 State GIA to reconstruct the first two miles of the Napali Coast Wilderness Park Trail and to provide for renovations to the historic 1935 Civilian Conservation Corp (CCC) Camp in Koke'e State Park. KPAA has contracted for services and successfully completed projects such as preparation of the *Kaua'i Community Drug Response Plan* and a report on Kaua'i community indicators. In her previous position, the CEO received and managed a State GIA for a project to develop a computer networking training curriculum, working in collaboration with the Maui High Performance Computing Center. She also worked with the East-West Center and the South Pacific Forum Fisheries Agency on fisheries resource management projects for the Pacific Islands.

## **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.

KPAA has an office in Lihu'e that will be used for meetings with Parks Division staff and the contractor; the office meets ADA requirements. The contractor to be hired will be responsible for securing any storage facility needed for tools and supplies during the course of the contract. ADA requirements do not apply to a wilderness trail.

## 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.

KPAA will advertise for and hire a half-time project manager for the term of this project to manage day-to-day operations. There are highly qualified people already interested in this position. KPAA will also develop an RFP for the trail reconstruction, distribute the RFP to qualified contractors and select a contractor with suitable work experience to complete the work plan for the Napali trail reconstruction. (See section IV, Item 1.) Operating since 2003, KPAA presently has a staff of three and is based in Lihu'e. It currently oversees several community development projects and is qualified to supervise, train and provide administrative direction to this GIA request. Diane Zachary, the President/CEO, has been involved with environmental projects since the mid-1990s.

### 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 organizational chart for Kaua'i Planning & Action Alliance (Attachment A).

## 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.

Not applicable.

### B. Licensure or Accreditation

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

Not applicable.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2011)

Applicant: **Kauai Planning & Action Alliance - Napali Coast State Wilderness Park Project**

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	86,035			
2. Payroll Taxes & Assessments	22,369			
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>108,404</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	3,000			
2. Insurance	3,000			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	6,000			
7. Telecommunication	4,000			
8. Utilities	0			
9 Advertising - Public Notices	6,000			
10 Mileage	10,000			
11 Administrative Fee (10%)	404,320			
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>436,320</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>2,800</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>3,902,800</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>4,447,524</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	4,447,524	Diane Zachary <span style="float:right">808-632-2005</span>		
(b)		Name (Please type or print) <span style="float:right">Phone</span>		
(c)		Signature of Authorized Official <span style="float:right">Date</span>		
(d)		Diane Zachary, President/CEO		
<b>TOTAL BUDGET</b>	<b>4,447,524</b>	Name and Title (Please type or print)		



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kaua'i Planning & Action Alliance

Napali Coast State Wilderness Park Project  
Period: July 1, 2009 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Manager Year 1 (12 months)	0.5 FTE	\$60,000.00	50.00%	\$ 30,000.00
Year 2 (12 months)	0.5 FTE	\$62,400.00	50.00%	\$ 31,200.00
				\$ -
President/CEO Year 1 (12 months)	0.1 FTE	\$76,500.00	10.00%	\$ 7,650.00
Year 2 (12 months)	0.1 FTE	\$79,560.00	10.00%	\$ 7,956.00
				\$ -
Admin Coordinator Year 1 (12 months)	0.1 FTE	\$45,240.00	10.00%	\$ 4,524.00
Year 2 (12 months)	0.1 FTE	\$47,050.00	10.00%	\$ 4,705.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>86,035.00</b>

**JUSTIFICATION/COMMENTS:**

The Project Manager will handle the administrative tasks related to this project, working with the contractor, preparing reports and communicating with Department of Land and Natural Resources staff and other agencies as needed. The Project Manager will also work with the community to encourage their support and involvement.

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kaua'i Planning & Action Alliance

Period: July 1, 2009 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptop Computer	1.00	\$2,000.00	\$ 2,000.00	2000
Digital Camera	1	\$800.00	\$ 800.00	800
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>2</b>		<b>\$ 2,800.00</b>	<b>2,800</b>

**JUSTIFICATION/COMMENTS:**

The Project Manager will need a laptop computer and digital camera to take to the job site to document and report progress.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

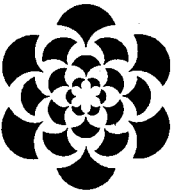
**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: **Kaua'i Planning & Action Alliance**

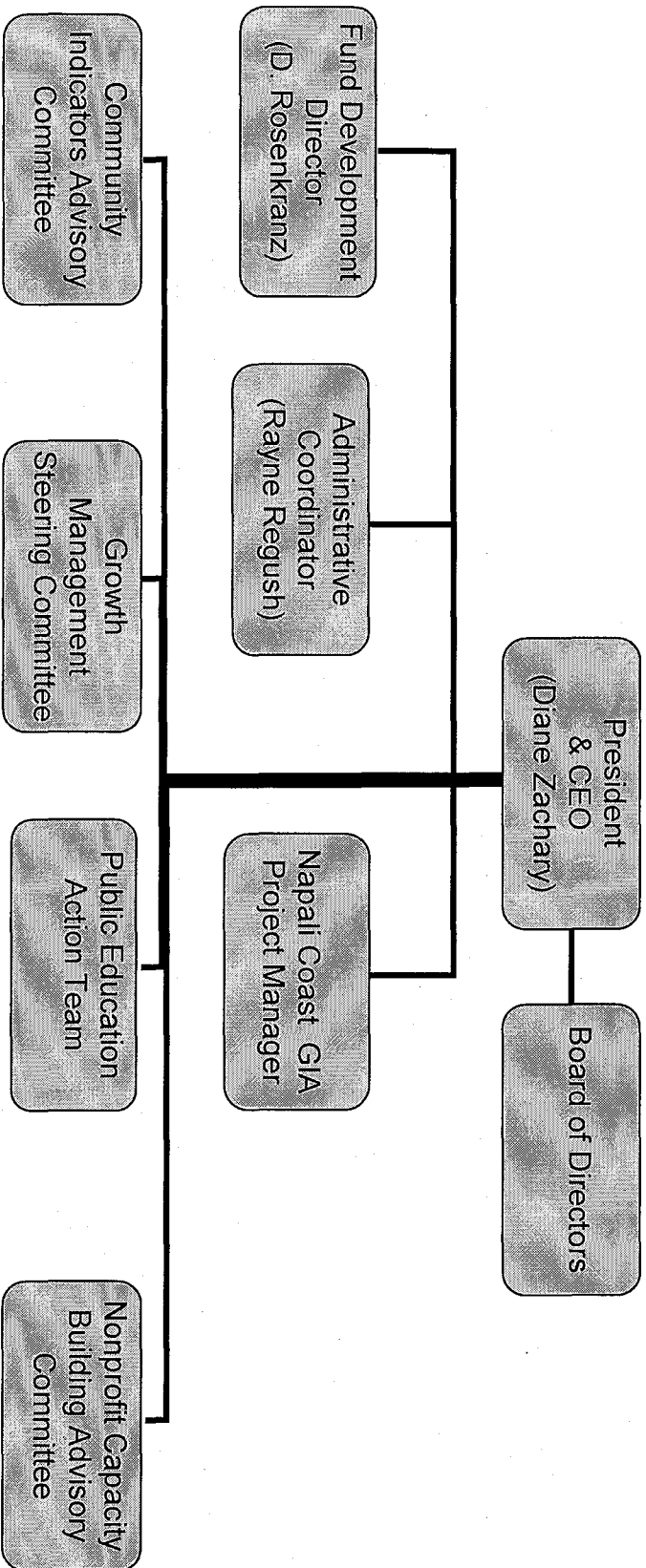
**Napali Coast State Wilderness Park Project**

Period: July 1, 2009 to June 30, 2011

<b>FUNDING AMOUNT REQUESTED</b>						
<b>TOTAL PROJECT COST</b>	<b>ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS</b>		<b>STATE FUNDS REQUESTED</b>	<b>OF FUNDS REQUESTED</b>	<b>FUNDING REQUIRED IN SUCCEEDING YEARS</b>	
	<b>FY: 2007-2008</b>	<b>FY: 2008-2009</b>	<b>FY:2009-2010</b>	<b>FY:2009-2010</b>	<b>FY:2010-2011</b>	<b>FY:2011-2012</b>
PLANS - Environmental Assessment, Archeological Assessment, Drainage and Soil Assessment			<b>200000</b>		<b>400000</b>	
LAND ACQUISITION - Not Applicable			<b>0</b>		<b>0</b>	
DESIGN - Trail Reconstruction or Relocation			<b>150000</b>		<b>350000</b>	
CONSTRUCTION			<b>700000</b>		<b>2100000</b>	
EQUIPMENT			<b>2800</b>		<b>0</b>	
<b>TOTAL:</b>			<b>1,052,800</b>		<b>2,850,000</b>	
<b>JUSTIFICATION/COMMENTS:</b>						
While a contract for a GIA for Mile 1 and 2 of the Napali Coast trail has been signed (funding approved in FY2008), no funds have yet been received. That contract is for \$1.225 million. This GIA would cover Mile 3-8 of the Napali Coast trail.						



# KAUAI PLANNING & ACTION ALLIANCE Organizational Chart



House District \_\_\_\_\_  
Senate District \_\_\_\_\_

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

*rec'd*  
JAN 29 2009  
*gm*

Log No: 59-C

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Kauai Public Land Trust

Dba: same

Street Address:

Mailing Address:  
P.O. Box 562  
Kilauea, HI 96754

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JENNIFER LUCK

Title Executive Director

Phone # 808-346-9419

Fax # 866-270-9892

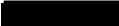
e-mail jennifer@kauaipubliclandtrust.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**TO CREATE A PLAN AND DESIGN FOR THE ACQUISITION AND LONG-TERM MANAGEMENT OF THE SITE PRESENTLY KNOWN AS COCO PALMS RESORT IN ORDER TO ESTABLISH A CULTURAL, HISTORICAL AND COMMUNITY FACILITY**

4. FEDERAL TAX ID #: 

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 234,000

5. STATE TAX ID #: \_\_\_\_\_

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 \$0 \_\_\_\_\_  
FEDERAL \$0 \_\_\_\_\_  
COUNTY \$0 \_\_\_\_\_  
PRIVATE/OTHER \$0 \_\_\_\_\_



AUTHORIZED SIGNATURE

Bill Chase PRESIDENT

NAME & TITLE

1/28/09

DATE SIGNED

## **I. Background & Summary**

### ***About Kaua'i Public Land Trust (KPLT):***

Kaua'i Public Land Trust (KPLT) was formed, and received 501(c)(3) status, in 1989 following the addition of Crater Hill and Mokole'a Point to the Kilauea Point National Wildlife Refuge. The acquisition was spearheaded by KPLT founding Chair Gary Smith and former Mayor JoAnn Yukimura, who worked with the Kilauea community, the Trust for Public Lands and Hawai'i's Congressional delegation to expand habitat for endangered migratory birds and protect a dramatically beautiful coastline for present and future generations.

The success of the project highlighted the need for a permanent Kaua'i-based land trust that would focus on protecting and preserving important Kaua'i lands for public use and/or benefit.

Today, KPLT works to protect and preserve lands on Kaua'i for open space, scenic beauty, recreation, spiritual renewal, agricultural use and for historical, cultural and natural resource preservation. We are an independent, nonprofit organization dedicated to preserving the exceptional qualities of Kaua'i's land for public benefit. We are proud to have a 100% giving board comprised of community leaders, business professionals, and conservationists dedicated to KPLT's mission.

### ***Project Purpose:***

KPLT seeks a one-year \$234,000 capital improvement project grant-in-aid to create a plan and design for the acquisition and long-term management of the site formerly known as Coco Palms Resort in order to establish a cultural, historical and community facility. Funds will be used to hire one full-time consultant to coordinate the Friends of Coco Palms Project, one full-time consultant to assist with clerical duties and modest operational expenses. The remainder of the funding will cover costs associated with consulting services regarding the funding, acquisition, restoration and management of the site and any travel, printing or supplies needed to complete the project. The coordinator will work with the consultants and community members to develop a plan for the acquisition of the historic Coco Palms property.

Once acquired, it is the mission of the Friends of Coco Palms to create a public place of cultural enrichment, historic preservation, land conservation and spiritual nourishment; an educational and interpretive GATHERING PLACE; a center of Hawaiian cultural stewardship on Kaua'i; a core of learning in Hawai'i.

***Importance of Property:***

The Coco Palms is one of the rare sites in the Hawaiian archipelago that holds importance for many historical periods.

In ancient times, the area around the mouth of the Wailua River was a place of renown, "the most important high-status area on Kaua'i in pre-Contact times...the royal center where the high chiefs and chiefesses carried on their business when they were not traveling about the island(s), and where they entertained visitors [Cultural Surveys Hawai'i, Inc. "Cultural Impact Assessment for the Proposed Redevelopment of the Coco Palms Resort, Wailua Ahupua'a, Puna District, Kaua'i Island." August 2004]. The area includes a group of sacred sites now designated a National Historic Landmark: the Wailua Complex of Heiau. Among them are perhaps the oldest *heiau* of Kaua'i, a place of refuge and the birthing of chiefs.

During the mid-nineteenth century it was the home of the high chief Deborah Kapule, perhaps the first "hotelier" in the area. While the fishponds identified with the area may have existed before her time, they continue to be associated with her to this day.

By the time of the republic at the turn of the century, agricultural pursuits were much in evidence, with the copra and coconut plantation planted by Ernest Lindemann circa 1892 and numerous rice and taro farmers.

The early statehood period, with the introduction of jet travel, brought tourism front and center in the economic picture. The Coco Palms became a focal point of worldwide attention with Elvis Presley's 1961 *Blue Hawaii*. Through her talent, charm and business acumen, Grace Guslander created a facility that elevated the romantic image of the isles. It stands today as a model of the travel-trade history, a history only now beginning to be appreciated as a notable component in the study of Hawai'i's past.

The site currently contains approximately 12.63\* acres zoned RR-20 (Resort) and 19.29\* acres zoned Open. The latter includes the historic coconut grove, the former tennis courts, and a small segment at the entry to the property. *Mauka* of the property is conservation land, leased by DLNR to the current owner

During its "resort" life buildings on the property were added to and remodeled many times, but since it was shuttered after Hurricane 'Iniki in 1992, the Coco Palms has not been used (with the exception of the wedding chapel, which held two or three ceremonies a week for many years). Today, Coco Palms is a visual eyesore, in sad disrepair and still bearing the damage from the hurricane more than 15 years ago.

**II. Service Summary and Outcomes**

Applicant: Kaua'i Public Land Trust

The Friends of Coco Palms Project work plan will consist of the following elements: identifying funding sources for the purchase of the land, creating a strategy for acquisition, and developing a list of all costs associated with building construction, site restoration and management of the site. The final component of the plan will be a public outreach campaign. The campaign will solicit input, ideas and suggestions from credible community organizations and residents and solidify strategic partnerships for the acquisition

With a detailed work plan and public outreach campaign completed, the Friends of Coco Palms Project will be prepared to begin the process of acquiring the Coco Palms property and creating a public place of cultural enrichment, historic preservation, land conservation and spiritual nourishment for the people of Hawai'i. The property is currently listed for sale for \$40 million.

***Project Timeline:***

Assuming availability of funding in July 2009, the following timeline has been developed:

<b>August 2009</b>	Friends of Coco Palms consultant/project coordinator selection begins
<b>September 2009</b>	Consultant to coordinate project hired
<b>September 2009</b>	Consultant begins work on community outreach campaign and project work plan
<b>November 2009-July 2010</b>	Ongoing work conducted by consultants on outreach campaign and project work plan
<b>July 2010</b>	Project work plan completed. Next phase of project, acquisition and construction, ready to begin once funding for purchase of land is secured.

***Community Support:***

The Friends of Coco Palms Steering Committee, comprised of volunteer community leaders affiliated with prominent community organizations, including the Kaua'i Planning and Action Alliance, Kaua'i Public Land Trust, Wailua-Kapaa Neighborhood Association and the Kapaa Business Association, will oversee the



Applicant: Kaua'i Public Land Trust

hiring process and completion of the work plan. The committee and project coordinator will meet each month to assess the project's progress, address any upcoming issues and challenges and strategize.

**Project Evaluation:**

The effectiveness of the Friends of Coco Palms Project shall be measured in the following ways:

- 1.) A project coordinator is hired by September of 2009.**
- 2.) Extensive outreach to community members and groups is conducted throughout the planning process and support for the project and project partners are secured.**
- 3.) A comprehensive project work plan is created.**
- 4.) Communication with the current landowner has been established.**
- 5.) Landowner has agreed to sell the property at the appraised value or at a bargain sale price.**
- 6.) A non-profit organization is identified to oversee the acquisition and management of the site once acquired.**
- 7.) All timelines are met.**

**III. Financial**

Quarterly Funding Requirements:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
58,500	58,500	58,500	58,500	<b>\$234,000</b>

**IV. Experience & Capability**

The Kauai Public Land Trust's (KPLT) mission is to acquire, preserve and protect Kauai's land resources for the integrity of the natural environment and the enjoyment of future generations. KPLT pursues this mission thru facilitating the purchase and sound management of lands by working closely with community, business, government and landowners.

Our greatest accomplishment to date is our work on the creation of the Kilauea Coastal Preserve. The Kilauea Coastal Preserve is part of a patchwork quilt of managed areas developed to protect rare and endangered species in the Kilauea River Watershed that includes State and County managed lands, a U.S. Fish and Wildlife Service National Wildlife Refuge, and private land partners, all managed to include protection for native ecosystems. The Preserve began with the donation of a 5.5 acre parcel in the Kilauea River basin (Unit D). The second addition was made in November of 2005 which added a 3 acre parcel to the new preserve (Unit C). Currently a 20 acre parcel, Unit E, is available for purchase and addition to the existing coastal preserve (Unit E). Appraised at \$3,400,000, KPLT has secured funding to purchase the property through the Recovery Land

Applicant: Kaua'i Public Land Trust

Act and the Legacy Lands Conservation Program Fund. The final piece of the Kilauea Coastal Preserve is a 162 acre parcel that runs along Kilauea River and includes the breathtaking Kilauea Falls. In December of 2008 KPLT secured a conservation easement on this property, protecting 150 acres from development.

In addition to the Kilauea Coastal Preserve, KPLT currently owns a coastal parcel in Wainiha and holds an additional 18 acre conservation easements in Kilauea.

KPLT is one of over 1400 land trusts operating in the United States, and has the distinction of being the first public land trust established in the State of Hawai'i.

***Facilities:***

Contracted services will be utilized for the Project Coordinator and hired consultants of the Friends of Coco Palms Project and they will work from their homes throughout the time of employment. No facilities need to be secured.

**V. Personnel: Project Organization and Staffing**

The Friends of Coco Palms Project will be managed by the contracted project coordinator with oversight from the Friends of Coco Palms Steering Committee. Additional project services regarding site funding, restoration, acquisition and management will be procured from hired consultants on an as-needed basis.

**VI. Other: N/A**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant:   Kauai Public Land Trust  

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	4,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	6,000			
6. Supplies	1,000			
7. Telecommunication				
8. Utilities				
9 Contractor Fees	215,000			
10 Mileage	2,000			
11 Other Inter-island Travel Fees	1,000			
12 Printing	5,000			
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>234,000</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>234,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	234,000	Jennifer Luck 808/346-9419		
(b)		Phone		
(c)		[Redacted]		
(d)		Signature of Authorized Official		
		Date 1/28/09		
<b>TOTAL BUDGET</b>	<b>234,000</b>	Bill Chase, President		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant:   Kauai Public Land Trust  

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Coordinator - Consultant	1 FTE	\$60,000.00	100.00%	\$ 60,000.00
Administrative Assisstant - Consultant	1 FTE	\$35,000.00	100.00%	\$ 35,000.00
Contractor Fees - Consultant		\$120,000.00	100.00%	\$ 120,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>215,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Public Land Trust \_\_\_\_\_

Period: July 1, 2009 to June 30, 2010

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

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

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kauai Public Land Trust \_\_\_\_\_

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS			234000			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>			<b>234,000</b>			
<p><b>JUSTIFICATION/COMMENTS:</b> The cost of creating a plan for the acquisition of the Coco Palms Property is primarily consultant fees, with additional funding for travel, mileage, printing and supplies.</p>						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Kauai Public Land Trust  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature) 1/27/09  
(Date)

Bill Chase  
(Typed Name)

President  
(Title)

House District 11,13,10,9, 812

Senate District 5,6,4

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 61-0

For Legislature's Use Only

*rec'd*  
JAN 28 2009

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):

DLIR

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Keiki Kokua

Dba: \_\_\_\_\_

Street Address: Ehilani St., Pukalani Hi. 96768

Mailing Address:  
PO Box 880787  
Pukalani, Hi. 96768

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALDA ST. JAMES

Title Executive Director

Phone # 808-573-4972

Fax # 808-573-4972

e-mail : keikikokua@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ESTABLISHMENT OF A THRIFT STORE FOR THE SUSTAINABILITY OF KEIKI KOKUA, A PROGRAM OF SUPPORT SERVICES TO FOSTER, ADOPTIVE, GUARDIAN AND KINSHIP PARENTS AND FOSTER CHILDREN IN MAUI; TO PROVIDE EMPLOYMENT FOR FOSTER PARENTS AND YOUTH, PRE-EMPLOYMENT SKILL BUILDING AND COMMUNITY SERVICE /VOLUNTEER EXPERIENCE; OPPORTUNITY FOR FOSTER, KINSHIP, GUARDIANSHIP AND ADOPTIVE FAMILIES TO BUY LOW PRICED QUALITY, GENTLY USED AND RECYCLED CLOTHING AND GOODS; ASSIST FAMILIES AND INDIVIDUALS UNEMPLOYED AND OTHERWISE IMPACTED BY THE ECONOMIC DOWNTURN.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 194,754.

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ 22,500

PRIVATE/OTHER \$ 16,107

SIGNATURE OF AUTHORIZED REPRESENTATIVE

[REDACTED]

NAME & TITLE: ALDA ST. JAMES, EXECUTIVE DIRECTOR

DATE SIGNED : JANUARY 25, 2009



## **Application for Grants and Subsidies**

### **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:**

Keiki Kokua is a 501 c 3 founded on Valentine's Day 2005; it is a Maui based agency serving Maui County to supplement and enhance services to foster children, foster parents, adoptive parents and guardians of children and youth in extra parental care in families. Currently there are both out of state and Honolulu based organizations providing recruiting, training and support groups which may be one size fits all. It was recognized by the founders who are foster/adopt parents of two young men, trained to provide training to foster parents and professionally educated therapist and counselor, that one size may not fit the uniqueness of each family and its cultural, social and geographic place.

In 2006 this young organization participated in the University of Hawaii Center on the Family Compassion Capital Hawaii Moving Forward Program. Federal funding for recipients is administered by the Hawaii Community Foundation. Keiki Kokua received two grants, 2005 and 2006. As part of the process, each organization (staff, board, stakeholders, policies, procedures) was evaluated by HACBED and given the results serving as a developmental baseline for the agency to determine its top priorities and create a plan for implementation. The agency took advantage of the generic classes and discussions and the opportunity to hire consultants to guide the agency to reach a higher level.

Program services, free of charge, include a menu of both practical and professional services. First is the **Kokua Line**, a telephone referral and consultation service for families on Maui, Molokai and Lanai. Although termed a "warm" line, that is not a crisis line per se, it has functioned to avert crisis by being the supportive, responsive voice on the other end of the line who "has been there" and can diffuse a potential meltdown, give several choices and often through their own experience, help a parent navigate the various systems they and their children must deal with, often without a map or a steersman. It is common for foster children to be removed from their homes with little more than a plastic trash bag filled with clothing and a few possessions. Foster youth have often referred to feeling like trash along with their plastic bags. An annual **Luggage Drive** for bags, duffels and back packs are used by youth in care and transitioning from foster home to independent living or higher education. Such a little thing can have a great impact on the self worth of a child. Keiki Kokua also refers families and youth to lists of and **Referrals to no or low cost services** like haircuts and styling, legal services, photographers, and school supplies donated by members of the community. They can also provide **Information** about child advocates and other therapeutic and concrete services to be decided upon with the child's caseworker. **Social support** is provided in two fun filled venues annually. The first is an all family event at the beach with activities and pizza for families to

enjoy with each other. The second is a holiday party for teens aged 12 -18, with entertainment, refreshments and holiday cheer. While our communities readily think about tiny tots in need of presents and parties, adolescents, out of home might otherwise be overlooked. Foster families and their children form lasting relationships with each other beyond these formalized events.

Networking and information and education are provided by monthly newsletters and the Keiki Kokua website, [www.keikikokua.org](http://www.keikikokua.org) to keep parents informed of local events, trainings, relevant news and happenings in Maui. Parents, youth and agencies involved with families are encouraged to contribute. Keiki Kokua also maintains a lending library of books, periodicals and video materials of interest to parents, youth and children as well as families interested in becoming foster or adoptive parents.

## **2. The goals and objectives related to the request:**

In 2005, Maui had a unemployment rate of 2.6 (Hi DOL); September 2008 it rose to 5.2%, 40% higher than 9/07 (Honolulu Advertiser, 10/21/08); and today, unemployment is close to the national average of 7.2% (Maui News, 1/1/09). Maui's cost of living exceeds that of Oahu by up to 25% and Maui has the highest number of multiple wage earners in the state. Foster parents (some of whom are grandparents on fixed incomes) have suffered from both the recession/unemployment and high cost of living.

One of the challenges discovered and reiterated by the County of Maui and foundations to whom Keiki Kokua has applied for funds is the need to develop a reliable and on-going revenue stream for the sustainability and future of their mission to provide practical support and assistance to strengthen families who undertake foster parenting children and youth uprooted from natural families for a variety of child welfare, behavioral health, family court and educational trauma.

The community has already been generous with donations of items for resale and Keiki Kokua has most of the material to outfit the store. Storage has been a problem while the group has wrestled with a location and seed money. Tapping into community resources at the Small Business Development Library, they were assisted to evaluate both the feasibility of the venture and an Upcountry location. Both were given an A+. Then with the advent of the current recession, businesses closures and jobs being lost, a more reasonable rent in a busy non-tourist location has been negotiated and the market for quality, gently used clothing and furnishings has boomed in the Maui population. With the ups and downs of gasoline prices, while central and west Maui are still well served by resale stores, Kula has some outlets in churches but Paia/Makawao/Haiku to Huelo do not. Keiki Kokua is seeking grant award to fund programmatic expenses with a capacity building activity built into the program for sustainability. This venture is the solution which serves multiple needs in the foster family and larger Maui Community as well as the growth and sustainability of Keiki Kokua and its tiny staff.

The time is ripe to rise to that next level of a revenue generating service. This venture is the solution which serves multiple needs in the foster family and larger Maui Community as well as the growth and sustainability of Keiki Kokua. It was recognized by HACBED that the accomplishments of Keiki Kokua have largely been the result of the sweat equity of Alda St. James, assisted by her husband Jim, the board of directors and volunteers. The objectives of the The Foster Parent Exchange and Thrift Store are:

- A. A consistent, sustainable income and greater independence from foundation and government funds.
- B. Potential employment for foster parents or teens.
- C. A nonthreatening place for foster parents and children to gather, network, participate in services including concrete needs support and information sharing.
- D. A new resource for affordable, quality, gently used and recycled clothing, educational toys and books, small appliances and furnishings for foster parents and the community.
- E. Office and storage space for Keiki Kokua which has outgrown the St. James home.

**3. State the public purpose and need to be served:**

Foster children, like all children, need to be raised and cared for in a stable, healthy, nurturing family if they are to become healthy, responsible, educated and contributing members of the community. It is often the result of bonding and establishing an enduring relationship with a substitute parent figure that gives the child a role model to become a caring, appropriate and responsible spouse and parent. Foster children also need relationships and activities with other foster children to understand that they are not alone in this type of family situation nor are they responsible for being separated from the birth family.

**4. Describe the target population to be served:**

Clients are foster and former foster youth, adoptive, legal guardianship, and kinship (relative care) families, including grandparents raising grandchildren. Maui County has the largest percentage in the state of grandparents 60 years old and older, caring for and responsible for their grandchildren (UH Center on the Family). Altogether, Keiki Kokua serves approximately 900 families and 1500 youth and young adults in Maui County.

**5. Describe the geographic coverage:**

Keiki Kokua serves the geographic area of Maui County.

## **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;**

- Make sure initial and essential financial support is secured
- Finalize store location
- Negotiate and sign Lease Agreement
- Provide training for all volunteers
- Assign volunteers to collect, sort, and tag donated clothes and merchandise as they come into the store on a regular basis
- Set up the store with adult volunteers and Job Corps youth
- Hire a part time staff/store manager
- Assign volunteers to work at the store on a rotating basis
- Assign volunteers to transport merchandise for pick up and drop off
- Sign up foster youth and Job Corps youth volunteers for part time community service
- Advertise and promote *The Foster Parent Exchange and Thrift Store* in the local media
- Plan a Grand Opening event / Open the store for business
- Host a Grand Opening event with scheduled activities
- Plan and host a volunteer appreciation luncheon

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

The Activities listed above will occur more or less concurrently during the first Quarter of 2009. The Grand Opening will occur when all other Activities are in place and are functioning smoothly.

**Outputs:**

- Approximately 200 shoppers per month will buy an average of \$30 worth of merchandise, resulting in an average monthly income of \$6,000.
- 2000 new Brochures will be printed
- 1000 Newsletters announcing the Grant Opening of the store will be published
- 1000 Informational Flyers will be printed
- Articles will appear in the Maui Weekly, the Maui Bulletin, and the Maui News
- 20 Youth Volunteers will be recruited
- 10 Adult Volunteers will be recruited
- A job description/training manual for the store manager will be produced

**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:**

- Evaluation: A survey will be given at the end of the grant period. Comments and recommendations from clients/customers, the general public (including customers, community supporters and stakeholders), volunteers and staff will be welcome at any time.
- The Logic Model will be used to assess Project efficacy. Cost of operations will be monitored and evaluated routinely, and adjustments to downsize costs will be made as needed. Efficiency and resourcefulness are priorities in saving both time and money.

**4. Measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).**

Measures of Effectiveness:

- Store Sales: The best indicator of success will be if the store income reaches the amount projected in the first year of operation, \$72,000.
- Feedback: The Kokua Line will reflect foster parent/customer approval or disapproval. 95% positive feedback will be received from clients/customers and the general public.
- Client Base: Our client base will increase 15% during the one year grant period.
- Donations: An ample supply of quality items will be donated during the grant period.
- Number Served: By the end of the grant period, Keiki Kokua will have served 60% of the total target population in Maui County, directly or indirectly, through thrift store activities.
- Foster parents and youth working in *The Foster Parent Exchange and Thrift Store* will utilize the electronic Career Kokua survey and evaluation tool on the DLIR website
- Employment skills and work readiness will be measured by the Executive Director and store manager evaluation.

### **III. Financial**

Keiki Kokua contracts for bookkeeping, accounting and payroll services. Records are kept on the accrual basis. The agency files a 990 annually and has budgeted for an audit due to the planned expansion into a retail operation to generate funds for institutional sustainability and program services.

### **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.

Alda St. James, who will provide oversight and training to staff, has, in addition to a M.Ed., twenty-five years experience with her husband, (also a therapist and trainer of foster parents) owning and managing a for profit business in California and Colorado. The business was a full service jewelry store called *Gemsetter Jewelers*. Later they enjoyed other entrepreneurial

ventures which included *Prisma Products*, a mail order jewelry and gift catalog, and *Prisma Press*, a publishing company. *Prisma Press* published booklets on gems, herbs, and birth flowers written and illustrated by Alda. The couple also designed and published a very popular birthstone coloring book for children.

Experience in retail sales has taught the importance of building a loyal customer base. This is done by nurturing the relationship between the customer and sales person or volunteer, manager or owner. Staff at the store (indeed it will be a requirement) will be taught and coached to provide helpful, kind and compassionate service at all times, to empathize with a parent under stress, and to offer referrals to Keiki Kokua and to other agencies where appropriate. When a customer is referred to Keiki Kokua, the Executive Director will personally assist him/her in obtaining whatever product or service is needed.

Her experience as a foster/adoptive mother, and professional experience as a family therapist and a foster parent trainer, qualify Alda St. James to work with and for families. Combined with a business background, her over all experience makes this venture for Keiki Kokua a perfect step to take at this time.

Keiki Kokua's our track record continues to be excellent, with a working board of directors, a large pool of volunteers, an increase in quality donations from the private sector, and on-going, generous supporters from the local community. In-kind contributions have been Keiki Kokua's strength. Donations of time, children's gifts, facilities, door prizes, and food, are truly impressive and will certainly continue as a dynamic resource in the future. In this way, Keiki Kokua has refined its strengths and leveraged its assets to the max.

Major funders from the Hawaii Community Foundation came forward in 2007 and 2008, allowing Keiki Kokua to develop its programs. These include the Victoria S. and Bradley L. Geist Foundation, the Atherton Foundation, and the Fred Baldwin Foundation. We also receive financial assistance from the A & B Foundation, the Mark and Debi Roling Foundation, Hale Mahaolu, First Hawaiian Bank, and the County of Maui.

Keiki Kokua plans to leverage State funds for *The Foster Parent Exchange and Thrift Store* through support from the Sangham Foundation, a Seattle based private foundation with an eye for innovative projects that support the most vulnerable children and youth in our community.

## **B. Facilities**

The applicant has been able to negotiate a more reasonable rental on retail space in the Haiku Marketplace at 810 Haiku Road, Haiku, Maui. It is within three miles of Paia, 8 miles of Makawao and Pukalani and 10 of Kula. The space is 930 square feet, with room for storage, the family meeting area and an office to hold the Executive Director, program staff and the Kokua Line (one of five current programs of the agency); it is co-located with a grocery store, café, restaurants, physical arts and fitness center (yoga, dance, Pilates), spa and massage school,

pharmacy and physician's office; adjacent are the Haiku Post Office, a school for children with learning disabilities and other retail establishments. Located on the first floor, it is ADA accessible with wide entrance and handicapped parking, in addition to ample parking. The organization has necessary store fixtures and supplies.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Keiki Kokua proposes to staff *The Foster Parent Exchange and Thrift Store* with two part time managers drawn from the foster parent community in a forty/sixty split. The store will be open during the day, allowing the family space to be utilized at night for groups. The managers will provide supervision to salespersons recruited from foster parents and youth. The Executive Director will spend 50% of her time in oversight and training functions. Volunteers will be drawn from the existing pool maintained by Keiki Kokua, expanded by foster youth and Job Corps youth in need of pre-employment and community service experience. As noted above, the Executive Director has successfully operated several businesses and has experience as a trainer.

### **B. Organizational Chart**

An Organizational Flow Chart is attached.

## **VI. Other**

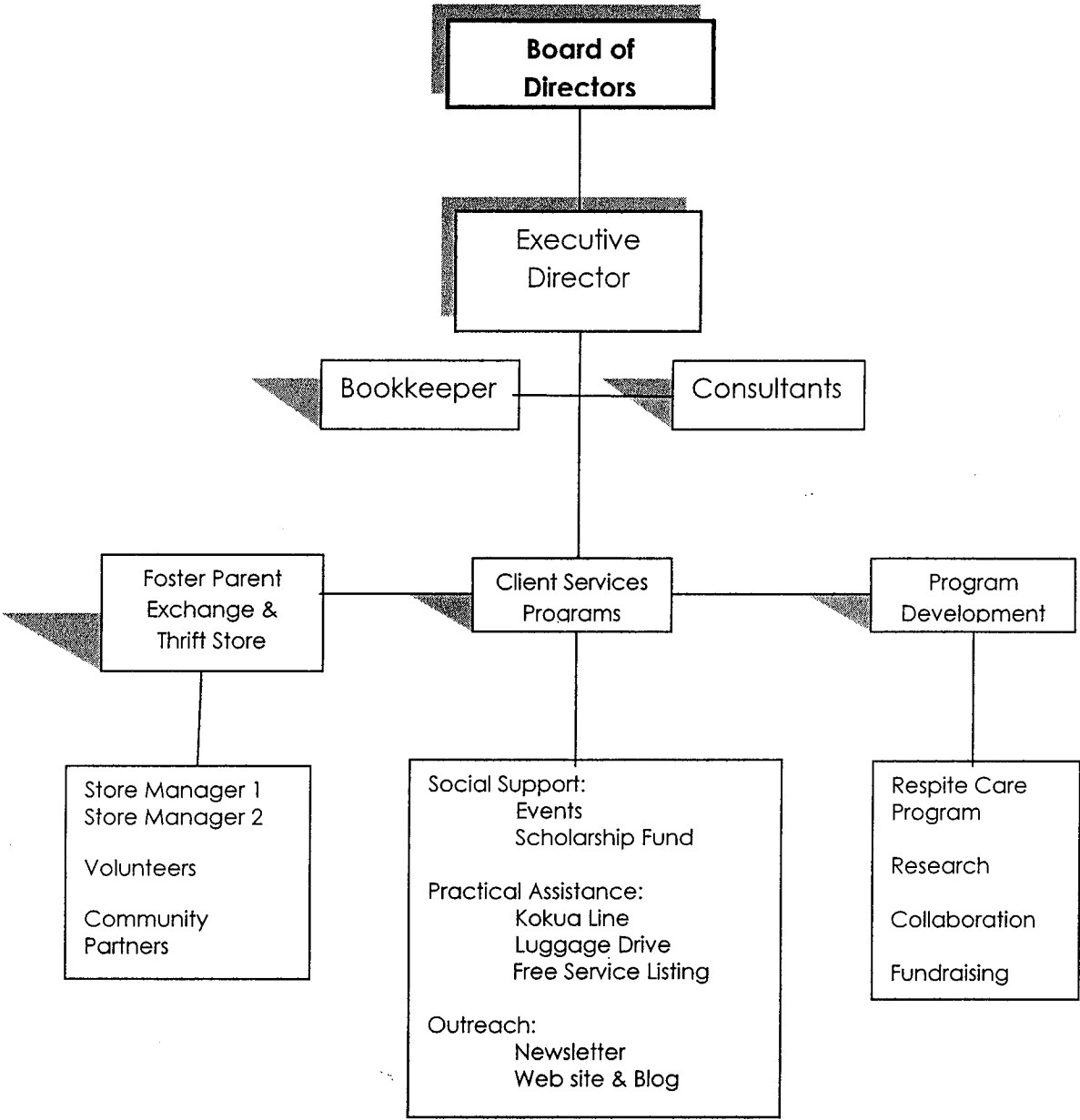
### **A. Litigation**

The applicant is not a party to any pending litigation.

### **B. Licensure or Accreditation**

Not Applicable

# Keiki Kokua, Inc.





**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

App

Keiki Kokua

BUDGET CATEGORIES	Total State Funds Requested (a)	County/foundations		(d)
		(b)	(c)	
<b>A. PERSONNEL COST</b>				
1. Salaries	74,800	24,000		
2. Payroll Taxes & Assessments	11,154	4,135		
3. Fringe Benefits	10,800	3,472		
<b>TOTAL PERSONNEL COST</b>	<b>96,754</b>	<b>31,607</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	5,000	1,000		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	39,000	3,000		
5. Staff Training	1,000			
6. Supplies	4,000	1,000		
7. Telecommunication	1,200	400		
8. Utilities	3,600	500		
9. Telephone	1,000			
10. Advertising	2,000			
11. Furniture and Equipment	1,000			
12. Motor vehicle maintenance	1,000			
13. Gasoline	6,000			
14. Professional	7,000			
15. Audit	5,000	1,000		
16. Motor vehicle insurance	1,000			
17. Membership: HANO, Maui Non-profit Directors	200	100		
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>78,000</b>	<b>7,000</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>20,000</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>194,754</b>	<b>38,607</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	194,754	Gail P. Gnazzo, MS 808-573-4972		
(b) Foundations	16,107	Name (Please type or print) Phone		
(c) County of Maui	22,500	Signature of Authorized Official Date		
(d)		Alda St. James, Executive Director		
<b>Total:</b>	<b>249,364</b>	Name and Title (Please type or print) Alda St. James, Executive Keiki Kokua		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Keiki Kokua

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1FTE	\$48,000.00	50.00%	\$ 24,000.00
Manager 1	.60FTE	\$18,000.00	100.00%	\$ 18,000.00
Manager 2	.40FTE	\$12,000.00	100.00%	\$ 12,000.00
Salespersons	1FTE	\$20,800.00	100.00%	\$ 20,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>74,800.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Keiki Kokua

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Fixtures      Racks and Shelving	5.00	\$100.00	\$ 500.00	500
Countertops and Display Cases	2	\$250.00	\$ 500.00	500
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>7</b>		<b>\$ 1,000.00</b>	<b>1,000</b>

**JUSTIFICATION/COMMENTS:**

To display and properly store merchandise

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Pick up Truck	1.00	\$20,000.00	\$ 20,000.00	20000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>1</b>		<b>\$ 20,000.00</b>	<b>20,000</b>

**JUSTIFICATION/COMMENTS:**

To transport donations of clothing, furniture and other items from Maui businesses and households to thrift store in Haiku Marketplace.

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Keiki Kokua

NA

Period: July 1, 2009 to June 30, 2010

<b>FUNDING AMOUNT REQUESTED</b>						
<b>TOTAL PROJECT COST</b>	<b>ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS</b>		<b>STATE FUNDS REQUESTED</b>	<b>OF FUNDS REQUESTED</b>	<b>FUNDING REQUIRED IN SUCCEEDING YEARS</b>	
	<b>FY: 2007-2008</b>	<b>FY: 2008-2009</b>	<b>FY:2009-2010</b>	<b>FY:2009-2010</b>	<b>FY:2010-2011</b>	<b>FY:2011-2012</b>
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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- (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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Keiki Kokuu  
(Typed Name of Individual or Organization)

 01-26-09  
(Signature) (Date)

Alda St. James Executive Director  
(Typed Name) (Title)

House District \_\_\_\_\_

Senate District \_\_\_\_\_

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 64-C

For Legislature's Use Only

*rec'd*  
JAN 30 2009



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): \_\_\_\_\_

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

Dbas: **La'a Kea Foundation**

Street Address: **38 Ulumau Place, Paia, HI 96779**

Mailing Address: **PO Box 790994, Paia, HI 96779**

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name DONNA TING

Title President

Phone # 808-244-7441

Fax # 808-242-7030

e-mail donna@laakea.org

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #:                     

5. STATE TAX ID #:                     

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

**To build the Sunrise Farm Community of Maui, where adults with Special Needs will Thrive.**

**7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 632,000

**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 \$ 448,000 (2007 GIA)

FEDERAL \$                     

COUNTY \$                     

PRIVATE/OTHER \$ 73,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

                      
AUTHORIZED SIGNATURE

DONNA TING, PRESIDENT  
NAME & TITLE

1/29/2009  
DATE SIGNED

## Application for Grants and Subsidies

### I. Background and Summary

Adults with developmental disabilities are Hawaii's most vulnerable, lowest-income citizens. They suffer from autism, Down's syndrome, mental retardation and more.

According to the Hawaii Developmental Disabilities Assistance and Bill of Rights Act 2000, people with developmental disabilities have, among others, a right to:

- a residential program appropriate to the individual;
- live in least restrictive, individually appropriate residential alternative;
- live as close as possible to the person's home community in Hawai'i.

Until now, these rights have remained outside of their reach.

In 2000, there were 23,820 individuals in Maui County alone who self-identified as having some kind of disability (U.S. Census Bureau, <http://quickfacts.census.gov>). According to the 2006 American Community Survey (U.S. Census Bureau, <http://factfinder.census.gov>), 3.7% (3,507) people aged 16-64 in Maui County identified as having a mental disability, as well as 10.8% (1,576) of the population aged 65 and older. Throughout the United States there are more than 700,000 developmentally disabled adults currently living with parents over the age of 65. (<http://tacinc.org>)

A combination of factors, including the lack for residential options, employment, places to receive services, low-income combined with a high cost of living, and limited infrastructure make this Capital Grant Request an urgent priority. In Hawaii the current employment rate for developmentally disabled adults is only 5%. The national average for people with disabilities is 23%, and some states, such as Washington, are achieving higher than 50% employment rates (<http://statedata.info>). The challenge for many of these individuals is that their disability limits or precludes competitive employment, leaving them on fixed or very limited incomes—usually supplemental security income (SSI) or other public assistance. In 2006, the average SSI payment for someone with disabilities in Hawaii was \$603 which is about 17.3% of the median income in non-metropolitan places like Maui County. With the high cost of living in Hawaii (the second most expensive state in the nation for housing, according to *Priced Out in 2006*, [www.tacinc.org](http://www.tacinc.org)), the little public assistance they receive isn't enough to rent a studio or one-bedroom unit, much less meet their needs for food and other basic living expenses. In Maui County, for example, it would cost 175.1% of SSI to rent a one-bedroom unit (*Priced Out in 2006*, [www.tacinc.org](http://www.tacinc.org)). This means that in addition to living with a disability, these people struggle with the stresses of acute poverty.

95% of adults in Maui County who have been diagnosed as developmentally disabled have no long-term housing available for them. It is time, before we reach a crisis, for developmentally disabled adults to receive their fair share of housing and services in Hawaii.

The combination of limited incomes, the reduction of affordable housing units, and lack of employment opportunities for people with disabilities has made it virtually impossible for them to locate and obtain safe, affordable and decent housing or employment. The State of Hawaii Department of Health Developmental Disabilities Division has identified vocational training and employment as their top priority for people with developmental disabilities. There is a clear need for viable options and La' a Kea has a site that lends itself to this need. This integrated community for adults with special needs, called *Sunrise Farm Community of Maui* will start with the construction of the following on 12-acres of

farmland already donated by Maui County: three five-bedroom/three bath homes, five two-bedroom/one bath homes, a farm barn, a farmer's market, a workshop and an adult day care facility.

These buildings will enable Sunrise Farm Community to welcome special needs adults and their residential caregivers—providing affordable rental housing for up to 25 adults with autism and/or developmental disabilities as well as offering vocational training and integrated employment for 50 day program participants.

The target population is adults (aged 18 or older) with mental retardation, autism and/or developmental disability.<sup>1</sup> Sunrise Farm Community of Maui will give priority to clients in Maui County, although it will consider residents from other geographic locations in Hawaii as the community expands its infrastructure and programs. Benefits to the community will abound, not only for the residents and day program participants, but also the wider Maui County. These benefits include:

- Affordable housing and long-term care for some of the lowest-income citizens in the United States<sup>2</sup>;
- An opportunity for adults with mental retardation, autism and developmental disability to have a safe community where they can live, work and socialize among peers, and be close to their families;
- Integrated employment, meeting the Department of Health's call for job creation
- Greater economic development in Maui County, as this is a capital improvement project;
- A thriving, self-sustainable community that relies on itself, rather than long-term government funding.

Sunrise Farm Community is a program of La'a Kea Foundation, a 501(c)(3) organization founded in June 2000. The organization was formed by a board of concerned Maui residents and parents of disabled children with one goal in mind: to establish a residential and vocational farm community for autistic and/or developmentally disabled adults—the first of its kind in the State of Hawaii. As a result of several community assessments and consultations with parents and other providers throughout the State, the Board of Directors developed a strategic plan and a sound business plan, the people, the support and the project readiness to make this project a go.

La'a Kea's project is actively endorsed by colleague organizations serving the disabled, as well as the Skill Village Neighborhood and the town of Paia, home to the future Sunrise Farm.

Sunrise Farm Community can-and will-make the rights found in the Developmental Disabilities Bill of Rights Act 2000 a reality for people with disabilities. In constructing this long-awaited community, we will give adults with special needs a place they can finally call home and a solution for their families. La'a Kea Foundation requests the State of Hawai'i to continue joining us in this mission.

The La'a Kea Foundation must secure \$3.4 million in its capital campaign: Building a Community, 2009-2012. These funds will allow Sunrise Farm Community of Maui to provide safe and affordable housing, community living, vocational training and integrated employment for autistic and/or developmentally disabled adults.

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<sup>1</sup> The term "developmental disability" means a severe, chronic disability of an individual that is attributable to a mental or physical impairment, or a combination of both.

<sup>2</sup> According to *Priced Out 2006: The Housing Crisis for People with Disabilities*, people with disabilities have the "worst-case housing needs," as they are "among the lowest-income citizens in the United States."



The campaign feasibility study, completed in 2007 by the FundDevelopment Group identified potential funding sources, specific steps necessary to commence with a capital campaign and identified critical success factors. The Board of Directors and key volunteers have been following the strategy laid out in the feasibility study and have successfully meet with key individuals and private foundations in order to secure their financial support. In 2007 La'a Kea received the generous grant of \$448,000 from the Hawai'i State Legislature, and we are using monies donated from the board to continue progressing while we await the release of these CIP funds. There is an immediate need for **\$652,000.00** additional funding in 2009, to pay for the remaining planning, design and begin construction. This proposal outlines our request for the following funds:

- **\$652,000.00 in 2009** to complete the planning, design and begin construction,

Of the 3.4 million capital campaign, La'a Kea is asking the State of Hawaii to finance in total one third-\$1.1 million, of which \$448,000 has already been allocated in 2007. With the support from the State of Hawaii, La'a Kea is certain they will be able to leverage the remaining balance as outlined in the campaign feasibility study.

## **II. Service Summary and Outcomes**

### **1. Scope of the Work, Tasks, Responsibilities**

This capital project will enable Sunrise Farm Community to meet the residential and integrated employment needs of developmentally disabled adults, in a way that would not otherwise be possible. There are no similar projects within the Hawaiian Islands.

Goals, objectives and tasks are as follows:

#### Goal:

- Meet the long-term residential need through construction of rental housing units for up to 25 adults with developmental disabilities in Maui County.
- Answer the State's call for vocational training and integrated employment for an additional 50 adults with autism and/or developmental disabilities.

#### Objectives:

- Conduct and secure the physical planning, design, budgets and permits for the build-out of the community (Sunrise Farm Community Design Team);
- Plan and build structures on 12 acres of land already acquired by Maui County, located on Baldwin Avenue in Paia (Sunrise Farm Community Design Team);
- With oversight from the board and consultants, design the program infrastructure to serve residents and day program participants of Sunrise Farm Community of Maui (Executive Director and Board of Directors);
- Implement systems of operation and launch program (Executive Director, staff).

Methods

Methods for reaching the above objectives follow (order may change based on needs):

- Complete environmental assessment by December 2009;
- Solicit bids from architect, landscape architect, structural engineer, civil engineer, mechanical engineer, electrical engineer, soils testing, traffic engineer, survey, planning consultant and archaeological consultant; conduct due diligence firms;
- Hire engineers, architects, developers and consultants;
- Review current information on the site plan for the community. Create gap and actions analysis for the required approvals, design and subsequent construction;
- Obtain required approvals, design and construction documents;
- Draft engineering and architecture plans for construction;
- Install a water system and meter, including valves, parts, fittings, and four fire hydrants;
- Install drainage, main drain lines, culverts, drain inlets;
- Install sewer; tie in to county line;
- Construct buildings, which includes grading, building pads, finished grading;
- Install walkways, driveways, roads and parking lot;
- Install electric system;
- Conduct erosion control, dust control, and landscaping;
- Hire on-site and support staff, including a caretaker/watch person;
- Create job descriptions and supervisory policies;
- Establish office and program infrastructure, including personnel policies and procedures, operational procedures, and Clients' Bill of Rights;
- Acquire equipment and technology to run efficiently;
- Conduct yearly evaluations of operations, clients, staff and governing board to ensure quality, effectiveness and relevance of work.

**2. Projected Annual Timeline for Accomplishing Outcomes**

The La'a Kea Foundation has brought together the appropriate expertise to guide the physical planning, the design, budgets, permits and the phased build-out for the farm community.

An estimated timeline follows:

Winter 2009:	Continued capacity building for Capital Campaign and implementation of campaign strategies;
	Hire consultant for Environmental Assessment of property
Spring 2009:	Recruit and select engineers, architects, consultants
	Conduct Environmental Assessment
Summer 2009:	Continue recruiting and selecting engineers, architects, and consultants
	Design and review plans
	Secure building permit, Secure liability insurance,
Fall 2009:	Begin onsite work, Start farm activities,
	Launch day program
Winter 2011:	Begin construction—on and offsite
	Secure builder risk insurance, appraisal
Spring 2011:	Continue construction of priority structures
	Open doors for residential housing
Fall 2011:	Continue construction of secondary structures
Winter 2012:	Finish construction

### **3. Quality Assurance and Evaluation Plans**

The La'a Kea Foundation will evaluate its initial success based upon its ability to build a residential setting for up to 25 adults with developmental disabilities, and design a day program infrastructure to serve at least another 50 adults according to schedule. To meet this benchmark, the La'a Kea Foundation must:

- Meet its capital campaign goal of **\$3.4 million** by Fall 2011;
- Begin and end construction according to the established timeline, scheduled through 2012.

Executive Director Jamie Woodburn and the Campaign Chairpersons Susan Graham and Andrew Pells will be responsible for assessing and reporting the results of the campaign to the board.

Once the community is built and operations are underway in 2012, the La'a Kea Foundation will hire an outside evaluator to assess the community and its program. The evaluator will meet with the board of directors, staff and residents/day program participants, to determine areas of success, weakness, opportunities and threats (according to the SWOT method). Other methods of qualitative and quantitative data collection and analysis may be used (such as the Logic Model), at the suggestion of the evaluation consultant and by agreement of the board.

The La'a Kea Foundation Board will evaluate itself at least once annually by member surveys. This will be accomplished during the Annual Retreat, or at some other appropriate time during the year. The results of the self-assessment will be shared with the entire board. Specific plans will be developed to build on the positive areas and work on the areas that need improvement. This organizational habit of evaluation will maintain the integrity of the work and keep the board on track in best serving the needs of developmentally disabled adults on Maui.

### **4. Measures of Effectiveness**

The long-term measure of effectiveness is providing for the residential and vocational needs of up to 75 adults with developmental disabilities in Maui County by 2012.

The measures of effectiveness for fiscal year 2009–2010 include the following:

- The La'a Kea Foundation will have conducted the physical planning, including obtaining the design, budgets, timelines and building permits for the construction of Sunrise Farm Community;
- The Design Team, led by Betsill Brothers International, will have specific, detailed and sound plans for the structures to be built, in accordance with rules set forth by the ADA;
- The Design Team will have secured and completed the environmental assessment; obtained the required permits and approvals; hired and supervised all subcontractors; and have begun site architecture for construction;
- The La'a Kea board and consultants will have designed the program infrastructure to serve residents and day program participants of the pending Sunrise Farm Community.

**III. Financial****A. Budget****1. Budget Description**

The total campaign goal is \$3,319,793,000. This amount is required for the following:

**Expenses/Vertical Construction**

• Three five-bedroom Homes	\$921,500.00
• Five two-bedroom Homes	\$807,500.00
• Adult Day Care Center	\$262,000.00
• Workshop Building	\$162,500.00
• <u>One Farm Barn</u>	<u>\$ 45,000.00</u>

*Subtotal for construction: \$2,199,000.00*

**Expenses/Architect/Engineering**

• Architectural Expenses	\$ 100,000.00
• Structural Engineer	\$ 30,000.00
• Civil Engineer	\$ 50,000.00
• Mechanical Engineer	\$ 20,000.00
• Electrical Engineer	\$ 30,000.00
• Soils Testing	\$ 25,000.00
• Traffic Engineer	\$ 30,000.00
• Survey	\$ 15,000.00
• Planning Consultant	\$ 50,000.00
• <u>Archaeological</u>	<u>\$ 15,000.00</u>

*Subtotal for Expenses/Architect/Engineering: \$ 365,000.00*

**Expenses/Onsite and Offsite**

• Offsite Expenses	\$ 125,000.00
• Site Work	\$ 350,000.00
• MECO (Maui Electric)	\$ 10,000.00
• Water	\$ 80,000.00
• Sewer	\$ 5,000.00
• <u>Phone/Cable</u>	<u>\$ 5,000.00</u>

*Subtotal for Expenses/Onsite and Offsite \$ 575,000.00*

**Expenses/Fees and Other**

• Building permit	\$10,000.00
• Builder Risk Insurance	\$ 21,985.00
• General Liability Insurance	\$ 32,978.00
• Appraisal	\$ 5,000.00

- Legal \$ 50,000.00
- Contingency \$ 60,830.00

**Subtotal for Expenses/Fees and Other** \$ 180,973.00

**TOTAL:** \$ 3,319,793.00

The La'a Kea Foundation requests a total of \$1,100,000 from the State of Hawaii of which \$448,000 has already been allocated in 2007. With the States support La'a Kea is certain they will be able to leverage the remaining balance as outlined in the campaign feasibility study. Please see the attached budgets.

**2. Quarterly Funding Requirements**

Anticipated quarterly funding requirements for the fiscal year 2009-2010 are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$115,000.00	\$172,000.00	\$216,700.00	\$128,300.00	\$632,000.00

**3. Other sources of funding**

The 2007 feasibility study for the capital campaign outlined a strategy for fundraising that the Board of Directors has been following. They have received favorable initial responses from every foundation they have met with to date. La'a Kea has submitted a 2009 proposal application for the County of Maui Affordable Housing Fund for \$532,000. When approved, funds from the State legislature and County Affordable Housing Fund will enable La'a Kea to seek funding from private foundations, some of which require at least 66% of capital funding already secured. La'a Kea anticipates submitting applications for capital funding from Hawaii based private foundations such as Weinberg, Atherton, Cook, Strong and Castle.

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

**Board of Directors**

The La'a Kea Foundation maintains a board of committed, concerned parents and professionals. Expertise on La'a Kea's board includes the following: LEED certified Master Planner, landscape architect, banker, realtor, senior sales executive, marketing consultant, and special events planner. Three board members are parents of special needs adults or children. Advisors and committee members include the following: CFO of a major construction company, and executive assistant for a Council member, attorney specializing in developmentally disabled clients, architect, special education educator, professional fundraiser, former CEO, accountant, strategic planning consultant, fund developer, cultural consultant, and a physician's assistant.

The La'a Kea Foundation board is responsible for the mission and direction of Sunrise Farm Community. It acts as steward of the organization's financial resources, overseeing its finances and records according to Federal, State and local laws. The board acts according to its Articles of Incorporation and bylaws, setting policies and practices for the organization, and managing its general operations.

With the guidance from Linda Morgan Consulting, the board held a long-range planning meeting in March 2006, which led to the drafting of a Strategic Plan for 2007–2010. This strategic plan creates a framework by which the board will develop an operating plan and budget for each year. As part of this process, the organization cultivated a clear, cohesive, and educated board so that members are well-prepared to implement and manage the plan on an ongoing basis.

The board developed both internal and external documents to articulate and market our mission and goals, and strengthen its governance and operations. These include a Capital Campaign Case Statement, an Organizational Business Plan, a Strategic Plan for 2007 – 2010, a Press and Educational Kit, a Board Member Handbook, an Annual Operating Budget, and a Pro Forma Operating Budget for Sunrise Farm Community. At the present time, the board is developing and implementing a marketing strategy to communicate the organization's brand and identity, to maximize awareness and resources, and to attract donors, volunteers and staff.

### **Capital Campaign**

In 2006, the La' a Kea Foundation secured a \$5,000 organizational capacity building planning grant from the Hawai'i Community Foundation (HCF), which it used to develop the strategic plan. In the following year, La' a Kea was awarded a \$40,000 organization capacity building implementation grant, also from HCF, which it used to build capacity for its capital campaign.

Through this capacity building process, the La' a Kea Foundation was able to: 1) Gain an understanding of campaign feasibility by conducting a study, including its own organizational strengths and weaknesses; 2) Develop the board's capacity in acquiring and allocating resources; and 3) Determine fundraising strategies for a successful campaign. As part of the deliverable accomplishments from the 2007 grant, the board successfully:

- Conducted a campaign feasibility study consisting of interviews with community leaders and stakeholders;
- Developed a campaign plan and structure;
- Identified a campaign target and timeline;
- Developed a case statement and marketing materials;
- Completed two trainings conducted by a consultant on fundraising and strategies of successful capital campaigns;
- Identified and held a series of informational meetings to cultivate supporters;
- Identified and created a matrix of prospects for major gifts and grants;
- Identified and recruited leaders for the capital campaign;
- Met with multiple private foundations all of which responded positively to the project and encouraged La' a Kea to submit grant requests.

In addition to the above capital campaign and governance activities, La' a Kea also celebrated a number of successes in terms of preparing the property for construction. Among them, we:

- Drafted a tighter timeline for design and permitting;
- Secured a stamped survey of the property;
- Refined proposed project budgets;
- Hired Betsill Brothers to provide project management and obtain necessary approvals prior to construction;
- Obtained water meter and prepared engineering reports for installation; and
- Secured various proposals from farmers with an interest in farming on the land.

## **Community Support**

The State of Hawaii, the County of Maui, service providers and citizens of Maui support and endorse La'a Kea's mission. Here are some of the ways this support has been demonstrated:

- Acknowledging the critical need to create a community for adults with disabilities—and the capability of the La'a Kea Foundation to build it, the County of Maui donated more than 12 acres of land in Pai'a on the North Shore of Maui as the future site of Sunrise Farm Community. As this piece of land is valued at \$3,000,000.00, this may well be the largest land donation on lease to a nonprofit in Maui County.
- Colleague organizations serving the disabled in Maui have shown their support and/or endorsement for Sunrise Farm Community of Maui. These organizations include Easter Seals, the Special Olympics of Maui and Molokai, Autism Bridges, Lokahi Pacific, Hale Mahaolu, the State Planning Council on Developmental Disabilities, as well as the Department of Housing and Human Concerns, the State of Hawaii Department of Health, and many more business and community member
- La'a Kea Foundation has requested—and received—active support from the neighboring Skill Village and the town of Paia. Residents at 41 homes signed a statement of support, and 22 Skill Village residents, along with the nearby Doris Todd School Principal and Paipala Church Pastor, wrote letters of endorsement.
- On May 28, 2006, La'a Kea held a volunteer Community Work Day and land dedication at the future site of Sunrise Farm Community. The Maui News featured this event in its May 30, 2006 edition, generating positive press for a community that has yet to be built.

## **Design Planning**

In November, 2006 the La'a Kea Foundation formed a team of experts to oversee the initial phase of design planning. These experts have backgrounds in master planning, sustainable architecture, building for disabilities, alternative education, permaculture farming and Hawaiian culture. Team members included:

- Faith Okuma, a LEED certified master planner and landscape architect;
- Dean Johnston and John Cassel of Johnston Cassel Design Studio, an architectural design firm focused on sustainable design;
- George Braddock of Braddock Construction and Creative Housing Solutions LLC, an expert in designing and building for people with disabilities;
- Kathryn Weit, an advocate for people with developmental disabilities/mental retardation;
- Francine M.P. Palama, an Architectural Doctorate Student at the University of Hawai'i and specialist of Hawaiian culture and history;
- Steven Meader, Assistant Professor, University of Hawaii at Manoa School of Architecture, who is a specialist in design, renewable energy and energy efficiency sustainable design consulting;
- Rick Rutiz, Director of Ma Ka Hana Ka 'Ike ("In Working, One Learns"), Hana School Building Program—an innovator of alternative education, and
- John Pollack, a master permaculturist and specialist in sustainability.

To measure its proposed impact, this team hosted a three-day concentrated brainstorming *charrette* in November 2006. The event was open to all members of the Maui community, particularly adults with

To measure its proposed impact, this team hosted a three-day concentrated brainstorming *charrette* in November 2006. The event was open to all members of the Maui community, particularly adults with disabilities, their families and caregivers, and the organizations that serve them. The charrette generated a broad base of design ideas, and provided a forum for diverse perspectives and support. It culminated with the opening of the Sunrise Farm Community Design Team Office in Paia.

In 2007, the La'a Kea board drafted and approved a 2007–2010 Strategic Plan. This led to securing the services of Betsill Brothers International to obtain the necessary approvals to proceed with Phase I construction. As part of the arrangement, Betsill Brothers will:

- Review current information on the existing zoning, entitlements, and site plan for the community. Create gap and actions analysis for the required approvals, design and subsequent Phase I construction;
- Recommend prioritized actions for obtaining required approvals, design and Phase I construction documents;
- Analyze the current available project management funds and identify probable gaps in ability to fund the site plan approval and Phase I construction;
- Recommend final budgets and timeline for site plan approval and Phase I construction for board approval;
- Manage the selection and hiring of the consultant team needed to obtain master site plan approval and preparing construction documents;
- Report at each Board meeting the status of the approval and construction process, and any needed actions to maintain the project processes and approved timelines.

## **B. Facilities**

This project is to construct and establish Sunrise Farm Community for the autistic and/or developmentally disabled adults who are underserved and the poorest residents in the State of Hawaii. These individuals need safe and affordable permanent housing, an opportunity to engage in vocational training and integrated employment, and ongoing care.

The village will begin with three five-bedroom/three bath group homes and five two-bedroom/one bath homes providing residence for up to 25 adults with disabilities and their caregivers. The day program will include an adult day care center, a barn and a workshop building. The day program at Sunrise Farm Community will provide vocational training, employment opportunities and activities that encourage meaningful interaction with the public. The community will feature several farm and workshop buildings, a greenhouse, an orchard, a public walking trail and a Garden Café adjoining the farmer's market. With 12 acres the community will be built to accommodate future expansion as needed for the State of Hawaii.

The group homes will be licensed as Domiciliary or Adult Foster Care Homes while the other homes will qualify for HUD Section 8 housing vouchers. Salaries for Sunrise Farm Community staff will come from the State of Hawaii Department of Health as a provider of mental retardation and developmental disabilities (MR/DD) home and community based Medicaid waiver services (also known as the Title XIX waiver program). Sunrise Farm Community matches Medicaid's eligibility requirements in that it



provides support and services to MR/DD individuals that enable them to live as independently as possible in the least restrictive environment.

A team of consultants who specialize in building for adults with disabilities will design and construct the facilities. The community will be evaluated for its adherence to requirements set forth by the American Disabilities Act. The Sunrise Farm Community of Maui will be built according to appropriate safety standards and with aesthetic considerations, contributing to the quality of life for both residents and the larger Maui community. No houses will rise above the level of mature trees. The village will not affect the natural resources, limit the range of beneficial uses of the environment, nor affect air, water quality, or ambient noise levels. The property sits on a county road, and utilities are easily accessible. There will be vehicles at the village for transportation and safety. However, because it will be a residential farm community with few licensed drivers, there will be little impact on current traffic patterns.

As stated above, in 2007, the La'a Kea board entered into contract with Betsill Brothers International to obtain the necessary approvals to move forward with construction. With Betsill Brothers, the board can now identify and manage the forthcoming permit and construction issues, including the environmental assessment. Once these permit and construction issues are resolved, La'a Kea Foundation will be ready to begin construction.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

At the current time, Sunrise Farm Community of Maui is a board-run organization with one interim executive director. Near the completion of construction, we will recruit, hire and train the following staff:

- Executive Director (permanent)
- Office Manager
- Facilities Manager
- Trained Supervisors
- Necessary Caregivers

The board will hire, supervise and evaluate the executive director. The rest of the staff will be hired and supervised by the executive director with guidance from the board. The executive director and board will work together to conceptualize and develop daily life on the farm, with a commitment to creating a community that links to the greater Maui County.

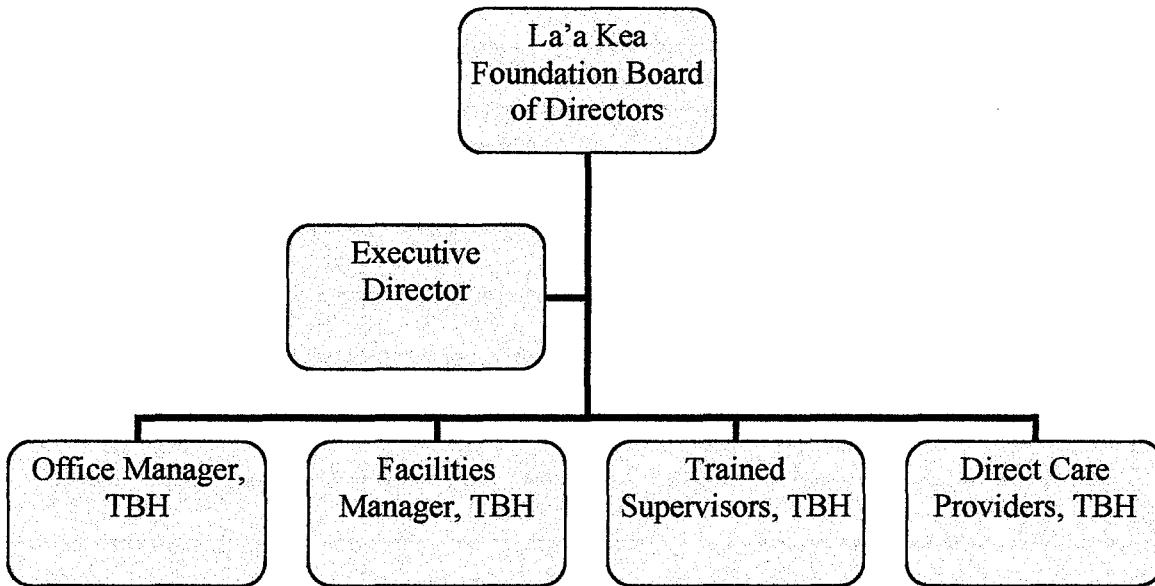
Staff will be offered competitive salaries and benefits packages. All caregivers will be licensed practitioners, and will be offered competitive salaries and benefits packages, along with the rest of the staff. Their salaries will be provided by the Home and Community Based Services (HBCS) Developmental Disabilities and Mental Retardation Medicaid Waiver Program. Staff will work directly with the Department of Health to ensure and maintain quality standards, and will be evaluated according to same.

As the community grows, Sunrise Farm Community will seek to expand its personnel to house parents, core residential staff, day program staff and educators, as well as nurses, administrative and facilities managers. This will provide Maui County residents with opportunities for employment in a meaningful work setting.

By 2012, the community aims to offer student-learning opportunities and continuing education credit for adult volunteers. As part of its culture of respect and care, we will aspire to match the staff and volunteers to their expertise and interests—allowing the *entire* community to enjoy work that is meaningful to them.

**B. Organization Chart**

The proposed Organizational Chart for Sunrise Farm Community of Maui is as follows:



Consultant, Jamie Woodburn is La'a Kea's Executive Director working to ready the organization for the delivery of on-site services at Sunrise Farm Community in 2010. Michael Nathan, CPA, works as a consulting accountant for La'a Kea Foundation.

The current board operates with a committee structure, which includes the following six committees:

- Budget and Finance
- Marketing and Communication
- Governance
- Fundraising
- Design/Construction
- Program

The current La'a Kea Foundation Board of Directors includes the following individuals, three of whom are the parents of special needs adults or children:

***Officers***

- President: Donna Ting, Realtor
- Vice President: Andy Pells, Marketing Consultant and Founder of Hotels.com
- Secretary: Rajita Capadoccia, Realtor and Events Planner
- Treasurer: Brian Kakahara, Vice President First Hawaiian Bank

**Members**

- Andrea Hall Rodgers, Senior Sales Executive, Marriott International
- Faith Okuma, Leed Certified Landscape Architect

**Advisors and Consultants to the Board**

- Cindy Clark, Professional Fundraiser
- Erik Leuteneker, CFO, Betsill Brothers Construction
- Keith Peck, Attorney/Architect, specializing in Developmentally Disabled Clients
- David Earles, Capacity Plus
- Patti Look, FundDevelopment Group
- Amanda Martin, Executive Assistant to Councilmember Gladys Baisa
- Vanessa Medeiros, Development Manager, Lokahi Pacific
- Pua Mahoe, Hawai'iana Consultant
- Robyne Nishida-Nakao, Development Coordinator, Hale Mahaolu
- Kamaile Sombelon, Executive Director, Lokahi Pacific
- Claus Sproll, Director of Finance Camphill Special School
- Chubby Vicens, Public Relations

**VI. Other**

**A. Litigation**

The La'a Kea Foundation is not party to any past or pending litigation.

**B. Licensure or Accreditation**

Once Sunrise Farm Community of Maui is built, it will contract with the State of Hawai'i Department of Health to become a provider of mental retardation and developmental disabilities (MR/DD) home and community based Medicaid waiver services (also known as the Title XIX waiver program). Sunrise Farm Community matches Medicaid's eligibility requirements in that it provides support and services to MR/DD individuals that enable them to live as independently as possible in the least restrictive environment.

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: La'a Kea Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	632,000			
<b>TOTAL (A+B+C+D+E)</b>	632,000			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	632,000	Michael Nathan, CPA 808.357.1199		
(b)		Name (Please type or print) Phone		
(c)		1/29/2009		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	632,000	Donna Ting, President		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: La'a Kea Foundation

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: La'a Kea Foundation

Period: July 1, 2009 to June 30, 2010

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

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

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: La'a Kea Foundation

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN				320000	127000	
CONSTRUCTION				312000	2112793	
EQUIPMENT						
<b>TOTAL:</b>				<b>632000</b>	<b>2239793</b>	
<b>JUSTIFICATION/COMMENTS:</b> Of the 3.4 million capital campaign, La'a Kea is asking the State of Hawaii to finance a total of one third -\$1.1 million, of which \$448,000 has already been allocated in 2007. With the support from the State of Hawaii La'a Kea is certain they will be able to leverage the remaining balance as outlined in the campaign feasibility study. There is an immediate need for \$632,000 in this fiscal year to secure permits, complete design plans, and begin site construction.						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

La'a Kea Foundation

_____ (Typed Name of Individual or Organization)	January 29, 2009
_____  (Signature)	_____ (Date)
Donna Ting	President
_____ (Typed Name)	_____ (Title)



JAN 28 2009

House District \_\_\_\_\_

Senate District \_\_\_\_\_

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 65-C

For Legislature's Use Only

*rec'd*  
JAN 28 2009 *JK*

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Lahainaluna High School Foundation  
Dba:

Street Address:  
505 Front Street #220-B

Mailing Address:  
P.O.Box 11617  
Lahaina, HI 96761

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JEFF ROGERS

Title Development Director

Phone # 808-661-5332

Fax # 808-661-1737

e-mail lhsfoundation@hawaiiintel.net  
lhsf08@yahoo.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

LAHAINALUNA HIGH SCHOOL FOUNDATION STADIUM PROJECT

4. FEDERAL TAX ID # \_\_\_\_\_

5. STATE TAX ID # \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 3,100,000.00

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 \$ 0  
FEDERAL \$ 0  
COUNTY \$ 0  
PRIVATE/OTHER \$ 2,100,000.00

TYPE, NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

Rob Shelton, LHSF President  
NAME & TITLE

Jan 23, 2009  
DATE SIGNED

## Application for Grants and Subsidies

### I. Background and Summary

#### 1. A brief description of the applicant's background

The Lahainaluna High School Foundation, (LHSF) a 501 (c)(3) organization, was formed in 2000, with the vision of improving the educational experience of Lahainaluna High School (LHS). The school, established in 1861, is recognized as the oldest school west of the Rockies. The Foundation was created to provide a framework that would allow donors the ability to give through a tax-exempt organization that was outside the realm of the State of Hawaii's Department of Education. As a result, they have partnered with the Hawaii Community Foundation to form scholarship, giving programs, and endowment funds that will secure the long-term future of the Foundation. The vision of the Foundation has grown to include all aspects of the high school experience including academics, athletics, and other programs curricular and extra-curricular activities.

The Foundation serves the Lahainaluna High School (LHS) community; the students, staff, parents, and community of West Maui. The Foundation is currently made up of 8 committees, a 12-member advisory board, a 15-member Board of Directors, a full-time Executive Director, and recently added full-time Development Coordinator. The Foundation currently has over 4,200 supporters listed in its database, more than 3,500 of those being alumni.

Since 2002, the LHSF has supported Lahainaluna High School through \$160,000 in scholarships, \$400,000 in grants and sponsorships, \$225,000 towards athletics, and \$110,000 towards arts & culture programs and projects.

The vision of LHSF:

- *I 'ike po'okela na 'opio a pau o Lahainaluna*, (A superior high school experience for all LHS students)

The mission of LHSF:

- To provide resources and opportunities to the Lahainaluna school community
- To assist in preserving and perpetuating Lahainaluna's unique culture, history, and traditions

It is our intent to fulfill our mission of providing resources and opportunities to the Lahainaluna school community by bringing a sports and event facility (stadium) to Lahaina, through public and private partnerships with Lahainaluna High School, the Department of Education, and Lahainaluna High School Foundation.

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

The goal of the LHSF is to provide Lahainaluna High School and the school's community with its only sports and events facility. Lahainaluna has never had its own stadium, and the football, track, and soccer programs have gone without suitable facilities for over eighty (80) years. Currently, the LHS football team is unable to host Maui Interscholastic League (MIL) games at home due to inadequate seating and lights. All home games are conducted at War Memorial Stadium in Wailuku, which is also the home field for Baldwin, St. Anthony, and Maui High Schools.

The track team is unable to practice here as there is no track anywhere in West Maui. During track season, the team travels the 50-mile, 2 hour round trip, once-a-week, to proper facilities, in order to practice.

Every year at LHS Commencement exercises, the school spends over \$2,000 for chair and barrier rentals, and expends over 300 hours in labor, for set-up and break-down for this important event.

The objectives related to this request include;

- Increased participation in after-school activities; including, but not limited to; football, soccer, track, cheerleading, and marching band
- Increased competitiveness with aforementioned activities
- Provide an adequate training facility for track and field program
- Provide an adequate venue for home-field football and soccer games, for participants and spectators
- Provide an adequate venue for school & community events, e.g., Commencement, Youth Relay for Life, Special Olympics Maui

## **3. State the public purpose and need to be served**

The West Maui area is without an adequate football, soccer and track facility, especially for high school football and Pop Warner Football & Cheer programs, high school soccer, adult league, Hawaii Youth Soccer Association (HYSA), and American Youth Soccer Organization (AYSO) soccer programs. Due to inadequate seating and lighting, there are no Maui Interscholastic League (MIL) games played at LHS. Pop Warner football games are held at the county facility, but seating is limited and all are at ground level. Additionally, there are no permanent concessions facilities at the county field.

Maui County's Recreation Complex in Lahaina contains only one regulation soccer field available for adult league, HYSA, and AYSO soccer activities in West Maui. The fields used for soccer are not available from March through June, as that area is also used by Little League practice and games. There would be opportunities for AYSO and HYSA games to be played at a new high school facility, thereby reducing some demand for the limited county facilities and increasing fan comfort and enjoyment.

Presently, there is no facility for track and field events anywhere in West Maui. The LHS track team must travel to Maui County's War Memorial Stadium in Wailuku, a 50 mile round trip, to practice, and budgetary constraints limit the team to one trip per week. Up until 2004, West Maui was part of the USA Track & Field Junior Olympics Program, a national track program for youth, but was discontinued due to lack of adequate facilities. This program served approximately 50 West Maui youth, from age 8 to 18.

Special events venues are also limited on the Westside and an improved stadium would give the high school and community a facility that could enhance events like LHS Commencement exercises. An appropriate facility would save thousands of dollars, and hundreds of hours of labor, each year, for the school. A stadium in West Maui would permit events like Youth Relay for Life and Special Olympics Maui to be held locally.

#### **4. Describe the target population to be served**

The target population which will be served by this facility will include a majority of residents of West Maui; LHS students, staff, parents, family, alumni, and other LHS supporters, as well as all those associated with other sport and event entities; Pop Warner, AYSO, HYSA, USATF, Youth Relay for Life and Special Olympics Maui.

The general population of West Maui is made up of a diverse cultural and ethnic mix;

- Caucasian 40%
- Asian 30%
- Native & Part Hawaiian 20%
- Hispanic 5%
- Other 5%

The resident population of nearly 20,000 is also comprised of a diversity of socio-economic groups. Older residential neighborhoods, containing modest single family homes, lie within a short distance of beach-front and resort area homes and gated communities.

Housing costs in West Maui are one of the highest in the state and multiple families or extended families living at the same residence are common. The number of residents owning their own homes in this community is below the Statewide average. Most families require multiple, full-time wage earners to make ends meet. While our records indicate that nearly 20% of Lahainaluna students receive free or reduced lunch, the reality is that more students probably qualify, but fail

to apply. The figure reported for the feeder intermediate and two elementary schools in the area indicate that more than 30% of its students receive free or reduced lunch. Latest statistics show that 5% of our West Side families receive public assistance and 9% live in poverty.

The stadium project has the support of ; State of Hawaii's Department of Education, County of Maui's Parks Department, Special Olympics Maui, Maui Hotel & Lodging Association, Princess Nahi'ena'ena PTA, Lahainaluna High School PTSA, King Kamehameha III PTA, Sunrise Rotary Club of Lahaina, and Lahaina Pop Warner Football & Cheer Association.

#### **5. Describe the geographic coverage.**

The West Maui area is part of the Lahaina District and contains the Lahaina, Ka'anapali, Napili-Honokawai, and Kapalua subdivisions. The Lahaina District makes up approximately 96 of Maui's 728 square miles.

## **II. Service Summary and Outcomes**

### **1. Describe the scope of work, tasks and responsibilities.**

Lahainaluna's principal, athletic director, coaches and LHSF's board members started discussing the lack of specific athletic facilities at LHS in 2002. There were several presentations made to civic groups, including the Lahaina Rotary Club(s) and LHS PTSA. In September 2005, the need for an improved athletic facility (stadium) was officially recognized at a strategic planning workshop, attended by board members and LHS staff. The first sizable donation, \$1,000,000, for the stadium project was made in the 1<sup>st</sup> quarter of 2007, and a second was donated soon after. Specific plans to move the project forward were made during another Foundation board workshop in October of 2007. Following that meeting, the Stadium Development Committee was formed in February 2008, and a full-time Development Coordinator was hired in July 2008. Since that time, there has been two community fundraising/awareness events held on Maui and one on Oahu. The Foundation's stadium project has received national exposure on Neil Everett's ESPN Radio "Xtra-Point" and usafootball.com's website. The Development Coordinator and Development Committee continue to work on increasing awareness, solicit donations, submit grants, and corporate sponsorship proposals, according to its fundraising strategies.

The Foundation's Board of Directors approved expenditures for developing preliminary plans in July 2007. These plans were taken to a development firm in Maui and were submitted by them to several construction contractors for initial cost estimates. The original plans called for an 8-lane track, seating for 2,400, artificial playing surface for the football and soccer field, lighting, arrival building, press box, concession building and restroom facilities, built on the existing stadium site. It was understood at that time that constructing an 8-lane track would require significant site work, extensive use of retaining walls, and road and bridge realignment. The initial estimates were completed in September 2008, and exceeded \$16,000,000. After many discussions, including a

meeting with a Bank of Hawaii senior executive and the LHS Athletic Director, it was determined that the benefits of an 8-lane track could not be justified by the formidable price tag. It was decided to modify the plans to include a 4-6 lane track, which would greatly reduce the cost of the project, while still providing the students and community with an outstanding sports and events facility. The revised plan brought the project cost to \$10,000,000, and included a construction phase-in (see below). This phase-in will allow for construction of the most important elements first and provide a usable sport facility, even if total project funding is not reached at the anticipated time of construction.

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

Design: Six months (Feb 1, 2009- July 31, 2009)  
Bids: Two months (August 1, 2009 – September 30, 2009)  
Permits: Twelve months (August 1, 2009-July 31, 2010)  
Construction (\*Phase 1): Twelve months (August 1, 2010-July 31, 2011)  
Construction (\*Phase 2): Ten months (June 1, 2010- March 31, 2011)

\*Phase 1: Site work, track, field, lighting, seating (construction and installation)

\*Phase 2: Construction of admissions, concessions, restroom, press box buildings

**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.**

Plans, designs, and construction of the sports and events facility will be done by licensed professionals and built according to current code. All phases of construction will meet county, state, and federal requirements. Drawings will be submitted to the Facilities Development Branch of the State of Hawaii, Department of Education, for review and approval, throughout the design phase.

**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.**

The stadium project will be built to DOE specifications in order to provide safe and comfortable athletic and event facilities for student and community use.

In addition to a contracted Project Manager, Nels Stemm, the Construction Manager for Maui Land & Pineapple, Co, has volunteered to assist in project oversight. He has completed several

large projects at the Kapalua Resort in West Maui as an Owner Representative; managing the projects from design through construction. He is familiar with the challenges of development and construction in the region. The Development Coordinator will be responsible for providing regular, written progress reports of the project to the board and any agencies or funders that require, or request them.

### 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 requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
3,100,000	0	0	0	3,100,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

Funding Source	Amount Requested	Date of submission
Hawaiian Electric Charitable Foundation	\$10,000	Funded
Bank of Hawaii Charitable Foundation	\$10,000	January 15, 2009
NFL Charities	\$ 5,000	Funded
Bowerman Track Grant	\$25,000	February 1, 2009
A & B Foundation	\$50,000	January 26, 2009
Atherton Foundation	\$50,000	January 26, 2009
Friends of Hawaii Charities	\$25,000	January 26, 2009
Corporate Sponsorships	\$1,500,000	Continuous
Individual Donations	\$3,115,000	Continuous

The Foundation has raised over \$2,100,000 and has received a pledge of an additional \$1,000,000. The Foundation has received \$50,000 in in-kind donations and \$323,500 in-kind pledged.

In-kind donations pledged:		In-kind donations received (Preliminary plans)	
Civil Engineer	\$ 45,000	Architect	\$50,000
Landscape Architect	\$ 20,000		
Mechanical Engineer	\$ 9,500		
Electrical Engineer	\$ 24,000		
Architect	\$200,000		
Structural Engineer	\$ 25,000		

In addition to grant application submissions, the Foundation continues to solicit individual donors through national, state, and local media (TV, radio, magazine, website, newspaper). The Foundation has also partnered with several local real estate firms and has been permitted to send out donor solicitations to their clients at no expense to the Foundation. The project funding strategy also includes soliciting corporate sponsorships, which the Foundation is actively seeking. These strategies will continue until total funding is secured.

If funded, monies from the Grant-in-Aid, along with secured and pledged donations, will enable this project to proceed on schedule for groundbreaking. Once the first phase of construction is complete, LHS will have a stadium to host sports and school events.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

The Foundation, through its regular and advisory boards, committees and supporters, possesses the skills and knowledge necessary to complete the proposed project. Through its alumni support alone, over \$3,100,000 in cash has been secured and pledged, preliminary plans were done and final plans are being completed at a significant discount, in-kind electrical and landscape work have been pledged, website design and management procured at discount, and a promotional video produced at no charge.

Recently, the Foundation partnered with LHS and the community to renovate and rebuild Boarder's Field stage, adding a kahua, or earthen hula platform. Boarder's Field is the site for the historic David Malo Day celebration, a thirty-nine (39) year old LHS tradition. This \$100,000 dollar project was made possible by individual cash and in-kind donations, and corporate support. Starwood Vacation Ownership, Inc, gifted the LHSF Foundation with \$50,000. Over \$19,000, consisting of Kapalua Charities' 2007 grant money, and individual donated funds, was allocated by LHSF's Board of Directors toward the project. The Maui Westin Hotel, as well as Ka'anapali



Ocean Resort, donated irrigation material, labor, and landscaping plants. Maui Land and Pine and Kapalua Kapalua Land Company donated sod to plant the stage and surrounding area. Tau Masonry and Clifton Electric, both owned by LHS grads, donated some in-kind services in their respective areas of expertise. Boarding students and their supervisors continue to landscape and maintain the area. It was recently awarded the Cooke Foundations Schools' Beautification Award.

Since the time that strategic planning for the stadium project began in September 2005, the Foundation has received over \$3,450,000 in donations and pledges. The architect for the project, Dennis Harmon, an LHS grad, has experience in designing a similar project, the King Kekaulike Stadium and Baldwin gym. The Foundation has also received unsolicited support from Mitsunaga & Associates in Oahu, an architecture and project management firm that participated in the Roosevelt High School stadium project. Dowling Company, Inc., a local property development firm has provided valuable pre-design input and direction.

## **B. Facilities**

The proposed facility will be constructed on the existing footprint on which existing football and soccer field lie, thereby eliminating any additional land requirements or extraneous construction site work. The sport and event facility will include: stadium seating for 3,000; field and security lighting; improvements to the soccer and football field; synthetic, all-weather track; arrival building; press box; concessions building; and restroom facilities.

The Lahainaluna Stadium will be utilizing the latest techniques in green building. Guiding the Lahainaluna HS Foundation in its greening efforts will be LHS grad Kainoa Casco, currently a Green Development Coordinator & LEED AP for Dowling Company on Maui. If possible, a goal for the stadium will be to obtain a third party certification such as LEED Certification (Leadership in Energy and Environmental Design) administered by the United States Green Building Council (USGBC). There are many benefits of building "green" stadium, including; lower impact on the environment, reduced energy/water consumption, healthier environment for the occupants, and lower operating costs.

The facility will meet all ADA requirements.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Rob Shelton, the Board President since 2000, is a successful real estate salesman and has been instrumental in guiding the Foundation since its inception. Diane Delos Reyes, the executive director since 2003, brings her experience in education and several non-profit positions. She has provided the skills necessary to bring the organization along quickly, while maintaining exemplary non-profit management. Jeff Rogers, Development Coordinator, brings a background of non-

profit management and grant writing to that position. Together, with the Foundation's Board, committees, and LHS supporters, the Foundation is well equipped to secure funding and the resources necessary to complete this project. Mike Nakano, the principal of Lahainaluna and a member of the board, along with Scott Soldwisch, the athletic director, are an integral part of the planning process.

The Foundation's role in the Stadium Project is to provide funding, and initiate the process for the proposed facility. This important project will succeed due to the public and private partnerships between the LHSF, Lahainaluna High School, the community of West Maui and the State of Hawaii's Department of Education.

The facility is being constructed on the current stadium site at Lahainaluna High School. Once completed, the Foundation will release the facility to the Department of Education. Lahainaluna High School and the DOE will be responsible for maintaining and managing the facility after construction is complete.

The Foundation staff, Board, and committee members, will not be responsible for any planning, design, or construction activities related to this project, with the exception of fundraising and project implementation. Project implementation may include hiring of design personnel, project management/developers, and construction firms.

**B. Organization Chart**

Not applicable. This is a CIP Project.

**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.

Not applicable

**B. Licensure or Accreditation**

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

Not applicable

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Lahainaluna High School Foundation

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Contributed Income (b)</b>	<b>Contributions pending (c)</b>	<b>Total (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>3,100,000</b>	<b>3,100,000</b>	<b>3,785,163</b>	<b>9,985,163</b>
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	3,100,000	JEFF REBERS DEVELOPMENT COORDINATOR Phone		
(b) Contributed Income	3,100,000	[REDACTED] Jan. 23, 2009 Date		
(c) Contributions pending	3,785,163	Signature of Authorized Official		
(d)		Rob Shelton, President LHSE Name and Title (Please type or print)		
<b>TOTAL BUDGET</b>	<b>9,985,163</b>			

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Lahainaluna High School Foundation

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
n/a				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>0.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Lahainaluna High School Foundation      Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Lahainaluna High School Foundatio

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	61,597	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	303,500	0	0	0
CONSTRUCTION	2,017,334	29,179	2,796,500	4,777,053	0	0
EQUIPMENT	n/a	n/a	n/a	n/a	n/a	n/a
<b>TOTAL:</b>	<b>2,078,931</b>	<b>29,179</b>	<b>3,100,000</b>	<b>4,777,053</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENT:</b> Figures in columns 1 & 2 do not reflect the pledged amount of \$1,000,000.						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Lahainaluna High School Foundation  
(Typed Name of Individual or Organization)  
  
\_\_\_\_\_  
(Signature)

Jan. 23, 2009  
\_\_\_\_\_  
(Date)

Rob Shelton  
\_\_\_\_\_  
(Typed Name)

LHSF Board President  
\_\_\_\_\_  
(Title)

House District 6  
Senate District 3

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 66-C, 67-0  
For Legislature's Use Only

rec'd  
JAN 30 2009

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):  
DEPARTMENT OF HAWAIIAN HOME LANDS  
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:  
Legal Name of Requesting Organization or Individual:  
La'opua 2020  
Dbas:  
Street Address:  
74-5100 Haleolono Place  
Kailua Kona, HI 96740  
Mailing Address:  
74-5100 Haleolono Place  
Kailua Kona, HI 96740

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:  
Name CRAIG KAHUI  
Title Executive Director  
Phone # 808-896-2252  
Fax # 808-355-8687  
e-mail bokahui@yahoo.com

3. TYPE OF BUSINESS ENTITY:  
 NON PROFIT CORPORATION  
 FOR PROFIT CORPORATION  
 LIMITED LIABILITY COMPANY  
 SOLE PROPRIETORSHIP/INDIVIDUAL  
4. FEDERAL TAX ID # \_\_\_\_\_  
5. STATE TAX ID # \_\_\_\_\_

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:  
La'opua 2020 a 501C3 non-profit corporation requesting funding to plan, design, and implement the construction of a multi-purpose community center to include a recreation complex gymnasium, and aquatic, medical and dental clinic, day-care facilities, preschool, and social services center..

7. AMOUNT OF STATE FUNDS REQUESTED:  
FY 2009-2010 \$128,739.00

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 \$125,000.00- 2007 GIA  
DHHL \$243,716.00- 08 PRIORITY GRANT  
OHA \$150,000.00- 2008-09 GRANT  
PRIVATE// OTHER \$11,300.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

Craig Bo Kahui, Executive Dir.  
NAME & TITLE

1/29/09  
DATE SIGNED



House District 6  
Senate District 3

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

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):

DEPARTMENT OF HAWAIIAN HOME LANDS

STATE PROGRAM LD. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

La'opua 2020

Db:

Street Address:

74-5100 Haleolono Place  
Kailua Kona, HI 96740

Mailing Address:

74-5100 Haleolono Place  
Kailua Kona, HI 96740

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CRAIG KAHUI

Title Executive Director

Phone # 808-896-2252

Fax # 808-355-8687

e-mail bokahui@yahoo.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

La'opua 2020 a 501C3 non-profit corporation requesting funding to plan, design, and implement the construction of a multi-purpose community center to include a recreation complex gymnasium, and aquatic, medical and dental clinic, day-care facilities, preschool, and social services center..

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$371,261.00

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 \$125,000.00- 2007 GIA

DHHL \$243,716.00- 08 PRIORITY GRANT

OHA \$150,000.00- 2008-09 GRANT

PRIVATE// OTHER \$11,300.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

Craig B. Kahui, Executive Dir.  
NAME & TITLE

1/29/09  
DATE SIGNED

## Application for Grants and Subsidies

### I. Background and Summary

#### Project Description

This is an application for a State Grant In-Aid FY 2009-10 of \$371,261 in Capital Improvement Project (CIP) funds and \$128,739 Operational funds totaling \$500,000 for the planning, design, and first phase construction of the La'i'opua Community Center Complex. La'i'opua 2020, the applicant for this grant, is spearheading the creation of this regional community center complex within the Villages of La'i'opua in the Kealakehe area of the island of Hawaii.

The La'i'opua Community Center Complex is pictured as a regional center for recreational, social, cultural, and educational programs for the North Kona area. At full build-out, the complex will include a 16,500 square foot gym; upgrades to the Kealakehe High School baseball fields; an aquatic center; a 39,000 square foot community center building housing a variety of social, educational, and cultural programs; a 29,000 medical health clinic with a proposed 10,000 sq ft emergency trauma unit; a preschool; an intergenerational day care center; a computer center; and community meeting space (see **Appendix [AP]** - La'i'opua 2020- January 2008).

The current estimate for the total cost of the New Vision of the La'i'opua Community Center complex is about \$91,028.555 million. This includes planning and design work, site work, on-site infrastructure, internal roadways and parking, lighting, the upgrades to playing fields, and building construction, along with architect fees, engineering costs and contingency costs. It is estimated that it will take about six years to complete the entire complex. A 16.5 acre site next to Kealakehe High School has been designated by the Department of Hawaiian Home Lands for the complex (see Figure 1).

Currently, La'i'opua 2020, the Kaniohale Community Association, the Department of Hawaiian Home lands, Kamehameha Schools, the County of Hawai'i Parks and Recreation Department, and the Neighborhood Place of Kona have committed to working together to create this multi-purpose complex.

Kamehameha Schools plans to build a preschool in the complex and the Neighborhood Place of Kona plans to provide services at the community center. In addition, the West Hawai'i Community Health Center, a stand alone clinic, will provide medical and dental service. Child & Family Services of Hawai'i, and the Friends of the Children's Justice Center are planning to offer their programs at the within its stand alone facility. The County of Hawai'i Department of Parks and Recreation is very supportive of this project and is willing to incorporate the recreational facilities into the county parks system. (See AP- Letters of Commitment.)

Applicant's Background

La'i'opua 2020, the applicant for this grant, is the nonprofit, charitable arm of the homeowners association for the Kaniohale subdivision built by the Department of Hawaiian Home Lands (DHHL) within the Villages of La'i'opua. The homeowners association is commonly referred to as the Kaniohale Community Association (KCA); although its official name is Kaniohale at the Villages of La'i'opua Association.

La'i'opua 2020 is a community-based nonprofit whose purpose is to identify community needs, develop and foster the creation of community facilities, and plan and partner with service providers for a variety of services and programs for residents of the Villages of La'i'opua and the broader Kealakehe area. La'i'opua 2020 is governed by a board of area residents. Its first major project is the creation of the community center complex described in this proposal.

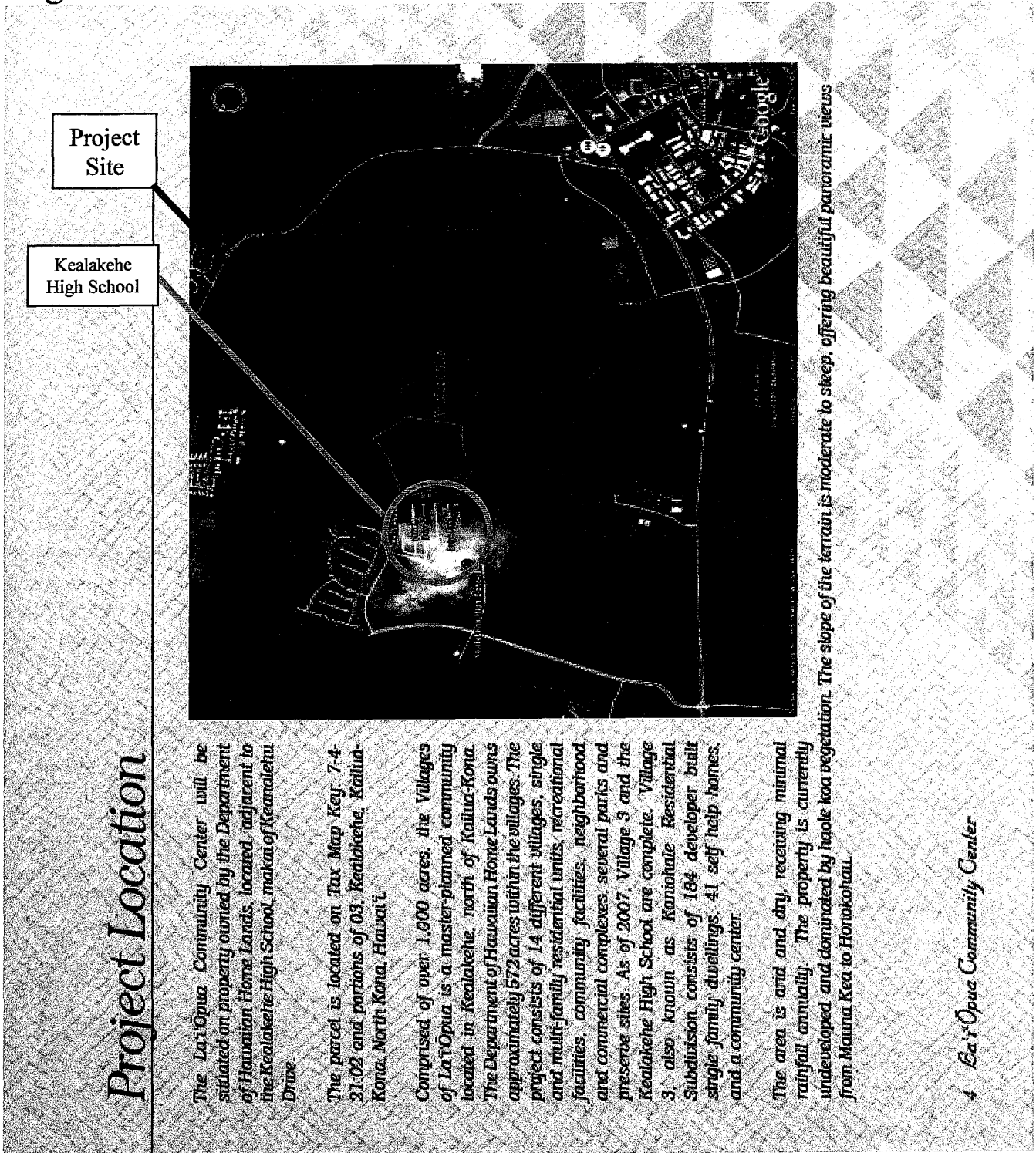
The KCA was incorporated in 1998. The purposes of the association are to manage, maintain, and control the common areas and facilities within the Kaniohale homestead. Also, to exercise control over architectural design and development of real property within the Kaniohale homestead area. KCA has nine (9) board members that manage the affairs of the association.

KCA maintains a small community center, organizes community activities, manages the homeowners' association maintenance fee accounts, collects dues, contracts for general maintenance of common areas, and monitors compliance with the Declaration of Covenants, Conditions and Restrictions (DCCRs).

The Villages of La'i'opua is a master-planned community located on approximately 980 acres in Kealakehe north of Kailua-Kona on the island of Hawaii. The conceptual plan for the area, as originally designed by the Housing Finance and Development Corporation (subsequently known as the Housing and Community Development Corporation of Hawai'i and now known as the Hawai'i Housing Finance and Community Development Corporation – HHFDC), consists of 14 villages encompassing single and multi-family residences, recreational facilities, community facilities, neighborhood-commercial complexes, several parks, and cultural preserve sites. DHHL owns a major portion of the Villages.

# Villages of La'i'opua

Figure 1



## Project Location

The La'i'Opua Community Center will be situated on property owned by the Department of Hawaiian Home Lands, located adjacent to the Kealakehe High School, maikai of Keanalaeahu Drive.

The parcel is located on Tax Map Key 7-4-21-02 and portions of 03, Kealakehe, Kailua-Kona, North Kona, Hawaii'i.

Comprised of over 1,000 acres, the Villages of La'i'Opua is a master-planned community located in Kealakehe, north of Kailua-Kona. The Department of Hawaiian Home Lands owns approximately 572 acres within the villages. The project consists of 14 different villages, single and multi-family residential units, recreational facilities, community facilities, neighborhood and commercial complexes, several parks and preserve sites. As of 2007, Village 3 and the Kealakehe High School are complete. Village 3, also known as Kanihale Residential Subdivision consists of 184 developer built single family dwellings, 41 self help homes, and a community center.

The area is arid and dry, receiving minimal rainfall annually. The property is currently undeveloped and dominated by haole koa vegetation. The slope of the terrain is moderate to steep, offering beautiful panoramic views from Mauna Kea to Honokohau.

La'i'Opua Community Center

To date, Village Three (the Kaniohale homestead) and Kealakehe High School have been completed. Kaniohale, completed in 1998, consists of 225 homes and a small, 750 square-foot community center. DHHL is currently doing site construction for about 350 single-family residential units in Villages Four and Five. When these two villages are completed in 2013 the numbers of homes in the neighborhood will more than double to 575 homes. When all the DHHL & State Hawaii Housing & Finance Development Corporation (HHFDC) Villages are completed, there will be a total of about 3400+ homes.

In late 2003, Kaniohale residents began to discuss their concerns regarding the impact of residential and commercial developments planned for the area. In addition to traffic congestion and increased population, they noted a lack of community services and facilities to serve the growing population. The small community center is inadequate for the services and programs needed by the residents. Several of the programs that had been held at the small facility have outgrown the space and relocated outside of the community.

Through a series of community meetings and discussions with civic leaders and representatives from government and nonprofit agencies, residents began to solidify the idea of a regional community center complex that could include recreational facilities, space for health, education, and social programs, and serve as a cultural hub for the community and surrounding communities. The KCA board realized that the complex and services being envisioning went beyond the purview of a homeowners association. Therefore, La'i'opua 2020, the applicant of this grant, was created as a separate nonprofit to develop and manage community facilities and programs to enrich the La'i'opua community and the greater West Hawaii Region

While the HHFDC conceptual master-plan for the Villages of La'i'opua included small mini pocket parks and a regional park, no government agencies or private developers were taking steps toward their development. Seeing that there were no immediate plans for the recreational and social needs of this growing community, the board of La'i'opua 2020 took the initiative to develop and promote the idea of a regional community complex to be located on a portion of Village Six.

A new design idea and conceptual master plan for a regional community complex combining recreational and social programs emerged through discussions with residents, area service providers, and civic leaders. Currently, the vision of the complex includes a 29,000 sq ft medical clinic with a proposed 10,000 sq ft emergency trauma center; a 39,000 sq ft community center building, a pre-school, a 25,300 sq ft gymnasium and aquatic center, and a 10,000 sq ft social services center. The community center building would include space for social service providers, classrooms, meeting rooms, a computer lab (see AP – pg 7).

# La'i'opua 2020 Master Plan

Figure 2

Project Site



## Conceptual Plan

### Conceptual Plan

The Conceptual Plan recommends developing a Community Center at La'i'Opua on the vacant parcel makes of Kealahou Drive and adjacent to Kealahou High School belonging to the Department of Hawaiian Home Lands to be leased and managed by the La'i'Opua 2020 organization. The plan calls for new construction of approximately 80,000 square feet over an area of approximately 16 acres with future expansion potential.

Major services planned include a medical center, community center complex, social services, infant, toddler and adult day care programs, a preschool, gymnasium, aquatic center, an amphitheatre, an open balau, and garden walking paths.

Partners committed to provide services at the La'i'Opua Community Center include, but are not limited to, the following: La'i'Opua 2020, Kamehale Community Association, Neighborhood Place of Kona, West Hawai'i Community Health Center, Family Support Services of West Hawai'i, Kona Adult Day Care, Child and Family Services and the Friends of the Children's Justice Center of West Hawai'i. Support for the Community Center also comes from Kealahou High School, the Office of Hawaiian Affairs and the Department of Hawaiian Home Lands.

This is the conceptual plan for the La'i'Opua Community Center at Kealahou Drive & North Kona, Island of Hawaii.

Project Goals and Objectives

This grant seeks funding the planning and design for the La'i'opua Community Center Complex and a multiyear construction plan by mass grading the 16.5 acre site. The specific goal of this funding request is to lay the groundwork for the eventual construction of the community center complex and its programs.

The long term goals are to:

- Provide recreational and social programs that are easily accessible to the residents of the Kealakehe area and North Kona.
- Become an integral component with other public facilities being built in the Kealakehe area.
- Provide and support job opportunities in the area by bringing employers into the community.
- Reduce the need for residents of Kealakehe to travel outside the area for services and recreation.
- Fulfill the intent of the master-plan for the Villages of La'i'opua.

By the end of year- December 2009, La'i'opua 2020 will have completed or made significant progress on the following planning and design tasks.

- A site evaluation.
- Topographic and property surveys.
- A geotechnical assessment.
- Conceptual land use and infrastructure planning.
- Proposed development schedules, with project phasing.
- Coordination of off site improvements with DHHL, HHFDC, the County of Hawaii, and others.
- Identification and resolution of land use issues, if any.
- Environmental assessment, if needed.
- Coordination with the Hawaii County parks and recreation division.
- Community briefings and design sessions.
- Identification and negotiation of partnership agreements
- Creation of a funding plan and initiation of funding requests.
- Initiation of required permits, land use approvals, and similar regulatory requirements.
- License agreements in place between DHHL and La'i'opua 2020 and other partners.

With these tasks completed, La'i'opua 2020 will have a clear project framework in place, partners identified, initial permits and approvals in place, and the detailed project cost estimates that will enable us to move to the construction phase of the project.

By the end of June 2010, the following tasks will be completed or nearing completion.

- Site preparation, grubbing and grading
- Preliminary design plans for future buildings
- Preparation complete for the next phase of construction.

DHHL has committed to allocate about 16.5 acres of Village Six for the community center complex. DHHL has entered into license agreements with La'i'opua 2020 and Kamehameha Schools to convey long-term use and control of the site, upon the satisfactory completion of several condition set therein Further, DHHL is working with the County of Hawaii and DLNR to ensure that adequate water capacity is allocated for the development of the community center.

#### Public Purpose and Need to be Served

Currently, there are no parks located in the Villages of La'i'opua and the only community facility is a 750 square foot building with a central meeting room, a small kitchen area, storage space, restrooms, a 225 square foot covered lanai, and six, off-street parking stalls. While the facility is adequate for small meetings and community gatherings it is too small for the types of enrichment programs that resident's desire. For example, a keiki day-care program was started at the center, but when the enrollment grew the program was forced to move to another site outside of the neighborhood. A community computer lab was discontinued when space could not be dedicated for the computers to be set-up. The community has had to pass up the opportunity to have several other programs due to lack of space.

As the residential population of the area grows, the need for recreational and social programs will grow. This need is well recognized by the County and State governments as demonstrated by the inclusion of a regional park in the original master plan for the area. The proposed La'i'opua community center complex will serve as a regional resource, benefiting residents throughout Kealakehe and North Kona area. With the combination of facilities being proposed, the complex will be able to house programs ranging from recreation, to education, to cultural, to health for every age group.

This type of multi-service facility is much needed in the growing North Kona region where there are no large public parks. The nearest recreational facility is five miles away and the nearest health care facility is 15 miles away. This complex will bring numerous types of programs closer and enhance existing community facilities such as the Kona Aquatic Center near Kailua Town. Given the need for recreational facilities, the growing population, and the potential for partnerships to develop the complex, the Hawaii County Parks and Recreation Department is very supportive of this project and has indicated a willingness to manage it as part of their parks system (see AP – pg 24, Letters of Commitment.)



### Target Population and Geographic Coverage

While the initiative for this project has come from the residents of Kaniöhale, the complex will serve the entire region of Kailua-Kona. When fully built out, the Villages of La'i'opua will include about 3400+ homes (an estimated residential population of nearly 8,000 assuming three people per household.) In addition, neighboring landowners such as the Queen Liliuokalani Trust are planning a sizeable residential development. The County projects the population of North Kona will increase by about 28% to 42,275 by the year 2020, assuming a moderate rate of growth.

The Kealakehe area is expected to become a major hub for regional business and commercial growth as well. Commercial and light industrial complexes are begin planned for the nearby Honokohau Harbor area, on DHHL land along Kealakehe Parkway, and on lands to the north owned by Palani Ranch Company, Inc. and Lanihau Partners, LP. The University of Hawaii is planning on constructing a community college campus in the area, land is being set aside for the West Hawaii Hospital, and planning for the new West Hawaii Civic Center is underway. With the increase in population, new schools will be built in the area as well. All of this will bring with it people seeking recreational activities and community programs.

The La'i'opua Community Center Complex will be located adjacent to Kealakehe High in the central area of the Villages of La'i'opua. Keanalehu Drive improvements and connection to Manawalea road to the upper Kealakehe district is near completion. Planned improvements of the Kealakehe Parkway, Kamanu Street, Queen Kaahumanu Highway, and the potential construction of a new Ane Keohokalole Highway mid-level road will make the center easily accessible from all directions. With its central location, range of programs, and convenient access, the La'i'opua Community Center will become a popular facility for residents of the North Kona district.

### Community Benefit from This Grant

The long-term community benefit of this project is in having a regional recreational and multi-social services complex in the fast growing Kealakehe area. The more immediate and specific benefit to the community from this grant is that the preliminary planning work, development scheduling, design costs, work to identify and secure funding sources for the entire complex, and site preparation can be done in a coordinated effort concurrently with the residential construction and infrastructure improvements taking place in the region.

This saves both time and money. It also provides an opportunity to identify potential cost sharing and coordination of off-site improvements. Both DHHL and HHFDC will be constructing homes in the Villages of La'i'opua over the next several years. In addition, the County and State will be working together to improve major roads serving the district and expand the capacity of the water system serving the area. Coordinating the construction of the community center complex with all this other construction will reduce the impact of construction on existing residents, enable a sensible phasing of the work, reduce costs, and potentially shorten the overall construction time for all the developments.

It is important to remember that this project is community driven. Residents are championing the concept, garnering support, building partnerships, and seeking out the funding. While technical assistance and guidance is being provided by agencies such as DHHL, and in the future by the County of Hawaii, and Kamehameha Schools, , it is accurate to say that the community is the developer in this project. This grant will help support the community to further champion this essential project

Therefore, one of the tangential benefits to the community is the development of skills, contacts, and experience that residents will gain as the project progresses. This will have a long-term impact on the ability of area residents to play a major role in guiding the future of their community.

This project will also serve as a model for other communities who want to participate in planning improvements to their neighborhoods. Across the State master-planned communities are being proposed by developers and government agencies. The Villages of Leialii and Kaanapali 2020 in West Maui, Koa Ridge in Central Oahu, and Ocean Pointe in Ewa on Oahu are examples of large residential developments being built near existing neighborhoods that could benefit from new community facilities and public improvements. The La'i'opua 2020 experience of project planning, construction coordination, and funding partnerships could help many other community groups take an active role in improving their neighborhoods by providing an example and developing a framework for working with large developers.

## **II. Experience and Capability**

### Skills and Experience

The board of La'i'opua 2020 will have primary responsibility for overseeing this project and directing the work of consultants. This project will require many different types of skills including, community facilitation, project management, construction planning and design, civil engineering, compliance with government regulations and guidelines, fiscal management, and contract oversight.

La'i'opua 2020 board members bring an array of skills to this project that will enable them to properly manage the grant and achieve the project objectives. Their skills include construction, computer systems management, personnel management, small business operations, nonprofit board experience, business administration, public administration, paralegal, and customer service.

Since La'i'opua 2020 is a new organization it does not have a track record of past projects to demonstrate its experience. There is, however, a commitment from the Department of Hawaiian Home Lands and the firm of Riehm Owensby Planners Architect to provide assistance and guidance throughout the project. Their commitment includes training and support in construction project management, building design, nonprofit board operations, consultant

selection, contracting and procurement, and compliance and monitoring. This support will enhance the skills of the board and expand our capacity to carry out this project.

The Kamehameha Schools have committed to partnering in this development and will share their extensive experience in construction and management of community facilities and program operations.

#### Quality Assurance and Evaluation

Project monitoring procedures will be developed to ensure that the planning and design for the community center complex stays on schedule and meets the standards expected of any successful developer. Procurement procedures patterned after those of the State Procurement Office will also be developed. The majority of work on this project will be contracted to technical experts such as civil engineers, planners, architects, and construction specialists. Detailed scopes of work and contracting requirements will be negotiated and the Executive Director will monitor these contracts.

Project management systems and contractor monitoring procedures are also being developed. Monthly project meetings will be held with all consultants and written progress reports will be used to document project activities, any problems, and corrective actions to be taken. Staff from DHHL's Planning Office and Land Development Division will be available to provide guidance and assistance to the Executive Director throughout the project. Periodic meetings will be held with DHHL, the County, and others to report on the status of the project and coordinate our work with theirs.

#### Facilities

Currently, the small community center at Kaniohale serves as a meeting place for the La'i'opua 2020 board. Project records and planning documents will be kept at the center. However, this project may require the use of special facilities or office space for lease as La'i'opua 2020 build its capacity to manage this development. In the meantime, most project activities will take place at the community center, consultant's offices, or other locations as appropriate.

### III. Personnel: Project Organization and Staffing

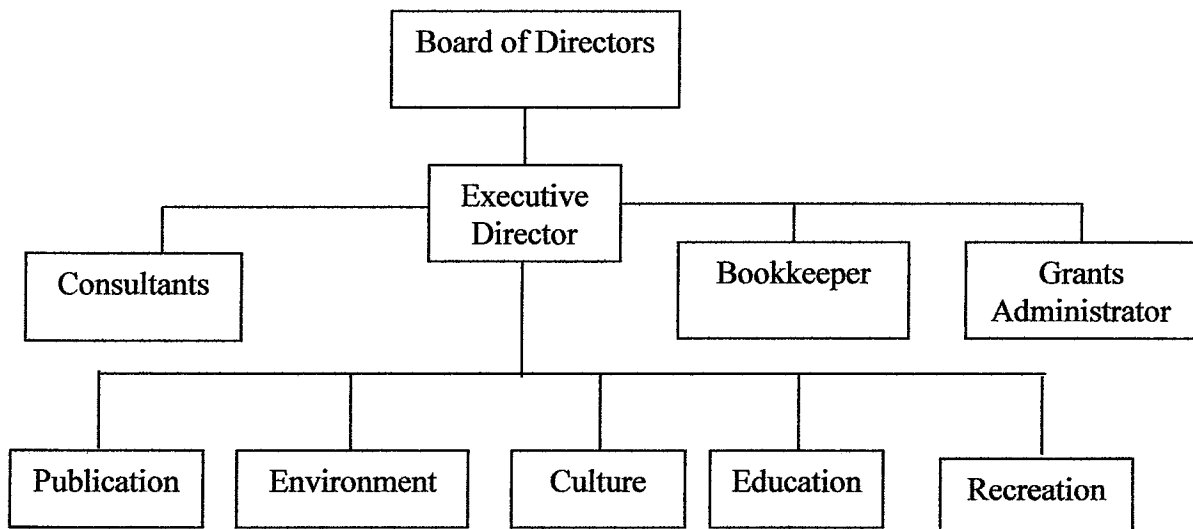
#### Proposed Staffing, Staff Qualifications, Supervision, and Training

La'i'opua 2020 is a volunteer organization. Recently, the La'i'opua 2020 Board hired an Executive Director as its first employee. This project will be managed by the Executive Director and a team of volunteers including board members, interested residents, and technical experts. The planning, design, and site work will be contracted to licensed architects, civil engineers and construction specialists. As mentioned previously, DHHL and the Riehm Owensby Planners Architect firm will lend their expertise on many of the technical aspects of this project. The Executive Director is Craig "Bo" Kahui, former president of La'i'opua 2020. Mr. Kahui is experienced in residential construction, he was a small business owner, and has held supervisory positions in the public and private sector.

We do anticipate hiring additional paid staff upon receipt of additional capacity funding. Bookkeeping and grants administration are being done by the Executive Director and volunteers. As we execute our design and construction, the work load shall require more full-time support.

#### Organization Chart

Currently, La'i'opua 2020 board consists of eight directors, three of whom are officers. In addition, there are five committees – Publications, Environment, Culture, Education, and Recreation. A Grants Administrator position has been created to oversee funding requests and fundraising activities. This project will be managed by an Executive Director consulting board members, representatives from the partner organizations, and technical advisors. The new organizational chart is shown below.



## IV. Service Summary and Outcomes

### Scope of Work

This project will require professional planning, surveying, engineering, and construction services in addition to the work the Executive Director will do to develop partnerships and secure funding for future phases of construction. The La'i'opua Community Center complex will cover about 16.5 acres. The preliminary conceptual design and cost estimates were done by licensed architect, Michael Riehm. In October 2007, La'i'opua 2020 contracted Group 70 International to develop its master program and design to include cost estimates and a phasing plan. January 2008, Group 70 International provided La'i'opua 2020 with its new program and master plan for the future multi-purpose community center facility (see **Appendix**). Further, more in-depth analysis, planning, and design work will be done in 2009 calendar year. Also, partnerships will be further developed and design and construction plans will be coordinated among the partners. A detailed funding plan will be initiated for future phases.

**Site Evaluation.** A consultant will be secured to assemble and analyze available information of the project site regarding:

1. Access
2. Water
3. Sewer
4. Electrical
5. Telecommunications
6. Drainage
7. Solid Waste
8. Archaeological

**Topographic and Property Surveys.** A civil engineer will be contracted to provide a topographic survey and prepare a preliminary layout of the site. This work will include recommendations and cost estimates for site work. If necessary, research will include land subdivision and legal descriptions, site control issues, and land tenure recommendations. Currently, La'i'opua 2020 has contracted Wes Thomas Associates to conduct the boundary survey and preliminary subdivision plot plan. Kamehameha Schools has completed its boundary survey and subdivision plan. Both boundary surveys and Preliminary plot plans should be completed by end of February 2009 for submission to the County of Hawaii.

**Geotechnical Exploration.** Geotechnical engineering exploration will be conducted if needed. This will include obtaining and documenting soil samples, evaluation of relevant engineering characteristics of the soils on the parcel, and recommendations for grading, pavement design, foundations, and other geotechnical aspects of the project. It is anticipated that some relevant geotechnical data may be available from DHHL or others as part of their development work.

**Environmental and Governmental Review and Approvals.** Because this project will be done on State land and federal funds will likely be used, an Environmental Review Record (ERR) will be completed for the project. To the extent the authorities allow, the environmental review requirements will be met using the 1990 EIS for the Villages of La'i'opua Master Plan and other documents. The ERR will be completed with the assistance of DHHL, the project architect, and appropriate consultants. A mitigation plan will be developed for any land use issues that are identified. It is anticipated that because a community center complex is a more intensive use than the residential development originally planned for the site, OEQC will require at minimum a new biological/botanical study and most likely an environmental assessment for the site. To meet this minimum requirement, DHHL completed a botanical study dated November 2008 (see Exhibit A) Therefore, other necessary studies are included in the work plan and the budget. The required notices, permits, and governmental approvals will be obtained with the guidance of the project architect and DHHL staff. The cost of technical assistance to receive these approvals is included in the budget.

**Conceptual Land Use and Infrastructure Plans.** A consultant will be hired to prepare conceptual land use and infrastructure plans for the project. This work will include conceptual plans for grading, sewer, water, electrical, and roadways for the site. Along with a development phasing plan. The consultant will identify and help prepare any required documents and approvals needed to conform to state and county requirements for site work.

**Stakeholder Involvement and Consent.** The Executive Director will conduct periodic community meetings to provide updates and gather input from area residents, community leaders, agency representatives, and government officials throughout the course of the project. In addition, in-depth discussions will be held with various state and county departments to ensure the project is in compliance with government regulations and standards.

**Coordination of On and Off-Site Improvements.** With the assistance of consultants, the Executive Director will maintain regular communications with DHHL and the County so that the proposed site work and project phasing are complementary to their developments.

**Identification and Negotiation of Partnerships and Funding.** A partnership among La'i'opua 2020, DHHL, Hawai'i County, Kamehameha Schools, the Neighborhood Place of Kona, and the consortium of service providers known as Hui Laulima has already been formed. Additional service providers and agencies will be brought into the project as the planning progresses. Partnership agreements will be developed to outline roles and responsibilities and document commitments to the construction and operation of the complex.

The Executive Director will be responsible for initiating partnership agreements, identifying funding sources, and developing a plan for securing funding based on the project phasing plan. It is anticipated that a consultant will be hired to develop partnership agreements and funding strategy, and initiate funding requests for future project phases. It is not reasonable to expect that the costs or management of construction will be borne by any one agency. Therefore a number of important partnerships have already been forged to share costs as well as expertise.

The potential partners and funders include the State of Hawaii, DHHL, the County of Hawaii, the federal government, the Office of Hawaiian Affairs, Kamehameha Schools, Alu Like, Queen Liliuokalani Trust, Palani Ranch Company, Lanihau Partners, Menehune Development, Jacoby Enterprises, the Boys and Girls Club of Hawaii, and numerous civic and business groups in the North Kona area.

**Securing License Agreements and Site Control.** The site planning and facilities design process will determine what each partners needs are. It is expected that DHHL will enter into license agreements with each agency based on their site, legal and financial requirements. The Executive Director, partner representatives, and DHHL staff will work closely to ensure proper site control and legal requirements are followed to ensure the project work stays on schedule and the long-term viability of the complex is ensured.

The second year will initiate the construction on the site. This work is critical for setting the stage for the construction of buildings. Currently the 16.5 acre parcel is vacant, with overgrown vegetation and some fencing. There are no roads, sewer, drainage, or infrastructure on the parcel at this time. The first year planning work will lead to the site work in the second year. This work will include:

**Site Preparation.** The site preparation phase will begin with the demolition of any existing fences and grubbing to remove vegetation. The major work at this stage is the mass excavation and grading to prepare the site for the construction of future buildings. This work will be coordinated with the DHHL construction in the neighboring Villages 4 and 5.

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Project Timeline

The timetable for the complete build-out of the La'i'opua Community Center complex is dependent on the development plans of partner agencies and securing funding. Ideally, the construction of the complex will coincide with DHHL's construction of Villages 4 and 5 adjacent to the complex site. The construction of the complex should take about six years to complete. It is anticipated that the planning and design phase will take 12 – 18 months and the first phase of construction will take about 12 - 16 months (see Appendix)

**V. Financial**

Budget

La'i'opua 2020 is requesting a biennium total of \$500,000 in Capital Improvement Project (CIP) funds and operational funds for the planning, design, and first phase of construction for the La'i'opua Community Center complex. An estimated breakdown of the costs is provided below and on the attached required budget forms.

Task <b>FY 2009</b>	Estimated Budget	
	Capital Improvement Funds	Operational Funds
Consultant Fees for site evaluation, engineering studies, conceptual plans, development phasing plans, environmental assessments, and other planning and design work.	60,000	100,000
Coordination meetings, project documentation, community briefings, and project monitoring.		14,000
Development of partnerships, identification of funding sources, development of financing strategies and proposals.	9,000	
Airfare and inter-island travel costs for coordination meetings and development of partnerships and funding.		10000
Project supplies and miscellaneous costs.	2,261	4739
Site Preparation of 16.5 acres including demo, grubbing and mass grading.	300,000	
	<b>371,261</b>	<b>128,739</b>
<b>Sub-total</b>	<b>(371,261 +</b>	<b>128,739)</b>
<b>TOTAL</b>	<b>\$500,000.00</b>	

**VI. Other**

Litigation

La'i'opua 2020 is not a party to any litigation.

Licensure or Accreditation

Professional planners and engineers will be contracted for a major portion of the project work. We will ensure that anyone we contract with has the appropriate licensing and accreditation required by law.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)


Applicant: La'io'pua 2020

**Funds Requested**

**Other Funding Sources**

BUDGET CATEGORIES	Total State GIA	DHHL	OHA	Federal	Total
	(a)	(b)	(c)	(d)	
<b>A. PERSONNEL COST</b>					
1. Salaries	93,252	93,252	93,252	93,252	373,008
2. Payroll Taxes & Assessments					
3. Fringe Benefits (2+3= 15%)	13,987	13,987	13,987	13,987	55,948
<b>TOTAL PERSONNEL COST</b>	<b>107,239</b>	<b>107,239</b>	<b>107,239</b>	<b>107,239</b>	<b>428,956</b>
<b>B. OTHER CURRENT EXPENSES</b>					
1. Airfare, Inter-Island	6,000	6,000	6,000	6,000	24,000
2. Insurance	1,500	1,500	1,500	1,500	6,000
3. Lease/Rental of Equipment	1,200	1,200	1,200	1,200	4,800
4. Lease/Rental of Space	8,000	8,000	8,000	8,000	32,000
5. Staff Training	2,000	2,000	2,000	2,000	8,000
6. Supplies					
7. Telecommunication	600	600	600	600	2,400
8. Utilities: water/sewer/phone/elect	700	700	700	700	2,800
9. Advertisement					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>80,000</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>6,000</b>
<b>D. MOTOR VEHICLE PURCHASES</b>					
<b>E. CAPITAL</b>	<b>371,261</b>	<b>371,261</b>	<b>371,261</b>	<b>171,261</b>	<b>1,285,044</b>
<b>Sub-Total Budget Categories: A,B,C,D,E</b>	<b>128,739</b>	<b>128,739</b>	<b>128,739</b>	<b>128,739</b>	<b>514,956</b>
<b>TOTAL (A+B+C+D+E+F)</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>300,000</b>	<b>1,800,000</b>
<b>SOURCES OF FUNDING</b>					
(a) Total State Funds Requested	500,000				
(b) DHHL	500,000				
(c) OHA	500,000				
(d) Federal-USDA-Rural Dev.	300,000				
Sub-Total	1,800,000				
<b>TOTAL BUDGET</b>	<b>1,800,000</b>				

Budget Prepared By:		
Craig "Bo" Kahui		
Name (Please type or print)		
		
Signature of Authorized Official		
Craig "Bo" Kahui	Executive Director	
Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: La'i'opua 2020

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	\$125,000.00	\$65,000.00	25.00%	\$ 16,250.00
Human Resource	\$65,000.00	\$48,000.00	25.00%	\$ 12,000.00
Office Clerk	\$42,000.00	\$32,000.00	25.00%	\$ 8,000.00
Bookkeeper/ Accountant	\$42,000.00	\$32,000.00	25.00%	\$ 8,000.00
Grants Coordinator	\$60,000.00	\$48,000.00	25.00%	\$ 12,000.00
Fund Developer	\$60,000.00	\$48,000.00	25.00%	\$ 12,000.00
Project Coordinator	\$75,000.00	\$50,000.00	25.00%	\$ 12,500.00
Staff Attorney	\$100,000.00	\$50,000.00	25.00%	\$ 12,500.00
				\$ -
Sub-Total	\$569,000.00	\$373,000.00		\$ -
<b>TOTAL:</b>				<b>93,250.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Currently, the Executive Director is the only paid position. By July 2009, the La'i'opua 2020 organization will have accomplish significant progress which shall require staffing the organization with key personel to continue and execute the development plan of the community center.				
Salary projections are based on conservative industry income standards for each of the proposed salary positions. Job description are being developed.				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: La'i'opua 2020

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED							
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS		
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012	Total
PLANS	125000	393000					518000
LAND ACQUISITION							
DESIGN			500000				500000
CONSTRUCTION				39040990	40000000	11987563	91028553
EQUIPMENT							
<b>TOTAL:</b>	<b>125000</b>	<b>393000</b>	<b>500,000</b>	<b>39,040,990</b>	<b>40,000,000</b>	<b>11,987,563</b>	<b>92,046,553</b>
<b>JUSTIFICATION/COMMENTS:</b>	<p>The GIA State funds requested of \$500K for 2009-10 is for Operational funds and Capital Improvement Project. Base upon the matching funds requested, La'i'opua 2020 has allocated 25% to each of the prospective grantors.</p> <p>If La'i'opua 2020 is awarded these grants, La'i'opua 2020 will have sufficient operational and capital fund to execute its capital campaign, while at the same time, L2020 shall execute its construction documents. More importantly, these fund will initiate the development of its community center.</p>						

# Appendix

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## *Appendices*

*Letters of Support*  
*Cost Details*

# Executive Summary

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*The Villages of La'i'Ōpua is located in the Kealakehe ahupua'a, along the northwest coast of the Island of Hawai'i, north of Kailua-Kona Town.*

*The purpose of this report is to provide the Kanihale Community Association and it's 501©3 non profit Board La'i'Ōpua 2020, and partners with a program, feasibility study and conceptual plan for the development of the proposed community center complex within the La'i'Ōpua Villages at Kealakehe, North Kona, Island of Hawai'i.*

*The La'i'Ōpua 2020 board has expanded their partnerships, increasing their committments to bring social services and programs that contribute vocationally, economically, socially, and culturally to the growing communities of Kealakehe.*

*The Conceptual Plan recommends developing a Community Center at La'i'Ōpua on the vacant parcel ma kai of Keanalehu Drive and adjacent to Kealakehe High School belonging to the Department of Hawaiian Home Lands (DHHL) to be leased and managed by the La'i'Ōpua 2020 organization. The plan calls for new construction of approximately 80,000 square feet over an area of approximately 16 acres.*

## **Ka Inoa**

*Kealakehe is literally translated as "the winding path". The northern boundary of the Kealakehe ahupua'a is the Honokohauiki ahupua'a and the Honokohau ahupua'a. The mauka boundary is the Honua'ula Forest. The ma kai boundary is the Keahuolu ahupua'a, property of the Queen Lili'uokalani Trust.*

*La'i'Ōpua consists of two words: la'i, calm, stillness, quiet, peace and 'ōpua, puffy clouds as banked up near the horizon. It seems to be a play on the famous Hawaiian saying/song (Kona Kai 'ōpua) – 'O Kona kai 'ōpua i ka la'i. The clouds bank over Kona's peaceful sea.*

*For now, this plan is called La'i'Ōpua Community Center. Community members have expressed a desire to find a name for this plan.*



# Regional Context

The Villages of La'i'Ōpua is located in the Kealakehe ahupua'a. Kealakehe ahupua'a is bounded by Honokōhauiki ahupua'a, Honokōhau ahupua'a, Honuaula Forest and Keahuolū ahupua'a. Situated between Kona International Airport and Kailua-Kona, Kealakehe ahupua'a is located in an area of urban growth and already contains Kealakehe High School, Kealakehe Waste Water Treatment Plant, Kealakehe Police Station, Honokōhau Harbor and Kaloko-Honokōhau National Historical Park.

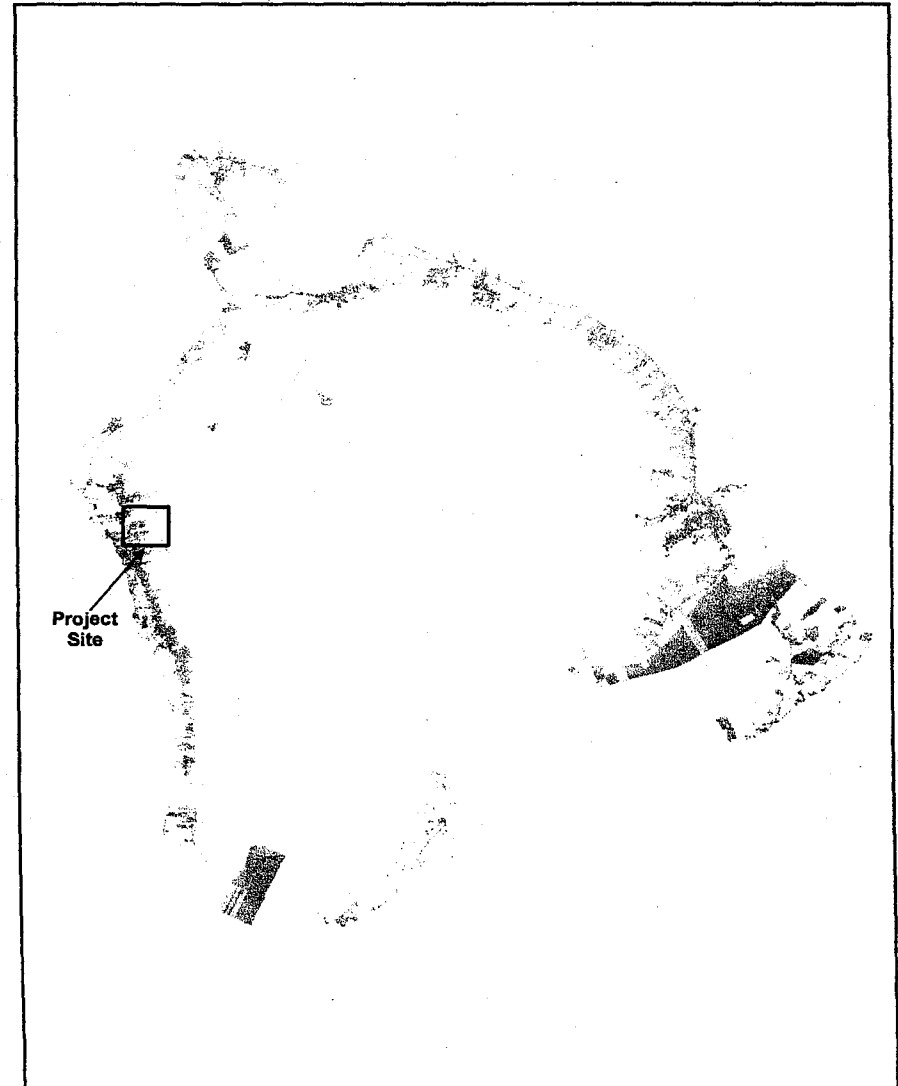
The area surrounding La'i'Ōpua, referred to as the North Kona Coast, occupies the major portion of the Census Districts known as South Kohala and North Kona. The North Kona Coast has a population of approximately 41,600 and is projected to grow to 82,700 by the year 2010. Over the last decade, the population of North Kona Coast has experienced a 30 percent increase.

The master planned community of the Villages of La'i'Ōpua is designed to include 4,082 single-family and multi-family residential units, recreational facilities and community and neighborhood commercial complexes.

The Department of Hawaiian Home Lands has identified the La'i'Ōpua Community Center as a Priority Project in their Kealakehe / La'i'Ōpua Regional Plan dated October 2007.

DHHL has dedicated 16 acres at La'i'Ōpua on their parcel adjacent to Kealakehe High School to this project. This parcel, was previously proposed as Villages 6 of La'i'Ōpua.

A request for \$125,000 in Grant-In-Aid from the Legislature in 2007 for planning is pending release.



# Project Location

The La'i'Ōpua Community Center will be situated on property owned by the Department of Hawaiian Home Lands, located adjacent to the Kealakehe High School, ma kai of Keanalēhu Drive.

The parcel is located on Tax Map Key: 7-4-21:02 and portions of 03, Kealakehe, Kailua-Kona, North Kona, Hawai'i.

Comprised of over 1,000 acres, the Villages of La'i'Ōpua is a master-planned community located in Kealakehe, north of Kailua-Kona. The Department of Hawaiian Home Lands owns approximately 572 acres within the villages. The project consists of 14 different villages, single and multi-family residential units, recreational facilities, community facilities, neighborhood and commercial complexes, several parks and preserve sites. As of 2007, Village 3 and the Kealakehe High School are complete. Village 3, also known as Kaniohale Residential Subdivision consists of 184 developer built single family dwellings, 41 self help homes, and a community center.

The area is arid and dry, receiving minimal rainfall annually. The property is currently undeveloped and dominated by haole koa vegetation. The slope of the terrain is moderate to steep, offering beautiful panoramic views from Mauna Kea to Honokōhau.

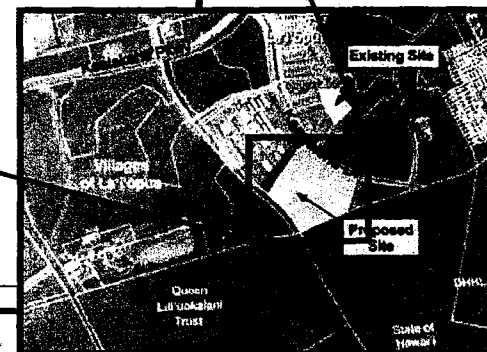
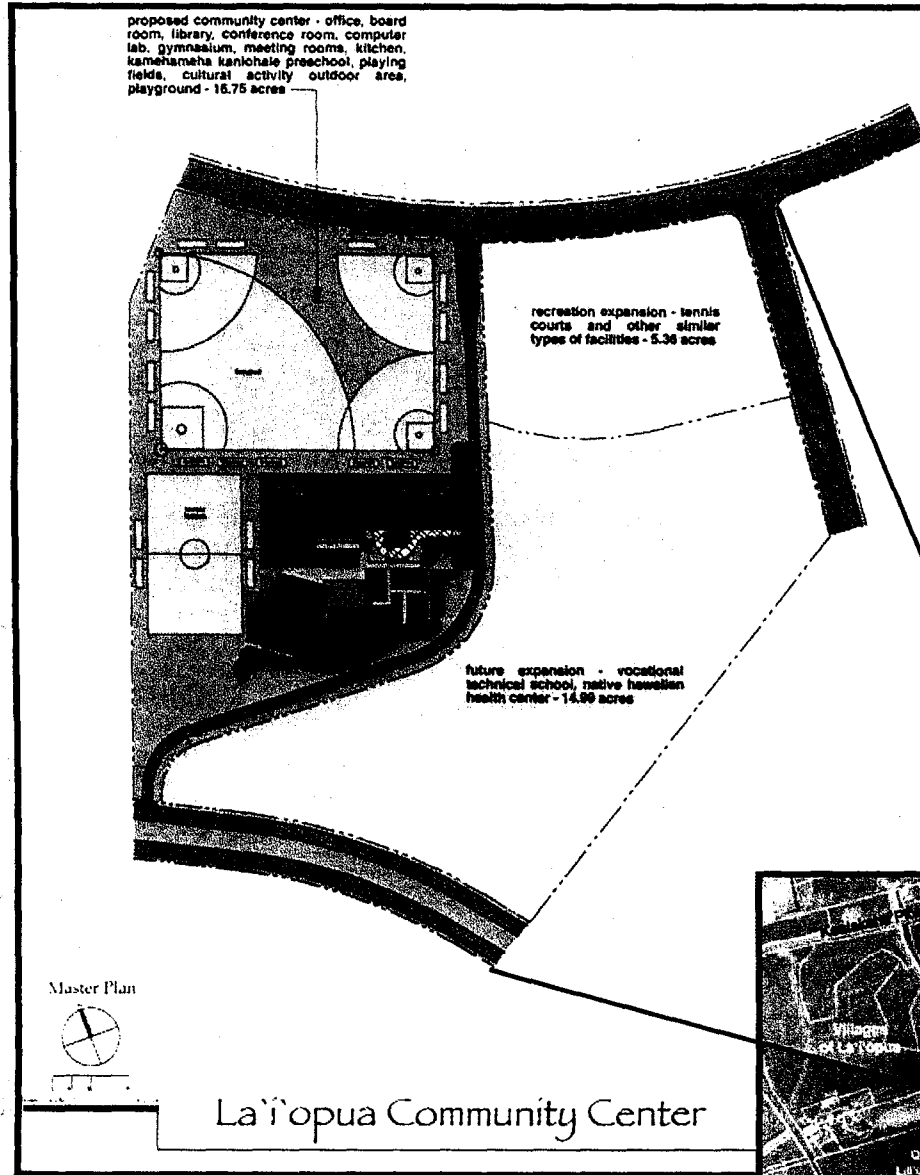


# Previous Master Plans

## DHHL Regional Priority Project

The DHHL has identified the La'i'Ōpua Community Center as a priority project in their Kealakehe/La'i'Ōpua Regional Plan. The October 2007 conceptual plan depicts a 16.75 acre area for the community center with playing fields and office spaces.

In 2007, the Legislature approved a Grant-In-Aid request to the DHHL in the amount of \$125,000 for further planning of the community center at La'i'Ōpua.

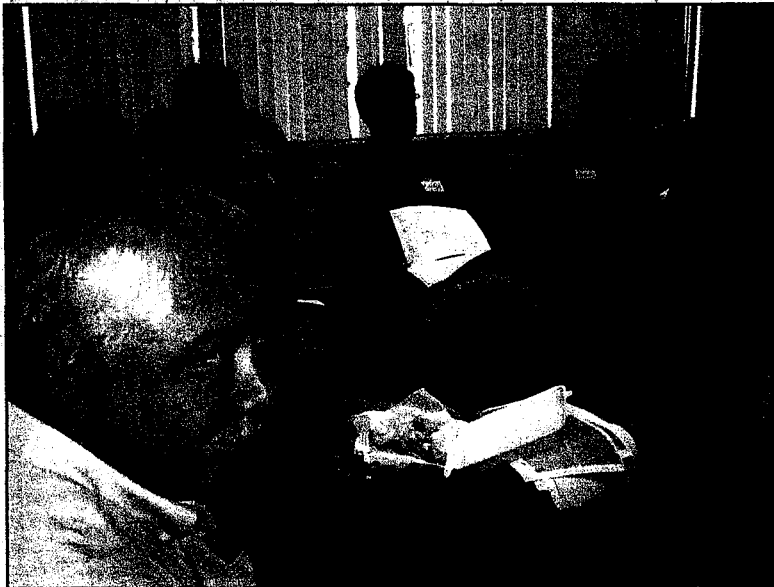


# Planning Charrette

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*At the heart of the planning of La'i'Ōpua arises the sentiment of this place as a pu'uhonua. As a place of healing; a wellspring; a place of safety to reflect and make right and transform to serve once again the self, the family, the community and the spirits.*

*Through two charrettes held in November and December of 2007, the partners have articulated a vision of a community center that is built on the cultural and spiritual values inherent in the land and people of Hawai'i which serves as a pu'uhonua for those in need.*



# Development Concepts and Major Themes

The following major themes were voted as the most important to the design of the community center. These major themes are used as the guiding principles for the building configuration and design process.

## **1. Spiritual and cultural values are the foundation of the community center**

Values of aloha, mālama 'āina, pono, lōkahi serves as guiding principles for the visioning of a community center at La'i'Ōpua. The programs and the service providers are promising to operate in a manner that is reflective of the values of nurturing, healing and harmony. Taking care of the land, water, air and each other in spiritual harmony and balance and creating opportunities for healthy lifestyles mentally and physically are part of the building blocks of this future community center. Designs which allow for an experience with the landscape, views of the ocean, feeling of the wind and access to the sunlight are necessary as these serve to support the programs for the complex.

## **2. Pu'uhonua**

The community center is envisioned to be a place for healing and making right. A pu'uhonua serves as a place where there is cultural agreement that one is taking time to make right. The La'i'Ōpua Community Center is envisioned to be a pu'uhonua where one is safe and welcome to reflect, receive help and reconnect to serve once again the family and community. Programs will offer health and wellness services in western and traditional means for transformation. The design of the center will incorporate the natural landscape with walking paths that allow for outdoor reflection and healing. The center can serve as a sanctuary as well as a place to connect outside of ones home. During times of natural disasters, the community center is envisioned to serve as a safe place of refuge.

## **3. Interconnectedness and Village setting**

At the heart of being restored and respectful of cultural values is to be interconnected, useful and caring for one another. The community center will be located within the residential village of La'i'Ōpua. The community center will be a place for residents to gather and celebrate and enjoy each others company. The community center will reflect the concept of live, work and play. Efforts to provide pedestrian opportunities to the center from the residential areas and within the community center is important. Connections to the Kealakehe High School facilities and programs are envisioned to broaden existing services to the community. Garden spaces are important for scale and activities of healthy lifestyles. Intergenerational activities are important and the assignment of program spaces should allow for such interaction. The community center is envisioned to be a place that draws people out of their homes and together whether in evening promenade, recreation, or afternoon programs. The center will be a place where neighbors can take care of each other and play.

# Conceptual Plan

## Conceptual Plan

The Conceptual Plan recommends developing a Community Center at La'i'Ōpua on the vacant parcel ma kai of Keanalehu Drive and adjacent to Kealakehe High School belonging to the Department of Hawaiian Home Lands to be leased and managed by the La'i'Ōpua 2020 organization. The plan calls for new construction of approximately 80,000 square feet over an area of approximately 16 acres with future expansion potential.

Major services planned include a medical center, community center complex, social services, infant, toddler and adult day care programs, a preschool, gymnasium, aquatic center, an amphitheatre, an open halau, and garden walking paths.

Partners committed to provide services at the La'i'Ōpua Community Center include, but are not limited to, the following: La'i'Ōpua 2020, Kaniohale Community Association, Neighborhood Place of Kona, West Hawai'i Community Health Center, Family Support Services of West Hawai'i, Kona Adult Day Care, Child and Family Services and the Friends of the Children's Justice Center of West Hawai'i. Support for the Community Center also comes from Kealakehe High School, the Office of Hawaiian Affairs and the Department of Hawaiian Home Lands.



This is the conceptual plan for the La'i'Ōpua Community Center at Kealakehe ahupua'a, North Kona, Island of Hawai'i.

# Planned Programs

## **Community Center Complex**

A 26,000 square foot community center complex facility is planned as one of the primary anchors of the La'i'Ōpua Community Center. This facility will be the home of the La'i'Ōpua 2020 board and will include office spaces, conference rooms, classroom spaces, a dance and audio visual center, computer lab and library, teleconference room, a multi-purpose game room, and space for afterschool A+ programs. Also attached to this complex will be a café that will offer both indoor and outdoor services.

## **Neighborhood Place of Kona**

Connected to the community center complex will be the Neighborhood Place of Kona (NPK). Situated along the primary entrance corridor allows the Neighborhood Place of Kona to provide their open and welcoming spirit for which they are most recognized. Approximately 4,000 square feet is programmed for NPK which will include a living room reception, cubicles and enclosed offices, meeting rooms for families and large groups and work rooms. The Neighborhood Place of Kona is a community based non-profit 501c3 organization that focuses on the well-being of children and families and the prevention of child abuse and neglect. NPK is considered a pu'uhonua, a place of refuge and safety, where participation is voluntary and services are free, non judgmental and culturally sensitive.

## **Medical Center**

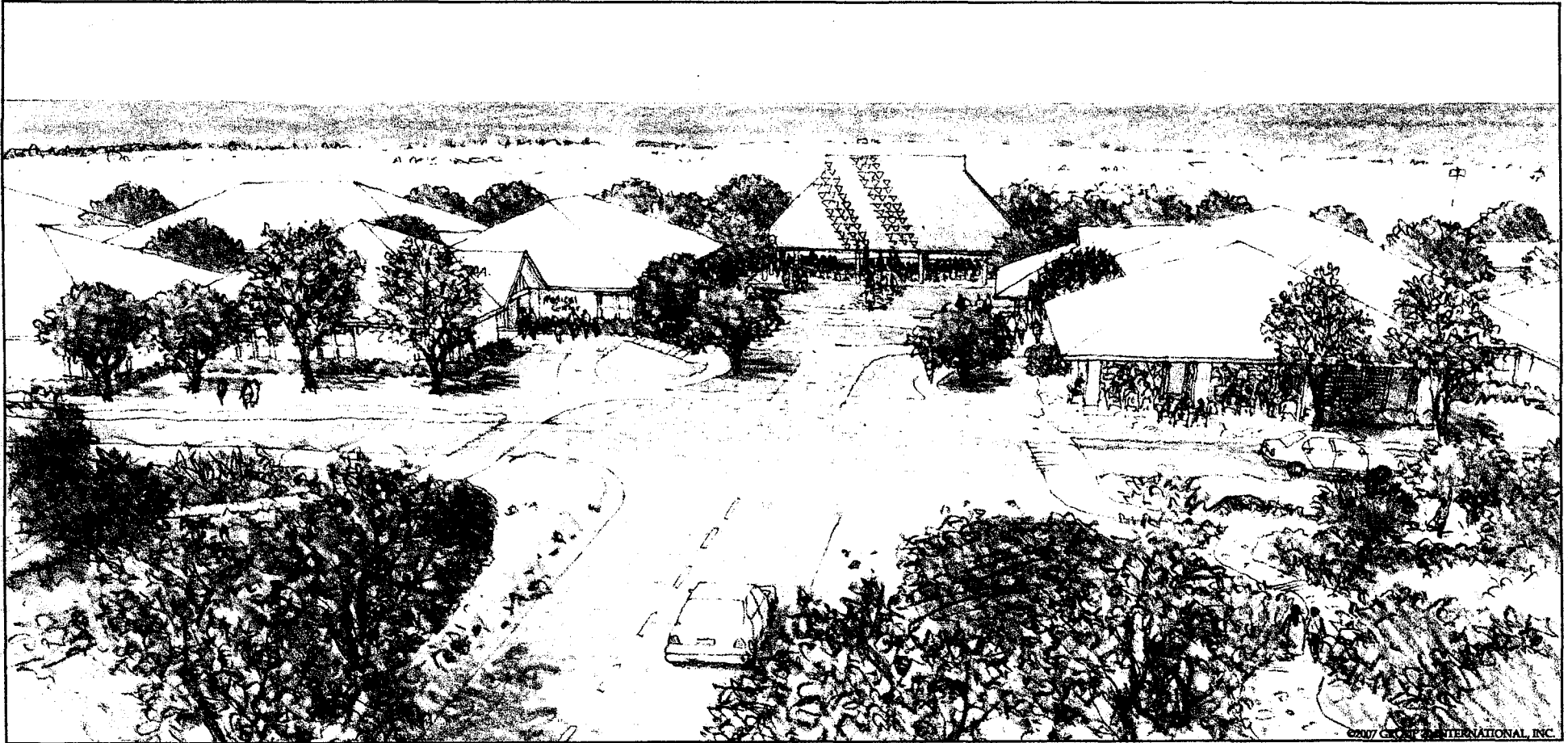
A 25,000 square foot medical center is planned as the other anchor at the La'i'Ōpua Community Center. The West Hawai'i Community Health Center (WHCHC) proposes to bring medical, dental, behavior health, family planning, health education and other community level health supportive services to the La'i'Ōpua region. No longer will residents have to travel far for preventative and maintenance type of medial services. The WHCHC envisions this center to serve as their central administrative center for their three satellite locations. Plans for this center include creating a health academy in partnership with Kealakehe High School, providing educational resources for residency programs, and developing wellness and prevention programs utilizing gardening and hands on preparation of health eating. The scale of this facility will be limited to community health and therefore trauma and urgent care will not be available. The Kona Hospital is interested in creating an urgent and emergency service facility within the proposed West Hawaii Community Health Center at La'i'Ōpua. The medical center will have the ability to stabilize patients and call ambulatory transportation assistance. There are discussions of expansion, therefore, the medical center is located intentionally in an area that offers future opportunity for growth.



## **Open Hale for Gathering**

At the core of the La'i'Ōpua Community Center is an open hale with views of the ocean and the mountain. The Hale will be the prominent architectural feature serving its purpose of being a place where the community can openly gather for celebration and sharing. The Hale is envisioned to support a party of 250 under its roof and is surrounded by grassy open area to accommodate larger gatherings. A kitchenette with flexible walls is situated nearby for the collective preparation of feasting activities. Working, eating and playing together is at the core of being interconnected and maintaining community health.

# Conceptual Rendering



*This rendering depicts the view from the entrance off Keanalehu Drive looking ma kai to the center of the La'i'Ōpua Community Center. At left is the medical wellness center. At center is the Hale for community gatherings. At right is the Community Center Complex, home of La'i'Ōpua 2020 and the Neighborhood Place of Kona.*



# Planned Programs

## **Amphitheatre**

Below the Hale lay an open amphitheatre for hula and other performance events.

## **Garden Pathways**

Connecting the Community Center complex, the NPK, the Hale and the Wellness Center is a pedestrian pathway that will weave around to interconnect with the other social service facilities. These pathways are envisioned to be landscaped with plants that support the activities at the center. Plants which promote healthy diets such as herb gardens and plants for hula and flower lei making are envisioned to grow throughout the community center.

## **Family Day Care Center**

A cluster of small cottage like facilities are planned to support family day care services such as infant, toddler and adult day care services. Approximately 10,000 square feet of interior space is programmed for these activities. These services are clustered together to support opportunities for intergenerational activities. The Family Support Services of Hawai'i (FSSH) provides programs designed to alleviate those adverse conditions and create support for all members of the family from birth through adolescence in partnership with the medical, mental health, education and other social service organizations. At La'i'Opua, FSSH proposes to provide infant and toddler day care programs and educational support to existing family infant care providers in the area. Their educational programs to families with infants has served as early intervention to foster care. FSSH will also provide respite care at La'i'Opua which will support attendance of appointments at the proposed medical and social service facilities. The Kona Adult Day Care Services (KADC) provides a safe and supportive daytime environment offering daily companionship and stimulation, monitoring of health concerns and transitional services between hospital and home care. KADC provides services to adults who are coping with Alzheimer's Disease or other dementia nervous systems disorders, orthopedic conditions and adults having feeling of loneliness and isolation. At La'i'Opua Community Center, KADC adult day care will provide support, respite and education for families and other caregivers.



## **Child and Family Services and The Friends of the Children's Justice Center of West Hawai'i**

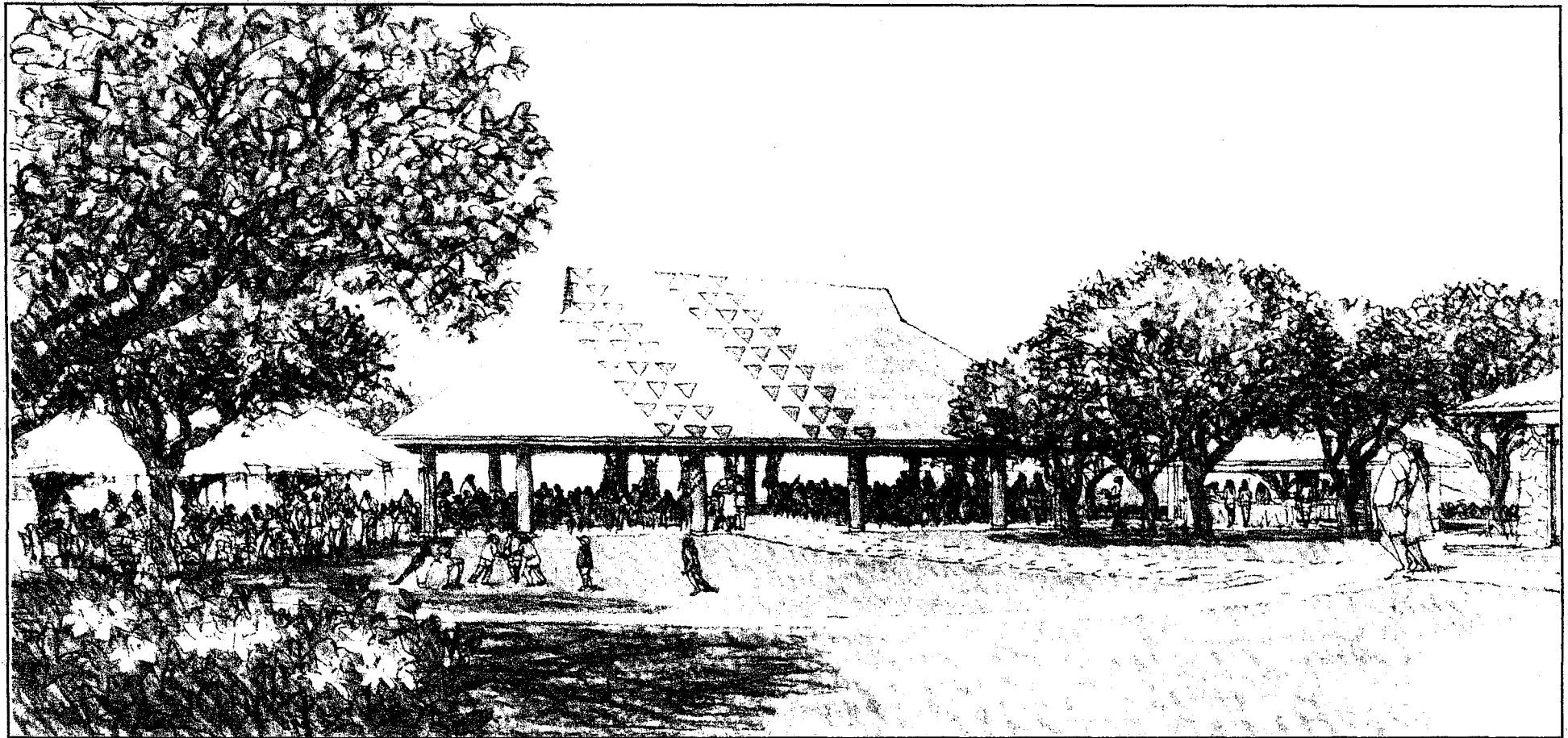
In a cluster of small cottage like facilities, approximately 10,000 square feet of space is reserved to support the programs proposed by the Child and Family Services and The Friends of the Children's Justice Center of West Hawai'i. Private offices to support Child and Family Services programs for Alternative to Violence, Sex Abuse Treatment and Therapeutic Foster Homes are provided. In addition, space for group counseling, video conferencing, employee assistance and reception is also provided. A separate facility is provided for The Friends of The Children's Justice Center of West Hawaii who partners with the State Judiciary sex assault services program for children and families. This specific program is required to be located in close proximity to the medical center. Within the The Friends of The Children's Justice Center facility will be space for private consultation and healing along with offices and conference rooms for multi-agency coordination. Given the nature of the services to be provided in this facility, the design of the space should say "I am okay. I am safe."

## **Preschool**

A 2 acre parcel is reserved for a preschool. The location is provided in the flattest spot of the entire project.

# Conceptual Rendering of the Hale

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*This Hale serves as a central gathering place for community celebrations. Sized to support 250 people under the roof and designed with open grassy area for larger parties. A community kitchen is nearby to support the many hands that work together to feed the families. The roof design will be a prominent feature and will be designed with community support.*

# Recreation

## **Recreation Center Complex**

*La'i'Opua 2020 and Kealakehe High School have partnered to turn existing high school playfields into regional recreational resources. New road access to the baseball fields and tennis courts along with parking are proposed to support the use of these fields by the community.*

## **Gymnasium**

*A new gymnasium is proposed offering indoor volleyball and basketball and other recreational activities to the community. The gym is situated near the Kealakehe High School tennis courts creating a recreational cluster.*

## **Aquatic Center**

*A new aquatic center containing a 50-meter pool for competition, aquatic recreation and safety instruction is planned for the community center. A site near the gymnasium is proposed to allow for opportunities for shared locker rooms and bathroom facilities. In addition to the competition sized pool, a family oriented pool is proposed. Located near the Kealakehe High School, the new pool is being constructed to offer Kealakehe High School with more athletic program opportunities.*



# Program of Spaces and Uses

	<i>Function and Programs</i>	<i>Partner/Service Provider</i>
<i>Anchors</i>	<i>Community Center Complex</i> Afterschool A+ program; computer lab/library; conference room; classrooms; teleconference room; dance and audio/visual art center; Multi-purpose game room; L2020 Office/conference room; playground; cafe (indoor/outdoor); cultural amphitheater; bike path and broad walks; OHA; Alu Like; Native Hawaiian Legal Corp	<i>La'i'Opua 2020</i>
	<i>NPK - One Stop Shop</i> Living room reception; Cubicles; Enclosed offices; Enclosed family meeting rooms; Staff meeting/work room; Kitchenette; Large community meeting room; Offices for NPK partners	<i>Neighborhood Place of Kona</i>
	<i>Medical Center</i> Medical; Dental; Behavior Health; Family Planning; Health Education; WIC; Support; Administration; Other	<i>West Hawai'i Community Health Center</i>
	<i>Pre-School</i> Classrooms with lanai; administration offices; playground; security fencing - perimeter	<i>Separate lease with DHHL</i>
<i>Recreation</i>	<i>Recreation Center Complex</i> Gym; Aquatics Center; Linkages to Keolu High School Athletic fields	<i>La'i'Opua 2020</i>

# Support Functions

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## **Access, Circulation and Parking**

Vehicular and pedestrian access into the La'i'Ōpua Community Center will be from Keanalehu Drive. A two lane entry off of Keanalehu Drive is necessary to support the projected level of activity within the community center. The interior roads provide access to the ballfields at Kealakehe High School. When the Ane Keohokalole roadway is constructed, there may be opportunity to provide a ma kai access to the community center. In addition, if and when future roadways are constructed, consideration may be given to provide additional access into the community center. Parking in proximity to services areas are proposed throughout the community center. Small clusters of parking lots are considered preferable to one large centralized facility. Given the sloping topography of the parcel, the parking clusters are a practical necessity. Parking is envisioned to be open paved stalls. A total of 566 parking spaces are planned. Provision of short-term drop off points within the parking areas is recommended.

## **Architectural Character**

The architectural character of buildings will be similar to the surrounding area. The buildings will have a residential character and be one to two stories depending on the topography to ensure preservation of view planes. Signature building, the Gathering Hale, will be an iconic Hawaiian expression.

## **Planning Conditions**

Rainfall is approximately 10 – 20 inches a year. Soil is primarily volcanic material. Elevation is approximately 290 to 410 feet above sea level. Land slope is from 5 to 10 percent. Volcanic soil provides adequate drainage. The project area is located outside of the 500 year floodplain. Ambient noise from Māmalahoa highway and Queen Ka'ahumanu Highway. Police services provided by Hawai'i County Police Department Kealakehe Station. Fire protection provided by Hawai'i County Fire Department Kailua-Kona Station. The nearest emergency services is provided at Kona Community Hospital. Public Schools in the area include Kealakehe Elementary, Kealakehe Intermediate and Kealakehe High School.

Department of Hawaiian Home Lands may consider rezoning the parcel to the Hawai'i County Village Commercial (CV) zoning district. The CV district provides for the proposed social service businesses with the combination of recreational uses being proposed.

An Environmental Impact Statement was prepared for the La'i'Ōpua Regional Plan. Discussion with the Office of Environmental Quality Control will be necessary to determine whether or not a supplemental EIS is necessary. A La'i'Ōpua Preservation Plan was submitted to DLNR - State Historic Preservation Division (SHPD) in May 2007 and is awaiting response. A Preliminary copy of the La'i'Ōpua Burial Treatment Plan was submitted to DLNR-SHPD in July 2007 but will be revised based on Burial Council input from October 18, 2007. Early consultation with Kaloko-Honokohau National Historic Park is recommended.

# Landscaping



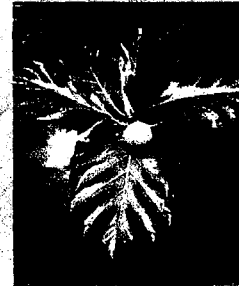
HALA



COCONUT PALM



KUKUI NUT TREE



'ULI-BREADFRUIT



MILO



'OHIA-AI



KOU



MANELE



KOAPA



'OHIALEHUA



MAMANE



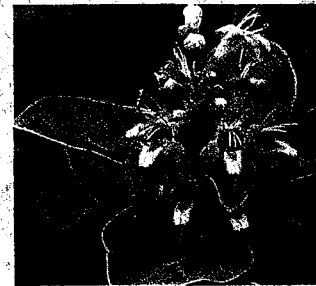
'AALII



TI



MAMAKI



FOHINAHINA



'ULI

*The landscape will feature native plants that have utility and relation to the activities provided at the community center and have low water demand.*

## **Site Work Improvements**

Proposed site work includes site grading, paved parking lot, concrete curbs, wheel stops, parking stall paint striping, parking directional paint arrows, accessible and restrictive traffic signage, and grade adjustment walls. Site grading will include imported fill to terrace the site to construct the proposed buildings. The project site will be graded to provide positive drainage for storm water runoff to be directed away from the building. A National Pollutant Discharge Elimination System (NPDES) permit is required for this project since construction activities will disturb a land area greater than one acre. Best Management Practices (BMP) will be implemented to prevent pollution and protect the environment. Site grading shall follow Soils Engineer's recommendations.

## **Drainage System**

Proposed drainage system to allow storm water runoff to surface flow towards concrete drain inlets. From there the runoff will be piped to drywells located throughout the site. Where possible, the runoff will be directed toward landscape areas to filter pollutants and sediments prior discharging into the drain inlets. The drainage system will be designed to meet all county and state requirements.

## **Sewer System**

Proposed sewer system to include connecting the building sewer connection and oil / water separator to the County's existing sewer system. Proposed system to consist of 8-inch pipe and 4-inch clean outs to grade. Design of the new sewerlines shall comply with the Uniform Plumbing Code, 1997 Edition, as copyrighted and published by the International Association of Plumbing and Mechanical Officials Uniform Plumbing Code and the Standard Specification for Public Works Construction, Department of Public Works, County of Hawaii, dated 1986.

## **Water System**

Proposed domestic water system to include connecting the building domestic water to the County's water system on Keanalehu Drive. A new water domestic meter will be installed off of Keanalehu Drive near the driveway and a domestic water line will be constructed to feed the proposed buildings. Design of the new waterlines shall comply with the Uniform Plumbing Code, 1997 Edition, as copyrighted and published by the International Association of Plumbing and Mechanical Officials Uniform Plumbing Code and the Water System Standards, Department of Water Supply, County of Hawaii, dated 2002.

## **Fire Water System**

Proposed fire water system to include connecting the building fire sprinkler system to the County's water system on Keanalehu Drive. A new water meter will be installed off of Keanalehu Drive near the driveway and a 12" fire line installed to connect to the proposed buildings. On-site fire hydrants will also be installed to provide coverage for the Fire Department. Design of the new waterlines shall comply with the Uniform Plumbing Code, 1997 Edition, as copyrighted and published by the International Association of Plumbing and Mechanical Officials Uniform Plumbing Code and the Water System Standards, Board of Water Supply, City and County of Honolulu, dated 2002.

# Phasing

## Phasing

The La'i'Ōpua Community Center can be developed in four phases. The first phase will involve site work. The second phase involves construction of the Preschool, Community Center, Medical Center and Hale and associated road and parking areas. The third phase construction includes the Gymnasium, aquatic facilities, parking and linkages to Kealakehe High School athletic fields. The fourth phase of development will be the cottages of social service facilities and amphitheatre.

## Cost

The total cost of development is estimated at \$91,028,555 in January 2008 dollars. Estimate is based on current cost for construction on the Big Island. A breakdown of costs by facility is provided in the table below. If the midpoint of construction is scheduled for mid 2011, the cost is estimated at \$113,800,000 after factoring in escalation. Funding for development is expected to be shared with service providers and other partners. Approximately, an additional 15% of construction cost is expected for fees associated with architectural design, civil, surveys, permitting preparations and project management.

Phase 1 (Est. 2009)	Phase 2 (Est. 2010-2011)				Phase 3 (Est. 2012-2013)				Phase 4 (Est. 2014-2015)			
Site Prep	Anchor				Recreation				Social Services			
\$37,399,332	Facility	Gross Floor Area	Cost/SF	Total Cost*	Facility	Gross Floor Area	Cost/SF	Total Cost*	Facility	Gross Floor Area	Cost/SF	Total Cost*
	Preschool	17,000	289	\$5,729,000	Gym & Aquatic Center	22,500	602	\$13,400,028	Family Day Care Center	12,000	337	\$4,044,000
	Community Center / NPK	34,000	482	\$12,662,000	Lighting to Kealakehe Baseball Field			\$377,372	Child and Family Center	8,000	337	\$2,696,000
	Medical Center	29,000	447	\$12,963,000	Lighting to Kealakehe Outdoor Courts			\$171,814	The Friends of the Children's Justice Center of West Hawaii	2,400	337	\$808,800
	Hale	5,200	200	\$1,040,000	Access from Athletic Field to New Site			\$197,855	Subtotal			\$7,548,000
	Subtotal			\$21,794,000	Connection between School and New Site			\$139,354				
					Subtotal			\$14,286,423				

\*All costs 2008  
Escalation rate for the next 5 years  
2008-2009 8-9%  
2009-2010 7-8%  
2010-2012 7%  
2011-2012 6%  
2012-2013 5%



# Financing

## Financing

Funding for development of site work, infrastructure and the La'i'Ōpua Community Center is expected to be shared amongst public and private partnerships. The La'i'Ōpua 2020 Board has received commitments of partnership from a number of public agencies, non-profit organizations and private foundations and companies. A list of partners and letters of support are provided in the following pages.

Assuming these listed as "Private Partnerships" fund the design and construction of proposed facilities associated with their services, their commitment to the overall development of the community center may represent approximately 30% of the cost. See table below.

La'i'Ōpua 2020 is currently seeking funding from the state legislature, the Department of Hawaiian Home Lands and the Office of Hawaiian Affairs. Additional financing from private foundations and corporations are also planned.

Entity	Facilities Responsible for :	Construction Cost*
La'i'Ōpua 2020	Site Work Community Center including the Hale Recreational Facilities	\$62,918,455 ± 15%**
Private Partnerships	Neighborhood Place of Kona (15% of Community Center SF) West Hawai'i Community Health Preschool Family Day Care Center Child & Family Service Friends of the Childrens Justice Center	\$28,110,100 ± 15%**

\*All costs 2008

Escalation rate for the next 5 years

2008-2009 8-9%

2009-2010 7-8%

2010-2012 7%

2011-2012 6%

2012-2013 5%

\*\*± 15% for design related fees

# Private and Public Partnerships

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## La'i'Ōpua 2020 Board of Directors

Craig "Bo" Kahui  
President and Treasurer of La'i'Ōpua 2020  
Kaniohale Community Association - Board of  
Directors

Charmaine Duvauçhelle  
Vice President of La'i'Ōpua 2020  
Vice President of Kaniohale Community Association

Lunakanawai Hauanio  
Secretary of La'i'Ōpua 2020  
Kumuha'o (coordinator) of Ho'ona 'Ohana, INC.

Robert Lindsey  
Office of Hawaiian Affairs Trustee

Wally Lau  
Executive Director of The Neighborhood Place of  
Kona

Jo Judy, Esq.  
Friends of The Children's Justice Center

Harvey Garval  
Executive Director of Child and Family Services

Michael Matsukawa, Esq.  
West Hawai'i Community Health Center - Board of  
Directors

Mahealani Pai  
West Hawai'i Community Health Center - Board of  
Directors

## Letters of Support

Micah A. Kane, Chairman  
Hawaiian Homes Commission

Arthur Souza, Area Superintendent  
West Hawai'i District Complex  
State Department of Education

Wilfred Murakami, Principal  
Kealakehe High School

Patricia G. Engelhard, Director  
County of Hawai'i  
Department of Parks and Recreation

Richard J. Taffe, Executive Director  
West Hawai'i Community Health Center, Inc.

Donald Lewis, West Hawaii Regional CEO  
Kona Community Hospital

Maile Shimabukuro, House of Representatives  
State of Hawai'i

Ken Ito  
House of Representatives  
State of Hawai'i

Robert Lindsey, Trustee  
Office of Hawaiian Affairs

Hawai'i Island Caucus  
House of Representatives  
State of Hawai'i

Mayor Harry Kim  
County of Hawai'i

Christy Schuman, Executive Director  
Tropical Reforestation & Ecosystems Education  
Center

Wally Lau, Executive Director  
Neighborhood Place of Kona

JoAnn Bishop Freed, Executive Director  
Family Support Services of West Hawai'i

Denise Hill, President of the Board of Directors  
Friends of the Children's Justice Center of West  
Hawai'i

Christopher J. Pating, Vice President, Strategic  
Planning & Implementation  
Kamehameha Schools

Robert H. Ozaki, President and CEO  
Queen Lili'uokalani Trust

Wally Lau, Chairperson  
Hui Laulima Council

# Appendices

# *Letters of Support*

LINDA LINGLE  
Governor



STATE OF HAWAII  
Department of Education  
Office Of The Complex Area Superintendent  
West Hawaii Complex Areas  
75-140 Hualalai Road  
Kailua-Kona, Hawaii 96740

PATRICIA HAMAMOTO  
Superintendent  
Arthur Soza  
Complex Area Superintendent

December 3, 2007

TO WHOM IT MAY CONCERN:

It is with enthusiastic support that I write to endorse the Kaniohale Community Association Board's proposal for funding.

The Board is hard at work on the La'i'opua 20/20 Plan which is a proposal to create a Community Center Complex in North Kona. The vision of the Complex which would include educational, recreational, cultural and medical facilities is to create a unique opportunity for "Community Wellness". Much of the Kaniohale Community Association's vision is guided by its belief in creating community partnerships to create collaborative planning and implementation.

To this end, the Department of Education, West Hawaii District Office, is pleased to be a full and participating partner in this initiative.

We look forward to continued work with the community association as the process moves forward.

Sincerely,

[Redacted Signature]  
Superintendent  
West Hawaii District



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
KEALAKEHE HIGH SCHOOL  
74-6000 PUOHULUHULU STREET  
KAILUA-KONA, HAWAII 96740  
PHONE: (808) 327-4300 • FAX (808) 327-4307

January 23, 2008

Bo Kahui, President  
La'i'opua 2020  
74-5100 Haleolono Street  
Kailua-Kona, Hawaii 96740

Mr. Kahui,

Over the last several months, we had met on more than one occasion to discuss the proposed multi purpose community center complex for development adjacent and south of Kealakehe High School.

We had the opportunity to review your current vision to provide the broader west Hawaii region direct social, cultural, educational, recreational, medical and dental services and programs.

Specifically, your commitment to offer Kealakehe High school use of you community resources, such as the aquatic center and other components truly reflect the foundation for collaboration between our school and the community. In addition, your commitment to "upgrade" our athletic fields to provide lights and parking would offer access and a greater opportunity both for the school and the community.

We are excited over the prospects of a new beginning merging our school resources with the community resources to better maximize and utilize current and proposed facilities.

Therefore, I'm please to support your initiative for the development of a multi purpose community center and commit to be a full and participating partner in your endeavor.

[Redacted Signature]  
Wilfred Muarkami  
Principal, Kealakehe High School

LINDA LINGLT  
GOVERNOR  
STATE OF HAWAII



STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOMELANDS  
P.O. BOX 1879  
HONOLULU, HAWAII 96805

January 3, 2007

MICAH A. KANE  
CHAIRMAN  
HAWAIIAN HOMES COMMISSION  
BEN HENDERSON  
DEPUTY TO THE CHAIRMAN  
KAULANA IL PARK  
EXECUTIVE ASSISTANT

Harry Kim  
Mayor



County of Hawaii  
DEPARTMENT OF PARKS AND RECREATION  
101 Pauahi Street, Suite 6 • Hilo, Hawaii 96720  
(808) 961-8311 • Fax (808) 961-8411

Patricia G. Engelhard  
Director

Prnema N. Mizuno  
Deputy Director

Mr. Craig "Bo" Kahui  
Kanihale Community Association  
74-5100 Haleopono Street  
Kailua-Kona, Hawaii 96740

Dear Bo:

We are excited about your plans to build a new multi-service community center. This letter is to express our commitment to designate 16.5 acres in Village 6 of the Villages of La'i'opua for a community center complex. This type of multi-service facility is seriously needed in the growing region of North Kona where there are no large public parks and the nearest facility is inadequate to provide the type of enrichment programs and social services that the community desperately needs.

The Department of Hawaiian Home Lands (DHHL) is in the process of completing the conveyance of land title for Village Six from the Department of Land and Natural Resources (DLNR). The development rights have already been conveyed to DHHL by the former Housing and Community Development Corporation of Hawaii (HCDCH).

DHHL has received letters of intent to participate in this important endeavor from Queen Lili'uokalani Children's Center and the Kamehameha Schools. It is our intent to enter into license agreements with each participating agency and to work closely with La'i'opua 2020 on this very important project. We look forward to working with you.



Micah A. Kane, Chairman  
Hawaiian Homes Commission

cc: KS,QLT

January 12, 2007

Craig "Bo" Kahui  
74-5100 Haleolono Street  
Kailua-Kona, HI 96740

Subject: Support in Concept for Planning and Construction of Community Center as Part of Development of 16.75 acre Park Site with Recreational Facilities at the Villages of La'i'opua

Thank you for providing us with information about the La'i'opua 2020 Grant in Aid application for planning funds.

The County of Hawaii Department of Parks and Recreation is generally in support of communities and groups that are seeking to build recreational facilities for the use of the public as well as their community members. We look forward to a discussion about our ability to supply staff for the gym and athletic facilities which will further the recreational pursuits of the people of West Hawaii as well as those in the Villages of La'i'opua. There is a possibility that our Recreation staff could also utilize the community center for crafts and passive recreational uses.

Please call if we can offer input involving your plans for facilities. We have many years of experience with recreational facilities on the Island of Hawaii.

Again, our thanks for including us and providing information about your grant for design, planning and construction funds for the community center for the Villages of La'i'opua.



Patricia G. Engelhard  
Director

C: Mayor Harry Kim  
Andy Levin  
Arlene Miyake - Recreation Administrator



KAMEHAMEHA SCHOOLS

December 13, 2006

Micah Kane  
Chairman  
Department of Hawaiian Home Lands  
1099 Alakea Street, Suite 2000  
Honolulu, Hawai'i 96813

Dear Micah:

Our numerous discussions have generated many ideas and we are excited by the opportunity to collaborate with your organization to provide much needed homeownership, land stewardship and educational opportunities for Native Hawaiians within the homestead at Laioopua. Through your leadership and your integrated approach to developing and delivering land, the goal of self-sufficient and healthy communities for native Hawaiians will become a reality.

Please accept this letter as our intent to participate in this important endeavor. Based upon final approval by our CEO and Trustees, it is our intent to provide resources to build and operate a pre-school within the homestead at Laioopua. The specifics of our collaboration will be outlined via a memorandum of agreement (MOA). I look forward to beginning our MOA discussions in earnest.

Sincerely,

[Redacted Signature]

Chief Executive Officer  
Vice President, Strategic Planning & Implementation

cc: Dee Jay Mailer, CEO of Kamehameha Schools

Dec 13 11 01 AM '06  
SECRET  
100-1000000000

QUEEN LILI'UOKALANI TRUST

Alakea Corporate Tower  
1100 Alakea Street, Suite 1100  
Honolulu, Hawai'i 96813  
Telephone: (808) 203-6150 Facsimile: (808) 203-6151

August 21, 2006

Mr. Micah Kane  
Chairman  
Hawaiian Homes Commission  
Department of Hawaiian Home Lands  
P.O Box 1879  
Honolulu, HI 96805

Micah, Aloha:

Thank you for sharing your vision for Kealahou/ Laioopua with us.

This is to express our intent to build a Queen Lili'uokalani Children's Center facility in your proposed community center. As discussed, we will need to relocate our Kona unit sometime in the near term depending on the timing of other projects.

Our trustees and Queen Lili'uokalani Children's Center management believe our relocating to your proposed center will enhance our ability to provide services to our beneficiaries. We support your vision to cluster agencies to better serve the needs of the Hawaiian community.

If this is acceptable to you, we would like to huddle to start the process, establish preliminary timetables, etc. as timing is significant for us. LeeAnn Crabbe and Michelle Orian will coordinate/facilitate planning from our end.

Please call me at 203-6150 if you have any questions. Looking forward to working with you.

Aloha,

Robert H. Ozaki  
President and Chief Executive Officer

cc: Trustees  
Claire Asam, Ph.D.



Hui Lauima Council

Resolution

WHERE AS, Hui Lauima Council, a consortium of West Hawaii's major health and human service providers, faith-based groups, community associations, business, government and concerned individuals and,

WHERE AS, the Hui Lauima Council was formed in September 1999 to encourage collaboration particularly around matters affecting youth and families, and

WHERE AS, over fifty seven organizations and individuals in West Hawaii comprise Hui Lauima Council, which is involved in planning and resolving human services issues through its committees and monthly meetings, and

WHERE AS, the goal of Hui Lauima is to keep the lines of communication open, to share information, and to develop positive inter-agency relationships to meet the needs of the youths and families of Moku o Kona, and

WHERE AS, Hui Lauima through its partner agencies will provide health and social services as appropriate and feasible, and

WHERE AS, KCA/Laiopua Board of Director will provide and accommodate appropriate space within the proposed center and which will be determined during the planning and design phase,

THEREFORE BE IT RESOLVED, the Hui Lauima Council humbly accepts KCA/Laiopua 2020 Board of Directors invitation to be a partner in the proposed community center all in the name of furthering our goal to build healthy families and communities.

DONE at the Hui Lauima Council Meeting this fifth day of January 2007.

Wally Lau  
Chairperson

NEIGHBORHOOD PLACE OF KONA

71-5565 Luhia Street, Suite B1  
Kailua-Kona, Hawaii 96740  
Phone: 808-331-8777 Fax: 808-331-8774

January 3, 2007

Graig "Bo" Kahui, President  
KCA/L2020  
74-5100 Halcolono Street  
Kailua-Kona, Hawaii 96740

Aloha Bo,

Thank you for sharing the vision and plans of the Kealakehe/Laiopua Community Center with us.

This correspondence is to accept KCA/Laiopua 2020 Board invitation for the Neighborhood Place of Kona (NPK) to be a potential partner in your proposed community center.

As we discussed, the NPK is a community based non-profit 501(c) 3 organization that focuses on the well-being of children and families and the prevention of child abuse and neglect. NPK is a pu'uhonua (place of safety and peace), where participation is voluntary and services are free, non-judgmental, and culturally sensitive.

The Board of Directors is interested in further discussions on relocation and evaluating the feasibility of being a part of the center/kauhale that KCA/L2020 is planning. The Board believes in fostering the spirit of laulima and maximizing the tangible, intellectual, and cultural resources and expertise of the various providers with whom KCA/L2020 is discussing co-location with, all in the name of furthering our respective missions to build healthy families and communities.

We look forward to the prospect of building a collaborative partnership.

Malama Pono,  
Wally Lau  
Executive Director

Cc Board of Directors

Caring For Life

A 501(c) 3 non-profit organization that promotes environments of peace & safety, also build resilient children, strong families and caring communities.

BOARD OF DIRECTORS

- Gregg Chun  
*President*
- Maria Dering  
*Vice President*
- Susan Maddox  
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*Director*
- Mel Fujino  
*Director*
- Darlene Martin  
*Director*
- Byron Moku  
*Director*
- Wally Lau  
*Executive Director*





**Family Support Services of West Hawaii**  
 75-127 Lunapule Rd., #11  
 Kailua-Kona, HI 96740  
 Phone: (808) 326-7778 Fax: (808) 326-4063  
 Email: kids@fsswh.org

January 2, 2007

Mr. Graig "Bo" Kahui, President  
 KCA/L2020  
 74-5100 Haleolono Street  
 Kailua-Kona, Hawaii 96740

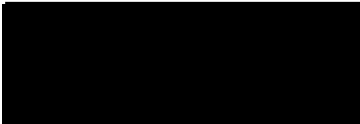
Dear Mr. Kahui,

Thank you for sharing the plans of the Kealakhe/Laiopua Community Center with us and inviting us to participate in this visionary partnership. Family Support Services of West Hawaii gratefully accepts the KCA/Laiopua 2020 Board's invitation to be a potential partner in your proposed community center concept.

Family Support Services of West Hawaii is one of the oldest grass-roots, community-based non-profit organizations in West Hawaii. It was formed by caring members of the communities it serves, employs those who live and work in those communities and is managed by those very same community members as well. Family Support Services of West Hawaii's mission is "to provide support for families and communities in providing love and care for our children." We understand the relationship between adverse childhood experiences and the later challenges it causes including substance abuse, learning disabilities and poverty. Our programs are designed to alleviate those adverse conditions and create support for all members of the family from before birth through adolescence in partnership with the medical, mental health, education and other social service organizations.

The FSSWH Board of Directors is interested in further discussions on relocation and evaluating the feasibility of being a part of the center/kauhale that KCA/L2020 is planning. The Board believes in fostering the spirit of partnership and maximizing the tangible, intellectual, and cultural resources and expertise of the various providers with whom KCA/L2020 is discussing co-location with, all in the name of furthering our respective missions to build healthy families and communities.

We look forward to the prospect of building a collaborative partnership.



Executive Director

Cc Board of Directors



January 5, 2007

**FRIENDS of the  
 Children's Justice Center  
 of West Hawaii**

77-6403 Nalani St. • Kailua-Kona, Hawaii 96740  
 (808) 331-2425 • FAX (808) 331-2425  
 e-mail: fcjcofwh@lava.net

Mr. Craig "Bo" Kahui, President  
 KCA/L2020  
 74-5100 Haleolono Street  
 Kailua-Kona, HI 96740

Dear Mr. Kahui:

The Board of Directors of the FRIENDS of the Children's Justice Center of West Hawaii (FCJC-WH) is grateful for the opportunity to join with the Kaniohale Community Association/La'i'opua 2020 in developing the vision and plans for a Kaniohale/La'i'opua Community Center.

The FRIENDS of the Children's Justice Center of West Hawaii is a non-profit 501 (c) 3 corporation established in 1989 to help children who have been traumatized by sexual assault, physical abuse or neglect or who are witnesses to violent crime. The FCJC-WH's goal is "To help a victim become a child again."

The FCJC-WH's mission is:

- to provide assistance to children who have been traumatized by sexual assault, physical abuse or neglect or who are witnesses to violent crime;
- to promote prevention of child abuse;
- to support the Children's Justice Center of West Hawaii.

The FCJC-WH, via our "enhancement and basic needs program", provide assistance for the children from the time the abuse is documented until age 18 (or 21, if they are in post-high school education.). Requests for assistance come from professionals working directly with the children. The requests are targeted to build the child's self-esteem.

The FCJC-WH Board of Directors is interested in further discussions regarding the feasibility of being a part of the center/kauhale that KCA/L2020 is planning and the possibility of relocation there. Our participation is subject to our final approval of the organizational structure. The opportunity to foster cooperation among agencies and to improve public access to services and life-enhancing activities at a community center north of Kailua town is very appealing.

We look forward to further discussions and the opportunity to work together.

Sincerely yours,



Denise Hill

President, Board of Directors  
 FRIENDS of the Children's Justice Center of West Hawaii

# West Hawaii Community Health Center, Inc.

OLA KE OLA WAFNA O HAWAII KOMOHIANA

75-5751 Kunkini Highway, Suite 101A • Kailua-Kona HI 96740 • phone: (808)326-5629

Harry Kim  
Mayor



Dixie Kaitra  
Managing Director

Barbara J. Kossow  
County Managing Director

## County of Hawaii

25 Auwahi Street, Room 215 • Hilo, Hawaii 96720-4252 • (808) 961-8211 • Fax (808) 961-6553  
KONA: 75-5706 Kunkini Highway, Suite 103 • Kailua-Kona, Hawaii 96740  
(808) 329-5226 • Fax (808) 326-5663

January 10, 2007

Mr. Craig "Bo" Kahui, President  
Kanihale Community Association/Lai'o'pua 2020  
74-5100 Haleolono Street  
Kailua-Kona, Hawaii 96740

Aloha Mr. Kahui,

Thank you for sharing the vision and plans of the Kealahou/Laiopua Community Center with us.

This correspondence is to accept KCA/Laiopua 2020 Board invitation to the West Hawaii Community Health Center (WHCHC) to be a potential partner in your proposed community center.

As you may know, WHCHC is a community based non-profit 501(c)3 organization offering health care services to all residents of West Hawaii without regard to income. Our mission, as adopted by the Board of Directors, is: *"To make quality, comprehensive, and integrated health services accessible to all who pass through our doors regardless of their ability to pay. These services will be culturally sensitive and will promote community well-being through the practice of "malama pono."* To fulfill this mission, WHCHC slides its service fees for those individuals who have no health insurance and we base those fees on income and family size.

The WHCHC Board of Directors is interested in discussing and evaluating further the feasibility of being a part of the center/kauhale that KCA/L.2020 is planning. We believe in fostering the spirit of laulima and maximizing our limited resources and expertise in order to achieve the greatest benefit for our community. Your proposed invitation is a major step in that direction and we are excited to be a potential partner in your vision for our community.

We look forward to the prospect of building a collaborative partnership.

Malama Pono,

  
Richard S. Fabbie  
Executive Director

Cc Board of Directors

March 5, 2007

The Honorable Michael Magaoy  
State House of Representatives  
State Capitol  
Honolulu, HI 96813

Dear Representative Magaoy:

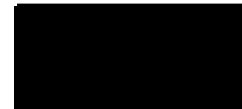
Re: Grant-In-Aid Request From La'opua 2020

I recently had an opportunity to meet with Bo Kahui, president of the Kanihale Community Association and La'opua 2020. Included in the meeting were representatives of four of the most important non-profit agencies in West Hawaii, the Neighborhood Place of Kona, Family Support Services, Children's Justice Center of West Hawaii, and the West Hawaii Community Health Center.

Bo and his colleagues educated my staff and me as to the vision they have for Kealahou, the ahupua'a in which La'opua is situated. It is a grand vision indeed, and I could not help but be impressed by how hard these people have worked, and how much thought they have put into what it will take to make their neighborhood into a community.

I have urged Bo and his committee to avoid getting too specific at this point. It is my opinion that they need to involve the entire community in deciding what programs are of most importance. Then they will need to design their buildings to fit the programs. I believe that La'opua 2020 is in agreement with that concept.

La'opua 2020's request for a state Grant-In-Aid in the sum of \$3.2 million would begin the process of hiring a consultant who can work with the community and start the planning. I support the vision, and hope that the State Legislature can help this dream become a reality.



MAYOR



HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

**HAWAIIAN ISLAND CAUCUS**

April 13, 2007

The Honorable Michael Magaoay  
Chairman, House Committee on Legislative Management  
District 46

We, the undersigned, are members of the Big island Caucus and had the opportunity to meet with Mr. Craig "Bo" Kahui, President of the Kaniohale Community Association and its non-profit Board Laiopua 2020, representing two hundred twenty six Hawaiian Homesteaders in Kona on the island of Hawaii.

Mr. Kahui delivered his presentation requesting our support for the development of a multi-purpose community center and recreation complex. More specifically, Mr. Kahui submitted a Grant In-Aid for \$3.2 million for the planning, design, and master grading of this community center development.

This multi purpose community center and Recreation Park will provide much needed social, educational, recreational, cultural, medical and dental programs and services for the homesteaders and broader west Hawaii region. This proposed development will de-centralizing these services in the Kailua-Kona town and provide immediate and direct services to our membership and neighboring communities. More over, these direct services will alleviated the heavy traffic problem on Queen Ka'ahumanu Highway. To date, theses services are scattered throughout west Hawaii and compound our traffic congestion.

We further recognize the need for this multi purpose community center and recreation complex as the Hawaiian Homesteaders and its neighboring communities within the Kealahake ahupua'a are confronted with the future development of approximately 2500 to 3000 single and multi family homes by the State Housing & Finance Committee, County of Hawaii, and the Department of Hawaiian Homes Lands.

We encourage you to approve Kaniohale Community Association and Laiopua 2020 Grant In-Aid of \$3.2 million for the development of the multi purpose community center and Recreation Park which will much needed direct social, educational, cultural, medical, and dental programs and services.

Mahalo Nui,

Rep. [Redacted]

Rep. Jerry L. Chang

Rep. Clift Tsuji

Rep. [Redacted]

[Redacted]



OFFICE OF HAWAIIAN AFFAIRS

April 22, 2007

The Honorable Michael Magaoay  
State House of Representatives  
State Capitol  
Honolulu, Hawaii'i 96813

Dear Representative Magaoay:

On Friday morning, April 20<sup>th</sup>, I had the opportunity to meet with Mr. Craig "Bo" Kahui, who presently serves as President of the Kaniohale Community Association and La'i'opua 2050. Bo has a wonderful Vision for the Kealahake Ahupua'a within which the Villages of La'i'opua are located, a vision which calls for Building a Community, not just a residential community, but a community which has all of the services and requirements for its residents from health care to recreation to early education.

There are several individuals and organizations who are advocating for this effort from Mayor Harry Kim, Mr. Micah Kane at DHHL, Kamehameha Schools and the Queen Liliuokalani Children's Center, to name a few. I would like to add my support to the planning and design State Grant-In-Aid request of \$3.2 million for the Kaniohale Community Center at La'i'opua. I trust you will look favorably upon the request.

Mahalo nui,

[Redacted Signature]

RKLJR:tnw *tnw*



HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

Representative Michael Magaoay  
415 South Beretania Street Rm. #432  
Honolulu, HI 96813

*M. K.*

To the Honorable Representative ~~Magaoay~~

I support the construction of the La'opua Community Center that will serve Native Hawaiians and the people of the Hawaiian Homes community of Kanihale.

A community center that promotes education, provides child-care, serves as a safe-haven for youth and elderly alike, is essential to the creation and endurance of a vibrant community. For the 226 homes and 1243 individuals living in the Kanihale community, these goals are inherent within the construction of the La'opua Community Center. Furthermore, the benefits the center will have for the children in promoting their education by providing an environment conducive to learning, is a reward that cannot be quantified.

The current center of La'opua is in a state of disrepair, small, and inadequate in serving the needs of the people in the community. Our community centers and community facilities are a representation of the state's care and investment in the people they serve. We have a responsibility to the people of Hawaii in ensuring that our communities thrive and the betterment of the Native Hawaiian people remains a point of practice.

Thank you for your consideration on this matter.

Sincerely,



Keolu  
State Representative  
48<sup>th</sup> District - Kaneohe



HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

February 16, 2007

Subject: La' I' Opua Community Center Complex

To Whom It May Concern:

This letter is in support of the proposed La' I' Opua Community Center Complex within the Villages of La' I' Opua, a planned community by the Department of Hawaiian Home Lands in Kealahou, North Kona, Hawaii.

The Department of Hawaiian Home Lands has recognized the need to ensure that planned projects are consistent with their Regional Plans and initiatives.

The proposed La' I' Opua Community Center will provide much needed educational, cultural, recreational, and other health and social service programs and support for people who reside in Kealahou and other rapidly growing neighboring communities on the Island of Hawaii.

Your consideration and support for this program is appreciated.



*Maile*

Chair, Committee on Human Services & Housing

Representative Maile S.L. Shimabukuro, District 45  
(Wai'anae-Māhala-Māhala)

Chair, Committee on Human Services & Housing

Member, Committees on Education, Higher Education, Health & International Affairs  
Hawaii State Capitol, Room 406, Honolulu, Hawaii 96813

Phone: (808) 586-8460/Fax: (808) 586-8464/E-mail: repshimabukuro@capitol.hawaii.gov



**Tropical Reforestation & Ecosystems Education Center Hawai'i**

Ola ka 'āina, Ola nā kānaka  
Healthy land, Healthy people

*From the Office of the Executive Director*

April 18, 2007

Representative Michael Y. Magaoy  
State Capitol, Room 432  
Honolulu, Hawaii 96813

Dear Representative Magaoy,

This correspondence is in support of Laiohua 2020 Multi Purpose Community Center Development Plan, Grant in Aid in the amount of \$3.2 million dollar. With Kealahou abapua'a destined to see a significant growth of family residence, it is imperative that these families have access to recreational, social, health, educational and cultural services with in their neighborhood. The community center will serve as a hub for families to access these services instead of traveling throughout West Hawaii.

TREE Center Hawai'i has delivered programs in West Hawai'i for over a decade. Our programs are valued and respected in the community by parents, teachers, administrators, counselors. Demand for program based activities that provide young people with healthy, safe, educational and fun ways to spend their out of school time are in demand. TREE Center Hawai'i programs connect young people and adults to the land, to Hawai'i, and to island culture. Our programs present a "pathway" for environmental education, conservation, and leadership, through experiential learning and mentoring programs.

West Hawai'i families and youth deserve and need a "gathering place". Program based organizations like TREE need a "center" that will enable us to expand our connection with youth and families. The community can count on TREE to provide our invaluable programs. Mahalo for helping our West Hawai'i community by providing funding to build and create a safe gathering place. Through my letter I hope you will hear the voice of thousands of youth and you will hear their Mahalo. Your support of this Grant in Aid Request will help to enhance our coordinated services to families.

Your consideration is appreciated, if you would like to arrange a meeting to discuss with me you may reach me at 808-333-0330 or by email [christy@treehawaii.org](mailto:christy@treehawaii.org).

Mahalo,

Christy A. Schumann  
Executive Director

*TREE Center Hawai'i is dedicated to the promotion of healthy Ecosystems and healthy People.  
Our mission is to forge connections between people and forests with ongoing restoration and education programs.*

- BOARD of DIRECTORS
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President
- William E. Cowell  
Vice President
- Rita P. Crowl  
Secretary
- Position Vacant  
Treasurer
- Directors at Large
- Hannah Springer
- Robert Esigo
- Tina Cloninger
- Danny Alaska
- J.B. Fodley PhD
- Margaret Messing
- Kurt Matsumoto
- Morry Richards
- Peter Simonsen
- Peter Van Dyke
- Christina Holman PhD
- Ed Rapson
- David Cloninger PhD

CONTACT:  
P.O. Box 411  
Kealahou, Hawai'i  
96750

Telephone:  
808 333-0330

Website:  
[www.treehawaii.org](http://www.treehawaii.org)

Email:  
[info@treehawaii.org](mailto:info@treehawaii.org)

TREE Center  
Hawai'i is a  
Non-Profit 501(c) (3)



KONA  
COMMUNITY HOSPITAL  
*Care You Can Count On*

January 24, 2008

Craig "Bo" Kahui, President  
74-5100 Haleolono St.  
Kailua-Kona, HI 96740

Dear Bo:

It was a pleasure attending the La'i Opuia Community Center Development Plan presentation and further discussing with you the medical center aspect of the plan. I am interested in exploring with you, in conjunction with West Hawaii Community Health Center, the creation of an urgent/emergent services facility for the community.

Sincerely,



Donald Lewis  
West Hawaii Regional CEO

KONA COMMUNITY HOSPITAL  
HAWAII HEALTH SYSTEMS CORPORATION  
79-1019 Haukapila Street  
Kealahou, HI 96750  
(808) 322-9311

# *Cost Details*

## LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE

### Total Cost Summary

GFA: Gross floor area  
Rates current at January 2008.

Zone	Level	GFA SF	Cost/SF	Total Cost
<b>A BASE PLAN</b>				
A1	OFF SITE WORK			Excl.
A2	SITE WORK			37,399,332
A3	PRESCHOOL	17,000	337	5,729,000
A4	GYM & AQUATIC POOL	22,250	602	13,400,028
A5	COMMUNITY CENTER/ONE STOP SHOP	31,000	402	12,462,000
A6	FAMILY DAY CARE CENTER	12,000	337	4,044,000
A7	HALE	3,200	200	640,000
A8	MEDICAL CENTER	29,000	447	12,963,000
A9	CHILD & FAMILY SERVICE	8,000	337	2,696,000
A10	CHILDRENS JUSTICE CENTER	2,400	337	808,800
		<b>124,850</b>	<b>\$722</b>	<b>\$90,142,160</b>

### C ADDITIONAL SCOPE

C1	LIGHTG TO SCHOOL BASEBALL FIELD			377,372
C2	LIGHTING TO OUTDOOR COURTS			171,814
C3	COVER OUTDOOR COURTS			Excl.
C4	ACCESS FRM ATHL DEPT TO NEW SITE			197,855
C5	CONNECTN BETW SCHOOL & NEW SITE			139,354
C6	MINI PARK			Excl.
				<b>\$886,395</b>

**Net Cost**      **124,850**      **\$729**      **\$91,028,555**

### Margin & Adjustments

**Total Cost**      **124,850**      **\$729**      **\$91,028,555**

Escalation rates for the next 5 years:

2008-2009: 8-9%

2009-2010: 7-8%

2010-2011: 7%

2011-2012: 6%

2012-2013: 5%

Based on this, if the midpoint of construction is scheduled for say mid 2011, the cost for the Base Plan + Additional Scope would range from \$113.8mil to \$115.6mil.

## LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE

### Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>A BASE PLAN</b>					
<b>A2 SITE WORK</b>					
<b>XP SITE PREPARATION</b>					
	1 Clear and grub (partial site)	Acre	24.28	8000.00	194,240
	2 Mass excavation	CY	75000.00	25.00	1,875,000
	3 Embankment	CY	75000.00	30.00	2,250,000
	4 Select borrow	CY	250000.00	50.00	12,500,000
	5 Rough grading	SY	117500.00	2.00	235,000
	6 Miscellaneous site walls/railings	Item			200,000
	<b>Element XP total</b>				<b>17,254,240</b>
<b>XR ROADS, FOOTPATHS AND PAVED AREAS</b>					
	1 AC paving	SY	27534.00	55.00	1,514,370
	2 Concrete sidewalks	SF	50640.00	8.00	405,120
	3 Premium for steps/ramps	Item			127,000
	<b>Element XR total</b>				<b>2,046,490</b>
<b>XW EXTERNAL WATER SUPPLY</b>					
	<b>Item</b>				<b>600,000</b>
	<b>Element XW total</b>				<b>600,000</b>
<b>XD EXTERNAL SEWER DRAINAGE</b>					
	<b>Item</b>				<b>825,000</b>
	<b>Element XD total</b>				<b>825,000</b>
<b>XK EXTERNAL STORMWATER DRAINAGE</b>					
	<b>Item</b>				<b>1,700,000</b>
	<b>Element XK total</b>				<b>1,700,000</b>
<b>XE EXTERNAL ELECTRIC LIGHT AND POWER</b>					
	1 Electrical distribution	Item			700,000
	2 Site lighting (only partial site)	Item			2,110,400
	<b>Element XE total</b>				<b>2,810,400</b>
<b>XL LANDSCAPING AND IMPROVEMENTS</b>					
	1 Trees	No	255.00	700.00	178,500
	2 Grassing/shrubs including topsoil, soil amendments, etc. (partial site)	SF	611874.00	2.00	1,223,748
	3 Irrigation system (partial site)	SF	611874.00	2.00	1,223,748
	<b>Element XL total</b>				<b>2,625,996</b>
	<b>Page total</b>				<b>27,862,126</b>

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
A	BASE PLAN Cont'd				
A2	SITE WORK Cont'd				
	PR PRELIMINARIES				
	1 General Conditions, OH, profit, tax, bond, insurance, estim. contingency	Item		9,537,206	
	Element PR total			9,537,206	
	A2 SITE WORK Total			37,399,332	

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
A	BASE PLAN				
A3	PRESCHOOL GFA 17,000 SF Cost/SF \$337.00	SF	17000.00	337.00	5,729,000
	YY SPECIAL PROVISIONS				
	Element YY total			337.00/SF	5,729,000
	A3 PRESCHOOL Total				5,729,000



**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>A</b>	<b>BASE PLAN</b>				
<b>A4</b>	<b>GYM &amp; AQUATIC POOL</b>	GFA	22,250 SF	Cost/SF \$602.25	
	<b>YY SPECIAL PROVISIONS</b>				
	1 Gym/Aquatic Center	SF	22250.00	357.00	7,943,250
	2 Competition pool	SF	6375.00	120.00	765,000
	3 Leisure pool	SF	6841.00	80.00	547,280
	4 Swimming pool equipment	Item			1,660,617
	5 Pool recreational equipment	Item			1,698,000
	6 Pool deck	SF	25351.00	31.00	785,881
	<b>Element YY total</b>			<b>602.25/SF</b>	<b>13,400,028</b>
	<b>A4 GYM &amp; AQUATIC POOL Total</b>				<b>13,400,028</b>

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>A</b>	<b>BASE PLAN</b>				
<b>A5</b>	<b>COMMUNITY CENTER/ONE STOP SHOP</b>	GFA	31,000 SF	Cost/SF \$402.00	
	<b>YY SPECIAL PROVISIONS</b>				
		SF	31000.00	402.00	12,462,000
	<b>Element YY total</b>			<b>402.00/SF</b>	<b>12,462,000</b>
	<b>A5 COMMUNITY CENTER/ONE STOP SHOP Total</b>				<b>12,462,000</b>

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
A	BASE PLAN				
A6	FAMILY DAY CARE CENTER	GFA 12,000 SF		Cost/SF \$337.00	
	YY SPECIAL PROVISIONS	SF	12000.00	337.00	4,044,000
	Element YY total			337.00/SF	4,044,000
	A6 FAMILY DAY CARE CENTER Total				4,044,000

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
A	BASE PLAN				
A8	MEDICAL CENTER	GFA 29,000 SF		Cost/SF \$447.00	
	YY SPECIAL PROVISIONS	SF	29000.00	447.00	12,963,000
	Element YY total			447.00/SF	12,963,000
	A8 MEDICAL CENTER Total				12,963,000

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>A</b>	<b>BASE PLAN</b>				
<b>A9</b>	<b>CHILD &amp; FAMILY SERVICE</b>	<b>GFA 8.000 SF</b>		<b>Cost/SF \$337.00</b>	
	<b>YY SPECIAL PROVISIONS</b>	<b>SF</b>	<b>8000.00</b>	<b>337.00</b>	<b>2,696,000</b>
	<b>Element YY total</b>			<b>337.00/SF</b>	<b>2,696,000</b>
	<b>A9 CHILD &amp; FAMILY SERVICE Total</b>				<b>2,696,000</b>

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>A</b>	<b>BASE PLAN</b>				
<b>A10</b>	<b>CHILDRENS JUSTICE CENTER</b>	<b>GFA 2.400 SF</b>		<b>Cost/SF \$337.00</b>	
	<b>YY SPECIAL PROVISIONS</b>	<b>SF</b>	<b>2400.00</b>	<b>337.00</b>	<b>808,800</b>
	<b>Element YY total</b>			<b>337.00/SF</b>	<b>808,800</b>
	<b>A10 CHILDRENS JUSTICE CENTER Total</b>				<b>808,800</b>

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>C</b>	<b>ADDITIONAL SCOPE</b>				
<b>C1</b>	<b>LIGHTG TO SCHOOL BASEBALL FIELD</b>				
<b>XE</b>	<b>EXTERNAL ELECTRIC LIGHT AND POWER</b>				
	1 Refer to attached for detailed cost	Item		281,138	
	<b>Element XE total</b>			<b>281,138</b>	
<b>PR</b>	<b>PRELIMINARIES</b>				
	1 General Conditions, OH, profit, tax, bond, insurance, est. contingency	Item		96,234	
	<b>Element PR total</b>			<b>96,234</b>	
	<b>C1 LIGHTG TO SCHOOL BASEBALL FIELD Total</b>			<b>377,372</b>	

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>C</b>	<b>ADDITIONAL SCOPE</b>				
<b>C2</b>	<b>LIGHTING TO OUTDOOR COURTS</b>				
<b>XE</b>	<b>EXTERNAL ELECTRIC LIGHT AND POWER</b>				
	1 Lighting allowance for up to 4 B-Ball courts	No	16.00	8000.00	128,000
	<b>Element XE total</b>			<b>128,000</b>	
<b>PR</b>	<b>PRELIMINARIES</b>				
	1 General Conditions, OH, profit, tax, bond, insurance, est. contingency	Item		43,814	
	<b>Element PR total</b>			<b>43,814</b>	
	<b>C2 LIGHTING TO OUTDOOR COURTS Total</b>			<b>171,814</b>	

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>C ADDITIONAL SCOPE</b>					
<b>C4 ACCESS FRM ATHL DEPT TO NEW SITE</b>					
<b>XP SITE PREPARATION</b>					
	1 Retaining walls	Item			55,000
	<b>Element XP total</b>				<b>55,000</b>
<b>XR ROADS, FOOTPATHS AND PAVED AREAS</b>					
	1 Walkways/ramps/steps to connect School Athletic Dept to proposed gym/aquatc	LF	660.00	140.00	92,400
	<b>Element XR total</b>				<b>92,400</b>
<b>PR PRELIMINARIES</b>					
	1 General Conditions, OH, profit, tax, bond, insurance, est. contingency	Item			50,455
	<b>Element PR total</b>				<b>50,455</b>
<b>C4 ACCESS FRM ATHL DEPT TO NEW SITE Total</b>					<b>197,855</b>

**LAIOPUA COMMUNITY CENTER - ORDER OF MAGNITUDE**

Item Details

Rates current at January 2008

Item	Description	Unit	Qty	Rate	\$
<b>C ADDITIONAL SCOPE</b>					
<b>C5 CONNECTN BETW SCHOOL &amp; NEW SITE</b>					
<b>XP SITE PREPARATION</b>					
	1 Retaining walls	Item			24,150
	<b>Element XP total</b>				<b>24,150</b>
<b>XR ROADS, FOOTPATHS AND PAVED AREAS</b>					
	1 Walkways/ramps/steps to connect School Athletic Dept to proposed gym/aquatc	LF	599.00	133.00	79,667
	<b>Element XR total</b>				<b>79,667</b>
<b>PR PRELIMINARIES</b>					
	1 General Conditions, OH, profit, tax, bond, insurance, est. contingency	Item			35,537
	<b>Element PR total</b>				<b>35,537</b>
<b>C5 CONNECTN BETW SCHOOL &amp; NEW SITE Total</b>					<b>139,354</b>

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

La'i'opua 2020

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

Craig Bo Kahui

(Typed Name)

Executive Director

(Title)

House District 13

Senate District 6

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 68-C

For Legislature's Use Only

*rec'd*  
JAN 8 0 2009  
*jm*

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):

DEPARTMENT OF HEALTH, FAMILY HEALTH SERVICES DIVISION

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Lana'i Women's Center

Dbas:

Lana'i Community Health Center

Street Address:

624A Houston Street

Mailing Address:

P.O. Box 630142

Lana'i City, HI 96763

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DIANA V. SHAW, PHD, MPH, MBA, FAMCPE

Title Executive Director

Phone # 808-565-6919

Fax # 808-565-6919

e-mail dshaw@wave.hicv.net

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Construction of the Lana'i Community Health Center for the low income, underserved residents of the Island of Lanai

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 500,000

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ 500,000

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

DIANA V. SHAW, PHD, MPH, MBA, FAMCPE, EXECUTIVE DIRECTOR

NAME & TITLE

JANUARY 31, 2009

DATE SIGNED

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## Application for Grants and Subsidies

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

### I. Background and Summary

#### 1. A brief description of the applicant's background;

Lana'i Women's Center dba Lana'i Community Health Center (LCHC) is a relatively new entity. It has a 10-member Board of Directors that was incorporated in mid-2005 as a 501(c)3 organization, although members of the board have been working together since 1999 on various community assessment and development projects.

In August 2007, LCHC was awarded status as a Federal 330 Federally Qualified Community Health Center by the U.S. Department of Health and Human Services, Bureau of Primary Health Care. Funding of over \$362,000 each year began on September 1, 2007. Limited services began on September 1, 2008, at 478 Lauhala Place, and will remain there until the main facility, subject of this proposal, is completed on Fraser Avenue, adjacent to Straub Family Health Center and the Lanai Community Hospital (LCH) in the center of Lana'i City.

At full operational capacity, LCHC will provide primary medical care, dental care, behavioral health services, perinatal, family planning, nutrition, and preventive and health education. These programs will be complemented by enabling services, to include outreach, eligibility assistance, language interpretation, and case management. Services will be provided by staff employed directly by LCHC, as well as through contracts with individuals and agencies.

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

The goal of this project is to construct a facility for LCHC to provide the low income, underserved residents of Lana'i with accessible primary medical care, dental care, behavioral health services, perinatal, family planning, nutrition, and preventive and health education.

The facility will be a 6,000 square foot ADA compliant structure centrally located in Lana'i City, where 95% of the population resides. The facility will be several hundred feet from Lana'i Community Hospital and will include two examination rooms, a triage room, two operatories, two counseling rooms, conference space, a waiting area, an adjacent play room for children, lab, space for a telepharmacy, and administrative offices. A floor plan is included as an attachment.

3. **State the public purpose and need to be served;**

**Statewide priority.** In its Statewide Strategic Plan for 2006, the Hawaii Primary Care Association identified Lana'i as its highest priority in the State of Hawai'i for community health center development<sup>1</sup>. The Primary Care Office (PCO) of the State Department of Health has also identified Lana'i as a priority area and gathered data for Lana'i's 2004 MUP application. Factors that make this project a priority include:

- **No medical services for low income residents.** The other two medical organizations in Lana'i are for profit organizations that primarily serve residents with private insurance. Lack of adequate health care on Lana'i for the low income, uninsured or underinsured residents has resulted in poor health indicators including higher rates of dental caries, drug abuse, obesity, high teen birth rates and diabetes. LCHC will serve and outreach to the low income residents of Lana'i.
- **Geography.** The geographic isolation of Lana'i makes medical services expensive for both residents and providers. Residents must travel by ferry to Maui or air to other islands for medical care.
- **Low-income with high cost of living.** The per capita income is lower than 60% of communities statewide<sup>2</sup>, though the cost of living is among the highest in the nation, due in part to its isolation. This makes the need for a community health center for the underinsured and uninsured imperative.
- **Limited health care infrastructure.** Health care on the island is a patchwork of services, with significant gaps in the areas of women's health, oral health, behavioral health services, case management, prevention, and continuity of primary care.
- **Recruitment.** Typical of rural areas, Lana'i faces significant challenges recruiting providers and skilled staff willing to live and work in a remote place. Specialists interested in serving the island allocate substantial time and cost for transportation, which makes Lana'i an unattractive market for specialty care. The challenge is compounded by the severe lack of housing on the island—Lana'i has one of the tightest rental markets in the state. LCHC is actively exploring ways to provide the residents of Lana'i with the range of medical services and expertise available to residents that live in urban areas of the state.

**Lack of appropriate office space.** LCHC has explored all other options for a facility, including rental space from other commercial or residential structures. No other long term option exists.

<sup>1</sup> Hawai'i Primary Care Association, 2006 Statewide Strategic Plan .

<sup>2</sup> Lana'i Area Community Profile, 2003, Center on the Family, University of Hawai'i.

#### 4. Target population to be served;

The target population consists of everyone on Lana'i who lives below 200% of the federal poverty level—or nearly forty percent of the island's population, or 1,288 individuals<sup>3</sup>. Of those who live below 200% of the federal poverty level, 61.1% are Filipino, 14.3% are Hawaiian/Part Hawaiian, 7.3% are Japanese, and 7.2% are Caucasian. Twenty-five percent are 65 years or older and 30.5% are 17 years or younger. In the overall island population, only 16.3% are 65 years or older and 24.2% are 17 years or younger.<sup>4</sup>

Compared to the overall population on Lana'i, the target population has a higher proportion of Filipinos, a higher proportion of youth and a higher proportion of elderly.

Other populations in need of access to primary care include:

- **Women**, particularly women of child-bearing age. Lana'i has among the worst maternal and child health indicators in the State.
- **Immigrants**, primarily Filipino, who come to Lana'i to work in its hotel service industry.
- **Full and part Native Hawaiians**, who comprise nearly 15% of the population and have particularly high rates of chronic disease, mortality due to cancer, and incarceration compared to the other ethnic groups in the state.
- **Elderly**, who make up 16.3% of the population, compared to 13.3% for the state and 12.4% for the nation.

LCHC will increase access by

- Providing care to the uninsured and underinsured without regard for ability to pay.
- Providing interpreters for those who do not speak English.
- Hiring staff that represent the local ethnic mix and can communicate in some of the languages spoken locally.
- Providing assistance in applying for medical insurance and with getting prescription drugs.
- Providing mental health, substance abuse, and dental services.
- Providing enabling services, such as case management.

The program is expected to serve 165 clients per month in FY 2010.

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<sup>3</sup> Hawai'i Health Survey, 2004, Hawai'i State Department of Health and Special Report on Lana'i, dated Feb 2006 and aggregating data from 2002, 2003, 2004. Poverty data was calculated by the Department of Health, Hawai'i Health Survey.

<sup>4</sup> 2000 U.S. Census.

**5. Geographic coverage.**

The service area is the rural, geographically-isolated island of Lana'i, in the State of Hawai'i in Census Tract 316.

Lana'i is the second smallest of Hawai'i's seven inhabited islands. It is 18 miles long by 13 miles wide, 140 square miles in area, and separated from O'ahu, the state's main population center, by 65 miles of ocean. All but a handful of the population live in Lana'i City, the island's one town, which is in the center of the island at an elevation of roughly 1,300 feet.

## II. Service Summary and Outcomes

### 1. Describe the scope of work, tasks and responsibilities;

The objective of the project is to construct the Lana'i Community Health Center, a 6,000 square foot ADA compliant facility in the heart of Lana'i .

#### Scope of Work:

**Facility Description and Location.** The 6,000 square foot ADA compliant facility design includes two examination rooms, a triage room, two operatories, two counseling rooms, conference space, a waiting area, an adjacent play room for children, lab, space for telepharmacy, and administrative offices. *(See the attached floor plan.)* LCHC also has 400 square feet of administrative space in an apartment several hundred yards from the proposed facility site.

The facility will be in the heart of Lana'i City where 95% of population of Lana'i resides. It will be adjacent to the Lana'i Community Hospital, Straub Family Health Center and several hundred feet from the few grocery stores, restaurants and businesses on Lana'i. It is less than 200 feet from Hotel Lana'i, where a hotel shuttle serves tourists and Lana'i residents for \$2.50 transport among primary employment sites (hotels), the Lana'i Airport (for off-island referrals), and central Lana'i City.

**Land agreement with Castle & Cooke secured.** LCHC has negotiated a lease with Castle & Cooke for the land necessary for this project. It is adjacent to Lana'i Community Hospital in Lana'i City for \$1 a year for 25 years. *(See the attached Letter of Intent.)*

**Appropriateness of Facility.** The facility is based upon specifications solicited from Hawai'i CHC's and resources on Communityclinicvoice.org, an on-line resource for community clinics. The architect, Bruce Uyehara, is an experienced clinic designer.

The number of exam rooms (two exam rooms plus a triage space) is appropriate for a single provider; however, we are currently considering converting additional administrative space into a third examination room, to maximize productivity. Dental staff will have two operatories, space for panorex, an office, and a recovery room. With an estimated 2,074 users at full operational capacity, the current facility design is more than adequate.

This facility will be adjacent to the Lana'i Community Hospital, Straub Family Health Center and several hundred feet from the few grocery stores, restaurants and businesses on Lana'i.

**Project tasks:**

**Task 1: Advertise/Post Bids.** Project Construction Manager, EA, Design, and tree removal. This process is in progress.

**Task 2: Hire qualified Project Construction Manager to oversee construction.** Project manager will be hired in February 2009, and will oversee all phases of the project.

A finalized budget and project schedule will be completed within a month of hiring as part of the Project Construction Manager's Scope of Work. Any changes in the project budget and schedule will be submitted to funding sources.

**Task 3: Conduct Environmental Assessment.** An environmental assessment will be done to evaluate the impact of the facility on the environment, traffic, infrastructure and possible historical and cultural issues.

**Task 4: Design.** Architectural and engineering design of the units.

**Task 5: Obtain all the necessary permits.** Permits are necessary for building, fire, grading and bonding for the project.

**Task 6: Remove trees from property.** Six large Cooke Pine trees will be removed to clear the property.

**Task 7: Grade swale.** The property is slightly sloped and grading will be done to divert water runoff necessary for drainage.

**Task 8: Installation of utilities.** Access to utilities, including water, sewer and power will be installed on the property.

**Task 9: Install the parking lot.** For the number of visitors and traffic anticipated, LCHC will install 21 cars plus one handicap space.

**Task 10: Lay the foundation.** 6000 square feet of concrete foundation is required for the facility.

**Task 11: Construct the 6,000 square foot facility.**

**2. Timeline for accomplishing the results or outcomes of the service.**

*Timeline*

Task	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Advertise/Post Bids												
Project Construction Manager												
Environmental Assessment												
Architectural Planning and Engineering												
Permitting Process												
Tree Removal												
Grading												
Utilities												
Parking Lot												
Foundation												
Construction of Facility												

**3. Quality assurance and evaluation plans for the request.**

The Project Construction Manager will oversee all phases of the construction of the facility. This includes drawing up a full Scope of Work on the project, soliciting bids from contractors, negotiating contracts and ensuring the project is completed within budget and on time. Selection of the Project Construction Manager will be through a committee composed of members of the Board of Directors.

The Project Construction Manager will be responsible for the development of tools, methods and implementation of a system to monitor and evaluate the project. Quality assurance will include the following:

- Monthly reports to the Board of Directors to ensure that the project is proceeding on the timeline and within the budget approved by the Board.
- Ongoing oversight and evaluation to ensure construction standards are met and to code as required by the State of Hawaii, and the facility is being constructed per specifications.
- Measures to ensure compliance with applicable labor laws and proper documentation of expenditures.

**4. Measure of effectiveness.**

Effectiveness of this project will be determined by the completion of tasks within the estimated time frames, as determined by the Project Manager. See the tasks and timeline for specific details.

**III. Financial**

**Budget**

**1. Grant in Aid Budget Forms:**

- Budget Request by Source of Funds (\$500,000)
- Budget Justification, Equipment and Motor Vehicles (Not Applicable)
- Budget Justification, Personnel – Salaries and Wages (Not Applicable)
- Budget Justification, Capital Project Details (\$500,000)

**2. Quarterly request for fiscal year 2009-2010.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$125,000	\$125,000	\$125,000	\$125,000	\$500,000

**3. Other funding sources for fiscal year 2009-2010.**

***City and County of Maui, Community Development Block Grant Program (CDBG), \$500,000.*** LCHC has secured a grant for \$500,000 from the CDBG Program. Drawdowns from this funding source began January 2009 and are scheduled to continue to May 2010. See the attached CDBG Project Schedule, Form PS-1.

***U.S. Department of Health and Human Services, Health Resources and Services Administration Appropriation (HRSA), \$132,288.*** LCHC has also secured an appropriation from the HRSA Health Care and Other Facilities Program. These funds are available to LCHC from 9/1/2008 through 8/31/2011. Spending of this appropriation has been designated for the construction phase of the project only, anticipated to begin at the end of 2010.



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Lana'i Women's Center dba Lana'i Community Health Center

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>C&amp;County Maui CDBG (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Contractual (Construction Manager)	8,000	86,000		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>8,000</b>	<b>86,000</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>492,000</b>	<b>334,936</b>		
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>	<b>420,936</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Diana Shaw, PhD, MPH, MBA, FAMCPE <i>808-265-9196</i>		
(b) City & County of Maui CDBG	420,936	[Redacted] Phone		
(c)		[Redacted] Signature of Authorized Official		
(d)		[Redacted] Date		
<b>TOTAL BUDGET</b>	<b>920,936</b>	Diana Shaw, PhD, MPH, MBA, FAMCPE, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Lana'i Women's Center dba Lana'i Community Health Center

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Lana'i Women's Center dba Lana'i Community Health Center

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Lana'i Women's Center dba Lana'i Community Health Center

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION		79,000	500,000	421,000	1,000,000	
EQUIPMENT						
<b>TOTAL:</b>		79,000	500,000	421,000	1,000,000	
<b>JUSTIFICATION/COMMENTS:</b> LCHC has been awarded \$500,000 from the City & County of Maui, CDBG Program. In 2009 approximately \$79,000 will be spent. The remaining \$421,000 will be spent in 2010.						

## IV. Experience and Capability

### A. Necessary Skills and Experience

Individually, members of the Board of Directors have substantial experience serving the target population on Lana'i, and as a new organization, they are significantly involved in the planning and operations of LCHC. This experience includes:

- **Phyllis McOmber, President**, is retired college educator with a masters in sociology who has initiated continuing education and university extension programs on Lana'i. She is also a community development specialist who served as Director of the Lana'i Rural Development Project for four years.
- **Deborah dela Cruz, Treasurer**, is a bank manager and financial specialist with experience in contract negotiations.
- **Shelley Barfield** is a professional in administration working for the County of Maui currently, but has also worked in the past for Castle & Cooke, and has extensive background in site preparation and building development.
- **Wayne Ishizaki, Board Treasurer**, is a professional accountant working for Castle & Cooke.
- **Jackie Woolsey** has served as Public Health Nurse on Lana'i for the last twenty years. She is a Native Hawaiian *kupuna* (elder) who works closely with Lana'i's underserved populations.
- **Jean Sumagit** is pharmacy technician working for Straub Family Health Center. She is a leader in the Filipino community, which comprises a substantial proportion of the islands underserved residents. She currently serves as the President of the Lana'i Filipino Association and member of the statewide United Filipino Alliance.
- **Alton Aoki, Vice President**, works for the Hawai'i State Department of Health Services, specializing in coordinating Medicaid benefits for the island's low-income families.
- **Uilani Romero** is a nurse's aide at the Lanai High and Elementary School.

- **Laura Novell, Secretary**, is a Language Arts Teacher working in special education. She works closely with many of the islands low-income families. She is also a volunteer who assists cancer patients.
- **Yvette Mailo** works at the Four Seasons Resort as a front office receptionist. Her areas of specialty interest include personnel management and finance.

**Verifiable experience with contracts:**

**City and County of Maui, Community Development Block Grant Program (CDBG).** In January 2009 LCHC began work towards constructing the facility with funds from the CDBG Program. (See CDBG Project Schedule PS-1 attached.)

**Contact:** Carol S. Gentz, CDBG Coordinator  
**Address:** Housing and Community Development Block Grant Office  
200 S. High St.  
First Floor  
Wailuku, HI 96793  
**Tel.** (808) 270-7213  
**Fax:** (808) 270-7159  
**Email:** cdbg@mauicounty.gov

**Primary care services.** On September 1, 2008 LCHC began operations as the first community health care center on the island of Lanai.

**Participants:** Approximately 1800 residents of Lanai will receive medical services from LCHC at full operational capacity.

**Contact:** Christie Onoda  
Health Resources and Services Administration  
**Address:** 5600 Fishers Lane  
Rockville, MD 20857,  
**Tel.** (415) 437-8087  
**Email:** conoda@hrsa.gov.

**WIC Services.** On October 1, 2007 LCHC became the WIC provider for the island of Lanai. This program provides both financial assistance and nutritional education to low income women and their children, age 0-5.

**Participants:** 60 women and their children (age 0-5) have been served since October 1, 2007. It is anticipated that 100 women and their children will be served annually.

**Contact:** Linda Chock, WIC Administrative Support Section Chief  
**Address:** WIC Program  
State of Hawaii Department of Health  
235 S. Beretania Street, Suite 701  
Honolulu, Hawaii 96813

**Tel:** (808) 586-8190  
**Email:** Linda.chock@doh.hawaii.gov

**Well Woman Clinic.** Beginning in September 2006 and every month thereafter, LCHC in collaboration with Molokai Women's Center has held a Well Woman Clinic. During the clinic pap smears, clinical breast exams and breast health education is provided to residents.

**Participants:** Approximately 30 residents of Lanai each week.

**Contact:** Desiree Puhi, Director  
Molokai Women's Center

**Address:** Molokai General Hospital  
P.O. Box 408  
280 Puali Street  
Kaunakakai, HI 96748

**Tel:** Tel: (808) 553-3145

**Outreach and eligibility.** The outreach worker, Wilma Costales Koep, funded by the Hawai'i Primary Care Association is working with residents to secure health insurance and other benefits. She is fluent in two Filipino dialects, and is helping to increase the Medicaid population on-island and thus LCHC's future revenue under Medicaid cost-based reimbursement and PPS.

**Participants:** Approximately 100 residents of Lanai have been provided with eligibility assistance, and 1800 have been reached through community outreach efforts.

**Contact:** Beth Giesting, Executive Director

**Address:** Hawaii Primary Care Association  
345 Queen Street, Suite 601  
Honolulu, HI 96813

**Tel:** (808) 536-8442

**Breast cancer prevention.** In April of 2007 LCHC was awarded a grant for \$25,000 from the Susan G. Komen Breast Cancer Foundation and has begun providing breast cancer outreach, education and access to preventative screenings to the women on Lana'i. This is an important project as there are no mammogram facilities on Lana'i, and this grant provides LCHC with the funds to assist women to travel to Maui for annual breast cancer screenings.

**Participants:** LCHC has provided outreach and breast cancer prevention education to 80 women to date. It is anticipated that over 100 women will be provided services in the project year.

**Contact:** Lucy Farewell and Michelle Meredith, Grant Co-Chairs  
Susan G. Komen Race for the Cure Foundation, Hawaii Affiliate

**Address:** P. O. Box 23204  
Honolulu, HI 96823

**Tel:** (808) 754-1817

**Email:** komenhawaii@hotmail.com

**Literacy education.** In May of this year LCHC was awarded a grant for \$10,000 from the Hawai'i Community Foundation to provide literacy education to low income women and children. Both education regarding the importance of reading aloud and free books are distributed through the WIC Program to low income mothers and their babies.

**Participants:** 60 women and their children have been provided with literacy education free books to date. Approximately 100 women and children will be served within the project year.

**Contact:** Hawai'i Community Foundation

**Address:** 1164 Bishop St., Ste. 800

Attn: Literacy Funds

Honolulu, HI 96813

**Tel:** (808) 537-6333

**Health education and outreach activities.** LCHC was awarded \$7,500 from the Friends of Hawaii Charities for community outreach activities and for health resource center to be located in the LCHC waiting room.

**Participants:** 100 women have been provided with breast cancer education products. Approximately 1800 Lanai residents will benefit from the health resource center when completed.

**Contact:** Friends of Hawaii Charities, Inc.

**Address:** 733 Bishop Street, Suite 2160

Honolulu, Hawaii 96813

**Tel:** (808) 792-9339

## **B. Facilities**

The objective of this project is to construct the LCHC facility, with the goal to provide primary medical care, dental care, behavioral health services, perinatal, family planning, nutrition, and preventive and health education to the low income, underserved residents of Lana'i. For more details of the facility, see section II. Service Summary and Outcomes.

**ADA compliance.** The facility will be a single level structure with doorways, hallways, ramps, bathrooms and other features in compliance with ADA specifications.



## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

LCHC is requesting funds to for the Project Construction Manager (1.0 FTE for 2 years, contractual) to be responsible for the planning and construction of the facility. The Executive Director will supervise the Project Construction Manager, and the Project Construction Manager will have the authority to hire and direct all contractors and staff retained for this project. The Project Construction Manager will meet weekly with the President of the Board and Executive Director.

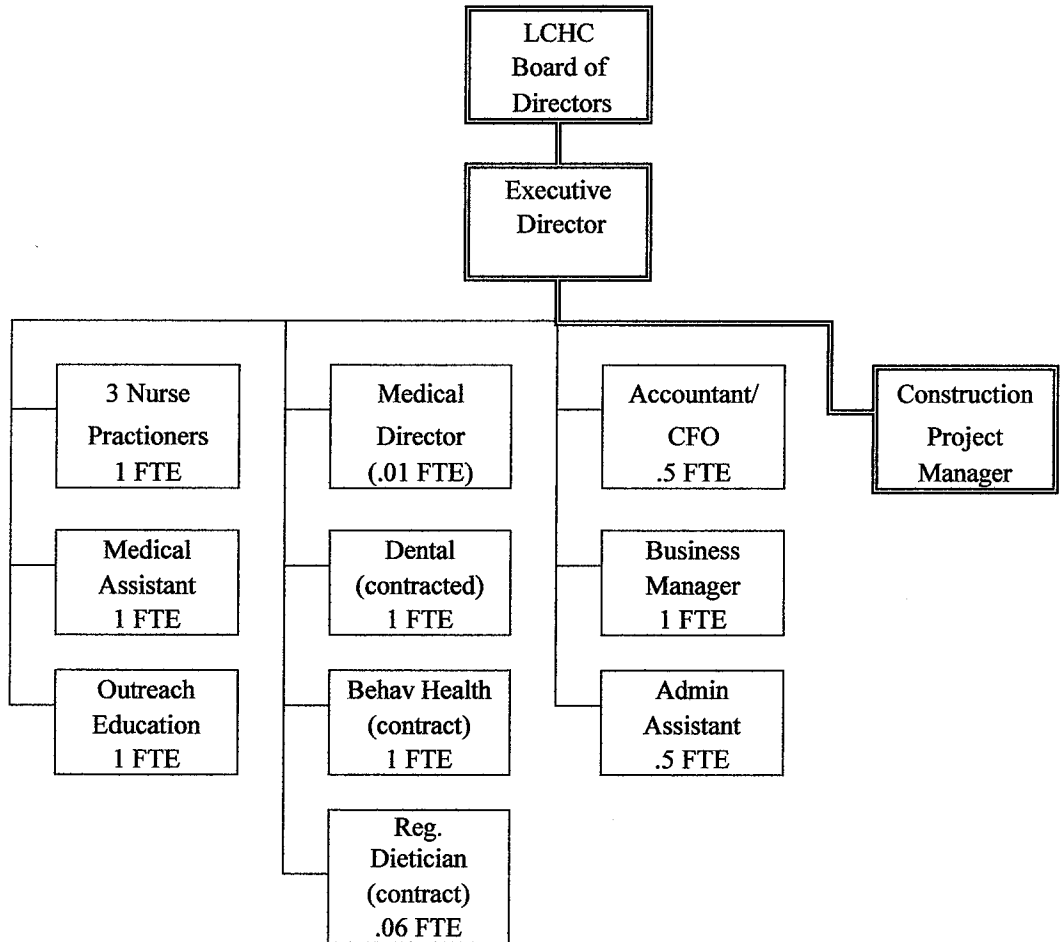
**Project Construction Manager qualifications and responsibilities.** The Project will be required to have knowledge and experience with projects of similar size and scope. Job responsibilities for the Project Construction Manager will include the following:

- Prepare and submit budget estimates, progress and cost tracking reports to the LCHC Executive Director and Board of Directors.
- Prepare a detailed schedule for the project in logical steps and budget time required to meet deadlines.
- Obtain all necessary permits and licenses.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Requisition supplies and materials to complete the project.
- Determine labor requirements and dispatch workers to construction sites.
- Direct and supervise workers.
- Interpret and explain plans and contract terms to LCHC staff and subcontractors.
- Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.
- Study job specifications to determine appropriate construction methods.
- Evaluate construction methods and determine cost-effectiveness of plans.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
- Plan, organize, and direct activities concerned with the construction and maintenance of the facility and its systems.
- Develop and implement quality control programs.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.

**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.

The Executive Director will oversee the work of the Project Supervisor.



**VI. Other**

**A. Litigation**

LCHC is not involved in any litigation and is not the subject of any outstanding judgment.

**B. Licensure or Accreditation**

LCHC is has been designated a Federally Qualified Health Center by the U.S. Department of Health and Human Service, Bureau of Primary Care, Federal 330e Community Health Center program.

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Lana'i Women's Center dba Lana'i Community Health Center  
(Typed Name of Individual or Organization)

 January 30, 2009  
(Signature) (Date)

Diana Shaw, PhD. MPH. MBA. FAMCPE Executive Director  
(Typed Name) (Title)



*Island of Lanai*

CASTLE & COOKE RESORTS, LLC

August 8, 2006

Lanai Women's Center  
dba Lanai Community Health Center  
Attn: Ms. Jackie Woolsey, President  
Post Office Box 630646  
Lanai City, Hawaii 96763

Re: Intent to Enter into License Agreement for the Lanai Community Health Center

Dear Mrs. McOmber:

We understand that the Lana'i Women's Center, a private nonprofit 501(c)(3) corporation ("LWC"), is interested in establishing a community health center on the Island of Lanai ("Health Center"), which may be federally qualified and funded under Section 330e of the Public Health Service Act (42 U.S.C. 254b).

Castle & Cooke Resorts, LLC ("Castle & Cooke") is pleased to participate in the establishment of the Health Center by making available to LWC an area of approximately 36,700 square feet of land above Dole Square in the general vicinity outlined in red on Exhibit A attached hereto ("Land"), subject to the terms and conditions set forth herein and negotiation of a more definitive license agreement between Castle & Cooke and LWC. The precise area and final boundaries of the Land shall subsequently be determined by mutual agreement of the parties. The basic understandings underlying this preliminary commitment by Castle & Cooke are as follows:

1. **Condition Precedent.** Castle & Cooke's offer to license the use of the Land to LWC is expressly conditioned upon LWC's successful procurement, on or before June 1, 2007, of either: (a) full federal funding for the Health Center; or (b) sufficient alternative financial resources to develop and sustain the Health Center under a viable business plan reviewed and approved by Castle & Cooke. In either case, and not less than thirty (30) days prior to the execution of a license agreement for use of the Land, LWC shall provide Castle & Cooke with such documentation confirming the availability of funding for the project (design, construction and operation costs) as Castle & Cooke may reasonably require.

THE LODGE AT KOELE • THE MANELE BAY HOTEL • THE EXPERIENCE AT KOELE • THE CHALLENGE AT MANELE

P.O. Box 630310 • Lana'i City, Hawai'i 96763 • [www.lanai-resorts.com](http://www.lanai-resorts.com)  
The Lodge at Koele • Telephone: (808) 565-7300 • Facsimile: (808) 565-4561  
The Manele Bay Hotel • Telephone: (808) 565-7700 • Facsimile: (808) 565-2483

2. Use. The Land will be used exclusively for the establishment and operation of a federally-qualified community health center (or a community health center meeting or exceeding the quality and services offered by a federally-qualified community health center in the reasonable judgment of Castle & Cooke), including the design and construction of a 6,000 square foot (approximate) health facility, and for no other purpose. Should the Land cease to be used as a community health center and/or should LWC no longer be qualified as a community health center under applicable law, the license agreement shall be subject to termination by Castle & Cooke.

3. Rent. The Land shall be made available to LWC under a 5-year license agreement for \$1.00 a year, with the option to extend the agreement term for four (4) five-year terms, provided that LWC is not in default. The initial term of the license agreement shall commence at such time as LWC begins occupation of the Land for purposes of constructing or erecting Health Center. During the term of the agreement, LWC shall be responsible for the timely payment of all costs and expenses for utilities, taxes and insurance, as well as its pro rata share of common area expenses (if any).

4. Improvements. LWC shall be solely responsible for all costs and expenses relating to the design, permitting, construction and operation of the Health Center. All improvements, modifications and major repairs on or affecting the Land shall be subject to the prior written approval of Castle & Cooke. LWC will maintain the facility in good condition and repair and in such a manner as to comply with all existing federal, state and county laws, all covenants and restrictions running with the Land, and all rules and regulations (if any) relating to the use and occupancy of the Land as Castle & Cooke may now or hereafter adopt.

5. Insurance and Indemnification. LWC shall procure and at all times maintain general liability, workers' compensation, automobile liability and property insurance from such insurers and with such limits as Castle & Cooke may reasonably approve. All insurance policies, except for workers' compensation, shall name Castle & Cooke, Inc. and its subsidiaries as additional insured. LWC shall provide Castle & Cooke with certificates of insurance (or copies of its policies) evidencing its full compliance with these requirements. Further, LWC shall agree to indemnify, defend and hold Castle & Cooke, Inc. and its subsidiaries harmless from and against any and all costs, demands, actions, fines, penalties, costs and expenses, and liability of any nature caused by, or arising out of, the use and occupation of the Land and/or the operation of the Health Center.

6. Ownership of Improvements. The Health Center building, but not the land on which it sits, will remain the property of LWC. Upon termination of the license agreement, LWC will restore the Land to its original condition (unless otherwise agreed to in writing by Castle & Cooke) and peaceably surrender the Land to Castle & Cooke.

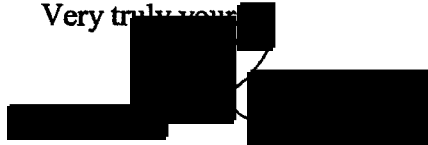
7. Further Agreement. Castle & Cooke and LWC will negotiate and enter into a more definitive agreement or agreements respecting LWC's use and occupancy of

Lanai Women's Center  
August 8, 2006  
Page 3

the Land and other mutually agreed to conditions at such time as LWC receives a firm commitment for federal funding, or at such time as LWC secures alternative funding (and provides evidence of the same to Castle & Cooke) necessary and sufficient to proceed the design, construction and operation of the project.

If the foregoing fairly summarizes our understandings and agreements relative to Castle & Cooke's commitment toward this project, please acknowledge and return a copy of this letter in the space provided below.

Very truly yours,




Harry A. Saunders, III  
President

Enclosure

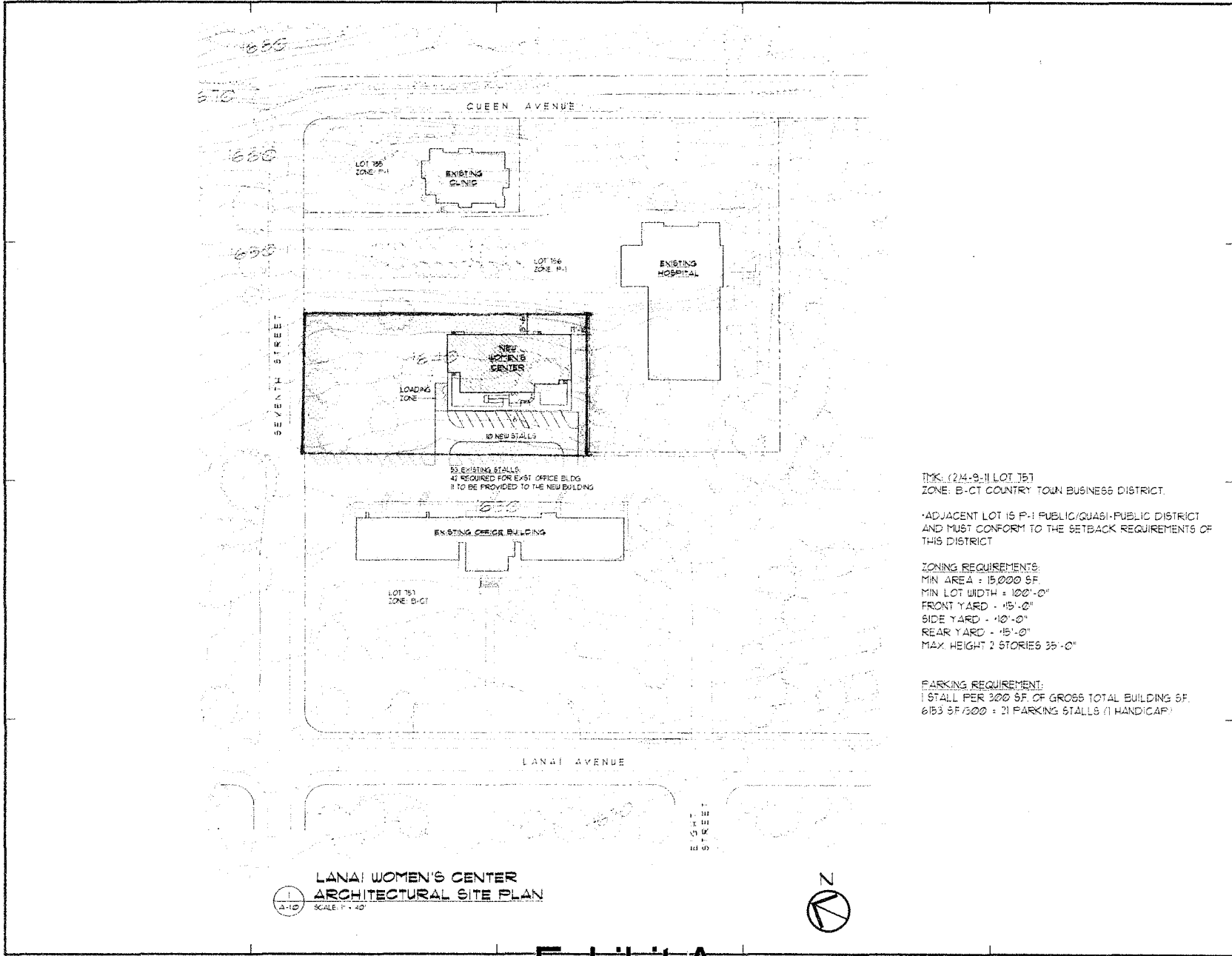
Acknowledged and Agreed to this  
17<sup>th</sup> day of August, 2006, by:

LANAI WOMEN'S CENTER

By: \_\_\_\_\_




Jackie Woolsey  
President



TMK: (24)-9-11 LOT 151  
 ZONE: B-CT COUNTRY TOWN BUSINESS DISTRICT  
  
 \*ADJACENT LOT IS P-1 PUBLIC/QUASI-PUBLIC DISTRICT  
 AND MUST CONFORM TO THE SETBACK REQUIREMENTS OF  
 THIS DISTRICT  
  
**ZONING REQUIREMENTS:**  
 MIN AREA = 15,000 SF  
 MIN LOT WIDTH = 100'-0"  
 FRONT YARD = 15'-0"  
 SIDE YARD = 10'-0"  
 REAR YARD = 15'-0"  
 MAX HEIGHT 2 STORIES 35'-0"  
  
**PARKING REQUIREMENT:**  
 1 STALL PER 300 SF OF GROSS TOTAL BUILDING SF  
 6153 SF / 300 = 21 PARKING STALLS (1 HANDICAP)

**LANAI WOMEN'S CENTER**  
**ARCHITECTURAL SITE PLAN**  
 SCALE: 1/4" = 1'-0"





**Design Partners Incorporated**  
 Architecture • Planning • Interior Design

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CASTLE & COOKE, INC.  
 DESIGN ARCHITECT  
 ARNOLD C. SAVRANN, AIA

---

Revision Number/Description


---

Project Name

**LANAI WOMEN'S CENTER**

LANAI, HAWAII  
 CASTLE & COOKE RESORTS, LLC.

---

Drawing Title

ARCHITECTURAL SITE PLAN

---

Project Number		Date	
			10 JULY 2006
Drawn	Checked	Designed	
CAC	DT	DT	DT

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Drawing Number

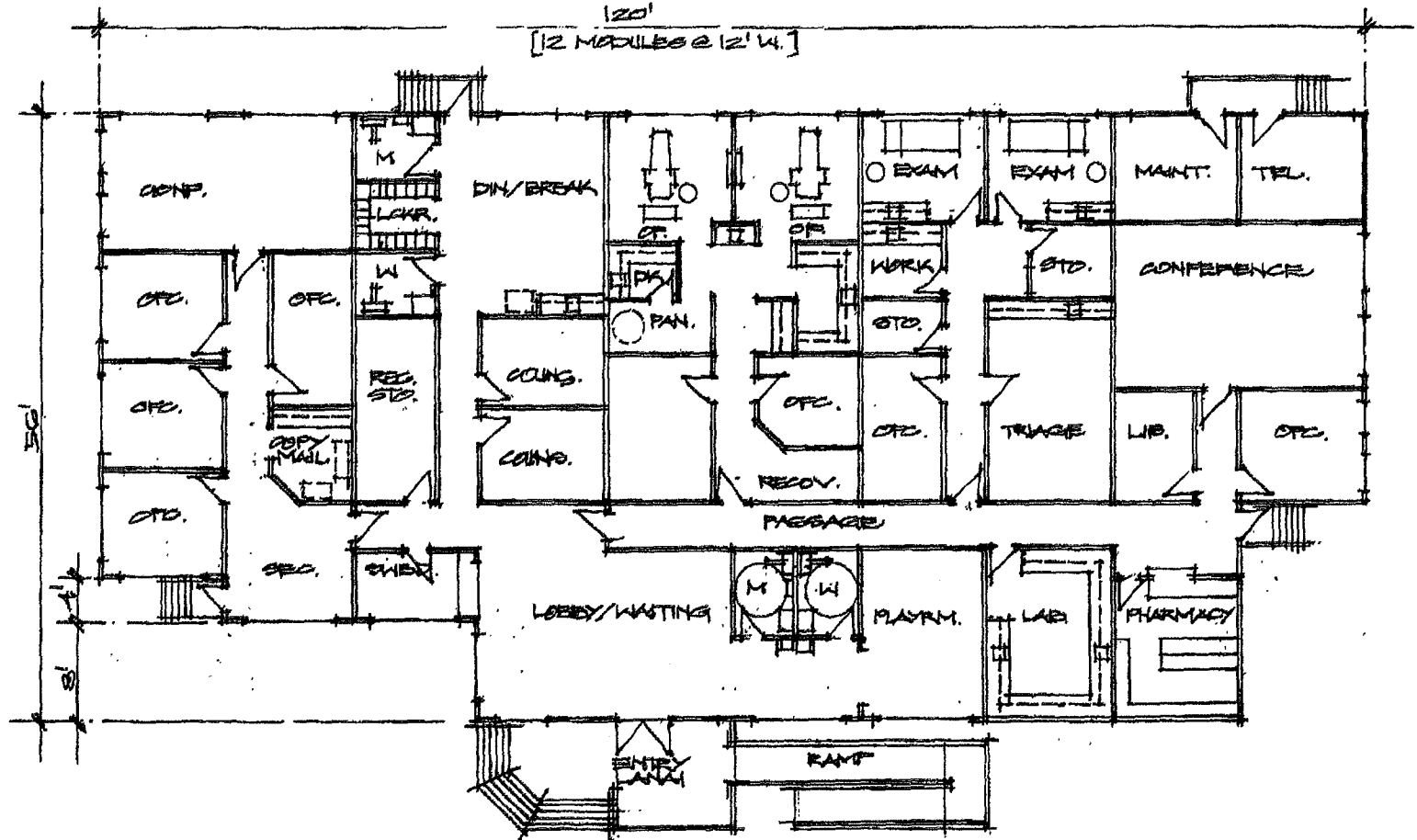
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Sheet No. of

**Exhibit A**





CONCEPTUAL DESIGN PROPOSAL  
NEW MODULAR CLINIC BUILDING FOR:  
**LANAI HEALTH CENTER**  
LANAI, HAWAII  
APRIL 28, 2006  
HAWAII MODULAR SPACE  
GENERAL CONTRACTOR

BRYCE E. UYEHARA, A.I.A., INC.  
ARCHITECTS

**ONLY FOR CDBG FUNDS**


**COUNTY OF MAUI  
CDBG PROJECT SCHEDULE**

1. NAME OF APPLICANT <b>Lanai Women's Center dba Lanai Community Health Center</b>			2. PROJECT NAME <b>Lanai Community Health Center Facility</b>					3. <input checked="" type="checkbox"/> ORIGINAL DATED: <b>December 3, 2007</b> <input checked="" type="checkbox"/> AMENDMENT DATED: <b>December 2, 2008</b>						
4a. EST START DATE OF PROJECT <b>January 5, 2009</b>			5a. EST EXECUTION DATE OF SRA <b>October 3, 2008</b>			5b. EST START DATE OF CDBG DRAW DOWN <b>January 5, 2009</b>			5c. EST END DATE OF CDBG DRAW DOWN <b>May 31, 2010</b>					
4b. EST END DATE OF PROJECT <b>January 4, 2010</b>			6.											
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
7a. ACTIVITY		8a. AMOUNT	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09
<b>Planning and Design</b>		<b>\$79,065</b>							<b>\$6,002</b>	<b>\$7,813</b>	<b>\$17,813</b>	<b>\$15,813</b>	<b>\$15,813</b>	<b>\$15,813</b>
10a. MILESTONES <b>Post for Consultant/Project Manager to manage project and bids for EA, Design, tree removal Project Manager Hire Award Contract for Environmental Assessment Environmental Assessment Completed Award Contract for Design Design Drawings Completed</b>									X	X	X			
7b. ACTIVITY		8b. AMOUNT	9b.											
<b>Construction</b>		<b>\$0</b>							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
10b. MILESTONES <b>Award Contract for Removal Removal Completed</b>														
11. COLUMN TOTALS		(8a + 8b) <b>\$79,065</b>	(9a + 9b)						<b>\$6,002</b>	<b>\$7,813</b>	<b>\$17,813</b>	<b>\$15,813</b>	<b>\$15,813</b>	<b>\$15,813</b>
12. CUMULATIVE AMOUNT OF CDBG FUNDS DRAW DOWN									<b>\$6,002</b>	<b>\$13,815</b>	<b>\$31,627</b>	<b>\$47,440</b>	<b>\$63,252</b>	<b>\$79,065</b>

**ONLY FOR CDBG FUNDS**

**COUNTY OF MAUI  
CDBG PROJECT SCHEDULE**

1. NAME OF APPLICANT <b>Lanai Women's Center dba Lanai Community Health Center</b>			2. PROJECT NAME <b>Lanai Community Health Center Facility</b>					3. <input checked="" type="checkbox"/> ORIGINAL DATED: <b>December 3, 2007</b> <input checked="" type="checkbox"/> AMENDMENT DATED: <b>December 2, 2008</b>						
4a. EST START DATE OF PROJECT <b>January 5, 2009</b>			5a. EST EXECUTION DATE OF SRA <b>October 3, 2008</b>			5b. EST START DATE OF CDBG DRAW DOWN <b>January 5, 2009</b>			5c. EST END DATE OF CDBG DRAW DOWN <b>May 31, 2010</b>					
4b. EST END DATE OF PROJECT <b>January 4, 2010</b>			6.											
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
7a. ACTIVITY	8a. AMOUNT	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	
	\$241,938	\$15,813	\$15,813	\$7,813	\$17,813	\$61,563	\$61,563	\$61,563	\$61,563	\$7,813	\$7,813	\$7,813		
10a. MILESTONES <b>Post for Consultant/Project Manager to manage project and bids for EA, Design, tree removal Project Manager Hire Award Contract for Environmental Assessment Environmental Assessment Completed Award Contract for Design Design Drawings Completed</b>				X		X				X				
7b. ACTIVITY	8b. AMOUNT	9b.												
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$10,000	\$81,998		
10b. MILESTONES <b>Award Contract for Removal Removal Completed</b>											X		X	
11. COLUMN TOTALS	(8a + 8b)	(9a + 9b)												
	\$241,938	\$15,813	\$15,813	\$7,813	\$17,813	\$61,563	\$61,563	\$61,563	\$61,563	\$9,813	\$17,813	\$89,811		
12. CUMULATIVE AMOUNT OF CDBG FUNDS DRAW DOWN														
		\$94,877	\$110,690	\$118,502	\$136,315	\$197,877	\$259,440	\$321,002	\$382,565	\$392,377	\$410,190	\$500,000		

<b>1. DATE ISSUED:</b> 09/04/2008		<b>2. PROGRAM CFDA:</b> 93.887		DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES AND SERVICES ADMINISTRATION   NOTICE OF GRANT AWARD AUTHORIZATION (Legislation/Regulation) The Consolidated Appropriations Act of 2008, P.L. 110-161																																																					
<b>3. SUPERCEDES AWARD NOTICE dated:</b> except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.																																																									
<b>4a. AWARD NO.:</b> 1 C76HF09792-01-00		<b>4b. GRANT NO.:</b> C76HF09792	<b>5. FORMER GRANT NO.:</b>																																																						
<b>6. PROJECT PERIOD:</b> FROM: 09/01/2008 THROUGH: 08/31/2011																																																									
<b>7. BUDGET PERIOD:</b> FROM: 09/01/2008 THROUGH: 08/31/2011																																																									
<b>8. TITLE OF PROJECT (OR PROGRAM):</b> Health Care and Other Facilities																																																									
<b>9. GRANTEE NAME AND ADDRESS:</b> Lana'i Women's Center (dba Lana'i Community Health Center) POB 630142, 624-A Houston Street Lana'i City, HI 96763-0142			<b>10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)</b> Phyllis McOmber Lana'i Women's Center (dba Lana'i Community Health Center) 624A Houston Street Lana'i City, HI 96763-0142																																																						
<b>11. APPROVED BUDGET: (Excludes Direct Assistance)</b> <input type="checkbox"/> Grant Funds Only <input checked="" type="checkbox"/> Total project costs including grant funds and all other financial participation  <table border="0"> <tr><td>a. Salaries and Wages:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>b. Fringe Benefits:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>c. Total Personnel Costs:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>d. Consultant Costs:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>e. Equipment:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>f. Supplies:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>g. Travel:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>h. Construction/Alteration and Renovation:</td><td style="text-align: right;">\$ 1,500,000.00</td></tr> <tr><td>i. Other:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>j. Consortium/Contractual Costs:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>k. Trainee Related Expenses:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>l. Trainee Stipends:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>m. Trainee Tuition and Fees:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>n. Trainee Travel:</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>o. TOTAL DIRECT COSTS:</td><td style="text-align: right;"><b>\$ 1,500,000.00</b></td></tr> <tr><td>p. INDIRECT COSTS: (Rate: % of S&amp;W/TADC)</td><td style="text-align: right;"><b>\$ 0.00</b></td></tr> <tr><td>q. TOTAL APPROVED BUDGET:</td><td style="text-align: right;"><b>\$ 1,500,000.00</b></td></tr> <tr><td>    i. Less Non-Federal Resources:</td><td style="text-align: right;"><b>\$ 1,367,712.00</b></td></tr> <tr><td>    ii. Federal Share:</td><td style="text-align: right;"><b>\$ 132,288.00</b></td></tr> </table>			a. Salaries and Wages:	\$ 0.00	b. Fringe Benefits:	\$ 0.00	c. Total Personnel Costs:	\$ 0.00	d. Consultant Costs:	\$ 0.00	e. Equipment:	\$ 0.00	f. Supplies:	\$ 0.00	g. Travel:	\$ 0.00	h. Construction/Alteration and Renovation:	\$ 1,500,000.00	i. Other:	\$ 0.00	j. Consortium/Contractual Costs:	\$ 0.00	k. Trainee Related Expenses:	\$ 0.00	l. Trainee Stipends:	\$ 0.00	m. Trainee Tuition and Fees:	\$ 0.00	n. Trainee Travel:	\$ 0.00	o. TOTAL DIRECT COSTS:	<b>\$ 1,500,000.00</b>	p. INDIRECT COSTS: (Rate: % of S&W/TADC)	<b>\$ 0.00</b>	q. TOTAL APPROVED BUDGET:	<b>\$ 1,500,000.00</b>	i. Less Non-Federal Resources:	<b>\$ 1,367,712.00</b>	ii. Federal Share:	<b>\$ 132,288.00</b>	<b>12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE</b> <table border="0"> <tr><td>a. Authorized Financial Assistance This Period</td><td style="text-align: right;"><b>\$ 132,288.00</b></td></tr> <tr><td>b. Less Unobligated Balance from Prior Budget Periods</td><td></td></tr> <tr><td>    i. Additional Authority</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>    ii. Offset</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>c. Unawarded Balance of Current Year's Funds</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>d. Less Cumulative Prior Award(s) This Budget Period</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td><td style="text-align: right;"><b>\$ 132,288.00</b></td></tr> </table>			a. Authorized Financial Assistance This Period	<b>\$ 132,288.00</b>	b. Less Unobligated Balance from Prior Budget Periods		i. Additional Authority	\$ 0.00	ii. Offset	\$ 0.00	c. Unawarded Balance of Current Year's Funds	\$ 0.00	d. Less Cumulative Prior Award(s) This Budget Period	\$ 0.00	e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	<b>\$ 132,288.00</b>
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<b>13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">YEAR</th> <th style="width: 50%;">TOTAL COSTS</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Not Applicable</td> </tr> </tbody> </table>						YEAR	TOTAL COSTS	Not Applicable																																																	
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<b>15. PROGRAM INCOME SUBJECT TO 45 CFR Part 74.24 OR 45 CFR 92.25 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:</b> A=Addition B=Deduction C=Cost Sharing or Matching D=Other <span style="float: right;">[A]</span> Estimated Program Income: \$ 0.00																																																									
<b>16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:</b> <small>a. The grant program legislation cited above. b. The grant program regulation cited above. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. 45 CFR Part 74 or 45 CFR Part 92 as applicable. In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.</small>																																																									
<b>REMARKS: (Other Terms and Conditions Attached [X] Yes [ ] No )</b> PLEASE SEE ATTACHMENT FOR CONDITIONS, TERMS, AND REPORTING REQUIREMENTS.																																																									
<i>Electronically signed by Dorothy M. Kelley, Grants Management Officer on: 09/04/2008</i>																																																									
<b>17. OBJ. CLASS:</b> 41.61		<b>18. CRS-EIN:</b> 1202509287A1		<b>19. FUTURE RECOMMENDED FUNDING:</b>																																																					
<b>FY-CAN</b>	<b>CFDA</b>	<b>DOCUMENT NO.</b>	<b>AMT. FIN. ASST.</b>	<b>AMT. DIR. ASST.</b>	<b>SUBPROGRAM CODE</b>																																																				
08-3880581	93.887	C76HF09792A0	\$ 132,288.00	\$ 0.00	N/A																																																				

House District 4

Senate District 2

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

REC'D  
JAN 28 2009

Log No: 71-C

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.  
Makuu Farmers Association

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Makuu Farmers Association

Dbas:

Street Address: 15-2131 Keaau Pahoa Hwy Pahoa, HI 96778

Mailing Address: 15-2131 Keaau Pahoa Hwy Pahoa, HI 96778

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PAULA KEKAHUNA

Title President

Phone # 808-896-5537

Fax # \_\_\_\_\_

e-mail makuufarmersassociation@yahoo.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

The Makuu Farmers Association is requesting a grant to fund the Makuu Community Center for the Puna district. This community center will have a certified kitchen, studio, computer room, gathering hall and office spaces. It will provide economic development activities (provide facilities to promote small businesses, offer basic business courses, create new job opportunities, provide a operational certified kitchen, job training programs for at-risk youth and adults) and public service activities (literary programs, cultural workshops, life skills, drug-free programs, school supplies). It will be built with recyclable material and reusable energy and stand as a role model of green energy. Services will be made available to the Maku'u Homestead beneficiaries, the Association, and the larger Puna community, who are challenged with the high costs of living in the Puna district and those that are at low and moderate income levels.

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 1,486,751.00

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

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 \$ 0  
 FEDERAL \$ 0  
 COUNTY \$ 0  
 PRIVATE/OTHER \$ 45,348.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

PAULA KEKAHUNA, PRESIDENT

1/26/09

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

## Application for Grants and Subsidies Maku'u Farmer's Association

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

### I. Background and Summary

The Maku'u Farmer's Association (MFA) is a community based association formed as a non-profit 501(c) 3 organization that has been in existence for 20 years. It was first established in 1987 to address the needs of the Hawaiian Homestead beneficiaries in the Maku'u subdivision, i.e. roads and infrastructure development. After roads and infrastructure were completed, emphasis was then focused on economic development of the Maku'u community. Scheduled meetings were held where the community expressed the need to develop a project that would produce year-round employment and economically improve the family income and lifestyle.

Beginning in 1999 and continuing into 2000, MFA was involved in an intensive planning effort which utilized \$56,000 in grants received from the Department of Hawaiian Homelands (DHHL) and the Business Economic Development & Tourism Department (DBEDT) Program. Over this two year period, MFA worked on a plan for an economic development project to establish a farmer's market and a community cultural center. A survey conducted by MFA, which found a significant interest in a community center and local demand for local products. As a result, the MFA strengthened its organizational capability and developed a mission statement to reflect its strategic and economic development plan:

*"To provide educational and employment opportunities while also developing small businesses.  
To become self-sufficient as established by the Hawaiian Homes Commission Act of 1920."*

Upon completion of their planning effort, the MFA began work in 2001 to establish the farmer's market with 5 dedicated vendors, which represented phase I of the implementation process. The farmer's market was initially established on approximately 2 acres of land that was provided by the DHHL. In July 2003, the DHHL extended the lease agreement to include an additional 7 acres of land. MFA entered into a License Agreement (No. 551) with the DHHL for a portion of Tax Map Key NO. (3) 1-5-10: 17, identified as Lot A-2-A, containing a land area of 9.034 acres. The use provision specified in the license agreement states the following: "LICENSEE shall use the premises initially as a farmer's market and the creation of a cultural/community learning center to be used by the homestead communities in accordance with the mission statement of LICENSEE and for no other purpose."

Our project goal is to construct a Maku'u Community Center to be located on the Maku'u Hawaiian Homelands that will provide economic development activities (provide facilities to promote small businesses, offer basic business courses, create new job opportunities, provide a operational certified kitchen, job training programs for at-risk youth and adults) and public service activities (literary programs, cultural workshops, life skills, drug-free programs, school supplies). Services will be made available to the Maku'u Homestead beneficiaries, the Association, and the larger Puna community, who are challenged with the high costs of living in the Puna district and those that are at low and moderate income levels.

The objective is to preserve and integrate the principles and techniques of traditional Native Hawaiian culture and values in our programs while providing educational and business opportunities to enhance community development and identity to the public, which is needed in this community and to become self-sufficient as established by the Hawaiian Homes Commission Act of 1920. Our long term goal is to develop our Maku'u Regional Plan which will include acquiring an additional 29 acres from the Department of Hawaiian Homelands. MFA is already in the process of acquiring 29 acres from DHHL and FAA. Several meetings have already taken place with DHHL and FAA. The regional plan will comprise of the existing Maku'u farmer's market and its cultural village and future facilities: community center, kupuna housing, comprehensive health center, preschool facilities, park, and mixed use facilities (including potential commercial uses) administered, managed, and leased under the Maku'u Farmer's Association. The first phase of the Maku'u Regional Plan is the building of a Maku'u community center that will be

used for economic, educational, and cultural opportunities for the Puna community. Our target population is those who are principally low and moderate income persons.

The Maku‘u site is situated approximately 2.5 miles northwest of the town of Pahoa and 8 miles east of Keaau town in the district of Puna on the island of Hawai‘i. Economic, educational, and cultural opportunities are very limited in the Puna district. In this unstable and unpredictable economic market and the devastation of vog on agricultural crops, the Hawaii Island have faced substantial obstacles to accessing economic, educational, and social benefits. The Puna district is one of the fastest growing communities on Hawaii Island. Between 1990 (estimated at 11,700) and 2000 (estimated at 31,300), the population grew in Puna with the largest increase at 51%. The Puna district is growing and has strengthened because of its availability of inexpensive fee simple lots. However, even though the lots are relatively low compared to Oahu, local people still have difficulties buying lots because of job security and availability. With the population spike, there has been an increase of public problems: drug use, burglaries, and robberies. Rural Puna has widespread economic hardship and needs help in economic stability and needs jobs closer to home. Over 48% of the Puna population lives below federal poverty levels. Statistics show that the median household income of Puna residents is \$30,821, nearly \$10,000 below Hawaii County levels. According to the 2000 U.S. Census, the per capita income for the Puna district is \$14,000 compared to a Hawaii County income of \$19,000, while other statistics has Puna income levels at \$10,965. In 2002, the state unemployment rate was 4.3%, but for Puna it was at 14.6%, the unemployment rate is greater than the Hawaii County rate. At the Pahoa Elementary (in Puna), over 80% of students receive reduced or free lunches. These statistics are all indicators of the extreme poverty levels in the Puna district. Pahoa district is considered one of the most economically deprived areas in Hawaii.

This Maku‘u community center will have great promise for developing economic stability for the island of Hawaii, which is needed in this recession. The public purpose, together with DHHL, the State, and MFA, will be to serve the many communities that need social and economic stimulations for the improvement of the quality of life here in Hawaii. MFA is willing to address these public problems (drugs, burglaries, better transportation, create jobs) for this community through the creation of programs and the development of a community center.

The Maku‘u community center will make an important economic and cultural contribution to Native Hawaiian beneficiaries and the larger community by providing:

- Economic (job), educational, and cultural opportunities
- a place for social gatherings, meetings, and fundraising
- opportunities for economic self-sufficiency and provide choices for sustaining the individual and family
- self-reliant and independence for the future
- for the improvement of social conditions by addressing poverty and alienation
- stimulation and supplementing government participation
- and promoting pride and preservation of Hawaiian cultural activities

## II. Service Summary and Outcomes

### Description of the Project

The building will be approximately 20,000 sf in area within a complex of four buildings connected by a series of covered walkways. The approximate breakdown of the building area is:

Area Break-down:	
Main Gathering Hall (Great Room)	12,500 sf
Kitchen (two certified kitchens)	1,440 sf
Restroom	1,296 sf
Resource and Meeting Rooms	1,080 sf
Office with small kitchen and restroom	1,080 sf
Studio (recreational/physical activities)	1,440 sf
Computer room	320 sf
<u>General Storage</u>	<u>480 sf</u>
<b>Total</b>	<b>19,636 sf</b>

Phase I: Topographic Survey, Schematic, 50% Design Development

The first phase will include architectural, structural, mechanical, electrical, civil, and landscape design and engineering. Phase 1 will also include a topographic survey, soils analysis, construction cost estimate and kitchen planning consultants. This package will a construction cost estimate will be complete enough to provide preliminary drawings to seek additional funding for the project. This part of the project will take approximately 6 months to complete.

Phase II: 100% Design Development, Contract Documents, Bidding and Construction Administration

The second phase will include the completion of the remaining 50% design development drawings through Construction. This part of the project will be a finalization of blue prints of the community center and contract bidding will take place. This will take approximately 4 months to complete. As soon as funding is secured for the construction of this project the design team will be tasked with the construction administration of this project.

Phase III: Begin the Construction Phase (1<sup>st</sup> phase)

The third phase will include the construction of the building. This phase will include the building of the foundation and framing and the implementation of sewage and water lines. Maku'u Farmer's Association plans on building the community center to meet the strict standards for being sustainable by conserving energy and materials. This will include Photo Voltaic panels to generate electricity, a catchment system to capture the rain water for non-potable uses, dual flush toilets and other water saving devices. The added cost of including sustainable features in the building has definite payback period where anything over this payback time period will be savings to the association. This is not to mention the tax credits that are associated with some of the sustainable features like the PV panels to generate electricity. The benefit of achieving this certification is that the Maku'u Farmer's Association will be viewed as a serious partner in everyone's efforts to greening of the planet. This will give the association tremendous credibility and publicity in securing funding. This part of the project will take approximately 8 months to complete.

In regards to the effectiveness and the measurement of the construction of the building of the Maku'u Community Center, the Maku'u Farmer's Association has received a letter from CDS International, who has agreed to be the project consultant and overseers of this community center. Mr. Glenn Miura, AIA of CDS International, will be the lead contact consultant and overseer of this project. In addition, MFA will require a monthly report from CDS International on their progress and developments. Mr. Miura CDS will be required to meet quarterly at the Maku'u Farmer's site, whereas he will be required to give a report to MFA Board Members. The MFA Board will hire a project manager, who will work closely with Mr. Miura in monitoring the activities of CDS International. This project manager will assist CDS International on topographic survey and design development and will oversee the budget and payment of to CDS International and their partners. The project manager will also be required to submit quarterly reports: financial and written on the progress of development to the Hawaii State agencies (Senate Committee on Ways and Means and the House Committee on Finance) and the MFA Board.

Also, MFA plans on monitoring all of its social, economic, and educational programs. All programs will be measured by reports, statistics, evaluations, exit interviews, and surveys. These are the most common measures to evaluate program's achievements and accomplishments. In addition, MFA will work with other local organizations on implementing programs that already exist and are benefiting communities. The goal is not to re-invent the wheel, but to use what already exists.

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **(see attached budget forms)**
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.



Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
205,601.00	481,150.00	400,000.00	400,000.00	1,486,751.00

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

The Maku'u Farmer's Association plans on partnering with the University of Hawaii at Hilo and applying for a U.S. Department of Housing and Urban Development Alaska Native/Native Hawaiian Institutions Assisting Communities (AN/NHIAC) grant program this fiscal year. In addition, the Association will be applying for a regional grant with the Department of Hawaiian Homelands for a total of \$200,000.00.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

Since 2001, the MFA has expended over \$350,000 consisting of grants, other funds, and in-kind services to develop the project site. In addition, the MFA has worked closely with two planning consultants, Glenn Miura (CDS International from Oahu) and Brian T. Nishimura (from Hilo), in the last 8 years developing and planning the 9 acre site for the farmer's market and cultural village. Both Mr. Miura and Mr. Nishimura have been instrumental in attaining grants to develop the project site. With the expertise of these two planning consultants, improvements on the 9 acres included site clearing, bulldozing, and grading of the farmer's market site, erecting canopy tents to accommodate vendors, vehicle parking spaces, installation of county water service, installation of a septic system to accommodate a restroom facility, ADA restroom facility (completed in 2007), and the construction of a cultural village (4 structures for cultural activities). Currently, the farmer's market is operating every Sundays of each month with approximately 172 vendors and thousands of customers from all over the world. The MFA employs 1 project manager, 3 maintenance employees, 3 student office employees, 15 student parking employees, and 10 volunteers. This is MFA's most successful accomplishment, the Maku'u farmers market. MFA administers the local farmer's market bringing in an annual of income per month 11,000.00. Its impact on the organization has given the MFA officers the capability to educate and employ our youth, offer cultural and economic workshops and become a recognized entity of the community, but it has also taught the organization that the more successful one is the more it needs a viable and sustainable community center to hold future workshops for future generations. MFA is committed to the Puna community and its future for all.

In addition to the administering the local farmer's market, MFA has successfully organized four Hawaiian cultural intercession workshops for children between the ages of 7-18 and the goal was to nurture, educate, instill, and preserve Hawaiian cultural values: malama aina (taking care of the land), laulima (cooperation, to work together), lealea (fun, to have a good time), and paahana (hard-working, industrious) through hands-on opportunities such as working in our mala (garden). This \$19,000 grant was awarded by the discretionary funds of County Councilwoman Emily Naeole for the 2007-2008 fiscal years.

The MFA was awarded a \$15,000 grant to continue their living Hawaiian cultural workshops. The Mala Ho'ona'auao Series took place at the local farmer's market site on every Sunday mornings. The workshop sessions began in February 2008 and closed in December 2008. These workshops taught participants about Hawaii's rich cultural heritage and offered classes in: Hawaiian arts and crafts, Hawaiian language, Hawaiian ukulele, Hawaiian storytelling, Hawaiian musical instruments, Hawaiian fishing nets, and Hawaiian endemic and indigenous plants.

In 2008, MFA was awarded a regional grant of approximately \$45,000 from the DHHL to complete an environmental assessment and preliminary architectural planning for the expanded farmer's market and community cultural center at Maku'u.

**B. Facilities**

Currently, the nine acre site has an ADA commercial restroom for the public's use, 4 structures used for Hawaiian cultural workshops, and two trailers: one for office space and the other for storage of supplies. The restroom facility cost \$160,000.00 paid by the Maku'u Farmer's Association through fundraising raising and by the market. Recently, the State approved a local contractor to widen the main Kea'au-Pahoa Highway road, provide access to the Maku'u site, add turning lanes, construct a railing, and build a connection to the Maku'u driveway. This job was completed in December 2009.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The Maku'u Farmer's Association will hire a project manager to oversee the design development phase of the community center. This project manager duties will be: reports to and assists the CDS International, works collaboratively with MFA and CDS International to implement a comprehensive development plan of the community center, assists with developing, monitoring, and updating the plan, maintains accurate financial and planning records, assists in disseminating information to the MFA Board members, and assists in coordinating the participation of board members in design development, and other duties as assigned. MFA will list the job in a public medium and hire someone who has previous experience in non-profit groups, financial and organizational skills, and strong oral and written skills, and the ability to maintain effective working relationships.

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**B. Organization Chart**

Maku'u Farmer's Association Elected Officers 2009-2012

President, Paula Kekahuna

VP, Gilman Kahai

Secretary/Treasurer, Hidi Boteilho

Board Members: Ruth Binyan, Eloise Ishimine, Dorothy Kauaula

Kupuna (appointed): Eric Kama

All employees and volunteers report directly to the President, Paula Kekahuna. Paula Kekahuna oversees all paid and unpaid staff. This is a grassroots community based organization, who has worked tirelessly and voluntarily within the last twenty years in improving the economic and social conditions of Puna. The Association believes in uplifting, advancing, and providing inexistent public services to this community, especially in improving opportunities for those that have low and moderate income levels.

**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.

**“not applicable”**

**B. Licensure or Accreditation**

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

**“not applicable”**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

App

Maku'u Farmer's Association

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>1,486,751</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>1,486,751</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,486,751	Pualani Fernandez 808-965-8660		
(b)	0	Name (Please type or print) Phone		
(c)	0	Signature of Authorized Official 1/26/09		
(d)	0	Date		
<b>TOTAL BUDGET</b>	<b>1,486,751</b>	Paula Kekahuna Name and Title (Please type or print)		

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maku'u Farmer's Association

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	0	0	481150	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	45348	205601	0	0	0
CONSTRUCTION	0	0	800000	800000	800000	800000
EQUIPMENT	0	0	0	0	0	50000
<b>TOTAL:</b>	0	45348	1,486,751	800,000	800,000	850,000
<b>JUSTIFICATION/COMMENTS:</b>						

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maku'u Farmer's Association

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a	0.00	\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a	0.00	\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maku'u Farmer's Association

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
	0	\$0.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>0.00</b>

**JUSTIFICATION/COMMENTS:**

House District 4

Senate District 2

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

JAN 28 2009

Log No: 72-0

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.  
Makuu Farmers Association

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Makuu Farmers Association

Dbas:

Street Address: 15-2131 Keaau Pahoia Hwy Pahoia, HI 96778

Mailing Address: 15-2131 Keaau Pahoia Hwy Pahoia, HI 96778

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PAULA KEKAHUNA

Title President

Phone # 808-896-5537

Fax # \_\_\_\_\_

e-mail makuufarmersassociation@yahoo.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

The Makuu Farmers Association is requesting a grant to fund a Project Manager who will assist in the implementation and building of the Makuu Community Center for the Puna district. This community center will have a certified kitchen, studio, computer room, gathering hall and office spaces. It will provide economic development activities (provide facilities to promote small businesses, offer basic business courses, create new job opportunities, provide a operational certified kitchen, job training programs for at-risk youth and adults) and public service activities (literary programs, cultural workshops, life skills, drug-free programs, school supplies). It will be built with recyclable material and reusable energy and stand as a role model of green energy. Services will be made available to the Maku'u Homestead beneficiaries, the Association, and the larger Puna community, who are challenged with the high costs of living in the Puna district and those that are at low and moderate income levels.

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 24320

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 45,348.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

PAULA KEKAHUNA, PRESIDENT

1/26/09

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED



## Application for Grants and Subsidies Maku'u Farmer's Association

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

### I. Background and Summary

The Maku'u Farmer's Association (MFA) is a community based association formed as a non-profit 501(c) 3 organization that has been in existence for 20 years. It was first established in 1987 to address the needs of the Hawaiian Homestead beneficiaries in the Maku'u subdivision, i.e. roads and infrastructure development. After roads and infrastructure were completed, emphasis was then focused on economic development of the Maku'u community. Scheduled meetings were held where the community expressed the need to develop a project that would produce year-round employment and economically improve the family income and lifestyle.

Beginning in 1999 and continuing into 2000, MFA was involved in an intensive planning effort which utilized \$56,000 in grants received from the Department of Hawaiian Homelands (DHHL) and the Business Economic Development & Tourism Department (DBEDT) Program. Over this two year period, MFA worked on a plan for an economic development project to establish a farmer's market and a community cultural center. A survey conducted by MFA, which found a significant interest in a community center and local demand for local products. As a result, the MFA strengthened its organizational capability and developed a mission statement to reflect its strategic and economic development plan:

"To provide educational and employment opportunities while also developing small businesses.  
To become self-sufficient as established by the Hawaiian Homes Commission Act of 1920."

Upon completion of their planning effort, the MFA began work in 2001 to establish the farmer's market with 5 dedicated vendors, which represented phase I of the implementation process. The farmer's market was initially established on approximately 2 acres of land that was provided by the DHHL. In July 2003, the DHHL extended the lease agreement to include an additional 7 acres of land. MFA entered into a License Agreement (No. 551) with the DHHL for a portion of Tax Map Key NO. (3) 1-5-10: 17, identified as Lot A-2-A, containing a land area of 9.034 acres. The use provision specified in the license agreement states the following: "LICENSEE shall use the premises initially as a farmer's market and the creation of a cultural/community learning center to be used by the homestead communities in accordance with the mission statement of LICENSEE and for no other purpose."

Our project goal is to construct a Maku'u Community Center to be located on the Maku'u Hawaiian Homelands that will provide economic development activities (provide facilities to promote small businesses, offer basic business courses, create new job opportunities, provide a operational certified kitchen, job training programs for at-risk youth and adults) and public service activities (literary programs, cultural workshops, life skills, drug-free programs, school supplies). Services will be made available to the Maku'u Homestead beneficiaries, the Association, and the larger Puna community, who are challenged with the high costs of living in the Puna district and those that are at low and moderate income levels.

The objective is to preserve and integrate the principles and techniques of traditional Native Hawaiian culture and values in our programs while providing educational and business opportunities to enhance community development and identity to the public, which is needed in this community and to become self-sufficient as established by the Hawaiian Homes Commission Act of 1920. Our long term goal is to develop our Maku'u Regional Plan which will include acquiring an additional 29 acres from the Department of Hawaiian Homelands. MFA is already in the process of acquiring 29 acres from DHHL and FAA. Several meetings have already taken place with DHHL and FAA. The regional plan will comprise of the existing Maku'u farmer's market and its cultural village and future facilities: community center, kupuna housing, comprehensive health center, preschool facilities, park, and mixed use facilities (including potential commercial uses) administered, managed, and leased under the Maku'u Farmer's Association. The first phase of the Maku'u Regional Plan is the building of a Maku'u community center that will be

used for economic, educational, and cultural opportunities for the Puna community. Our target population is those who are principally low and moderate income persons.

The Maku'u site is situated approximately 2.5 miles northwest of the town of Pahoia and 8 miles east of Keaau town in the district of Puna on the island of Hawai'i. Economic, educational, and cultural opportunities are very limited in the Puna district. In this unstable and unpredictable economic market and the devastation of vog on agricultural crops, the Hawaii Island have faced substantial obstacles to accessing economic, educational, and social benefits. The Puna district is one of the fastest growing communities on Hawaii Island. Between 1990 (estimated at 11,700) and 2000 (estimated at 31,300), the population grew in Puna with the largest increase at 51%. The Puna district is growing and has strengthened because of its availability of inexpensive fee simple lots. However, even though the lots are relatively low compared to Oahu, local people still have difficulties buying lots because of job security and availability. With the population spike, there has been an increase of public problems: drug use, burglaries, and robberies. Rural Puna has widespread economic hardship and needs help in economic stability and needs jobs closer to home. Over 48% of the Puna population lives below federal poverty levels. Statistics show that the median household income of Puna residents is \$30,821, nearly \$10,000 below Hawaii County levels. According to the 2000 U.S. Census, the per capita income for the Puna district is \$14,000 compared to a Hawaii County income of \$19,000, while other statistics has Puna income levels at \$10,965. In 2002, the state unemployment rate was 4.3%, but for Puna it was at 14.6%, the unemployment rate is greater than the Hawaii County rate. At the Pahoia Elementary (in Puna), over 80% of students receive reduced or free lunches. These statistics are all indicators of the extreme poverty levels in the Puna district. Pahoia district is considered one of the most economically deprived areas in Hawaii.

This Maku'u community center will have great promise for developing economic stability for the island of Hawaii, which is needed in this recession. The public purpose, together with DHHL, the State, and MFA, will be to serve the many communities that need social and economic stimulations for the improvement of the quality of life here in Hawaii. MFA is willing to address these public problems (drugs, burglaries, better transportation, create jobs) for this community through the creation of programs and the development of a community center.

The Maku'u community center will make an important economic and cultural contribution to Native Hawaiian beneficiaries and the larger community by providing:

- Economic (job), educational, and cultural opportunities
- a place for social gatherings, meetings, and fundraising
- opportunities for economic self-sufficiency and provide choices for sustaining the individual and family
- self-reliant and independence for the future
- for the improvement of social conditions by addressing poverty and alienation
- stimulation and supplementing government participation
- and promoting pride and preservation of Hawaiian cultural activities

## II. Service Summary and Outcomes

### Description of the Project

The building will be approximately 20,000 sf in area within a complex of four buildings connected by a series of covered walkways. The approximate breakdown of the building area is:

Area Break-down:	
Main Gathering Hall (Great Room)	12,500 sf
Kitchen (two certified kitchens)	1,440 sf
Restroom	1,296 sf
Resource and Meeting Rooms	1,080 sf
Office with small kitchen and restroom	1,080 sf
Studio (recreational/physical activities)	1,440 sf
Computer room	320 sf
<u>General Storage</u>	<u>480 sf</u>
<b>Total</b>	<b>19,636 sf</b>

Phase I: Topographic Survey, Schematic, 50% Design Development

The first phase will include architectural, structural, mechanical, electrical, civil, and landscape design and engineering. Phase 1 will also include a topographic survey, soils analysis, construction cost estimate and kitchen planning consultants. This package will a construction cost estimate will be complete enough to provide preliminary drawings to seek additional funding for the project. This part of the project will take approximately 6 months to complete.

Phase II: 100% Design Development, Contract Documents, Bidding and Construction Administration

The second phase will include the completion of the remaining 50% design development drawings through Construction. This part of the project will be a finalization of blue prints of the community center and contract bidding will take place. This will take approximately 4 months to complete. As soon as funding is secured for the construction of this project the design team will be tasked with the construction administration of this project.

Phase III: Begin the Construction Phase (1<sup>st</sup> phase)

The third phase will include the construction of the building. This phase will include the building of the foundation and framing and the implementation of sewage and water lines. Maku'u Farmer's Association plans on building the community center to meet the strict standards for being sustainable by conserving energy and materials. This will include Photo Voltaic panels to generate electricity, a catchment system to capture the rain water for non-potable uses, dual flush toilets and other water saving devices. The added cost of including sustainable features in the building has definite payback period where anything over this payback time period will be savings to the association. This is not to mention the tax credits that are associated with some of the sustainable features like the PV panels to generate electricity. The benefit of achieving this certification is that the Maku'u Farmer's Association will be viewed as a serious partner in everyone's efforts to greening of the planet. This will give the association tremendous credibility and publicity in securing funding. This part of the project will take approximately 8 months to complete.

In regards to the effectiveness and the measurement of the construction of the building of the Maku'u Community Center, the Maku'u Farmer's Association has received a letter from CDS International, who has agreed to be the project consultant and overseers of this community center. Mr. Glenn Miura, AIA of CDS International, will be the lead contact consultant and overseer of this project. In addition, MFA will require a monthly report from CDS International on their progress and developments. Mr. Miura CDS will be required to meet quarterly at the Maku'u Farmer's site, whereas he will be required to give a report to MFA Board Members. The MFA Board will hire a project manager, who will work closely with Mr. Miura in monitoring the activities of CDS International. This project manager will assist CDS International on topographic survey and design development and will oversee the budget and payment of to CDS International and their partners. The project manager will also be required to submit quarterly reports: financial and written on the progress of development to the Hawaii State agencies (Senate Committee on Ways and Means and the House Committee on Finance) and the MFA Board.

Also, MFA plans on monitoring all of its social, economic, and educational programs. All programs will be measured by reports, statistics, evaluations, exit interviews, and surveys. These are the most common measures to evaluate program's achievements and accomplishments. In addition, MFA will work with other local organizations on implementing programs that already exist and are benefiting communities. The goal is not to re-invent the wheel, but to use what already exists.

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **(see attached budget forms)**
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$6,080.00	\$6,080.00	\$6,080.00	\$6,080.00	\$24,320.00

The Maku'u Farmer's Association is requesting funding for a part-time Project Manager. The Project Manager will oversee the implementation and building of the Maku'u Community Center.

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

The Maku'u Farmer's Association plans on partnering with the University of Hawaii at Hilo and applying for a U.S. Department of Housing and Urban Development Alaska Native/Native Hawaiian Institutions Assisting Communities (AN/NHIAC) grant program this fiscal year. In addition, the Association will be applying for a regional grant with the Department of Hawaiian Homelands for a total of \$200,000.00.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

Since 2001, the MFA has expended over \$350,000 consisting of grants, other funds, and in-kind services to develop the project site. In addition, the MFA has worked closely with two planning consultants, Glenn Miura (CDS International from Oahu) and Brian T. Nishimura (from Hilo), in the last 8 years developing and planning the 9 acre site for the farmer's market and cultural village. Both Mr. Miura and Mr. Nishimura have been instrumental in attaining grants to develop the project site. With the expertise of these two planning consultants, improvements on the 9 acres included site clearing, bulldozing, and grading of the farmer's market site, erecting canopy tents to accommodate vendors, vehicle parking spaces, installation of county water service, installation of a septic system to accommodate a restroom facility, ADA restroom facility (completed in 2007), and the construction of a cultural village (4 structures for cultural activities). Currently, the farmer's market is operating every Sundays of each month with approximately 172 vendors and thousands of customers from all over the world. The MFA employs 1 project manager, 3 maintenance employees, 3 student office employees, 15 student parking employees, and 10 volunteers. This is MFA's most successful accomplishment, the Maku'u farmers market. MFA administers the local farmer's market bringing in an annual of income per month 11,000.00. Its impact on the organization has given the MFA officers the capability to educate and employ our youth, offer cultural and economic workshops and become a recognized entity of the community, but it has also taught the organization that the more successful one is the more it needs a viable and sustainable community center to hold future workshops for future generations. MFA is committed to the Puna community and its future for all.

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**B. Facilities**

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**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

This grant is to provide for the cost of project manager to oversee the three phases of the Maku'u Community Center. The project manager will only work part-time with the assistance of the Maku'u Farmer's executive board and board members. The Maku'u Farmer's Association will hire a project manager to oversee the design development phase of the community center. This project manager duties will be: reports to and assists the CDS International, works collaboratively with MFA and CDS International to implement a comprehensive development plan of the community center, assists with developing, monitoring, and updating the plan, maintains accurate financial and planning records, assists in disseminating information to the MFA Board members, and assists in coordinating the participation of board members in design development, and other duties as assigned. MFA will list the job in a public medium and hire someone who has previous experience in non-profit groups, financial and organizational skills, and strong oral and written skills, and the ability to maintain effective working relationships.

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**B. Organization Chart**

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VP, Gilman Kahai

Secretary/Treasurer, Hidi Boteilho

Board Members: Ruth Binyan, Eloise Ishimine, Dorothy Kauaula

Kupuna (appointed): Eric Kama

All employees and volunteers report directly to the President, Paula Kekahuna. Paula Kekahuna oversees all paid and unpaid staff. This is a grassroots community based organization, who has worked tirelessly and voluntarily within the last twenty years in improving the economic and social conditions of Puna. The Association believes in uplifting, advancing, and providing inexistent public services to this community, especially in improving opportunities for those that have low and moderate income levels.

**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.

**“not applicable”**

**B. Licensure or Accreditation**

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

**“not applicable”**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

App

Maku'u Farmer's Association

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>MFA in-kind (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	24,320	3,040	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>24,320</b>	<b>3,040</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	0	1,500		
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0	4,400		
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>		<b>5,900</b>		
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>24,320</b>	<b>8,940</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	24,320	Pualeilani Fernandez 808-965-8660		
(b) MFA in-kind	8,940	Name: [REDACTED] Phone		
(c)	0	Signature of Authorized Official <i>1/26/09</i> Date		
(d)	0			
<b>TOTAL BUDGET</b>	<b>33,170</b>	Paula Kekahuna Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maku'u Farmer's Association

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Manager	part time	\$27,360.00	89.00%	\$24,320.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				24320
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maku'u Farmer's Association

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a	0.00	\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a	0.00	\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Maku'u Farmer's Association

Period: July 1, 2009 to June 30, 2010

<b>FUNDING AMOUNT REQUESTED</b>						
<b>TOTAL PROJECT COST</b>	<b>ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS</b>		<b>STATE FUNDS REQUESTED</b>	<b>OF FUNDS REQUESTED</b>	<b>FUNDING REQUIRED IN SUCCEEDING YEARS</b>	
	<b>FY: 2007-2008</b>	<b>FY: 2008-2009</b>	<b>FY:2009-2010</b>	<b>FY:2009-2010</b>	<b>FY:2010-2011</b>	<b>FY:2011-2012</b>
PLANS	0	0	481150	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	45348	205601	0	0	0
CONSTRUCTION	0	0	800000	800000	800000	800000
EQUIPMENT	0	0	0	0	0	50000
<b>TOTAL:</b>	0	45348	1,486,751	800,000	800,000	850,000
<b>JUSTIFICATION/COMMENT</b> This budget is related to the overall cost of the Maku'u Community Center which will be requested in a separate capital grants-in aid application.						

JAN 30 2009 *new*

House District 8

Senate District 5

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 74-0

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Maui Arts & Cultural Center  
Dba:

Street Address: One Cameron Way, Kahului, HI 96732

Mailing Address: One Cameron Way, Kahului, HI 96732

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KAREN A. FISCHER

Title President & CEO

Phone # 808-243-4223

Fax # 808-242-4665

e-mail Karen@mauiarts.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TO SUPPORT MACC SERVICES DIRECTLY TO THE STATE THROUGH OUR EDUCATION PROGRAMS FOR TEACHERS AND STUDENTS; SERVICES TO UNIVERSITY OF HAWAII-MAUI AND MAUI COMMUNITY COLLEGE, AND AFFORDABLE ACCESS FOR ALL.

4. FEDERAL TAX ID #

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 50,000

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 \$ 166,540

FEDERAL \$ 141,500

COUNTY \$ 300,000

PRIVATE/OTHER \$ 988,684

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

JAMES J.C. HAYNES, CHAIRMAN OF THE BOARD  
NAME & TITLE

1/28/09  
DATE SIGNED

## Maui Arts & Cultural Center

### State of Hawai'i Legislature Application for Grants and Subsidies FY09-10 Chapter 42F, Hawai'i Revised Statutes

#### I. **BACKGROUND AND SUMMARY**

The Maui Arts & Cultural Center (MACC) respectfully requests a grant of \$50,000 to support the concessions the Maui Arts & Cultural Center provides the State of Hawai'i: education programs for teachers and students grades K-12, service to Maui Community College, and economic activity to our community.

Since opening in 1994, Maui Arts & Cultural Center has grown to service over 1,800 events annually, and offer a wide variety of unique arts opportunities that people, both residents and visitors would otherwise not experience. Maui Arts & Cultural Center is described as "the artistic and educational heart of an entire community." (*The Maui News*, 2001) In addition, MACC provides services to the State through sustained economic activity and generates national recognition for Hawai'i through its high caliber program activities. The 2007 study of *Arts & Economic Prosperity III: The Economic Impact of Nonprofit Arts & Culture Organizations and Their Audiences* reveals that **Maui Arts & Cultural Center** is a part of the nonprofit arts and culture industry that is "**an economic driver in these communities – a growth industry that supports jobs, generates government revenue, and is the cornerstone of tourism.**"

1. **BRIEF HISTORY:** Maui Arts & Cultural Center (MACC) is a nonprofit community arts organization incorporated in 1982. MACC, Hawai'i's first and only comprehensive multidisciplinary arts facility was the culmination of a 30-year dream of Maui's people when it opened its doors in May 1994. It has since served over 3 million people with diverse programming from local to global, from pop/rock concerts to symphony, from traditional hula to classical ballet, from community theater productions to Broadway plays, from exhibitions of children's art to museum quality shows. It also provides facility rental opportunities for the community and outside promoters. MACC offers performances by artists from all over the world at affordable ticket prices including free community performances in the remote locales of our tri-island county: Hāna, Maui, Lāna'i and Moloka'i.

In addition to its diverse programming, MACC partners with the Hawai'i Department of Education-Maui District in arts integrated education programs for classroom teachers and students in grades K-12 through its nationally acclaimed arts education program, in affiliation with the John F. Kennedy Center for the Performing Arts in Washington D.C. This project, which reaches teachers across the State thereby impacting students state-wide, is helping teachers meet state-mandated requirements for student learning in the arts.

#### ***Significant accomplishments:***

- One of 13 awarded in inaugural round of The Smithsonian's National Museum of the American Indian Visual and Expressive Arts grant for *Home: Inside & Out* project. (2008)
- Awarded from the National Endowment for the Arts' American Masterpieces: Three Centuries of Artistic Genius for the *Kūlanihako'i* project. (2008)
- Maui Arts & Cultural Center received Kahili Awards in the performing arts category from the Hawai'i Visitors & Convention Bureau for its co-production of *Kahekili* (2007) and *Hānau Ka Moku*, a groundbreaking dance drama (2003).
- Over 250,000 people came to the Maui Arts & Cultural Center between July 1, 2007 and June 30, 2008, generating in over \$10 million in economic benefit for the State.

- In 2007-2008, MACC held over 1,800 events with 61% facilities usage attributed to community arts activities.
- One of 14 and the only Hawai'i project selected to be part of the National Endowment for the Arts' national initiative American Masterpieces: Dance for the reconstruction of *Kahekili*, a hula drama about Maui's premier ruling chief. (2006)
- Maui Arts & Cultural Center/Department of Education-Maui District team is Hawai'i's first and only team affiliated with the prestigious *Partners in Education* program of the John F. Kennedy Center for the Performing Arts in Washington, DC. (1995-present)
- MACC received the "Partners in Education" award from the Hawai'i Department of Education for its program and partnership which "illustrate(s) how significant commitment and engagement can promote and positively affect student learning and the education system in Hawai'i." (2007)
- Maui Arts & Cultural Center's arts education program is one of eight programs profiled in a new publication entitled, Acts of Achievement, by The Dana Foundation, the Association of Performing Arts Presenters, and The Kennedy Center. (2003)
- MACC's innovative artist-to-teacher mentoring program was featured in *OED: Proving Arts Inclusion Improves Education*, an article in the National Education Review, a biannual report on the education programs of the J.F. Kennedy Center. (2003)
- Maui Arts & Cultural Center's arts education program became the model for Hawai'i, influencing the direction of arts in education throughout the State. (2001)
- Over 6,500 Maui County students experienced MACC's arts immersion *CanDo! Days* program in FY07-08.
- Nearly 12,000 students came to Maui Arts & Cultural Center for school performances and exhibits to experience *Balinese Shadow Puppets* (puppetry), *Kahekili* (dance), *Maui Pops Orchestra's Halloween Spooktacular* (symphony), *Sounds of the Rainforest* (Aztec, Mayan and other Mesoamerican musical instruments), *Huun Huur Tu* (Tuvan throat-singing) and plays such as *The Little Mermaid*, and *Maui vs Hercules* by Honolulu Theatre for Youth in FY07-08.

2. **GOALS AND OBJECTIVES:** Maui Arts & Cultural Center's mission affirms our overall goal to be *a gathering place where we celebrate community, creativity and discovery*. In order to maintain quality facilities for the benefit of all of our citizens, as well as for the benefit of such revenue generators as concert promoters, the corporate meeting and convention business; the visitor market; work with the State Department of Education to assist schools and teachers meet mandated standards; to support activities of Maui Community College, a minimum level of public sector support is vital. As one of the State's leading cultural institutions, MACC continues to need support from both State and County combined—through which we are then able to generate significant economic activity, as described in the enclosed proposal.

### **Economic Development Objectives:**

- Provide income and jobs through culture, arts, and entertainment activity for the State's economy.
- Attract major concerts that create economic activity and serve the community with high-quality popular entertainment. The State benefits from general excise taxes on this activity.
- Serve as a catalyst for generating additional income and benefits to other non-profit groups through performance and fundraising opportunities, exposure, partnerships, etc.
- Work closely with the visitor industry to promote cultural tourism. Maui Arts & Cultural Center distinguishes Hawai'i and Maui from other resort destinations, by providing visitors with year

round authentic experiences through our *Local Voices, Pacific Connections, Hawai'i Maoli, Ho'onanea* series and free community festivals.

- Provide specialized and unique facilities and technical expertise for marketing the State as an event site for incentive groups and corporate meetings, which generate income to support MACC programs as well as create significant business for hotels, rental cars, restaurants and other goods and services.

### **Education Objectives:**

#### ***Kindergarten-12<sup>th</sup> grade***

- Continue Maui Arts & Cultural Center's **partnership with the Department of Education** to help schools meet the State-required standards in arts education, through professional development of teachers.
- Provide professional development opportunities for teachers in affiliation with the John F. Kennedy Center for the Performing Arts and the Hawai'i Department of Education. This partnership gives the State a national profile in the field of arts education. Teachers earn DOE and UH graduate and undergraduate credits for coursework. Credits earned translate directly to the classroom as well as pay scales for teachers.
- Provide arts experiences for over 17,000 students annually through *CanDo! Days* (a component of our *Partnering for Arts & Education* program), by exposing students to performances by professional artists, profiling student achievement in the arts through an annual student art exhibition and providing a venue for school band concerts.
- Better schools prepare our students for the 21<sup>st</sup> century and make Hawai'i a more attractive place to live and do business.

"Tomorrow's workforce will need people who are creative, analytical, disciplined, and self-confident—people who can solve problems, communicate ideas, and be sensitive to the world around them. Hands-on participation in the arts is a proven way to help develop these abilities." --Joyce Hergenhan, President, GE Fund

- Arts education activities foster a better learning environment, promote self-esteem, and develop problem solving and teamwork skills. *Critical Links: Learning in the Arts and Student Academic and Social Development, 2002*
- National studies of the impact of arts education, with 25,000 students over 10 years, reveal findings that are "groundbreaking", in the words of former U.S. Secretary of Education Richard Riley. Among the findings:
  - Students with high levels of arts participation outperform "arts-poor" students on virtually every measure, regardless of the cultural or economic background of the students
  - The arts have a measurable impact on students in poverty settings
  - The arts guide disadvantaged youth toward positive behavior and goals

#### ***Maui Community College***

- Continue to provide, at no charge, facilities for graduations and classes.
- Support Maui Community College's coursework by inviting MACC's artists to serve as guest teachers and lecturers at the college.
- Offer performances and exhibits to Maui Community College students at reduced or no cost.

### **Quality of Life Objectives:**

- Provide essential quality of life benefits that enhance Maui's overall ability to attract and keep educated sophisticated workers. Cooperate closely with the Maui Economic Development Board, Maui Research and Technology Park, and island realtors.
- Work closely with senior services (Kaunoa Senior Service, Alu Like Ke Ola Pono No Nā Kupuna program) to provide cultural enrichment and health-enhancing programs.
- Provide Maui's cultural, arts, and community organizations (church groups of all denominations, Chamber of Commerce, Maui Police Department, various hālau hula and dance classes, etc.) facilities at affordable, subsidized rates.
- Present programs, in partnership with state-wide presenting consortium (Hawai'i Association of Musical Societies, Performing Arts Presenters of Hawai'i) and local arts groups, to serve the interests of our citizens. Such partnerships—Maui Film Festival, Maui Academy of Performing Arts, Hāna Art Center, Lāna'i Arts Center, Moloka'i High School's 'O Hina I Ka Malama Hawaiian Language Immersion Program, Art Maui, Zenshin Daiko, and others—help showcase the diversity of the State's artists, draw broad community participation, and lay the foundation for education programs.

### **3. PUBLIC PURPOSE AND NEED**

Through ongoing relationships with the State of Hawai'i Department of Education and Maui Community College, MACC provides a variety of concessions to the State. MACC helps the State's teachers complete professional development courses, train teachers to meet the State-mandated fine arts standards, and provide hands-on arts experiences for over 6,000 children annually. These programs are so successful that MACC is now providing teacher workshops and *CanDo! Days* on Moloka'i and Lāna'i.

Maui Arts & Cultural Center's facilities are available to the community at highly subsidized rates and provide flexible and diverse performance, meeting, exhibition, and educational spaces all in one facility. 61% of all activity at the MACC is generated by a wide range of community groups. At the same time, MACC attracts promoters and corporate groups to Hawai'i, generating significant economic activity for the State. There is no other comparable facility in Hawai'i or the Pacific.

### **4. TARGET POPULATION**

Our constituencies include all of the people of the State. Since its inception, Maui Arts & Cultural Center has been a reflection of the community it serves. Like the rest of Hawai'i, the Maui community is made up of many diverse cultures: Hawaiian, Chinese, Japanese, Filipino, Portuguese, Caucasian, African-American, Hispanic and other Pacific Islanders. All are celebrated and nurtured through the arts. MACC partners with many of Maui's community arts organizations, 50 public and private schools, artists, educators, children, students, seniors, residents, part-time residents, visitors, and non-profit organizations. Proven community support for the MACC can be seen in the increase in annual donorship (over the past six years annual membership has increased by 30%). Volunteers have helped assure that Maui Arts & Cultural Center continues to operate in a cost-effective manner. In FY07-08, MACC used 4,770 volunteers averaging four hours per event, and contributions computed at the Independent Sector value of \$19.51 per hour totaling \$372,251.

### **5. GEOGRAPHICAL COVERAGE**

Primarily, Maui Arts & Cultural Center serves all of Maui County, which uniquely is the only tri-isle county in the state that includes the islands of Maui, Lāna'i and Moloka'i. However, many of our performances attract part-time residents and visitors who come to Maui from across the State and all

corners of the world. Our professional development workshops have been attended by teachers from across the state and the mainland.

## **II. SERVICE SUMMARY AND OUTCOMES**

### **1. Scope of Work, Task, and Responsibilities**

Maui Arts & Cultural Center serves the community in multiple ways through stimulating economic development; working closely with the DOE and schools on arts education programs that have an impact on student learning across all subjects; providing Maui Community College with facility space and visiting faculty, providing the people of Maui with a high-quality facility and a wide range of local and world-class performers and artists; serving arts, cultural and community groups with subsidized rentals, marketing and technical assistance, and opportunities for income-generating activities.

### **2. Timeline for Services**

With thousands of events held annually at the MACC, our timeline and range of services is continuous.

### **3. Quality Assurance and Evaluation**

MACC's ability to continue to attract the community, artists and entertainers, and other business depends on maintaining the high standards that have been in place since opening. In a highly competitive global economy, MACC is keenly aware of its need to keep pace with current expectations. MACC's Board monitors the quality of programs and facilities; Board and staff regularly evaluate its activities against strategic goals and use the evaluations which also include audience feedback to continue to improve its services and partnerships. Quantitative evaluation is measured by attendance at MACC events.

### **4. Measure(s) of Effectiveness**

State support will assist the Maui Arts & Cultural Center to serve our State's communities through **economic development, education, and improve the quality of life.** Effective measures include the number of people served in our community.

## **ECONOMIC DEVELOPMENT**

*The Maui Arts & Cultural Center provides income and jobs to the State economy. The 2007 study of the Economic Impact of the Arts on Maui and in the State, published by Americans for the Arts, provides quantitative evidence that strong, healthy cultural institutions generate a significant amount of economic activity, including jobs, and attract cultural tourism, part of a sustainable visitor industry for Hawai'i.*

- Annually, MACC generates income of roughly \$5-6 million to community businesses. Over 90% of our budget creates economic activity on the island. Performers, corporate groups, and audiences residing on or coming to Maui **support businesses such as hotels, rental cars, and restaurants**, as well as many other goods and services. Other businesses which directly benefit from MACC's operation include purchase or rental of maintenance supplies, lighting equipment, sound equipment, audio-visual equipment, stage and rigging supplies, shipping services, etc.
- Activities at the Maui Arts & Cultural Center **creates jobs**. Economic impact studies on Maui show that up to 1.98 jobs are generated per \$100,000 in revenue, which translates to over 130 jobs. In addition to 35 full-time and 4 part-time positions, MACC activity hires nearly 240 casual positions annually.



- **MACC stimulates spending on Maui.** Economic impact studies on Maui show that the average spending per person is \$33.68 (dinner, shopping, transportation/gas/parking, and incidentals excluding admission). In 2007-08, show-goers at the MACC generated an estimated \$4.7 million in ancillary spending.
- **Maui Arts & Cultural Center provides business opportunities through co-promotions with producers and promoters.**
- **Maui Arts & Cultural Center provides additional income and benefits to other cultural and non-profit groups** (performance and fund-raising opportunities, exposure, partnerships, etc.) Groups who have held successful performances and benefits at the MACC include the Maui Academy of Performing Arts (MAPA), Baldwin High School Theater Guild, Zenshin Daiko, Haleakala Waldorf School, and several hālau hula. Art Maui has been so successful as an organization that they have been able to help place art supplies in schools. Cultural and ethnic organizations use the MACC for events such as the Miss Filipina Pageant, and churches such as Unity generate funds through booking featured speakers such as Wayne Dyer, etc.
- **MACC provides specialized facilities, technical expertise and a unique experience for corporate, marketing, and incentive groups,** a growing segment of Maui's visitor market. As a specialized venue, MACC gives Maui a competitive edge over neighbor islands and even other mainland sites when groups are considering event locations. For example, MACC has hosted corporations such as Toyota/Lexus, Veritas, Colonial Life, Searle, the Lutheran Brotherhood, etc.
- **Maui Arts & Cultural Center promotes Cultural Tourism.** *Ho'onanea, Hawai'i Maoli, Pacific Connections, and Local Voices series* bring visitors together with a local audience for a comprehensive authentic cultural experience not available anywhere else in the State. Concerts by contemporary Hawaiian music stars and up-and-coming artists are presented with a pre-show mix of Hawaiian *hula* by award-winning *hālau*, local food, Hawaiian crafts, and music.
- **MACC supports the Hawai'i Visitors Bureau's efforts by providing national exposure for the State.** Major concerts are promoted on radio and television stations on the Mainland, and produce significant ticket sales to Mainland customers. Our website ([www.mauiarts.org](http://www.mauiarts.org)), national arts profile, selected as the only Hawai'i site for a White House Millennium project, the only Hawai'i site for the premier of a Smithsonian Institute exhibit; the only Hawai'i site for the National Endowment for the Arts' national initiatives: Jazz Masters on Tour and Shakespeare in America. Recipient of a national award in the Expressive Arts from the Smithsonian Institute's National Museum of the American Indian for MACC's production of *Home: Inside and Out*. Recipient of awards in two national initiatives from the National Endowment for the Arts: American Masterpieces: Presenting for our *Kūlanihako'i* project and American Masterpieces: Dance for MACC commissioned hula drama, *Kahekili*. The *Kahekili* dance production also went on to present Maui, Hawai'i and the U.S. at the Internationale Tanzfestival NRW 2008 in Germany.

## **EDUCATION**

***This Center/DOE partnership is nationally recognized through its affiliation with the John F. Kennedy Center for the Performing Arts in Washington DC. Through this partnership The Center has "become a leader in the field of arts education for the State of Hawaii."*** (Barbara Shepherd, Partners in Education, The John F. Kennedy Center for the Performing Arts).

Examples of opportunities in the fiscal year are:

**A. For Teachers**

- **Professional Development Workshops for Teachers (Kennedy Center Partnership Program):** The Center and the DOE–Maui District have been affiliated with The John F. Kennedy Center for the Performing Arts *Partners in Education* program since 1995. The Center’s Professional Development program has become a national model, growing further and faster than any of the other 91 teams in the country. The workshops train teachers to use the arts to teach language arts, social studies, mathematics, and science, and are open to all teachers state-wide. Nearly 300 teachers annually attend workshops and the week-long summer institute. Workshops are taught by national and local teaching artists and provide teachers with appropriate lessons to reach all learners.
- **Summer Institute for Educators:** Since 1998, MACC has presented a week-long institute that provides professional development to teachers on teaching in, through and about the arts. Presenters are often part of the Kennedy Center’s professional development program. In 2006, the institute focused on integrating music and drama strategies in language arts, math, and social studies curriculum. In 2005 and 2004, the focus was on developing literacy through the arts focusing on dance and the visual arts.
- **Mentoring of teachers by artist educators.** Over half of the teachers who attend the summer institute take the course for credit and have the assistance of trained teaching artists. The artists work with the teachers to plan an integrated unit of study, model a lesson for the teacher, provide feedback to the teacher, and help assess the students. This program started in 2001-02 and is unique for performing arts centers in the country. In November 2006, MACC’s education director co-presented at the regional conference of the International Reading Association on Hawai‘i-island which was attended by over 60 teachers and administrators.

**B. For Students**

- **“CanDo! Days” for Grades 1-5:** Throughout the school year, a total of more than 6,500 students participate in *CanDo! Days* which include a full day of hands-on rotations through movement and music, drama, and visual art with local artists. These classes are filled to capacity, and includes free outreach activity to participating schools in Hana, Moloka‘i, and Lāna‘i.
- **Student Art Exhibition: “Celebrating the Artist In Us:”** An annual student art exhibition, *Celebrating the Artists In Us* is open to all Maui County students. This collaborative effort of The Center and Maui’s teachers is a multimedia show that honors the discipline, dedication, and talents of our young artists. Student art work is displayed in our 4,000 square foot museum quality gallery. An opening reception draws over 450 friends and family members every year; the show is open to the public as well as school tours.
- **Band Concerts:** Bands are the only sources of music education in the schools on Maui. The Secondary School band concerts provide the opportunity for over 1,800 intermediate and high school band students to perform in our state-of-the-art theater with its excellent acoustics and staging. The experience enhances concert skills, builds motivation to succeed, and provides a sense of self-esteem and accomplishment as they perform for family and friends who attend these free concerts. A recent U.S. Department of Education study showed that students involved with school bands do better in math, reading, history, geography, and citizenship.
- **Performances for Students.** Over 9,000 students a year attend specially-scheduled performances at The Center ranging from classical music, to plays by the Honolulu Theater for Youth to visiting performers such as the Solomon Islanders. Over 4,000 students annually visit the Schaefer International Gallery with their classes.

- C. School Reform. *Better schools make Hawai'i a more attractive place to live and do business.***  
 MACC's education director is part of the steering committee of the ARTS FIRST Hawaii Arts Partners which is actively involved in reinventing Hawaii's schools for the 21<sup>st</sup> Century.
- **Statewide Training of Teaching Artists:** This is a collaborative state-wide project with the State Foundation on Culture and the Arts and the Alliance for Arts Education to improve the quality of teaching artists working with kids and teachers in Hawaii's schools. Professional development workshops and retreats have been held for 75 teaching artists over the last two years. The focus has been on aligning and integrating arts curriculum with the Hawaii Content and Performance Standards, assessment of student work, mentoring of teachers and other artists, and advocating for the importance of including the arts in every child's education.
  - **Research** into the effects of professional development of teachers on the quality of arts lessons and effects of arts integrated curriculum on student achievement. Since 2001-02, the MACC/DOE Team has been funded by the Kennedy Center to look closely at how the professional development program is impacting 1.) teacher practice; and 2) student academic performance. The first phase of research completed in May 2002, showed that the artist-to-teacher mentoring made a significant impact on the quality of lessons the teachers delivered. The second phase, begun in SY 2002-03 as an on-going action research project at Kula Elementary School was completed in SY 2004-2005. The third phase of research, *Improving Writing through Image*, started in SY 2005-2006 at Kihei Elementary School and was completed in SY 2006-2007. In SY2007-2008, **Hawai'i's first public arts-integrated school, Pōmaika'i Elementary School** opened in Kahului, Maui. First year research studied the impact of staff development in using drama to teach reading across the curriculum on student achievement and in SY2008-2009, second year research looks at how an arts integrated curriculum impacts students' written communication and the correlation between arts integration and the development of a strong community.

### **QUALITY OF LIFE**

*The Center provides essential quality of life benefits that enhance Maui's overall ability to attract and keep educated sophisticated workers.*

- **The Center cooperates closely with agencies and companies who are seeking to bring new businesses to Maui.** The Maui Economic Development Board, the Maui Research and Technology Park and island realtors and relocation companies use The Center as positive proof of Maui's commitment to a rich and diverse cultural life for its residents and visitors.
- **The Maui Arts & Cultural Center provides Maui's arts and community organizations and audiences with access to high quality facilities at far less than actual cost.** Subsidized rates allow non-profits to use The Center at great savings over other venues, and maximize their return on events. Because business, church, cultural, educational, and other community groups utilize The Center regularly, participation at the Center touches almost every household on Maui. A ticket voucher program funded by the Weinberg Foundation enables The Center to offer free tickets to low income and disadvantaged children and their families.
- **The Center attracts Retirees.** The quality and diversity of our programs makes Maui and Hawai'i attractive to retirees looking for a place to spend their retirement.
- **The Maui Arts & Cultural Center continues to develop programs that serve the interests of our citizens and cultural and arts groups, so that arts and culture are available to everyone.** Such programming includes free annual community events such as the *Kī Hō'alu Festival*, the *Maui 'Ukulele Festival* and the *Storytelling Festival*; 6-7 art exhibits such as *The Inspired Line: Alrecht Durer & Rembrandt van Rijn, Continuing Lines: Jean Charlot, Paul MULLowney &*

*Artemio Rodriguez, Natural Ground: The Intentions of Three (Lynn Gilroy, Linda Kane and Tandy Takaki), Custom & Creativity: Arts of the Upland Philippines, etc.* including MACC’s signature statewide juried triennial, *The Schaefer Portrait Challenge* are free of charge to the community. *Artist in Community* programs are free events that occur not only in Central Maui, but in the remote locales of Maui County as well. MACC encourages its season performing artists to engage in our community by providing mini-performances, lecture-demonstrations, workshops, etc. to our Hāna, Lāna‘i and Moloka‘i communities.

- **The Center provides services for Maui’s Senior Citizens** “Young@Art” is a cultural enrichment and health enhancing program for Maui’s senior citizen population that provides experiences and opportunities to improve the quality of life, and to engage in activities which lead to wellness. This program was developed as a partnership between the Maui Arts & Cultural Center, Kaunoa Senior Services (County of Maui) and the Alu Like Ke Ola Pono No Na Kūpuna and continues to grow, due to the enthusiastic participation of Maui’s seniors.

**III. FINANCIAL**

1. Budget (See Budget attachment)
2. Funding request:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	0	0	\$50,000

3. Other sources of funding (See Budget attachment)

**IV. EXPERIENCE AND CAPABILITY**

**A. Necessary Skills and Experience**

1. **Premier Artists.** For over ten years, the Maui Arts & Cultural Center has managed world-class, state-of-the-art facilities at the highest standards of excellence. Such artists as Tony Bennett and Keali‘i Reichel have commended MACC’s professionalism from the stage. Some of the major artists who have made appearances in the past three years are:

- **Boz Scaggs**, May 2008 (1,352)
- **Chicago**, April 2008 (3,777)
- **Kenny G**, March 2008 (1,175)
- **Cyndi Lauper**, January 2008 (1,333)
- **Three Dog Night**, August 2007 (1,296)
- **Stephen Stills**, August 2007 (1,338)
- **The Stylistics & The Chi-Lites**, July 2007 (1,344)
- **Earth, Wind & Fire**, May 2007 (3,432)
- **Wynonna Judd**, March 2007 (1,030)
- **Bonnie Raitt**, January 2007 (2,799)
- **Damian Marley**, June 2006 (4,159)
- **Elvis Costello**, April 2006 (1,191)
- **UB40**, March 2006 (5,203)
- **The Eagles**, Dec. 2005 (5,791)
- **Loggins & Messina**, Oct. 2005 (2,620)

2. **Education.** MACC/DOE partnership is nationally recognized through its affiliation with the John F. Kennedy Center for the Performing Arts in Washington DC. Recognized as one of the best arts education programs in the county, our education program was honored with an Excellence award from the National Guild of Community Schools of Art in 2000. In 2001, MACC’s arts education program was recommended as a state model. In 2003, MACC was included as one of only eight case studies in the Dana Foundation’s 2003 publication Acts of Achievement and was featured in the National Education Review QED: Proving Arts Inclusion Improves Education. The Hawai‘i State Department of Education honored Maui Arts & Cultural Center’s education department with a “Partner in Education” award in 2007.

3. **Meeting and Convention Business.** Corporate groups hold their events at Maui Arts & Cultural Center, ranging from new product launches to incentive groups to corporate meetings. These activities generate spending in all visitor industry sectors (hotel, restaurant, services).
4. **Community Partnerships.** Community groups achieve greater marketing success through consolidating their efforts with Maui Arts & Cultural Center. MACC provides additional income and benefits to other non-profit groups such as the Maui Academy of Performing Arts (MAPA), Art Maui, Hāna Art, Kaunoa Senior Services, Maui Nisei Veterans' Memorial, and Maui Dance Council.
5. **Hawaiian Culture/Cultural Tourism.** Both the community and cultural tourism have benefited from Maui Arts & Cultural Center's efforts to champion and present the unique culture of Hawai'i because MACC believes that Hawaiian culture is vital to its identity. Some of the Hawaiian cultural events in the three years are:
  - Established the position of Cultural Programs Director with the specific mission to integrate Hawaiian culture and points of view into management, programming, and the organization as a whole. (2001)
  - 'Ūniki ceremonies on MACC's *pā hula* for new kumu hula: Lono Padilla, Robert Ke'ano Ka'upu III and Ulalia Woodside (2008); Nāpua Grieg and Kahulu Maluo-Huber (2003); Luana Kawa'a, the first 'ūniki to take place on Maui in 50 years (2002).
  - *Kahekili*, a hula drama which won National Endowment for the Arts American Masterpiece: Dance Initiative award, premiered at Maui Arts & Cultural Center in 2007; toured California, Arizona, statewide throughout 2008 closing the year with performances in Germany.
  - Co-producers of week long events for *Ka 'Aha Hula O Hālaui*, the second world hula conference held on Maui for 1,200 people from all over the globe, July 2005.
  - *Pagan Pride*, drawing upon traditional stories and cultural practices that included over 50 chants and three dozen performers, July 2005
  - Since 1996, the Center has produced the *Ho'onanea* Series, which have included concerts by great Hawaiian artists such as the late Israel Kamakawiwo'ole (his last public concert), Kahauanu Lake, the Beamer Family, Na Leo Pilimehana, Keali'i Reichel, Cecilio & Kapono, Amy Hanaiali'i Gilliom, Willy K, and Jake Shimabukuro.
  - Art exhibits relating to Hawaiian culture such as *Archipelago: Portraits of Life in the Northwestern Hawaiian Islands*, *Ho'oilina: Birthright, The Lifework and Collective Song of Sam Kaha'i Kaai*, *Kaho'olawe, Remains of a Rainbow*, and *Pacific Voyagers, Canoes* have been presented at MACC's Schaefer International Gallery.
6. **Staff Expertise.** Maui Arts & Cultural Center's technical staff has been contracted by other promoters to assist in events and programs away from our facilities. They include: the first Professional Bull Riding event at War Memorial Stadium in 2006, the historic musical production *'Ulalena* and the Mercedes golf tournament at Kapalua. MACC Education Director has served as a consultant in statewide curriculum development for the DOE.

Staff also serves on statewide committees and consortia including the Board of Hawai'i Alliance for Arts Education, Hawai'i Association of Musical Societies, Performing Arts Presenters of Hawai'i, and as Hawai'i representatives to the Association of Performing Arts Presenters, John F. Kennedy Center Partners in Education Advisory Board, Western Arts Alliance, and the National Endowment

for the Arts. MACC participates in sponsoring an annual statewide conference on education in and through the arts, and has been actively involved with statewide strategic planning for arts education.

**B. Facilities.** Our versatile facilities include the state-of-the-art 1,200-seat H.K.L. Castle Theater; the 250-seat flexible space McCoy Studio Theater; the 4,100-square-foot climate-controlled Schaefer International Gallery; 5,000 capacity outdoor Alexander & Baldwin Amphitheater; *pā hula*, dance studios; classrooms; meeting rooms and parking. These facilities are available year round, at highly subsidized rates. All of Maui Arts & Cultural Center's facility plans were reviewed and approved by the Disabilities Communication Access Board in meeting ADA requirements where applicable.

**V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

President & CEO **Karen Fischer** brings nearly 25 years of national arts management experience to the MACC, with expertise in presenting, fundraising, finance, marketing, and community-based organizations. Also responsible for the presenting program, she is a board member of the Performing Arts Presenters of Hawaii and a member of the Hawaii Association of Music Societies. Prior to joining MACC she served as Associate Director (Development) at Cal Performances, University of California, Berkeley, and Director of Development for Yerba Buena Center for the Arts in San Francisco, a multi-purpose visual and performing arts center, and for The Joffrey Ballet in New York and Los Angeles. Karen began her arts management career at the Metropolitan Opera in New York. She earned an MBA, arts management, from UCLA. Her law career included a clerkship with Legal Aid Society of Hawai'i in Honolulu.

Executive Vice President & General Manager **Art Vento**, oversees MACC relationships with commercial renters and promoters. Originally Project Manager for Maui Arts & Cultural Center's construction, he is currently managing Phase III of MACC's construction. Art is a registered architect who graduated with honors from the University of Notre Dame. He holds a second degree in art history. In Fort Lauderdale, Florida he managed the construction of the sixty million dollar Broward Center for the Performing Arts, where he was a key member of the design team.

**B. Organization Chart** (*see attached*)

**VI. OTHER**

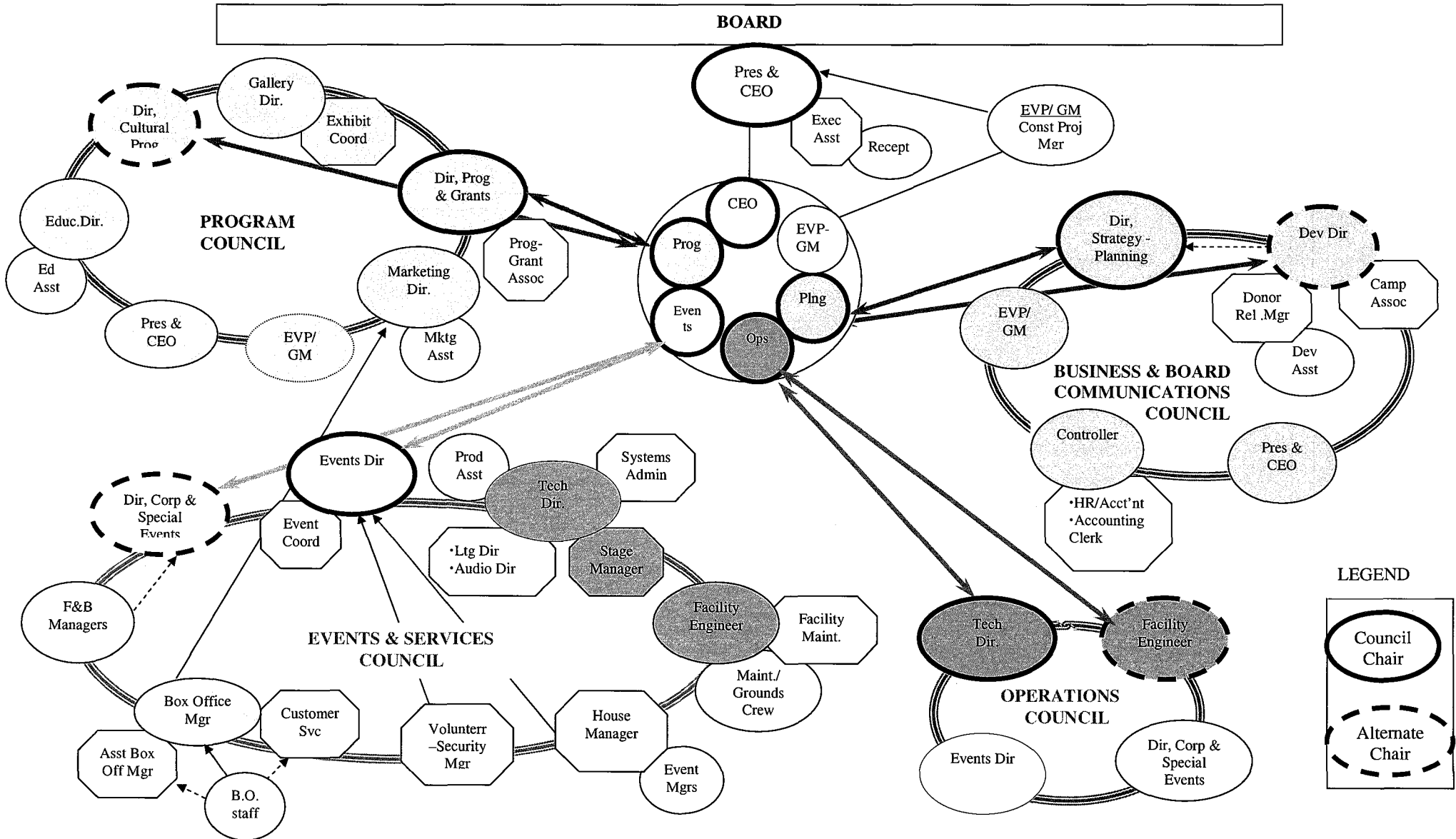
**A. Litigation:** Maui Arts & Cultural Center has been named as one of several defendants in Civil case No. 07-1-0438-03, a lawsuit alleging a class action complaint over cancellation of the Aerosmith concert.

**B. Licensure or Accreditation:** Not Applicable

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Arts & Cultural Center

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>County Funds Requested (b)</b>	<b>Contributed Income (c)</b>	<b>Earned Income (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	870,220	1,305,330
2. Payroll Taxes & Assessments	0	0	122,430	183,645
3. Fringe Benefits	0	0	40,810	61,215
<b>TOTAL PERSONNEL COST</b>			<b>1,033,460</b>	<b>1,550,190</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Artist Fees	0	0	273,000	434,500
2. Productions-Presentations/Comm/MCO	0	50,000	78,470	130,205
3. Exhibition Expense	0	0	23,870	10,805
4. Education/Community Program	30,000	20,000	95,000	0
5. Facilities & Operations	0	15,000	0	112,000
6. Technical	0	0	0	32,000
7. Marketing & Public Relations	20,000	85,000	0	95,975
8. Box Office	0	0	0	103,950
9. Development	0	0	165,000	0
10. Cost of Sales	0	0	0	101,600
11. Other Travel Expenses	0	0	0	6,500
12. Repairs & Maintenance	0	35,000	0	40,000
13. General & Administrative	0	0	62,000	93,000
14. Utilities & Telephone	0	95,000	299,000	291,000
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>50,000</b>	<b>300,000</b>	<b>996,340</b>	<b>1,451,535</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>50,000</b>	<b>300,000</b>	<b>2,029,800</b>	<b>3,001,725</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Amro Nassar 808-243-4284		
(b) County Funds Requested	300,000	Name (Please type or print) Phone		
(c) Contributed Income	2,029,800	Signature of Authorized Official 1/28/2009		
(d) Earned Income	3,001,725	Date		
<b>TOTAL BUDGET</b>	<b>5,381,525</b>	Karen A. Fischer, President & CEO		
		Name and Title (Please type or print)		



**BOARD**

Pres & CEO

EVP/ GM  
Const Proj  
Mgr

Exec  
Asst

Recept

CEO

Prog

EVP-  
GM

Plng

Events

Ops

Dir,  
Strategy-  
Planning

Dev Dir

Donor  
Rel .Mgr

Camp  
Assoc

Dev  
Asst

**BUSINESS & BOARD  
COMMUNICATIONS  
COUNCIL**

EVP/ GM

Controller

Pres &  
CEO

•HR/Acct'nt  
•Accounting  
Clerk

Events Dir

Prod  
Asst

Tech  
Dir.

Systems  
Admin

Dir, Corp &  
Special  
Events

Event  
Coord

•Ltg Dir  
•Audio Dir

Stage  
Manager

Facility  
Engineer

Facility  
Maint.

**EVENTS & SERVICES  
COUNCIL**

Maint./  
Grounds  
Crew

Tech  
Dir.

Facility  
Engineer

**OPERATIONS  
COUNCIL**

Events Dir

Dir, Corp &  
Special  
Events

**LEGEND**

Council  
Chair

Alternate  
Chair

**PROGRAM  
COUNCIL**

Gallery  
Dir.

Exhibit  
Coord

Dir, Prog  
& Grants

Prog-  
Grant  
Assoc

Marketing  
Dir.

Mktg  
Asst

Educ.Dir.

Ed  
Asst

Pres &  
CEO

EVP/ GM

F&B  
Managers

Box Office  
Mgr

Customer  
Svc

Volunterr  
-Security  
Mgr

House  
Manager

Event  
Mgrs

Asst Box  
Off Mgr

B.O.  
staff



**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Maui Arts & Cultural Center

(Typed Name of Individual or Organization)



(Signature)

1/28/09

(Date)

Karen A. Fischer

(Typed Name)

President & CEO

(Title)

JAN 30 2009 *for*

House District   8  

Senate District   5  

**THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 75-C

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):

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Maui Arts & Cultural Center  
Dbas:

Street Address: One Cameron Way, Kahului, HI 96732

Mailing Address: One Cameron Way, Kahului, HI 96732

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name KAREN A. FISHCER

Title President & CEO

Phone # 808-243-4223

Fax # 808-242-4665

e-mail Karen@mauiarts.org

**3. TYPE OF BUSINESS ENTITY:**

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

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

TO SUPPORT FINISHING THE FINAL PHASE OF STAGE 3 CONSTRUCTION:  
"COMPLETING PUNDY'S DREAM" CAMPAIGN.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 1,000,000.00

**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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 8,002,340

[REDACTED SIGNATURE]  
AUTHORIZED SIGNATURE

JAMES J.C. HAYNES, CHAIRMAN OF THE BOARD  
NAME & TITLE

1/29/09  
DATE SIGNED

**Maui Arts & Cultural Center  
Hawai'i State Legislature  
Application for Grants & Subsidies FY09-10  
Chapter 42F, Hawai'i Revised Statutes**

**I. BACKGROUND AND SUMMARY**

The Maui Arts & Cultural Center (MACC) respectfully requests a grant of \$1,000,000 for capital improvement in FY09-10, to finish its final stage of *Completing Pundy's Dream* construction which will assist in generating income for long term sustainability and stability: The Yokouchi Pavilion, a permanent pavilion to replace the temporary tent above the A&B Amphitheater stage; Yokouchi Founders' Court glass covering to protect patrons from adverse elements of nature; upgrade of food & beverage areas which include installation of a prep kitchen; 3000 square feet of new event space and lanai; storage to service the pavilion and courtyard areas; additional parking and access for our patrons. These improvements will in turn support the entire organization and its effectiveness and protect the long-term investment made by the State, County and other supporters over the past 15 years.

Since opening in 1994, Maui Arts & Cultural Center has grown to service over 1,800 events annually and offers a wide variety of unique arts opportunities that people, both residents and visitors, would otherwise not experience. Maui Arts & Cultural Center is described as "the artistic and educational heart of an entire community." (*The Maui News*, 2001) In addition, MACC provides services to the State through sustained economic activity and generates national recognition from its program activities. The 2007 study of *Arts & Economic Prosperity III: The Economic Impact of Nonprofit Arts & Culture Organizations and Their Audiences* reveals that **Maui Arts & Cultural Center is a part of the nonprofit arts and culture industry that is "an economic driver in these communities – a growth industry that supports jobs, generates government revenue, and is the cornerstone of tourism."**

**1. Brief History:** The Maui Arts & Cultural Center is a nonprofit community arts organization incorporated in 1982. MACC, Hawai'i's first and only comprehensive multidisciplinary arts facility was the culmination of a 30-year dream of Maui's people when it opened its doors in May 1994. It has since served over 3 million people with diverse programming from local to global, from pop/rock concerts to symphony, from traditional hula to classical ballet, from community theater productions to Broadway plays, from exhibitions of children's art to museum quality shows. It also provides facility rental opportunities for the community and outside promoters. MACC offers performances by artists from all over the world at affordable ticket prices including free public performances in the remote locales of our tri-island county: Hāna, Maui, and the islands of Lāna'i and Moloka'i.

In addition to its diverse programming, MACC partners with the Hawai'i Department of Education-Maui District in arts integrated education programs for classroom teachers and students in grades K-12 through its nationally acclaimed arts education program, in affiliation with the John F. Kennedy Center for the Performing Arts in Washington D.C. This project, which reaches teachers across the State thereby impacting students state-wide, is helping teachers meet state-mandated requirements for student learning in the arts.

**2. Goals and Objectives:** Because the MACC is currently operating at capacity and in order to better serve its community needs now and in the future, the goal of this project is to complete construction of Stage 3 by 2010, which is projected to cost nearly \$13 million. **The final stage of construction includes the Yokouchi Pavilion, a permanent pavilion to be named after our founding chairman Masaru "Pundy" Yokouchi, which replaces the temporary tent above the A&B Amphitheater stage and will create new performance opportunities by providing infrastructure for**

lights, sound and other stage technical needs. In addition, the project will upgrade food & beverage service areas, add a kitchen for food preparation for use by local caterers and restaurants that supply MACC's food service, create additional event space overlooking Founders' Court and put a roof over the courtyard to protect patrons from the elements. It also includes the construction of storage to service pavilion and courtyard areas, as well as the MACC, and allows Maui Arts & Cultural Center to increase its parking spaces for our patrons.

Construction which is scheduled to begin March 2009, will help increase earned revenues with facilities to attract big-name entertainment, increase incentive group business, improve service to our community (increased food & beverage service, create a venue for local artists and promoters, and expand Hawaiian cultural programs), and meet growing and future needs projected by our Facility Master Plan. It provides facility infrastructure for growth in programming, marketing, fundraising and commercial activity tied to earned income. In the years following completion of this project, we anticipate phasing in new uses and activities, and will have the ability to draw big-name entertainment due to enhanced facilities and industry-standard sound and light equipment in the pavilion. Our goal is to add one to two "big-name" shows per year, to increase income, while realizing savings offered by the permanent infrastructure of the new pavilion. We seek to add "turnkey" shows outdoors, including blues shows and local bands, in the new pavilion that will no longer require moving of major equipment. Corporate rentals can generate from \$1,500 net for a small event to \$50,000 net or more for a large event. Our goal is to build this business over 3-5 years.

**3. Public Purpose & Need:** Maui Arts & Cultural Center's success can be gauged by consistent annual growth in attendance which now exceeds 250,000 annually: over 80,000 attended performance events; nearly 25,000 attended A&B Amphitheater events; over 23,000 attended free gallery exhibits; as "Maui's largest classroom," nearly 21,000 students and teachers have participated in *CanDo! Days*, made school field trips to the MACC for performances for students, educational gallery tours and *Artwork* participation; over 9,000 participated in *Artist in Community* activities which included nearly 1,700 attendees in our remote locales of Hāna, Lāna'i and Moloka'i.

MACC facilities are available for rent to the community at highly subsidized rates and provide flexible and diverse performance, meeting, exhibition, and educational spaces all in one facility. 61% of all activity at the MACC is generated by a wide range of community groups. At the same time, MACC attracts promoters and corporate groups to Hawai'i, generating significant economic activity for the State. There is no other comparable facility in Hawai'i or the Pacific. With over 1,800 annual events and serving over 250,000 people, the need for facilities and its maintenance is critical to successfully serve our community.

**4. Target Population:** Our constituencies include all of the people of the State. Since its inception, the Maui Arts & Cultural Center has been a reflection of the community. MACC serves a diverse range of residents and visitors (15%) providing equal access to the arts for all of the State's communities including children and seniors, performing and visual artists, and teachers and students. MACC partners with many of Maui's community arts organizations, 50 public and private schools, artists, educators, children, students, seniors, residents, part-time residents, visitors, and non-profit organizations. Proven community support for Maui Arts & Community Center can be seen in the increase in membership (over the past six years annual membership has increased by 30%) and the growing number of volunteers. Volunteers have helped assure that Maui Arts & Cultural Center continues to operate in a cost-effective manner. In FY07-08, MACC used 4,770 volunteers

averaging four hours per event, and contributions computed at the Independent Sector value of \$19.51 per hour totaling \$372,251.

**5. Geographical Coverage:** Primarily, Maui Arts & Cultural Center serves all of Maui County, which uniquely is the only tri-isle county in the State that includes the islands of Maui, Lāna‘i and Moloka‘i. However, many of our performances attract part-time residents and visitors who come to Maui from across the State and all corners of the world. In addition, our professional development workshops have been attended by teachers throughout the State and from the mainland.

## II. SERVICE SUMMARY AND OUTCOMES

**1. Scope of Work, Task, and Responsibilities:** Maui Arts & Cultural Center’s scope of work is to complete stage 3 construction to allow MACC to generate earned income thereby providing a more stable financial base to support our education and community-based programs that are offered free or at very nominal cost. Because the MACC plays a strong role in education on Maui—both for integrating arts into all classroom teaching as well as to give our community access to artists they would not otherwise see—stabilizing and growing earned income by finishing stage 3 construction enables the MACC to continue to make a significant difference in Maui County and in Hawai‘i economically and in multi-disciplinary programming and community reach. The MACC has pioneered arts-integrated education on Maui and in the State, helping launch Pōmaika‘i Elementary School in Kahului, Hawai‘i’s first arts-integrated public school and training teachers in a method of teaching and learning that is inclusive to kids of all abilities, giving these kids tools for our 21<sup>st</sup> century economy and workforce. As attendance grows on all fronts, from students served to attendance at shows to multiples uses of the facility to community usage, MACC’s financial stability is vital to the health of these programs, which is significantly helped by stage 3 construction.

**2. Timeline for Services:** Capital Construction timeline for stage 3 is scheduled to begin March 2009; the estimated duration of construction is 12-15 months.

**3. Quality Assurance and Evaluation:** MACC’s ability to monitor, evaluate and improve its facilities relates to how the MACC has grown. With multiple daily events and the need to support quick turnarounds, Maui Arts & Cultural Center is keenly aware of its need to keep pace with current expectations in maintaining its high standards since opening in 1994. The Board monitors the quality of its facilities and programs; Board and staff regularly evaluate its facilities and usage to improve its services and partnerships.

Construction will be managed by experienced personnel. Continuity will be maintained through the design and construction management team that successfully guided Stage 1 and Stage 2 construction to completion. Special inspectors are contracted as needed to insure quality control for critical elements of construction. MACC does not hesitate to hire the experts in design, development and execution of the facilities.

**4. Measures of effectiveness:** Our first success will come from the completion of construction, on time and on budget, with the elements of:

- Yokouchi Pavilion over A&B Amphitheater stage
- Yokouchi Founders’ Court glass covering
- Permanent food & beverage counter and serving space
- Pre/Finishing Kitchen, plus storage
- New upstairs Event Space & Lanai (3000 sq ft.)

- Storage areas to service pavilion, courtyard and maintenance building
- Parking and access to Keōpūplani Park parking area

In succeeding years, measurement of effectiveness will be based on our earned income to help support the total activities of the Maui Arts & Cultural Center:

- Increased income (\$350,000-\$475,000 per year, phased in over 2-5 years with the goal to accelerate activity as much as possible);
- Increased activity (25-40 new events per year from small parties to mid-size corporate events to large concerts);
- Increased number of audiences and MACC users.

**III. FINANCIAL**

1. PROPOSED BUDGET (See attached)
2. ANTICIPATED QUARTERLY FUNDING:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$500,000	\$500,000			\$1,000,000

3. OTHER SOURCES OF FUNDING for 2009-10: Private foundations and/or corporation sources will be sought to complete this project.

**IV. EXPERIENCE AND CAPABILITY**

**A. Necessary Skills and Experience.** Art Vento, MACC’s Executive Vice President & General Manager will manage, oversee, and coordinate the design and construction of the maintenance and storage facility, and will be assisted by a project team to review and administer contracts, monitor costs and budget, and insure quality control. Art was also the original Project Manager during construction of Maui Arts & Cultural Center and he is a registered architect who graduated with honors from the University of Notre Dame. Art also oversees MACC relationships with commercial renters and promoters.

*Construction Project Management:* **Providing continuity** to the project is O’ahu-based architect John Hara, who designed the Maui Arts & Cultural Center, and is the design architect for the proposed changes and additions in Stage 3, and Honolulu Builders, the project’s contractors.

**B. Facilities.** Our versatile facilities currently include the state-of-the-art 1,200-seat H.K.L. Castle Theater; the 250-seat flexible space McCoy Studio Theater; the 4,100-square-foot climate-controlled Schaefer International Gallery; 5,000 capacity outdoor Alexander & Baldwin Amphitheater; *pā hula*, special events lawn, hospitality courtyard, dance studios; classrooms; meeting rooms and parking. These facilities are available year round, at highly subsidized rates. All of Maui Arts & Cultural Center’s facility plans were reviewed and approved by the Disabilities Communication Access Board in meeting ADA requirements where applicable.

**V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

**Karen Fischer**, President & CEO, has been at the MACC for 10 years and brings over 25 years of national arts management experience, with expertise in presenting, fundraising, finance, marketing, and community-based organizations. Also responsible for the presenting program, she is a board member of the Performing Arts Presenters of Hawai‘i and a member of the Hawai‘i Association of

Music Societies. Previously, she served as Associate Director at Cal Performances, University of California, Berkeley, and Director of Development for Yerba Buena Center for the Arts in San Francisco, and for The Joffrey Ballet in New York and Los Angeles. She earned an MBA, arts management, from UCLA, and a JD from UC Berkeley. Her law career included a clerkship with Legal Aid Society of Hawai'i in Honolulu.

Executive Vice President & General Manager **Art Vento**, originally Project Manager for The Center's construction, oversees MACC relationships with commercial renters and promoters. He is managing stage 3 of MACC's construction. Art is a registered architect who graduated with honors from the University of Notre Dame. He holds a second degree in art history. In Fort Lauderdale, Florida he managed the construction of the \$60 million dollar Broward Center for the Performing Arts, where he was a key member of the design team. Art came to Maui as project manager for the construction of Maui Arts & Cultural Center, and has stayed to establish the operational infrastructure.

**B. Organization Chart (see attached)**

**VI. OTHER**

**A. Litigation**

The Maui Arts & Cultural Center has been named as one of several defendants in Civil case No. 07-1-0438-03, a lawsuit alleging a class action complaint over cancellation of the Aerosmith concert.

**B. Licensure or Accreditation - Not Applicable**

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Arts & Cultural Center

BUDGET CATEGORIES	Total State Funds Requested (a)	County Funds Requested (b)	Contributed Income (c)	TOTAL (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	0		43,500	43,500
2. Payroll Taxes & Assessments	0		6,525	6,525
3. Fringe Benefits	0		1,740	1,740
<b>TOTAL PERSONNEL COST</b>	<b>0</b>		<b>51,765</b>	<b>51,765</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>1,000,000</b>	<b>0</b>	<b>3,383,879</b>	<b>4,404,507</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>1,000,000</b>	<b>0</b>	<b>3,435,644</b>	<b>4,456,272</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Amro Nassar 808-243-4284		
(b) County Funds Requested	0	Name (Please type or print) Phone		
(c) Contributed Income	3,435,644	<div style="background-color: black; width: 100px; height: 15px; display: inline-block;"></div> <div style="background-color: black; width: 20px; height: 15px; display: inline-block;"></div> <div style="background-color: black; width: 60px; height: 15px; display: inline-block;"></div> <span style="float: right;">1/29/2009</span>		
(d) Contributed - pending	20,628	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>4,456,272</b>	Karen A. Fischer, President & CEO Name and Title (Please type or print)		

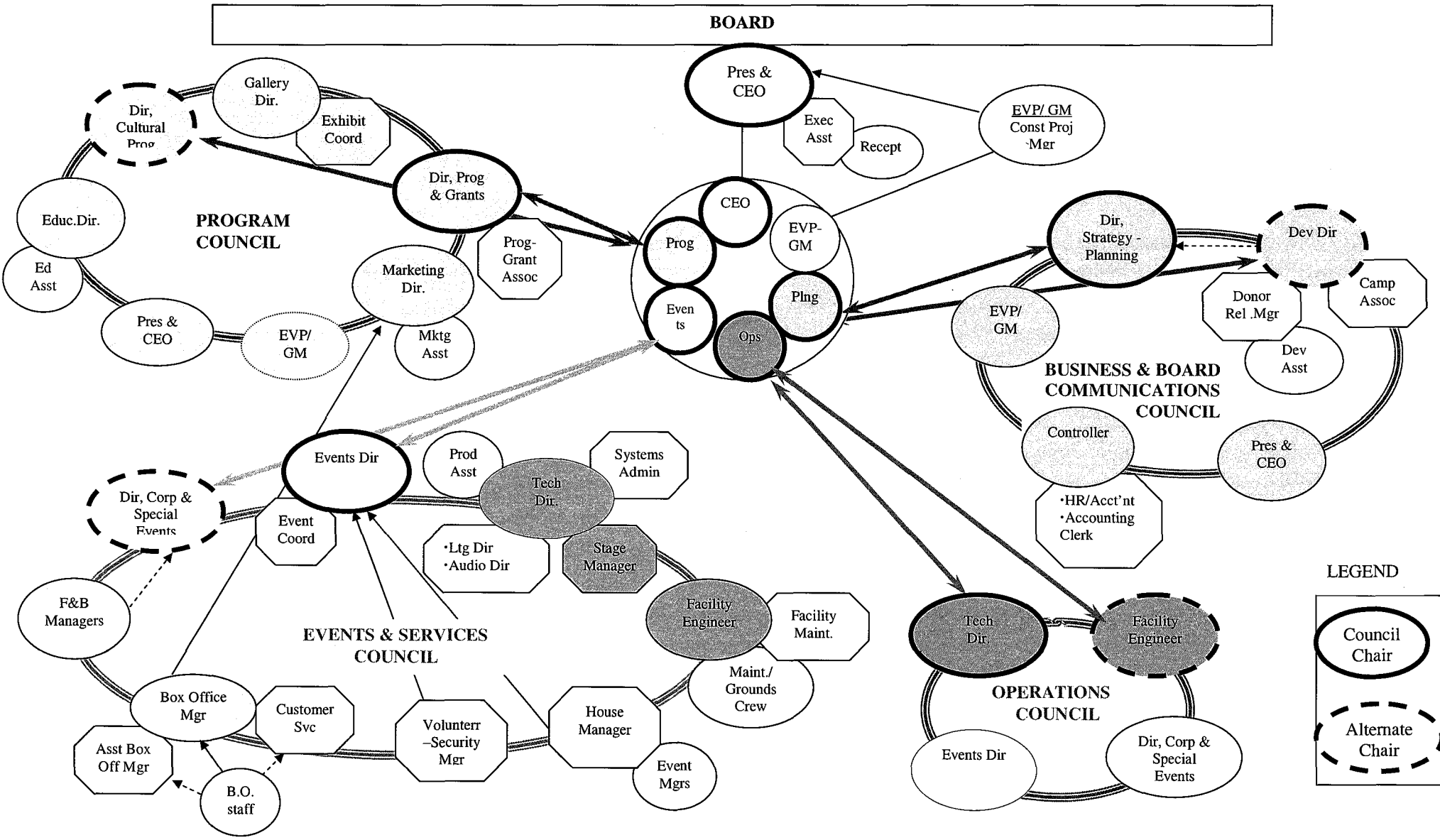


## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Arts & Cultural Center

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	1,111,628	2,271,201	1,000,000			
EQUIPMENT						
<b>TOTAL:</b>	<b>1,111,628</b>	<b>2,271,201</b>	<b>1,000,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						
State funds released in 2008: \$250,000 (FY06-07); in 2009: \$500,00 (FY07-08; FY08-09) County funds committed \$900,000						



**BOARD**

Pres & CEO

Exec Asst

Recept

EVP/ GM  
Const Proj  
Mgr

**PROGRAM COUNCIL**

Dir,  
Cultural  
Prog

Gallery  
Dir.

Exhibit  
Coord

Dir, Prog  
& Grants

Prog-  
Grant  
Assoc

Marketing  
Dir.

Mktg  
Asst

EVP/  
GM

Pres &  
CEO

Educ. Dir.

Ed  
Asst

**BUSINESS & BOARD COMMUNICATIONS COUNCIL**

Dir,  
Strategy -  
Planning

Dev Dir

Donor  
Rel. Mgr

Camp  
Assoc

Dev  
Asst

Pres &  
CEO

Controller

•HR/Acct'nt  
•Accounting  
Clerk

EVP/  
GM

Events Dir

Prod  
Asst

Tech  
Dir.

Systems  
Admin

Event  
Coord

•Ltg Dir  
•Audio Dir

Stage  
Manager

Facility  
Engineer

Facility  
Maint.

Maint./  
Grounds  
Crew

F&B  
Managers

Dir, Corp &  
Special  
Events

Box Office  
Mgr

Customer  
Svc

Volunerr  
-Security  
Mgr

House  
Manager

Event  
Mgrs

Asst Box  
Off Mgr

B.O.  
staff

**OPERATIONS COUNCIL**

Tech  
Dir

Facility  
Engineer

Events  
Dir

Dir, Corp &  
Special  
Events

**LEGEND**

Council  
Chair

Alternate  
Chair

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Maui Arts & Cultural Center

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

Karen A. Fischer

(Typed Name)

President & CEO

(Title)

recd - jan  
JAN 30 2009

House District 8

Senate District 5

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 76-C

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Maui Arts & Cultural Center

Dbas:

Street Address: One Cameron Way, Kahului, HI 96732

Mailing Address: One Cameron Way, Kahului, HI 96732

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KAREN A. FISHCER

Title President & CEO

Phone # 808-243-4223

Fax # 808-242-4665

e-mail Karen@mauiarts.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

To support MACC's maintenance needs of its 15 year old facility.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 297,264

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 258,161

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

JAMES J.C. HAYNES, CHAIRMAN OF THE BOARD

NAME & TITLE

1/29/09

DATE SIGNED

**Maui Arts & Cultural Center**  
**Hawai'i State Legislature**  
**Application for Grants & Subsidies FY09-10**  
**Chapter 42F, Hawai'i Revised Statutes**

**I. BACKGROUND AND SUMMARY**

The Maui Arts & Cultural Center (MACC) respectfully requests a grant of \$297,264 for capital improvements in FY09-10, to support the maintenance needs of our 15 year old facility as projected by our Barrera and Company reserve analysis study which outlines a 20-year plan for life expectancy of our facility infrastructure and equipment upgrades, repairs and replacements. Barrera and Company was established in 1980 as a California State licensed general contractor and reserve studies provider. Their experience and knowledge of construction procedures led to the ability to accurately provide common area replacement costs. As a prudent steward of this \$60 million facility Maui Arts & Cultural Center has had two analyses done: the first in 1991 and most recently in November of 2006. In line with other organizations of comparable size, we have historically been able to set aside a reserve maintenance fund sufficient to maintain, repair or replace reserve components at the end of their estimated useful life and keep up with maintenance and depreciation as outlined in our Barrera study.

We operate in environment that is close to the ocean and while we have a very careful maintenance program in place after 15 years of operations, we are at a point in time when a number of items have reached the end of their normal life span such as roofing, asphalt and concrete surfaces, stage rigging and lighting etc. Additionally, we are nearing completion of the final stage of construction to complete our facility requiring greater security measures such as fencing and gates which up until now were deferred expenses.

Due to the economic downturn, we are not able to meet our full contribution towards our maintenance reserve which is derived from earned income from our operations. Thus, we are seeking partial support from the State at this time so that we will not have to put off these projects indefinitely. Our overall maintenance reserve project needs are \$805,513. Maui Arts & Cultural Center is seeking \$297,264 support from the State for those items that will contribute directly back into our economy such as equipment and materials that can be purchased directly from local vendors and local contractors, to protect the long-term investment made by the State, County and other supporters over the past 15 years.

Since opening in 1994, Maui Arts & Cultural Center has grown to service over 1,800 events annually and offers a wide variety of unique arts opportunities that people, both residents and visitors, would otherwise not experience. Maui Arts & Cultural Center is described as "the artistic and educational heart of an entire community." (*The Maui News*, 2001) In addition, MACC provides services to the State through sustained economic activity and generates national recognition from its program activities. The 2007 study of *Arts & Economic Prosperity III: The Economic Impact of Nonprofit Arts & Culture Organizations and Their Audiences* reveals that **Maui Arts & Cultural Center** is a part of the nonprofit arts and culture industry that is **"an economic driver in these communities – a growth industry that supports jobs, generates government revenue, and is the cornerstone of tourism."**

**1. Brief History:** The Maui Arts & Cultural Center is a nonprofit community arts organization incorporated in 1982. MACC, Hawai'i's first and only comprehensive multidisciplinary arts facility was the culmination of a 30-year dream of Maui's people when it opened its doors in May 1994. It has since served over 3 million people with diverse programming from local to global, from pop/rock concerts to symphony, from traditional hula to classical ballet, from community theater

productions to Broadway plays, from exhibitions of children's art to museum quality shows. It also provides facility rental opportunities for the community and outside promoters. MACC offers performances by artists from all over the world at affordable ticket prices including free public performances in the remote locales of our tri-island county: Hāna, Maui, and the islands of Lānaʻi and Molokaʻi.

In addition to its diverse programming, MACC partners with the Hawaiʻi Department of Education-Maui District in arts integrated education programs for classroom teachers and students in grades K-12 through its nationally acclaimed arts education program, in affiliation with the John F. Kennedy Center for the Performing Arts in Washington D.C. This project, which reaches teachers across the State thereby impacting students state-wide, is helping teachers meet state-mandated requirements for student learning in the arts.

**2. Goals and Objectives:** Annually, MACC activities draw over 250,000 people with 61% of its activities generated among a wide range of community groups. Therefore, ongoing maintenance is required to meet public demands and expectations of an attractive and well-functioning facility. Our goal is to replace, repair and maintain components identified in our Barrera study in the following areas: Castle Theater, Founders Court, Schaefer International Gallery, HEI complex, McCoy Studio Theater, fencing/gates, landscaping, lighting, etc. Our objective is to not only complete this project, but to also stimulate revenue into our local economy by purchasing materials locally and hiring local contractors.

**3. Public Purpose & Need:** Maui Arts & Cultural Center's success can be gauged by consistent annual growth in attendance which now exceeds 250,000 annually: over 80,000 attended performance events; nearly 25,000 attended A&B Amphitheater events; over 23,000 attended free gallery exhibits; as "Maui's largest classroom," nearly 21,000 students and teachers have participated in *CanDo! Days*, made school field trips to the MACC for performances for students, educational gallery tours and *Artwork* participation; over 9,000 participated in *Artist in Community* activities which included nearly 1,700 attendees in our remote locales of Hāna, Lānaʻi and Molokaʻi.

MACC facilities are available for rent to the community at highly subsidized rates and provide flexible and diverse performance, meeting, exhibition, and educational spaces all in one facility. There is no other comparable facility in Hawaiʻi or the Pacific. 61% of all activity at the MACC is generated by a wide range of community groups. At the same time, MACC attracts promoters and corporate groups to Hawaiʻi, generating significant economic activity for the State. With over 1,800 annual events and serving over 250,000 people, the need for implementing planned facility maintenance is critical to successfully serve our community.

**4. Target Population:** Our constituencies include all of the people of the State. Since its inception, the Maui Arts & Cultural Center has been a reflection of the community. MACC serves a diverse range of residents and visitors (15%) providing equal access to the arts for all of the State's communities including children and seniors, performing and visual artists, and teachers and students. MACC partners with many of Maui's community arts organizations, 50 public and private schools, artists, educators, children, students, seniors, residents, part-time residents, visitors, and non-profit organizations. Proven community support for Maui Arts & Community Center can be seen in the increase in membership (over the past six years annual membership has increased by 30%) and the growing number of volunteers. Volunteers have helped assure that Maui Arts & Cultural Center continues to operate in a cost-effective manner. In FY07-08, MACC used 4,770 volunteers

averaging four hours per event, and contributions computed at the Independent Sector value of \$19.51 per hour totaling \$372,251.

**5. Geographical Coverage:** Primarily, Maui Arts & Cultural Center serves all of Maui County, which uniquely is the only tri-isle county in the State that includes the islands of Maui, Lāna‘i and Moloka‘i. However, many of our performances attract part-time residents and visitors who come to Maui from across the State and all corners of the world. In addition, our professional development workshops have been attended by teachers throughout the State and from the mainland.

## II. SERVICE SUMMARY AND OUTCOMES

**1. Scope of Work, Task, and Responsibilities:** Maui Arts & Cultural Center’s overall scope of work is to replace, repair and maintain our facility infrastructure: Castle Theater - renovate roofline, replace carpeting, install loading dock railings, repair wood stage flooring, inspect and/or replace stage rigging, replace portable staging, replace stage lighting and emergency lights, refurbish restrooms, replace dressing room chairs, replace emergency generator and exhaust fans, clear drain collection boxes; McCoy Studio Theater - install roll up doors, replace air handler and chilled water pump, replace exhaust fans; HEI Complex – replace exhaust fans and air handler; Fencing & gates - install service road and parking lot gates, install gate between our Box Office and Omori Studio Complex, paint entry doors; Surfaces - reseal, stripe and repair asphalt and concrete surfaces, Landscape – upgrades and replace timers clocks; Miscellaneous – replace water heaters, upgrade telephone system, replace fire hoses/cabinets, repair rock walls, repair used golf carts. Task and responsibilities include but are not limited to overseeing project to completion, purchasing materials from local vendors and securing local contract labor.

**We are requesting State support for the following items:** build-up roofline of the Castle Theater; install dock railings at the Castle Theater; security fencing/gates to secure service road driveway, parking lot, walkway between the Box Office and Omori Studios and walkway between Castle Theater and the Administrative Offices; replace carpet in Castle Theater’s lobby; replace carpet inside of Castle Theater.

**2. Timeline for Services:** This project is expected to begin February 2010 through February 2011.

**3. Quality Assurance and Evaluation:** MACC’s ability to monitor, evaluate and improve its facilities relates to how the MACC has grown. With multiple daily events and the need to support quick turnarounds, Maui Arts & Cultural Center is keenly aware of its need to keep pace with current expectations in maintaining its high standards since opening in 1994. The Board monitors the quality of its facilities and programs; Board and staff regularly evaluate its facilities and usage to improve its services and partnerships.

**4. Measures of effectiveness:** Maui Arts & Cultural Center’s measure of effectiveness is based on its ability to maintain the 22-acre facility in the heart of Central Maui and our ability to increase our earned income by maintaining an attractive presence for residents and visitors. Effective measures also include the number of people served in our community as a result of expanded facilities and maintenance operations.

**III. FINANCIAL**1. PROPOSED BUDGET (See attached)2. ANTICIPATED QUARTERLY FUNDING:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	148,632	148,632		\$297,264

3. OTHER SOURCES OF FUNDING for 2009-10: Not applicable.**IV. EXPERIENCE AND CAPABILITY**

**A. Necessary Skills and Experience.** Art Vento, MACC's Executive Vice President & General Manager will manage, oversee, and coordinate the maintenance project, and will be assisted by a project team to review and administer contracts, monitor costs and budget, and insure quality control. In 2007, he managed the project to replace Castle Theater's chiller, cooling tower and condensers, upgrade its sound system and oversaw smaller repair projects. Art was also the original Project Manager during construction of Maui Arts & Cultural Center and he is a registered architect who graduated with honors from the University of Notre Dame. He also oversees MACC relationships with commercial renters and promoters.

**B. Facilities.** Our versatile facilities currently include the state-of-the-art 1,200-seat H.K.L. Castle Theater; the 250-seat flexible space McCoy Studio Theater; the 4,100-square-foot climate-controlled Schaefer International Gallery; 5,000 capacity outdoor Alexander & Baldwin Amphitheater; *pā hula*, special events lawn, hospitality courtyard, dance studios; classrooms; meeting rooms and parking. These facilities are available year round, at highly subsidized rates. All of Maui Arts & Cultural Center's facility plans were reviewed and approved by the Disabilities Communication Access Board in meeting ADA requirements where applicable.

**V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING****A. Proposed Staffing, Staff Qualifications, Supervision and Training**

**Karen Fischer**, President & CEO, has been at the MACC for 10 years and brings over 25 years of national arts management experience, with expertise in presenting, fundraising, finance, marketing, and community-based organizations. Also responsible for the presenting program, she is a board member of the Performing Arts Presenters of Hawai'i and a member of the Hawai'i Association of Music Societies. Previously, she served as Associate Director at Cal Performances, University of California, Berkeley, and Director of Development for Yerba Buena Center for the Arts in San Francisco, and for The Joffrey Ballet in New York and Los Angeles. She earned an MBA, arts management, from UCLA, and a JD from UC Berkeley. Her law career included a clerkship with Legal Aid Society of Hawai'i in Honolulu.

Executive Vice President & General Manager **Art Vento**, originally Project Manager for The Center's construction, oversees MACC relationships with commercial renters and promoters. He is managing stage 3 of MACC's construction. Art is a registered architect who graduated with honors from the University of Notre Dame. He holds a second degree in art history. In Fort Lauderdale, Florida he managed the construction of the \$60 million dollar Broward Center for the Performing Arts, where he was a key member of the design team. Art came to Maui as project manager for the



construction of Maui Arts & Cultural Center, and has stayed to establish the operational infrastructure.

**B. Organization Chart (*see attached*)**

**VI. OTHER**

**A. Litigation**

The Maui Arts & Cultural Center has been named as one of several defendants in Civil case No. 07-1-0438-03, a lawsuit alleging a class action complaint over cancellation of the Aerosmith concert.

**B. Licensure or Accreditation - Not Applicable**

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Arts & Cultural Center

BUDGET CATEGORIES	Total State Funds Requested (a)	County Funds Requested (b)	Maintenance Reserves (c)	TOTAL (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	0		0	0
2. Payroll Taxes & Assessments	0		0	0
3. Fringe Benefits	0		0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>297,264</b>	<b>0</b>	<b>508,249</b>	<b>805,513</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>297,264</b>	<b>0</b>	<b>508,249</b>	<b>805,513</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	297,264	Amro Nassar 808-243-4284		
(b) County Funds Requested	0	Name (Please type or print) Phone		
(c) Maintenance Reserves	508,249	<div style="background-color: black; width: 100px; height: 15px; display: inline-block;"></div> <div style="background-color: black; width: 20px; height: 15px; display: inline-block; margin-left: 10px;"></div> <div style="background-color: black; width: 50px; height: 15px; display: inline-block; margin-left: 10px;"></div> <span style="float: right;">1/29/2009</span>		
		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>805,513</b>	Karen A. Fischer, President & CEO Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Arts & Cultural Center

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Castle Theater: Build-up roofline, caulk/finish	1.00	\$100,269.00	\$ 100,269.00	90269
Install dock railings, fencing/gates and roll up doors	1.00	\$110,042.00	\$ 110,042.00	110042
Castle Theater: replace lobby carpet	1.00	\$105,000.00	\$ 105,000.00	90000
Castle Theater: replace theater carpet	1.00	\$6,953.00	\$ 6,953.00	6953
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	4		\$ 322,264.00	297,264

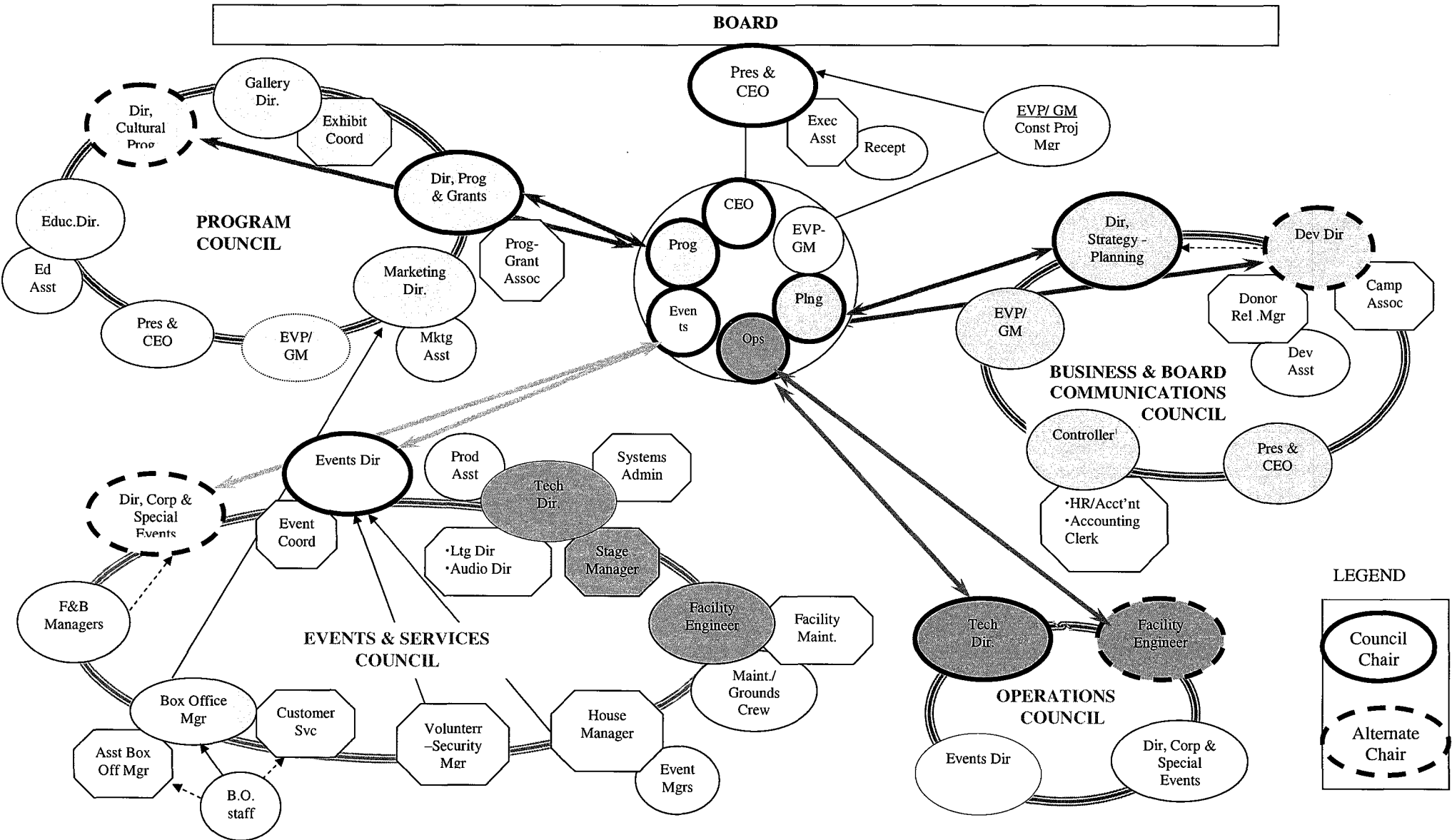
**JUSTIFICATION/COMMENTS:** Requesting total budget support of \$297,264 from State. Projected budget expense for this project: \$805,513

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Arts & Cultural Center

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT	258,161	100,000	297,264	150,088		
<b>TOTAL:</b>	<b>258,161</b>	<b>100,000</b>	<b>297,264</b>	<b>150,088</b>		
<b>JUSTIFICATION/COMMENTS:</b> FY07-08 Maintenance reserve balance; FY08-09 & FY09-10 contributed from operations						



**BOARD**

Pres & CEO

EVP/ GM  
Const Proj  
Mgr

**PROGRAM COUNCIL**

Dir, Cultural  
Prog

Dir, Prog &  
& Grants

Marketing  
Dir.

Pres &  
CEO

Educ. Dir.

Ed  
Asst

**BUSINESS & BOARD COMMUNICATIONS COUNCIL**

Dir, Strategy -  
Planning

Dev Dir

Donor  
Rel. Mgr

Camp  
Assoc

Dev  
Asst

Pres &  
CEO

Controller

•HR/Acct'nt  
•Accounting  
Clerk

EVP/  
GM

Events Dir

Prod  
Asst

Tech  
Dir.

Systems  
Admin

•Ltg Dir  
•Audio Dir

Stage  
Manager

Facility  
Engineer

Facility  
Maint.

Maint./  
Grounds  
Crew

House  
Manager

Event  
Mgrs

Volunterr  
-Security  
Mgr

Customer  
Svc

Box Office  
Mgr

Asst Box  
Off Mgr

B.O.  
staff

F&B  
Managers

Dir, Corp &  
Special  
Events

**OPERATIONS COUNCIL**

Tech  
Dir.

Facility  
Engineer

Events Dir

Dir, Corp &  
Special  
Events

**LEGEND**

Council  
Chair

Alternate  
Chair

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Maui Arts & Cultural Center

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

Karen A. Fischer

(Typed Name)

President & CEO

(Title)

House District 8

Senate District 5

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

Log No: 77-C

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Maui Arts & Cultural Center  
Dba:  
Street Address: One Cameron Way, Kahului, HI 96732  
Mailing Address: One Cameron Way, Kahului, HI 96732

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KAREN A. FISHCER  
Title President & CEO  
Phone # 808-243-4223  
Fax # 808-242-4665  
e-mail Karen@mauiarts.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

To support MACC's purchase and installation of a bio-diesel generator as part of MACC's energy efficiency and renewable energy measures.

4. FEDERAL TAX ID #: [REDACTED]  
5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 250,000

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 \$ 0  
FEDERAL \$ 0  
COUNTY \$ 0  
PRIVATE/OTHER \$ 0

[REDACTED SIGNATURE]  
AUTHORIZED SIGNATURE

JAMES J.C. HAYNES, CHAIRMAN OF THE BOARD  
NAME & TITLE

1/29/09  
DATE SIGNED

**Maui Arts & Cultural Center**  
**Hawai'i State Legislature**  
**Application for Grants & Subsidies FY09-10**  
**Chapter 42F, Hawai'i Revised Statutes**

**I. BACKGROUND AND SUMMARY**

The Maui Arts & Cultural Center (MACC) respectfully requests a grant of \$250,000 for the purchase and installation of a B20 300 kW bio-diesel generator in FY09-10, as part of **MACC's energy efficiency and renewable energy measures**. Biodiesel is rarely 100% plant-based and instead comes in a blend of plant-based and petroleum-based diesel. B20 is 20% plant-based and 80% petroleum-based. It should be noted that most manufacturers will not warranty their generators with higher than B20 biodiesel.

Because of skyrocketing electricity costs averaging \$47,000 to \$50,000 per month which represents 10% of MACC's current operating budget expense, consultants Arup Americas Inc. of San Francisco, California were called in to do an analysis of our operations and report on further cost saving and alternate energy options for our organization. As a result of their report dated January 26, 2009, one of the immediate recommendations made was for the purchase of a generator to:

- produce electricity to shave peak electrical demand and prevent major demand spikes in order to reduce Maui Electric Company's (MECO) demand charges;
- provide emergency back-up power sufficient to continue performances in the event of service interruptions from MECO and to provide safety measures for our patrons.
- In addition, with consumption cost averaging 30% and fuel surcharges averaging 57% of MACC's billings, the ability to generate electricity at a cheaper cost per kWh than available from MECO will result in a savings on the consumption portion of our billing and the corresponding fuel surcharges.

Since opening in 1994, Maui Arts & Cultural Center has grown to service over 1,800 events annually and offers a wide variety of unique arts opportunities that people, both residents and visitors, would otherwise not experience. 61% of MACC activities are used by a wide range of community groups that pay highly subsidized rates for use of its facilities. Maui Arts & Cultural Center is described as "the artistic and educational heart of an entire community." (*The Maui News*, 2001) In addition, MACC provides services to the State through sustained economic activity and generates national recognition from its program activities. The 2007 study of *Arts & Economic Prosperity III: The Economic Impact of Nonprofit Arts & Culture Organizations and Their Audiences* reveals that **Maui Arts & Cultural Center** is a part of the nonprofit arts and culture industry that is "**an economic driver in these communities – a growth industry that supports jobs, generates government revenue, and is the cornerstone of tourism.**"

**1. Brief History:** The Maui Arts & Cultural Center is a nonprofit community arts organization incorporated in 1982. MACC, Hawai'i's first and only comprehensive multidisciplinary arts facility was the culmination of a 30-year dream of Maui's people when it opened its doors in May 1994. It has since served over 3 million people with diverse programming from local to global, from pop/rock concerts to symphony, from traditional hula to classical ballet, from community theater productions to Broadway plays, from exhibitions of children's art to museum quality shows. It also provides facility rental opportunities for the community and outside promoters. MACC offers performances by artists from all over the world at affordable ticket prices including free public performances in the remote locales of our tri-island county: Hāna, Maui, and the islands of Lāna'i and Moloka'i.



In addition to its diverse programming, MACC partners with the Hawai'i Department of Education-Maui District in arts integrated education programs for classroom teachers and students in grades K-12 through its nationally acclaimed arts education program, in affiliation with the John F. Kennedy Center for the Performing Arts in Washington D.C. This project, which reaches teachers across the State thereby impacting students state-wide, is helping teachers meet state-mandated requirements for student learning in the arts.

2. **Goals and Objectives:** Our goals are to prevent our electricity usage from reaching peak levels, to purchase and install the B20 300 kW bio-diesel generator, and to provide emergency back-up power during Maui Electric Company service interruptions during MACC events. 61% of our activities are used by a wide range of community groups, and in particular, groups renting the Castle Theater often use the facility for more than eight hours during performances (to block performers, set lights, perform sound checks, etc.). **Our highest peak levels come during our community group event usage.** In keeping with MACC's community-driven mission, electricity costs are absorbed without passing on the expense to our community-users.

3. **Public Purpose & Need:** Maui Arts & Cultural Center's success can be gauged by consistent annual growth in attendance which now exceeds 250,000 annually: over 80,000 attended performance events; nearly 25,000 attended A&B Amphitheater events; over 23,000 attended free gallery exhibits; as "Maui's largest classroom," nearly 21,000 students and teachers have participated in *CanDo! Days*, made school field trips to the MACC for performances for students, educational gallery tours and *Artwork* participation; over 9,000 participated in *Artist in Community* activities which included nearly 1,700 attendees in our remote locales of Hāna, Lāna'i and Moloka'i.

MACC facilities are available for rent to the community at highly subsidized rates and provide flexible and diverse performance, meeting, exhibition, and educational spaces all in one facility. At the same time, MACC attracts promoters and corporate groups to Hawai'i, generating significant economic activity for the State. There is no other comparable facility in Hawai'i or the Pacific. With over 1,800 annual events and serving over 250,000 people, the need to become energy efficient is critical to successfully serve our community.

4. **Target Population:** Our constituencies include all of the people of the State. Since its inception, the Maui Arts & Cultural Center has been a reflection of the community. MACC serves a diverse range of residents and visitors (15%) providing equal access to the arts for all of the State's communities including children and seniors, performing and visual artists, and teachers and students. MACC partners with many of Maui's community arts organizations, 50 public and private schools, artists, educators, children, students, seniors, residents, part-time residents, visitors, and non-profit organizations. Proven community support for Maui Arts & Community Center can be seen in the increase in membership (over the past six years annual membership has increased by 30%) and the growing number of volunteers. Volunteers have helped assure that Maui Arts & Cultural Center continues to operate in a cost-effective manner. In FY07-08, MACC used 4,770 volunteers averaging four hours per event, and contributions computed at the Independent Sector value of \$19.51 per hour totaling \$372,251.

5. **Geographical Coverage:** Primarily, Maui Arts & Cultural Center serves all of Maui County, which uniquely is the only tri-isle county in the State that includes the islands of Maui, Lāna'i and Moloka'i. However, many of our performances attract part-time residents and visitors

who come to Maui from across the State and all corners of the world. In addition, our professional development workshops have been attended by teachers throughout the State and from the mainland.

**II. SERVICE SUMMARY AND OUTCOMES**

1. **Scope of Work, Task, and Responsibilities:** Maui Arts & Cultural Center’s scope of work is to purchase and install the B20 300 kW bio-diesel generator which will help decrease our electrical costs by lowering our energy usage and help bring our electrical costs under control. Additionally, in November of 2008, MACC took measures to initiate energy efficiency by shutting down air conditioning in the Administrative Offices twice a week.
2. **Timeline for Services:** Purchase and installation of the generator is expected to occur between September 2009 and June 2010.
3. **Quality Assurance and Evaluation:** MACC’s ability to monitor, evaluate and improve its facilities relates to how the MACC has grown. With multiple daily events, Maui Arts & Cultural Center is keenly aware of its need to seek alternative energy sources. The Board supports this project and will monitor and evaluate its facilities and usage, along with staff members.
4. **Measures of effectiveness:** Maui Arts & Cultural Center’s measure of effectiveness is to realize an immediate savings from the purchase and installation of the bio-diesel generator, energy use reduction and power back-up at all facilities during MECO interruption.

**III. FINANCIAL**

1. **PROPOSED BUDGET** (See attached)
2. **ANTICIPATED QUARTERLY FUNDING:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$200,000				\$200,000

3. **OTHER SOURCES OF FUNDING** for 2009-10: Not applicable.

**IV. EXPERIENCE AND CAPABILITY**

**A. Necessary Skills and Experience.** Art Vento, MACC’s Executive Vice President & General Manager will manage, oversee, and coordinate the purchase and installation of the B20 300 kW bio-diesel generator, and will be assisted by a project team to review and administer contracts, monitor costs and budget, and insure quality control. In 2007, he managed the project to replace Castle Theater’s chiller, cooling tower and condensers, upgrade its sound system and oversaw smaller repair projects. Art was also the original Project Manager during the original construction of Maui Arts & Cultural Center and is currently managing Stage 3 construction of *Completing Pundy’s Dream* in which permanent structures are replacing temporary set ups, creating additional event space, upgrading food & beverage areas, storage/maintenance areas to service pavilion and courtyard areas, and providing additional parking and access for our patrons. He is a registered architect who graduated with honors from the University of Notre Dame. Art also oversees MACC relationships with commercial renters and promoters.

**B. Facilities.** Our versatile facilities currently include the state-of-the-art 1,200-seat H.K.L. Castle Theater; the 250-seat flexible space McCoy Studio Theater; the 4,100-square-foot climate-controlled Schaefer International Gallery; 5,000 capacity outdoor Alexander & Baldwin Amphitheater; *pā hula*, special events lawn, hospitality courtyard, dance studios; classrooms; meeting rooms and parking. All of Maui Arts & Cultural Center's facility plans were reviewed and approved by the Disabilities Communication Access Board in meeting ADA requirements where applicable.

**V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

**Karen Fischer**, President & CEO, has been at the MACC for 10 years and brings over 25 years of national arts management experience, with expertise in presenting, fundraising, finance, marketing, and community-based organizations. Also responsible for the presenting program, she is a board member of the Performing Arts Presenters of Hawai'i and a member of the Hawai'i Association of Music Societies. Previously, she served as Associate Director at Cal Performances, University of California, Berkeley, and Director of Development for Yerba Buena Center for the Arts in San Francisco, and for The Joffrey Ballet in New York and Los Angeles. She earned an MBA, arts management, from UCLA, and a JD from UC Berkeley. Her law career included a clerkship with Legal Aid Society of Hawai'i in Honolulu.

Executive Vice President & General Manager **Art Vento**, originally Project Manager for The Center's construction, oversees MACC relationships with commercial renters and promoters. He is managing stage 3 of MACC's construction. Art is a registered architect who graduated with honors from the University of Notre Dame. He holds a second degree in art history. In Fort Lauderdale, Florida he managed the construction of the \$60 million dollar Broward Center for the Performing Arts, where he was a key member of the design team. Art came to Maui as project manager for the construction of Maui Arts & Cultural Center, and has stayed to establish the operational infrastructure.

**B. Organization Chart** (*see attached*)

**VI. OTHER**

**A. Litigation**

The Maui Arts & Cultural Center has been named as one of several defendants in Civil case No. 07-1-0438-03, a lawsuit alleging a class action complaint over cancellation of the Aerosmith concert.

**B. Licensure or Accreditation** - Not Applicable

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Arts & Cultural Center

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>County Funds Requested (b)</b>	<b>Contributed Income (c)</b>	<b>TOTAL (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>250,000</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>250,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Amro Nassar 808-243-4284		
(b) County Funds Requested	0	Name (Please type or print) Phone		
(c) Contributed Income	0	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>250,000</b>	Karen A. Fischer, President & CEO Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Arts & Cultural Center

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
B20 300 kW Bio-diesel generator and installation	1.00	\$250,000.00	\$ 250,000.00	250,000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1		\$ 250,000.00	250,000

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

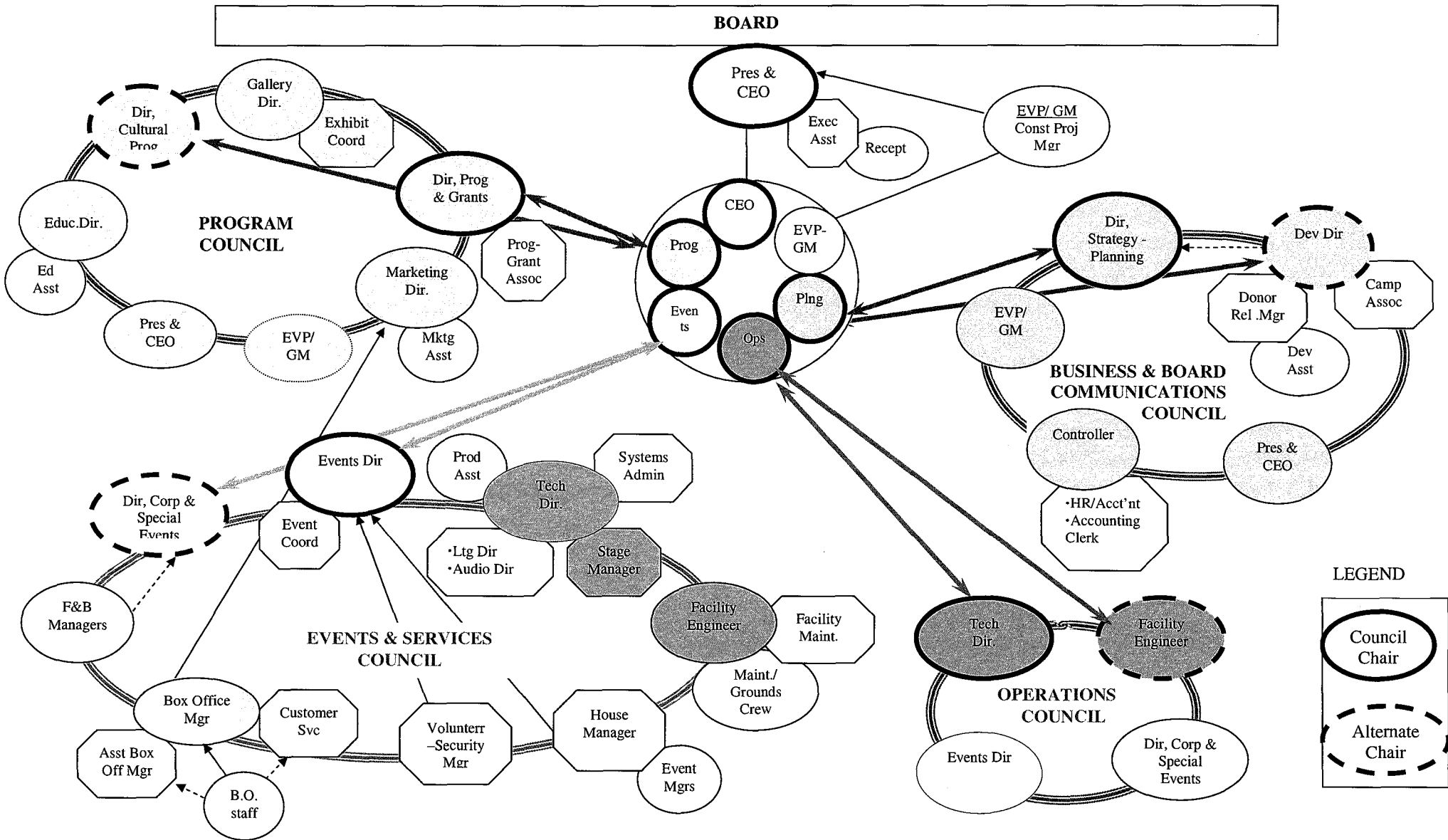
**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Arts & Cultural Center

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT	0	0	250000			
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>250,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						



**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Maui Arts & Cultural Center

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

Karen A. Fischer

(Typed Name)

President & CEO

(Title)




House District 8,9,10,11,12,13  
Senate District 4,5,6

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 78-0

For Legislature's Use Only

rec'd  
JAN 30 2009  


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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Maui Economic Opportunity, Inc.

Dba:

Street Address: 99 Mahalani St., Wailuku, HI 96793

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: SANANDA "SANDY" BAZ

Title: CEO

Phone #: 808-249-2990 x 300

Fax #: 808-249-2991

e-mail: Sandy@MEOINC.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: FUNDS ARE REQUESTED TO SUPPORT MEO BEST Prisoner Reintegration Program

4. FEDERAL TAX ID #: 

5. STATE TAX ID #: 

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 980,000

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 \$ \_\_\_\_\_  
FEDERAL \$ 171,989  
COUNTY \$ 526,000  
PRIVATE/OTHER \$ 45,276

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:



SANANDA "SANDY" BAZ, CEO  
NAME & TITLE

1/29/09  
DATE SIGNED

## Application for Grants and Subsidies

### I. Background and Summary

1. **A brief description of the applicant's background;** Maui Economic Opportunity, Inc.(MEO) is a Community Action Agency founded in 1965 as part of Pres. Johnson's "War on Poverty." MEO's mission is to help the low-income elderly, children and youth, persons with disabilities, immigrants, other disadvantaged persons, and the general public, to help themselves, so that they may become self-sufficient and enrich their lives.

MEO provides programming in workforce development, education, small business assistance, prisoner re-entry, and social services to help the communities in Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of giving people fish, it is better to teach them how to catch fish for themselves.

2. **The goals and objectives related to the request;** MEO BEST seeks \$980,000 (FY 09-2010) in operational funds to provide 140 inmates and formerly incarcerated persons with integrated case management and support services in the areas of employment, housing, cognitive skills building, education, cultural renewal activity, family reunification, mentoring, substance abuse and mental health treatment, and other support services. **The overarching goal of BEST is to promote clients' successful reentry into the community as law-abiding citizens and to promote public safety by reducing the rate of return to prison.**

In January 2003, a historic collaboration arose between MEO and the Department of Public Safety (PSD) to create the Being Empowered and Safe Together (BEST) Reintegration Program. In partnership with Maui Community Correctional Center (MCCC), Adult Intake Services (Probation), Hawaii Paroling Authority (HPA) and Maui Intake Services, BEST provides integrated case management, and comprehensive training and support services to inmates at MCCC during their incarceration and upon their release.<sup>1</sup>

3. **State the public purpose and need to be served;** Hawai'i has mirrored other jurisdictions in the growth of the incarcerated population. In 2000, there were 5,127 persons incarcerated; in 2007, this number had grown to 6,045. Of that total, 2,009 are in privately contracted facilities in North America (PSD Annual Report 2007). At the end of 2006, the State of Hawai'i had a Probation population numbering 18,598, a rate of 1,870 per 100,000 persons. At the same time, the Parole population was 2,316 parolees, a rate of 233 per 100,000 persons. (Bureau of Justice, July 2008).

This growth has negatively impacted Hawai'i's ability to provide a range and level of rehabilitative services to the inmate population, both while incarcerated and when returned to the community.

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<sup>1</sup> Criminal justice partners, as well as the County of Maui's Department of Housing and Human Concerns submitted letters in support of MEO's Grant-In-Aid Application. See *Attachment A*. The partnership between BEST and its partner agencies has been critical in providing a seamless continuum of care for clients and effective delivery of an integrated case management approach to reentry services.

Within the County of Maui, MCCC is responsible for approximately 6 per cent of the in-state population (n=372). MCCC is also the exit point for Maui inmates returning from the Mainland. Presently, four Maui parole officers are responsible for supervising and monitoring 194 individuals. (Hawai'i Paroling Authority, Maui District Office, January, 2009). Currently, 24 Probation officers provide active supervision to approximately 2100 persons (Maui Adult Client Services Branch, January 2009).

Comprehensive support services are needed because ninety-seven percent of all inmates will eventually be released from incarceration. Upon release to the community, offenders face a broad array of barriers/challenges to successful reentry. Men and women enter Hawai'i jails and prisons with limited marketable work experience, low levels of educational or vocational skills, and many health related issues, ranging from substance abuse histories to mental health needs and high rates of communicable diseases. The types of challenges faced during the reentry process include:

- Stigma associated with being a former convict
- Drug and alcohol abuse;
- Mental illness;
- General poor physical health;
- Lack of basic living skills;
- Lack of formal education;
- Lack of vocational skills;
- Chronic unemployment/underemployment;
- Lack of jobs or high competition for those available
- Criminal history that impedes prospects for employment;
- Lack of understanding, empathy and willingness on the part of employers
- Poor decision making skills;
- Lack of options to break out of negative life styles; and
- Broken family ties.

Compounding these issues is the fact that approximately half of the sentenced felon and parole violator population are housed in mainland facilities and return only when they near their parole release date for transitional programs. These inmates have more difficulty reintegrating with their communities due to long separations from Hawai'i, family and friends.

Certain services available at MCCC are severely restricted, except those provided by BEST for inmates. One example of this is our Pre-Employment Training class. Since a majority of those being released must have a job, this training is required to help them find a job. All of those who are eligible for work furlough take this class, regardless of whether they are a BEST client or not.

With severe cutbacks mandated by the State Administration, MCCC basic services are affected. The contrast between what is available for BEST participants versus the rest of the population is striking. Accordingly, this Grant-in-Aid will allow BEST to continue to provide comprehensive support services to inmates at MCCC and do so in partnership with MCCC staff. This

partnership provides the better of two worlds: the flexibility of a non-profit community agency working closely with a state agency to provide services to a needy population.

On average, PSD spends \$37,000 a year to incarcerate a person. Estimated recidivism rates range from 51-80% by PSD's own admission. In contrast, an independent third party evaluation of BEST clients over a four year period found that BEST clients at all risk levels experience lower rates of recidivism compared to controls, but large and statistically significant differences are found among the highest risk clients. BEST clients in this group had a recidivism rate of 47.1% compared to 88.2% for the controls, a large and statistically significant difference which is attributable to Program effects. (See Executive Summary *Attachment B*).

Federal funds were provided by the US Department of Justice to initiate the program—those funds ended on December 31, 2007. The State funds provided for this program though the passage of Act 8 of the 2007 Legislature became available to MEO-BEST in July 2008. (MEO advanced funds to the BEST Program in the interim). This contract will end June 30, 2009. Accordingly, this grant-in-aid is necessary to provide support for a proven program (MEO-BEST) that empowers clients and promotes public safety while reducing recidivism rates.

In summary, the Maui community is in great need of comprehensive transitional support services for persons being released from MCCC. By providing a continuum of transitional support services to men and women at MCCC and upon their release, the number of persons who commit new crimes and those who are re-taken into custody for violations of parole and probation will be dramatically reduced. In turn, recidivism rates will be reduced and the entire Maui community and the State will benefit from enhanced public safety.

**4. Describe the target population to be served; One hundred forty male and female persons** that are incarcerated at MCCC or who are released into the community. BEST's ability to serve female inmates with gender responsive programming that addresses women's different pathways to crime fills a void in our community and decrease recidivism rates for females incarcerated at MCCC.

Of the projected 140 clients that BEST will serve, a significant number of those clients will be of Native Hawaiian ancestry. According to PSD, in 2007, Native Hawaiians (part and full) comprised 39% of the state prison population while they comprise approximately 28 percent of the state's 1.2 million residents. However, those that work in the criminal justice believe that 39% is a low figure. Indeed, as of December 2008, approximately 60% of BEST clients are of Native Hawaiian or part Native Hawaiian ancestry.

Finally, each BEST client rates below federal poverty guidelines as set forth in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) when they leave prison. Although some of the clients have earned income during work furlough, this income is insufficient to pay for basic necessities, including but not limited to food, and the required first month's rent, and security deposit for housing. These persons are considered at-risk for re-offending or re-incarceration, especially within their first six months of release.

**5. Describe the geographic coverage;** Statewide with emphasis on Maui County including Molokai and Lanai. MEO has lead reentry efforts on Maui since 2000 based on the recognition that those who are incarcerated are `ohana, and they will return to our community. The vast majority of inmates at MCCC were convicted of criminal offenses within the County of Maui and they intend to reside within the County upon their release. However, a small number of BEST clients committed their criminal offenses on Maui, but plan to return home to the neighbor islands or the mainland upon their release.

## **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;** MEO respectfully submits this request for **\$980,000** in Operating Funds to continue to achieve **the goal of preparing individuals for their successful reintegration into the community** after their incarceration from MCCC and other institutions. In more concrete terms, the funds will be used to fulfill two objectives – (1) continue to serve the existing client base, including those with the highest risk of re-offending (Class A and B); and (2) provide services to other persons who continue to come through the MCCC (Class C felony) on their way back into the Maui community and are considered to be at high risk for re-offending without transitional support services. With the inclusion of services to those convicted of a Class C felony, BEST is able to provide comprehensive support services and gender responsive programming to the growing number of female inmates.

### ***a. Continue to Serve Individuals Convicted of the Most Serious Offenses***

The operating funds will be used to continue to provide comprehensive transitional support services to our current client base. It is important to understand that simply because a person has been released from prison and has been out of prison for 2 years or longer, does not mean they are successfully reintegrated. Length of time out is one factor; other factors include stable housing, stable support system, perhaps a stable relationship, and as appropriate, reunification with family. One expert, a former prison inmate, set the bar at five years. What he meant was that, through his experience, if a person could make it to the five year mark, there was a better likelihood of never returning to prison again.

That is the benchmark that BEST has set for itself. In this regard, we continue to track our clients for up to five years. We serve those who have been convicted of the most serious offenses (including sex offenders) and therefore have served longer sentences. In addition, they most likely will have been shipped off island and out-of-state. Many will have been incarcerated in several different prisons around the country and will have been separated from their families and their homelands for many years.

National studies estimate that 67 per cent of released offenders will be rearrested for a new offense within three years of release – 84 percent of them for a felony and 16 percent for a misdemeanor. *Bureau of Justice Statistics, Recidivism of Prisoner Released in 1994, June 2002.* If a former inmate has been successfully residing in the community as a productive citizen for five years, then he/she has a significant chance of never returning to prison. Given that the first few years post-release are a period of increased risk for re-arrest and incarceration, criminal justice experts advise that pilot reentry initiatives should operate for at least five years in order to gauge the long term effectiveness of the program. Accordingly, it is imperative BEST continues to track and provide services to clients.

In 2008, we were able to recognize a small number of persons who reached their five year mark in the community. Some clients may not need five years of involvement with us. Others need longer. Individual situations apply. Support may come in the manner of simply lending an ear or providing moral support and encouragement. This is what BEST does best.

**b. *Provide Services to Others Returning to the Community***

In addition to those described above, operating funds will provide comprehensive transitional support services to individuals convicted of Class C felonies.<sup>2</sup> Class C felons comprise approximately 29% of the current statewide prison population in Hawai`i and they are at great risk of re-offending based on the Level of Service Revised (LSI-R).<sup>3</sup> Our community cannot afford to release these individuals without comprehensive transitional support services.

Since BEST began operating in January 2003, 199 clients have participated and received transitional support services in the areas of case management, employment training, housing, cognitive skills building, cultural renewal training, family reunification, mentoring, and substance abuse and mental health treatment. Through the passage of Legislative Act 8 and funding designated for MEO-BEST, we were able to expand our population base to include those convicted of a Class C felony. BEST now serves more females than previously and they require services specifically tailored to their needs.

**c. *Objectives of this grant***

In summary, the Objectives of this grant application for operational funds include:

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<sup>2</sup> Some examples of Class C felonies include Assault in the second degree, Reckless Endangering the first degree, Terroristic Threatening in the first degree, Sexual Assault Third Degree, Burglary in the Second Degree, Criminal Property in the Second Degree, Theft in the Second Degree, Promoting a Dangerous or Harmful Drug in the Third Degree. According to Crime in Hawaii 2002, based on Uniform Crime Report data, Hawaii was number two in the nation in 2002 for total crime rate which is driven by our very high property crime rate. One major factor that influences the property crime rate is the prevalence of crystal methamphetamine in Hawai`i.

<sup>3</sup> The Judiciary, the Department of Public Safety and the Hawaii Paroling Authority use the Level of Services Inventory Revised (LSI-R) as the common risk and needs assessment tool to be used across agencies to provide the criminal justice system client with appropriate services based on their level of risk.

- Serve approximately 140 persons that are incarcerated at Maui Community Correctional Center or released into the community with transitional support services (beginning 1<sup>st</sup> month through twelve months)
- BEST staff will provide case management and transitional support services including employment training and assistance; housing placement assistance; classes in cognitive skills building, cultural awareness, and family reunification; mentoring matches; substance abuse assessment and referral for treatment; mental health treatment; and other services (continues throughout a one year duration).
- BEST will open and operate BEST House in Wailuku, upon completion of construction, occupying staff offices and providing residential housing for up to 25 males, based on the Delancey Street model of operation, in the first quarter of 2010.
- BEST will operate the Ke Kahua Agricultural Project, located in Waiehu that will function as a cultural learning and training site, with hands-on experiential learning activities provided by knowledgeable community cultural practitioners and according to a curriculum created for this purpose.

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

MEO BEST Program, led by the Program Director, will provide a comprehensive continuum of transitional support services through a one-stop approach to 140 individuals being released from MCCC that are convicted of Class A, B and C felonies, and have a length of custody of six months or more.

The BEST program director or designee, with the assistance of MCCC Staff, will screen individuals for their eligible participation in BEST.

Upon determination of an individual's eligibility, a case manager will be assigned to that client. The case manager will work with the client to develop an Individual Service Plan (ISP) that identifies his/her needs for comprehensive transitional support services and outlines goals for his/her successful transition into the community.

The BEST client may receive transitional support services, in accordance with the ISP, in the areas of case management, employment training, housing assistance, education, mentoring, cognitive skills restructuring and family reunification. In addition, BEST works with community service agencies to provide substance abuse and mental health treatment. The client also has the option of participating in the cultural renewal and mentoring program.

The program director will work closely with state corrections officials, local corrections staff, and Maui Community agencies to assure a strong working relationship through monthly meetings.

The program director will continue to nurture existing partnerships and form new partnerships through Memoranda of Understanding (MOU) that outlines the process for identifying, enrolling, and assigning responsibilities for working directly with persons who are incarcerated and immediately upon their release.

The program director will work with MEO executive staff to continue to identify the needs and find funding sources to provide comprehensive transitional support services to persons released from MCCC.

The program director and assistant director continue to update the management, fiscal and other operating policies and procedures for the reintegration program.

The program director and assistant director will continue to establish a baseline of information to be used for evaluation and reporting processes on BEST performance.

**B. Outcome Timeline**

With respect to this grant request, BEST will achieve the following outcomes:

TASK	OUTCOME	TIMEFRAME
BEST Director and MCCC Programs Review Committee will screen individuals for their eligible participation in the BEST Program	BEST staff and MCCC work jointly to identify potential clients according to eligibility prior to and during programs review process. Clients receive comprehensive transitional support services through a one-stop approach beginning while they are still incarcerated and continuing as they transition to the community.	Begins immediately and continues each month thereafter
Case Manager is assigned to each client and works with the client to develop an ISP	Each eligible person is assigned a case manager Each person has a written ISP that is filed in an individual folder, kept in a locked file cabinet Recidivism rates will be reduced by 30% as clients receive comprehensive transitional support services through a one-stop approach to working with persons being released from MCCC	Begins immediately and continues each month thereafter as individuals are indentified and referred
Client may participate in pre-employment training class at MCCC	Ninety percent (90%) of persons enrolled in class receive a certificate of completion. Incarcerated eligible persons have the opportunity to participate in a class that prepares them to find work, learning about job opportunities, receive employment contact information, create resumes, practice job interviewing, and attend job fairs.	Begins immediately after program hearing; four class cycles are held during a 12 month period.



<b>TASK</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>
Client may participate in cognitive skills training at MCCC of the BEST Program	<p>Cognitive Skills classes are provided by BEST staff and held at MCCC in accordance with MCCC training schedule and space availability</p> <p>Clients learn cognitive training to overcome old thinking patterns that interferes with successful reintegration into the community</p>	Begins immediately and continues according to need as determined by programs review
Client may participate in the Family Reunification Class at MCCC and participate in Family Reunification Events	<p>BEST staff provide Family Reunification class at MCCC in accordance with MCCC training schedule and space availability</p> <p>Clients learn the tools to better their lives and reestablish healthy relationships with their families, partners and children</p>	Begins immediately; class is taught in four cycles over a 12 month period.
Clients that need substance abuse treatment have an assessment conducted, and treatment provided by a qualified provider	<p>Drug use assessments are completed by a qualified third party upon referral by a case manager</p> <p>Drug treatment is provided for participants as needed for inpatient/aftercare through third party agreements</p> <p>Clients in need of drug treatment receive an assessment; those that need treatment receive it; seventy-five percent (75%) complete it successfully.</p>	Begins immediately and continues each month thereafter as needed
Clients that need mental health treatment have an assessment conducted and treatment provided by a qualified provider	<p>Mental Health assessments are completed by a qualified third party upon referral by a case manager</p> <p>Mental Health treatment is provided for participants as needed through third party agreements</p> <p>Clients needing an assessment receive it; referrals for Mental health services are made to treatment providers.</p>	Begins immediately and continues each month thereafter as needed
Clients receive assistance to secure, safe, and sober housing	Clients obtain stable and safe and sober housing with rental assistance, or participation in the BEST Transitional Home (females) and the BEST House (male) replicating the Delancey Street Project upon their release from MCCC or other institutions.	Begins immediately and continues each month thereafter as needed. BEST House to open in early 2010
Clients may participate in the cultural renewal classes at MCCC coupled with hands-on and experiential work activities at Ke Kahua Agricultural site, Waiehu.	Clients attend culture classes within MCCC and learn Hawaiian cultural values, hula and language and participate in performances that builds their self-esteem and gives them opportunities to give back to the community Participants obtain hands-on training and	Begins immediately. MCCC classes are held throughout a four cycle period over 12 months Events at Ke Kahua are once each quarter

TASK	OUTCOME	TIMEFRAME
	cultural education from community cultural practitioners through events and activities at Ke Kahua Agricultural site	
Clients may participate in the mentoring program and be matched with a mentor who commits to a year relationship	Mentor Coordinator matches client with mentor; mentor receives training and commits to one year relationship with client, meets with client on a regular basis.  Clients receive friendship and support from mentors to achieve their goals and successfully reintegrate into the community; clients meet twice each month during the year-long relationship.	Begins immediately and continues each month thereafter
Program Director nurtures existing partnerships with Community Justice Partners	Regular meetings are held monthly, to assure a seamless continuum of support service exists.	Ongoing
Clients receive other support services in the areas of transportation, work clothing, equipment, tuition assistance, and other services according to ISP	ISP identifies type of support service needed. Support services provided are documented in case file with supported financial information located in fiscal department  Recidivism rates will be reduced by 30% as clients receive support services upon their release from MCCC	Begins immediately and continues each month thereafter
Meet with Partners and Planning and Advisory Council	Maintain a strong working relationship with state corrections officials, local corrections staff, and Maui Community agencies to provide effective services to clients.	P & A Council meets 6 times a year
Submit quarterly reports to monitor progress on the grant	Narrative and Financial Reports are submitted in a timely manner  BEST is evaluated to ensure its goals and objectives are achieved	Quarterly

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; Quality Assurance (QA)** – MEO has a written plan to insure quality, including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, the requirements of this RFP and POS contracts.

The QA begins with the formation of the Proposal Analysis Work Group (PAWG). This group is called together when a program director finds or is informed of a funding source. The director fills out a PAWG form (attached) and sends it to MEO’s fund development director who calls a PAWG meeting.

Attending this meeting is the CEO, chief program officer (CPO), COO, chief human resources officer (CHRO), CFO, the program director who issued the PAWG and any appropriate staff and the fund development director.

The form is reviewed by the team to determine what the need is, whether the funds fit with the program and the agency's mission, who will be involved with its implementation and how much should be sought. The meeting also allows MEO to allocate tasks for completion of the funding proposal and to establish mechanisms to monitor the proposal process through submission.

This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision, MEO will seek additional sources of funds. Also MEO continues to monitor the needs of the community as expressed in various community wide events such as budget hearings etc.

Once MEO is awarded funds for a project, the funding letter, contract and requirements are distributed to the implementing depts., fiscal and executive staff who review the requirements and meets to determine the next steps in program implementation.

Resources needed and authorized for the project, whether new hires, equipment or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract Monitoring and tracking systems designed in the proposal are put in place as well as outreach and education programs promulgated.

Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution, flyers, public service announcements (PSA's).

The program is then implemented in accordance with the contract.

All programs gather documentation daily, these include, but are not limited to intake, eligibility criteria, assessments, tests, evidence of income, attendance at classes, case notes, individual or family service plans, etc. Each program has specific data based upon its contracts that it is required to gather and data is retained in various electronic, secure data-bases.

All files are locked for confidentiality and electronic files are backed up at the close of business every day.

Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, activities and events announced and statistics presented.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets. Here is also a place where budget modifications can be determined. These meetings include the CFO, executive staff and program directors and line staff managing the programs.

This is an opportunity for program people to understand how the funds relate to the program and for the fiscal people to see how the program relates to the funding and for the executive staff to monitor overall program effectiveness and financial responsibility.

Monthly/quarterly/annual statistical and narrative reports are prepared by the responsible program staff, reviewed by their supervisors and department director. Before the CEO signs off, these reports are analyzed and reviewed by the CPO to insure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of the MEO Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, reviews the narratives and receives CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency must sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This Quality Control (QC) plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs.

MEO has a four year Strategic Plan. Each department has a strategic plan that they are responsible for reporting to. It includes goals and objectives that were developed by the board and the staff in an exhaustive planning process. These goals and objectives have been developed to be in line MEO's overall mission.

Each goal is enunciated in the plan with its objective. For each objective there five reporting processes. First are the implementation steps, these are developed by the departments themselves and those who will be implementing them. Each implementation step has a person responsible, a time frame, how the implementation step is to be accomplished and a status report.

These are updated and reported on quarterly and annually by every department and task group in the company. The annual report of the progress of the strategic plan is reviewed by the P&E committee and the implementation plan for the coming year is approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, every client is asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of the services they received and to make recommendations about improvements.

Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files and are referenced regularly for various funding proposals, community gatherings and testimony regarding the efficacy of MEO programs and services.

There are several advisory committees of lay people and professionals and other interested persons from throughout the community who provide feedback, needs assessments and service requirements as well as community responses to MEO's various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully.

- First, has the program met its contractual obligations and requirements?
- Has the program met the statistical goals e.g. number of clients as specified in the grant? Has the program been able to be implemented in accordance with the funds received?
- Is the client on a path towards self sufficiency?
- Has the program remediated some need in the community?

If the answer to all of these is yes, then we have succeeded.

Each month staff members are recognized for excellent client services by peers, clients or community members.

**Evaluation** - Recognizing the link between poverty and incarceration, MEO urged the Department of Public Safety (PSD) to apply for the Serious and Violent Offender Reentry Initiative (SVORI) offered through the U.S. Department of Justice's Bureau of Justice Assistance. In 2002, PSD was awarded \$2 million under SVORI to provide comprehensive support services and training to inmates during their incarceration and upon their release from custody. In January 2003, PSD engaged in an historical event by contracting with MEO to implement the reentry program for sentenced inmates at MCCC. With these grant funds, MEO established the Being Empowered and Safe Together (BEST) Reintegration Program to promote the successful reentry of inmates who were returning home.

In January 2003, BEST began providing comprehensive transitional support services to persons convicted of a Class A or B felony, considered to be the at highest risk for re-offending.<sup>4</sup> Among these services are case management, employment training, housing assistance, cognitive skills building, cultural renewal training, family reunification, and mentoring services.<sup>5</sup> In addition, BEST works with community service agencies to provide substance abuse and mental health treatment.

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<sup>4</sup> Other restrictions under SVORI included persons being between the ages of 18 to 35 and having served a minimum of one year; also included are sex offenders.

<sup>5</sup> In addition to serving clients under the SVORI grant, BEST helped a larger number of prisoners who were ineligible for program participation under the SVORI criteria. For example, all inmates at MCCC are eligible to participate in the Cultural Renewal program. BEST and non-BEST clients participate in the Pre-Employment Training and cognitive skills classes instructed by BEST Staff at MCCC. In addition, BEST provides case management support and gender responsive programming for 83 pre-trial female inmates under the Promoting Reentry Opportunities Through Effective Community Transition (PROTECT) grant funded by the Hawai'i Community Foundation.

An independent third-party evaluation of the BEST Program was conducted by Dr. Marilyn Brown, University of Hawaii-Hilo over a four year period (June 2003 to June 2007). The study compared BEST clients to a group of very similar parolees and sentenced felon probationers released across the state during the same time period. Dr. Brown stated: *“Researchers constructed an index based on criminogenic risk factors from the Level of Service Inventory-Revised (LSI-R) that have been shown by our study and other research to be predictive of recidivism. Our Control group consisted of a stratified probability sample based on low, medium, and high risk-index rankings as well as gender, race/ethnicity (“Hawaiian” vs. “Other”), and age.”* The results include the following:

1. Partial support was demonstrated for the hypothesis that BEST clients have fewer post-release arrests compared to controls. While 41% of BEST clients were arrested for a new offense or violation of terms of supervision, 56.4% of the members of the Control group recidivated during the study period. This 15.4 percentage point difference is large, but is only marginally significant at conventional levels ( $p = 0.055$ ).

However, conclusive support for this hypothesis is demonstrated among high-risk clients compared to controls. BEST clients at all risk levels experience lower rates of recidivism compared to controls, but large and statistically significant differences are found among the highest risk clients. BEST clients in this group had a recidivism rate of 47.1% compared to 88.2% for the controls, a large and statistically significant difference which is attributable to Program effects.

2. No support was demonstrated for the hypothesis that BEST clients remain “crime free” in the community longer than controls. BEST clients (23 months) and controls (24 months) tend to begin to recidivate at roughly the same time.

3. Conclusive support was shown for the hypothesis that BEST clients are less likely to be convicted of a new crime compared to controls. Approximately 24% of BEST clients compared with 42.3% of controls were convicted of a new offense during the study period. This difference is statistically significant.”

The study tested the following hypotheses:

- BEST clients are less likely than non-participants to be arrested for a new crime or for a violation of their supervision conditions following release from prison.
- BEST participants avoid arrest and conviction longer than non-participants, thus staying in the community longer.
- BEST clients are less likely than non-participants to be convicted of a new crime following their release from prison.

(The full report is available upon request). According to PSD, these results indicate a significant reduction in recidivism rates when compared to released inmates with similar profiles.

In early 2006, MEO-BEST once again sought funding from the US Department of Justice through its Prisoner Reentry Initiative (PRI). BEST staff was successful in working with PSD to develop a sound and successful proposal for \$450,000 that was matched by a PSD contribution of \$150,000, for a two-year period. Those funds were awarded to the State in November 2006; in May 2007, funds became available to MEO-BEST to serve 100 persons with no age or class restriction (compared to the strict requirements of the SVORI grant). Under the terms of this agreement, BEST serves persons who have been convicted of a Class A, B, or C felony and who have served a prison term of six months or more.

Equally important, BEST has helped to educate the Maui community that reintegration services are integral to promoting public safety. Participants in BEST receive case management support, learn the tools to rebuild their lives, and become productive members of our community. Clients are visible in the community through BEST sponsored community work projects, a hula halau that performs regularly at community functions, and individual testimony at community forums. BEST clients know that we believe in their ability to make positive long term changes in their lives, that they will be held accountable for their actions, and that reintegration means giving back to our community.

Since its inception, the BEST Program has established a reputation of excellence for assisting our clients to successfully reintegrate back into our community. Inmates at MCCC and other prisons where Hawai'i inmates are housed, continue to contact BEST staff and request participation in the program and/or to become residents of the BEST House that will replicate the nationally recognized Delancey Street Program. The fact that inmates are reaching out for comprehensive transitional support services from BEST to help rebuild their lives is a testament that BEST works for inmates.

**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. BEST will perform an internal quarterly assessment of the general program design to include:**

- A determination of whether performance targets of the program are being met according to those specified in the table under Scope of Work below
- Desk reviews and client files reviews to ensure that proper documentation is occurring
- An identification of areas where effective action is needed and where recommended changes are required

### **III. Financial**

#### **Budget**

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. (See attached forms)**
2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$245,000	\$245,000	\$245,000	\$245,000	\$980,000

3. **The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.**

County of Maui, Department of Housing and Human Concerns, \$126,000, Substance Abuse Prevention funds; cultural and family reunification activity, payment of fees to obtain driver's licenses, work activity at BEST House and Ke Kahua projects

US Department of Health and Human Services, Administration for Children and Families, Administration for Native Americans, probably \$950,000 for 3 years; for the Ke Kahua project.

Hawaii Community Foundation, COPS funds, to provide services to pre-trial female detainees; \$200,000; beginning 12/01/09, two years

County or federal Economic Development grant to jump start BEST House businesses, say \$400,000.

#### **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.**

Since 1986, MEO began its reentry efforts informally while working with prison officials in 1986 when work lines of inmates began construction activities at MEO. Former inmates arrived at MEO's community service offices seeking assistance once they were released. Jobs or job placement were among the most important aspects of these early efforts. An instructor began teaching a pre-employment training course exclusively for inmates at MEO facilities, and later began teaching this course at the prison. This training continues today under the rubric of the BEST Reintegration Program.

In January 2000, discussions between prison officials and MEO administrative staff ensued about the high rates of drug use and recidivism in our community. As a result, a steering committee was formed and regular meetings took place to address these issues from a coordinated approach, with the goal of helping individuals in prison achieve successful reentry. The challenge of bringing together multi-system agencies became evident. However, MEO made the decision to step forward and lead the way.



In January 2003, PSD contracted with MEO to implement the reentry program at MCC. To date, the BEST Reintegration Program has established a track record of having the requisite skills and experience to successfully manage the SVORI and other PSD grants. The BEST Program achieved virtually all of the SVORI Project goals and objectives. Significantly, the BEST Program has successfully created a one-stop approach to providing comprehensive transitional support services to persons being released from prison. BEST works with community service agencies to provide substance abuse and mental health and counseling services. Equally important, the BEST Program has established a strong working relationship with Warden Alan Nouchi, his staff, and other partners in the criminal justice system to achieve broad community support for reentry efforts.

The following table summarizes MEO-BEST funding experience

Title	Funding Source
Prisoner Reentry Initiative (PRI) Contract No. 57300 Pursuant To Request for Information No. PSD 07-COR-21 \$600,000 Notice to Proceed May 1, 2008 – 24 Month Period	US Department of Justice, State of Hawaii (in progress)
Serious and Violent Offender Reentry Initiative (SVORI) completed and closed 12/31/07 Contract No. 50353 (PSD 03-MCCC-17) \$2,373,978 December 1, 2002 – December 31, 2007	US Department of Justice, State of Hawaii
County of Maui, Department of Housing and Human Concerns, Substance Abuse prevention Contract No. G2011 \$105,000 8/1/05 – 12/31/06 (Culture Grant – Self Sufficiency) Contract No. G2213 \$300,000 7/1/06 – 1/31/08 (Substance Abuse, Self Sufficiency) Contract No. G2214 \$105,000 7/1/06 – 6/30/07 (Self Sufficiency) Contract No. G2414 \$130,000 7/1/07 – 12/31/08 (Substance Abuse)	County of Maui (completed)
Cultural Program Activity Grant Agreement No. 2032 \$49,800 1/1/07 – 12/31/07	Office of Hawaiian Affairs
Services to Pre-Trial Women Grant ID #20050686 \$140,000 07/01/05–12/31/07 Grant ID #20071490 \$100,000 1/1/08 – 1/1/09 1 <sup>st</sup> Year; 2 <sup>nd</sup> Year \$100,000	Hawaii Community Foundation, COPS funding

## **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.**

Major facilities include the Harry and Jeanette Weinberg Family Center, the MEO Transportation Base yard, the Youth Services facility, the recent purchase of "BEST House" and 15 Head Start centers located throughout Maui County on the islands of Maui, Moloka'i, and Lana'i. MEO owns .826 acres of land in Moloka'i where administrative offices are located. Offices are also located on the island of Lana'i and in eastern Maui at Hana. In addition, the BEST Program recently began operating Hale Kia'i, a step-down structured living environment for females to ease their transition from prison to the community.

MEO-BEST administrative offices are located in the Weinberg Family Center, second floor, in Wailuku, Maui. In the spring of 2010, BEST will re-locate its offices to the BEST House in Wailuku, a transitional residential training academy based on the successful Delancey Street model. BEST House will provide a residence for up to 24 males and one residential manager. Residents will work in a commercial kitchen on the property BEST staff will occupy offices above the commercial kitchen.

MEO operates its programs and facilities in compliance with all applicable County, State and Federal laws, regulations, and codes. Examples include, rules of the Maui County Planning Department and Fire Department, the Maui County Building Code, Hawai'i State Department of Health, the Hawai'i State Department of Human Services for childcare center licensing, the Hawai'i Public Utilities Commission rules and regulations for public transport carriers, the federal Occupational Health and Safety Administration, the Americans with Disabilities Act, the U.S. Department of Transportation Drug and Alcohol Testing Requirements, handling and disposal of biohazard materials, requirements for pension benefit programs as required by U.S. Department of Labor Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, and federal accounting standards under OMB Circular A-133 and A-122.

## **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.

### **1. *Proposed Staffing***

The BEST team is currently comprised of fourteen full time staff members and two part staff: Program Director, Assistant Director, Program Developer, Case Manager Supervisor, Administrative Assistant, Case Manager/Cognitive Restructuring Specialist, Case Manager/Cultural Specialist, Case Manager/CSAC Specialist, Case Manager/Reentry Support Specialist, Housing/Cultural Specialist, Employment Specialist, Cultural Specialist (Kumu Hula), Mentor Coordinator/Community Relations Specialist, PROTECT Project Coordinator, PROTECT Case Manager, and an Agricultural Project Coordinator. BEST proposes to add a Resident House Manager for the BEST House in Vineyard that will open in the first quarter of 2010.

### **2. *Staff Qualifications***

Staff qualifications vary depending upon the essential functions of each position. Each position has a job description that outlines the requirements and qualifications necessary for each position. Job descriptions and resumes of each person occupying a position are on file in the MEO Human Resources Office.

Within the current BEST team, there are various levels of education and experience, including but not limited to Master's level education, one attorney, a retired police officer, formerly incarcerated persons, native Hawaiian community members, a native Hawaiian speaker and educator, persons with experience in behavioral health education and substance abuse counseling, and a Kumu Hula. Each staff member was chosen for his or her position after a rigorous interview process that resulted in hiring only the most qualified. The BEST staff has a diverse workforce, comprised of male and female employees of all ages and reflective of the diverse ethnic population in Hawai'i.

### **3. *Supervision***

The BEST Program Director is responsible for the implementation of the day-to-day activities outlined under various grants to ensure the effective delivery of reentry training and support services. The Maui Community Correctional Center Warden and criminal justice partners in Parole, Probation and Maui Intake Services are instrumental in working with BEST to coordinate activity, providing direct supervision to their respective staff and working with MEO and other community partners to assure a seamless transition process from prison into the community.

The BEST Director is supervised by the Chief Programs Officer. The BEST Director provides direct supervision to the Assistant Director, Agricultural Project Coordinator, and Administrative Assistant. The Assistant Director supervises the Program Developer, Case Manager Specialist

Supervisor, and Reentry Coordinator. The Program Developer supervises the housing/cultural specialist, kumu hula (cultural specialist p/t), and mentor coordinator. The case manager supervisor oversees four case managers. The reentry coordinator supervises an employment specialist and a case manager for pre-trial and sentenced females.

#### **4. Training**

BEST Staff receives training related to the effective delivery of support services on a continuous basis. This training includes but is not limited to Case Management, record-keeping, internal audits, gender responsive programming, motivational interviewing, LSI-R, behavioral health, mental health, substance abuse, family reunification, cognitive skills, cultural training, mentoring, housing, reentry, Delancey Street Institute training, and sex offender treatment. In addition, BEST Staff attends MEO trainings in the areas of safety, workplace violence, harassment, First AID/CPR, communication, and supervision.

#### **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.**

MEO's organization charts (see Attached Organizational Charts) show the departmental and programmatic structure of the organization with lines of authority, oversight and supervision clearly delineated. From the board of directors down to the line staff the organization chart is a graphic device to demonstrate the organization's structure.

The BEST program is a separate department in the agency. The director of BEST is supervised by and reports to MEO's chief program officer, who is an officer of the corporation on the level with the chief financial officer, chief operating officer and the chief human resources officer. The CPO as well as all other officers report to the CEO who reports to the board.

Despite the size of MEO (approx. 275 employees), this structure has proven to be efficient and effective as witnessed by MEO consistently achieving and more often than not, exceeding its program goals and objectives. Maui Economic Opportunity, Inc. is a Community Action Agency in the State of Hawai'i. In 2003, MEO received the distinction of being one of four National Community Action Agencies to be certified as an Agency of Excellence. Ten rigorous Standards of Excellence were not only achieved, but surpassed. MEO maintains this designation.

## **VI. Other**

### **A. Litigation**

**The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.** To the best of our

information and knowledge, MEO is neither a defendant nor a plaintiff in any pending litigation and there are no outstanding judgments against the organization.

**B. Licensure or Accreditation**

**Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.** Maui Economic Opportunity, Inc. holds the necessary licenses and accreditation to operate all of its programs and activities.

**VI. CLOSING**

Currently, the State of Hawaii's spends approximately \$37,000 per inmate annually to house and provide minimal programs. The cost of incarceration does not end with the initial amount spent for incarceration. The costs increase when one considers that 51-80 per cent of those being released return to incarceration after committing another crime or violating the terms of probation or parole. By providing comprehensive transitional support services to inmates that are being released from MCCC, BEST will ultimately save the State (hundreds of thousands) of dollars that would otherwise be used to re-house persons convicted of repeat criminal offenses. Most important, the men and women who receive BEST support services will be better prepared to reunify with their families and successfully reintegrate into their respective communities throughout Maui and the State of Hawai'i.

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy used for the acquisition of the land.

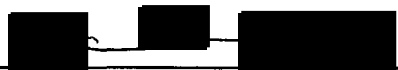
Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

\_\_\_\_\_  
Maui Economic Opportunity, Inc.  
(Name of Individual or Organization)  
\_\_\_\_\_  
1-29-09  
(Date)  
\_\_\_\_\_  
Sananda "Sandy" Baz CEO  
(Typed Name) (Title)

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Economic Opportunity, Inc. - Community Reentry Project

BUDGET CATEGORIES	Total State Funds Requested (a)	SOH - PSD US DOJ PRI (b)	SOH - PSD US DOL PRI (c)	SOH - PSD Pretrial Female Detainees (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	429,889	114,324	27,848	68,187
2. Payroll Taxes & Assessments	50,900	13,711	3,296	8,073
3. Fringe Benefits	55,970	16,120	3,627	10,193
<b>TOTAL PERSONNEL COST</b>	<b>536,759</b>	<b>144,155</b>	<b>34,771</b>	<b>86,453</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island, Per Diem and Mileage	9,161	14,386	2,698	
2. Insurance	5,360	2,640		
3. Lease/Rental of Equipment	8,000			
4. Lease/Rental of Space	16,500	16,385		
5. Staff Training	3,000			
6. Supplies	21,340		3,973	6,147
7. Telecommunication	7,680	2,160		
8. Utilities	6,900	3,000		
9 Consultants/Contracts	201,800	68,200	13,540	40,200
10 Transportation for Training Activities	3,600			
11 Supportive Services	82,000	42,650	5,600	
12 Printing/Reproduction	6,000			
13 Audit	5,000	4,000	500	
14 Space Repair and Maintenance	6,000			
15 Administrative Cost	58,800	10,900	3,250	7,200
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>441,141</b>	<b>164,321</b>	<b>29,561</b>	<b>53,547</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>2,100</b>	<b>0</b>		
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D)</b>	<b>980,000</b>	<b>308,476</b>	<b>64,332</b>	<b>140,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	980,000	Debra Lorenzo, Chief Fiscal Officer (808) 249-2980 Name (Please type or print) Phone		
(b)		 Signature of Authorized Official Date		
(c)				
(d)		Sananda K. Baz, Chief Executive Officer		
<b>TOTAL BUDGET</b>	<b>980,000</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION

### PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc.  
 BEST: Community Reentry Project

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1.0000	\$58,000.00	76.34%	44,278
Assistant Program Director	1.0000	\$45,000.00	76.08%	34,238
Program Developer	1.0000	\$40,000.00	100.00%	40,000
Case Manager Specialist Supervisor	1.0000	\$41,000.00	51.22%	21,000
Case Manager/Family Reunification Specialist II	1.0000	\$31,500.00	86.90%	27,375
Case Manager Cognitive Skills Specialist II	1.0000	\$32,000.00	87.10%	27,875
Housing Coordinator	1.0000	\$34,729.00	100.00%	34,729
Ke Kahua Project Director	0.5000	\$26,000.00	100.00%	26,000
Reentry Support Supervisor	1.0000	\$41,000.00	50.00%	20,500
Employment /Training Coordinator I	1.0000	\$36,750.00	88.09%	32,375
Mentor Coordinator/Community Relationship Specialist	1.0000	\$35,700.00	100.00%	35,700
Cultural Specialist	0.3750	\$15,194.00	100.00%	15,194
Transitional Housing Resident Manager	1.0000	\$30,000.00	100.00%	30,000
Transitional Housing Resident Manager	0.5000	\$15,000.00	100.00%	15,000
Administrative Assistant I	1.0000	\$31,000.00	23.39%	7,250
MIS Specialist II	1.0000	\$36,750.00	50.00%	18,375
				0
<b>TOTAL:</b>				<b>429,889</b>

**JUSTIFICATION/COMMENTS:**



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc.  
Community Reentry Project

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Desktop Computers	2	850	1,700	1,700
Printer	1	400	400	400
			0	
			0	
			0	
<b>TOTAL:</b>	3		2,100	2,100
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				
To replace aging computers and printer for the program staff.				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc.  
Community Reentry Project

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	0	0		0	0	0
<b>JUSTIFICATION/COMMENTS:</b>						

STATE OF HAWAII  
MAUI ECONOMIC OPPORTUNITY, INC.

12 months Budget

Date Prepared: 01/26/09

C. EQUIPMENT			State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
Item	Item	Computations					
Desk Top Computers (Replacements)	2	\$850 x 2	1,700	0			1,700
Computer printer	1	\$400 X 1	400	0			400
				0			0
				0			0
<b>TOTAL EQUIPMENT</b>			<b>2,100</b>	<b>0</b>			<b>2,100</b>

B. OTHER CURRENT EXPENSES

1. INTER-ISLAND AIRFARE, PER DIEM, MILEAGE				State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
Purpose of Travel	Location	Item	Computation					
<b>Inter-Island Travel</b>								0
State of Hawaii, Dept. of Public Safety and MEO Quarterly Meetings for Project planning, coordination, evaluation and Monitoring. Travel Between Oahu and Maui		Airfare	2 people x \$190 x 4	1,520		600		1,520
		Per Diem	2 people x \$40 x 4	320		160		320
								0
		Rental Cars or Taxi	1 car x \$50 x 4	200		120		200
State of Hawaii, Dept of Public Safety and MEO staff planning, coordination evaluation and monitoring meetings. Travel between Oahu and Maui		Air Fare	2 people X \$150 X 2 Trips		600			600
		Per Diem	2 people X \$40/day X 2 trips		160			160
								0
		Rental Cars or Taxies	1 car X \$60 X 2 times		120			120
<b>Out of State Travel</b>								0
BJA-approved trips Washington D.C Three Staff/committee members to attend three BJA-Approved training conferences		Air Fare	3 people X \$1,000 X 3 times		6,000			6,000
		Hotel	3 people X 4 nights X \$162/night X 3 times		3,888			3,888
		Meals	3 people X 64/day X 4 days X 3 times		1,536			1,536
		Rental Cars or Shuttle Bus	1 car X \$60/day X 4 days X 3 times		480			480
<b>Local Travel (Mileage Reimbursement \$.505/mile)</b>								
For operating staff work related local on personal vehicles. MEO follows Fed Reimbursement mileage rate.		Mileage	ref to MEO travel Policy 3 MEO staff X 100 miles/mon. X 12 months X \$.505/per mile		1,602	1,818		1,602
		Mileage	Average 12 staff x 90 miles/month x 12 mont x \$.55/mile	7,121				7,272
<b>TOTAL TRAVEL</b>				<b>9,161</b>	<b>14,386</b>	<b>2,698</b>		<b>23,698</b>

2. INSURANCE - LIABILITIES			State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
Insurance - Liabilities	Computations						
Accidental, Liabilities, Property	\$ 667 X 12 months		5,360	2,640			8,000
				0			0
<b>TOTAL INSURANCE - LIABILITIES</b>			<b>5,360</b>	<b>2,640</b>			<b>8,000</b>

3. LEASE/RENTAL OF EQUIPMENT		State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
Lease of copier - Toshiba e-Studio 311C	Computations					
	\$ 666.67 X 12 months	8,000				8,000
						0
<b>TOTAL LEASE/RENTAL OF EQUIPMENT</b>		<b>8,000</b>	<b>0</b>			<b>8,000</b>

4. LEASE/RENTAL OF SPACE (Transitional Housing)		State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
Rental spaces for	Computations					
Transitional Housing Rental for Clients						
2 locations for Transitional Rental Housing	\$1,500/mo X 5.5 mos X 2	16,500	0			16,500
<b>TOTAL TRANSITIONAL HOUSING Rental</b>		<b>16,500</b>	<b>0</b>			<b>16,500</b>

5. STAFF TRAINING		State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
TRAINING DESCRIPTIONS	Computations					
Substance Abuse, Mental Health and Anger Management case manager training	\$300 per staff for 10 staff	3,000	0			3,000
<b>TOTAL STAFF TRAINING</b>		<b>3,000</b>	<b>0</b>			<b>3,000</b>

6. SUPPLIES		State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
Supply Items - Maui	Computations					
Office Supplies (General office supplies for staff and to keep participants' records)	\$200/MO. X 12 Months	2,400				2,400
Postage (needed for general operation of the project)	\$50/MO. X 12 Months	600				600
Ke Kahua Community Work Days cultural/agricultural work activity (4 per year)	\$400 x 4 Activity	1,600				
Pre-Employment Training Packets	\$75 x 40 Participants	3,000				
Cognitive Skills Restructuring Training Material	\$85 x 60 Participants	5,100				
Program Training related supplies (needed for various other training activities)	\$108 x 80 Participants	8,640				
Office Supplies (General office supplies for staff and to keep participants' records)	\$150/mon X 12 Months		1,800	600		1,800
Postage (needed for general operation of the project)	\$40/mo X 12 Months		480	120		480
Computer Supplies (Ink Cartridges, Disc, Etc.)	\$50/Mon X 12 Months		600	120		600
Xerox copies production	\$10 X 100 Clients		1,000	300		1,000
Program Training related supplies (needed for various training activities)	\$10.42/mon X 100 participants X 12 months		12,505	2,833	6,147	12,505
						0
<b>TOTAL SUPPLIES</b>		<b>21,340</b>	<b>16,385</b>	<b>3,973</b>	<b>6,147</b>	<b>19,385</b>

7. TELECOMMUNICATION		State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
DESCRIPTION	Computations					
Telephone (office telephones) 17 stations for the office	\$33.53/mo X 17 Station X 12 mo	5,760	1,080			6,840
Cell phone for the staff out side of the office	\$79.44/mo X 3 cell phones X 12 Mon	1,800	1,060			2,860
Inter-net connection	\$10/mo X 12 months	120	20			140
<b>TOTAL TELECOMMUNICATION</b>		<b>7,680</b>	<b>2,160</b>			<b>9,840</b>

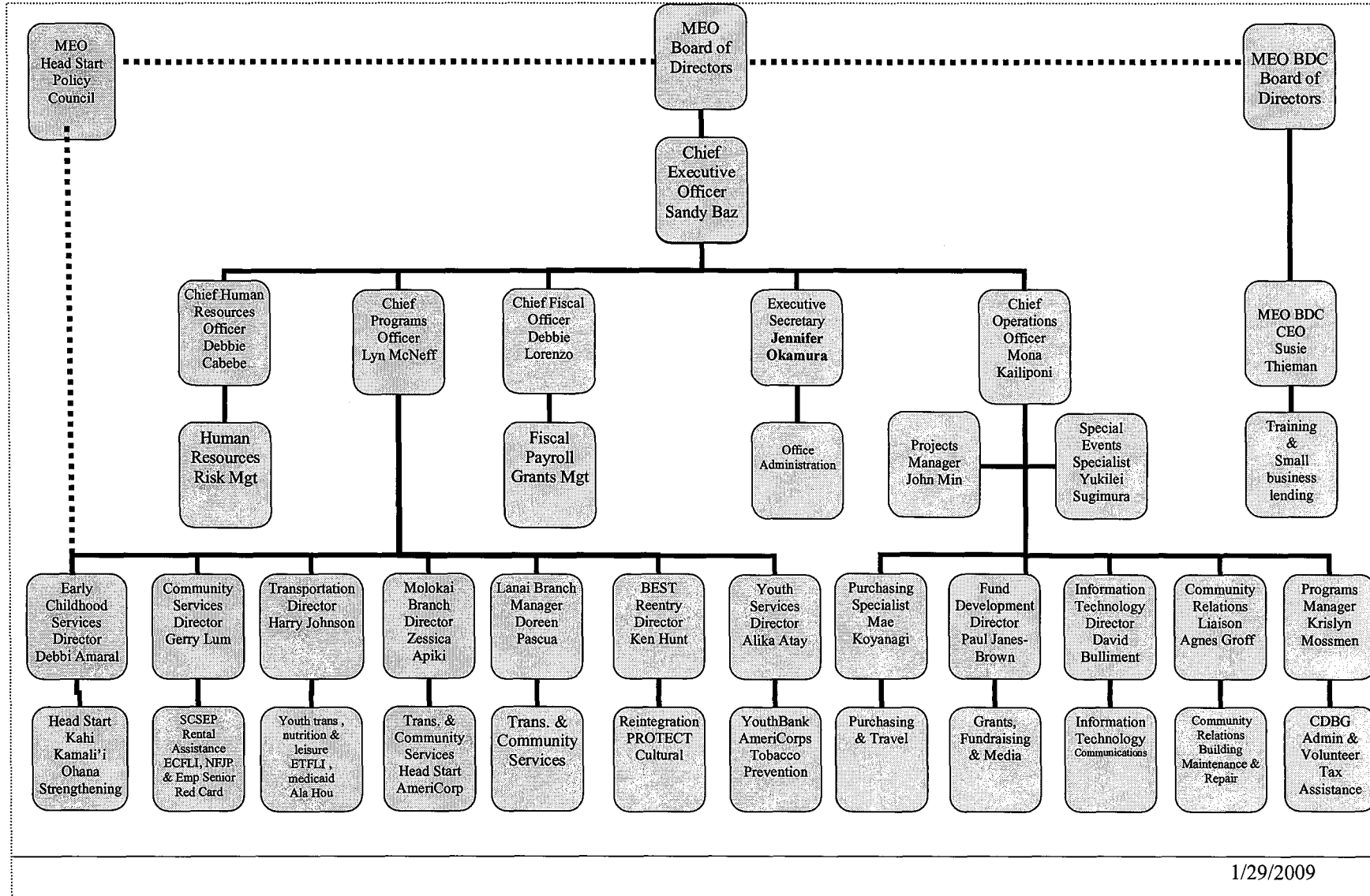
8. UTILITIES		State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
DESCRIPTION	Computations					
Electricity, Water and Refuse collection (pro rated by the space)	\$650/mo for 12 months	4,800	3,000			7,800
Transitional Housing Rental for Clients - Utilities	\$175/mo for 12 months	2,100				2,100
TOTAL UTILITIES		6,900	3,000			9,900

9. CONSULTANTS/CONTRACTS			State of Hawaii Community Reentry Project	State of Hawaii - PSD US Dept of Justice - PRI	State of Hawaii - PSD US Dept of Labor - PRI	State of Hawaii - PSD Pretrial Female Detainees	MEO - BEST Reintegration Total Department Budget
Name of the Consultant	Service Provided	Computations					
Training Module - Being Empowered and Safe Together (BEST) - Provide training to inmates and ex-inmates							
Commercial Kitchen Training (MCC Instructors)		\$75/hr x 40 hrs x 6 sessions	18,000				
Literacy Classes		\$50/hr x 2hr/wk x 5 wk/session x 10 sessions				5,000	
Survivor Classes		\$50/hr x 4hr/wk x 50 weeks				10,000	
Survivor Classes		\$75/hr x 2 hr/wk x 50 weeks				7,500	
Cognitive Skills Classes		\$50/hr x 2 hr/wk x 5/wk/session x 10 sessions				5,000	
Pre-employment Training		\$50/hr x 2 hr/wk x 5/wk/session x 10 sessions				5,000	
Financial Literacy & Life Smart Skills		\$50/hr x 2 hr/wk x 5/wk/session x 10 sessions				5,000	
Substance Abuse Treatment Providers							
Substance Abuse treatment assessments	Certified Assessment tool	40 Clients X \$75, 75 Clients X \$80	3,000	8,000		2,700	11,000
Out-patient treatment	\$75/hr, each client 30 hrs, 50 Clients	\$75 X30 X 25 Clients	55,750				55,750
In-Patient Residential Treatment	\$165/day for 45 days, 11 Clients	\$165 X 45 days X 5 Clients	37,125				37,125
Mental Health							
Assessments	\$300 per Clients for 10 Clients	\$300 X 10 Clients	3,000				3,000
Treatment:	\$200 per Clients for 10 Clients	\$200 X 10 Clients		2,000			2,000
Outpatient: \$150/hr for 10hrs per for 10 part.							0
Counseling/Anger Management	\$150/hr for 10hrs per for 10 part.	\$150 X 10 hrs X 5 Participants	7,500				7,500
	\$350 per client for 10 sessions	\$350 X 10 Participants	3,500				3,500
Sex Offender Treatment Program							
Treatment:	\$1,400/client for 10 participants	\$1,400 X 5 Participants	7,000				7,000
Polygraph	\$180 per client for 10 participants	\$180 X 10 Participants	1,800				1,800
Workforce Investment Board certified training packages							
High school equivalent training, Tutoring, Higher Education or union job training	Est. \$2,000 per Client	\$1,000 X 10 Clients	10,000				10,000
CDL Drivers Training	\$3,000 per for 5 Clients	\$3,125 X 5 Clients	15,625				15,625
CDL Drivers Training	\$1,700 X 5 Clients (with Employment)	\$1,700 X 10 Clients		17,000			17,000
CDL Drivers Training	\$3000 per for 2 Clients				6,000		0
On-the-Job training with Local Business							
Estimated 4 months OJT @ \$3900 per Client	5 Client	\$3,900 X 5 Clients	19,500				19,500
Contracted business to offer OJT Training	7 Clients	\$3,900 X 8 Clients		31,200			31,200
Estimated 3 months OJT @ \$1508 per Client		\$1,508 X 5 Clients			7,540		0
Monitor and Evaluation	3rd Party	est. daily rate \$300	20,000	10,000			30,000
TOTAL CONSULTANTS/CONTRACTS			201,800	68,200	13,540	40,200	252,000



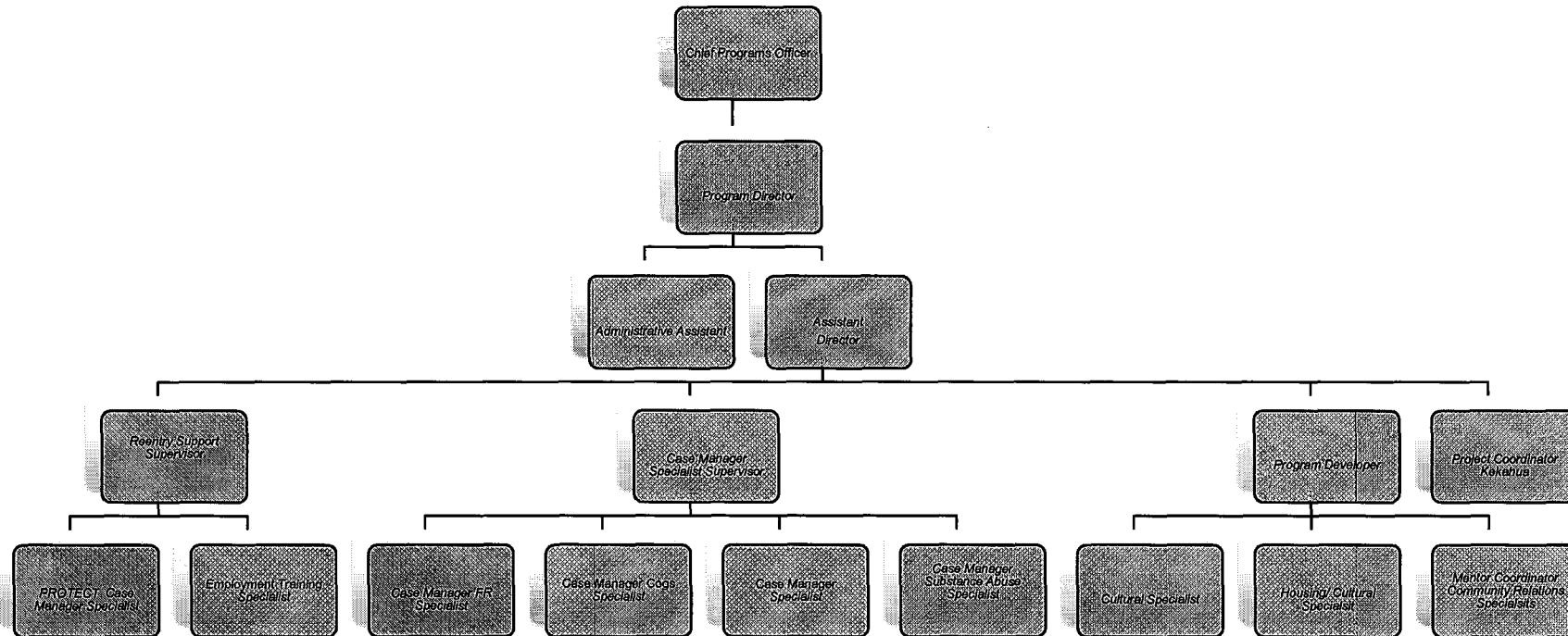
# Maui Economic Opportunity, Inc.

## Organizational Chart





# Maui Economic Opportunity, Inc. BEST Organizational Chart



**Executive Summary  
MEO-BEST Program  
Attachment B**

The BEST Program provides transitional services that enhance the reintegration of formerly incarcerated persons into the community. The target population of this federally-funded initiative consists of individuals incarcerated for serious and violent offenses. The continuum of services provided by BEST includes pre-release case management, classes, and supportive services that extend throughout the transition after prison. And, as an outgrowth of these activities, the BEST Program aims to enhance public safety by reducing levels of recidivism among clients.

This report addresses two aspects of this Program's impact. The first part of this study examines differences in recidivism rates between the BEST clients and a group of closely matched controls. Based on these differential recidivism rates, we next conducted a cost benefit analysis of the BEST Program by monetizing its impact on crime and the criminal justice system.

We tested three hypotheses in the first phase of the study:

- BEST clients are less likely than non-participants to be arrested for a new crime or for a violation of their supervision conditions following release from prison.
- BEST participants avoid arrest and conviction longer than non-participants, thus staying in the community longer.
- BEST clients are less likely than non-participants to be convicted of a new crime following their release from prison.

Our study compared BEST clients to a group of very similar parolees and sentenced felon probationers released across the State during the same time period as BEST clients (from June 2003 to June of 2007). We constructed an index based on criminogenic risk factors from the Level of Service Inventory-Revised (LSI-R) that have been shown by our study and other research to be predictive of recidivism. Our Control group consisted of a stratified probability sample based on low, medium, and high risk-index rankings as well as gender, race/ethnicity ("Hawaiian" vs. "Other"), and age.

The results of our bivariate and survival (Kaplan-Meier) analyses of the three study hypotheses are as follows:

1. Partial support was demonstrated for the hypothesis that BEST clients have fewer post-release arrests compared to Controls. While 41% of BEST clients were arrested for a new offense or violation of terms of supervision, 56.4% of the members of the Control group recidivated during the study period. This 15.4 percentage point difference is large, but is only marginally significant at conventional levels ( $p = 0.055$ ).

However, conclusive support for this hypothesis is demonstrated among high-risk clients compared to controls. BEST clients at all risk levels experience lower rates of recidivism compared to controls, but large and statistically significant differences are found among the highest risk clients. BEST clients in this group had a recidivism rate of 47.1% compared to 88.2% for the Controls, a large and statistically significant difference which is attributable to Program effects.



2. No support was demonstrated for the hypothesis that BEST clients remain “crime free” in the community longer than Controls. BEST clients (23 months) and Controls (24 months) tend to begin to recidivate at roughly the same time.
3. Conclusive support was shown for the hypothesis that BEST clients are less likely to be convicted of a new crime compared to controls. Approximately 24% of BEST clients compared with 42.3% of Controls were convicted of a new offense during the study period. This difference is statistically significant.

We have found that the BEST Program accomplishes its objective to reduce rates of recidivism in terms of new arrests and convictions after release from prison. We find lower rates of recidivism (as measured by arrests) within each of the three risk groups. Given this, as well as the significantly greater measured differences between the two groups in the highest risk category, we conclude that these differences are in all likelihood attributable to Program effects. However, the small size of this sample constrained our ability to demonstrate significant reductions in arrests across the entire BEST sample. Nevertheless, that the Program is most effective among high-risk clients is an extremely important finding with significant implications for correctional policy in Hawai‘i.

That BEST clients had significantly fewer new convictions is an important finding in terms of its implications for public safety. Reductions in crime achieved by the Program translate to fewer victims, lower costs associated with corrections, and reductions in the social costs associated with incarceration.

With respect to the second aspect of this study, we find that the BEST Program is cost-beneficial, realizing savings of \$13,643 per client in terms of costs related to differential incarceration, criminal justice system processing costs, and costs related to criminal victimization. In other words, since BEST clients were arrested and convicted less often in comparison to controls, costs expended for services result in decreased projected costs associated with incarceration, criminal justice processing, and costs to victims.

As with the recidivism portion of this study, there are limitations to this cost benefit analysis. These limitations include relatively shallow time frames for tracking recidivism (especially convictions), lack of data on costs associated with non-felony offenses (although inclusion of these costs would probably be favorable to BEST), the indeterminate length for which some BEST clients receive services, the use of Program revenues rather than per-client expenditures, and the lack of data for “local” costs associated with criminal justice processing and victimization. Despite these limitations, we are confident that real cost savings are produced by the BEST Program.

A final caveat to our approach exists. Our approach to costs is narrow in that we do not consider in this analysis the many social costs associated with incarceration. These costs resulting from incarceration are borne by families, social service agencies, and communities as well as by the prisoner herself.

House District 8,9,10,11,12,13\_

Senate District \_4,5,6\_

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 79-C

For Legislature's Use Only

rec'd  
JAN 30 2009

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Maui Economic Opportunity, Inc.  
Dba:

Street Address: 99 Mahalani St.  
Wailuku, HI 96793  
Mailing Address: PO Box 2122  
Kahului, HI 96733-2122

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA "SANDY" BAZ  
Title CEO  
Phone # 808-249-2990 x 300  
Fax # 808-249-2991  
e-mail Sandy@MEOINC.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: **MEO BEST HOUSE VINEYARD STREET BUILDING RENOVATION**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 500,000

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 \$ 1,000,000  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \$1,035,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

SANANDA "SANDY" BAZ, CEO  
NAME & TITLE

1/29/08  
DATE SIGNED

## Application for Grants and Subsidies

### 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;

Maui Economic Opportunity, Inc. (MEO) is a private, non-profit Community Action Agency, chartered on March 22, 1965 under the Economic Opportunity Act of 1964. The Mission of MEO is "to help the low-income, elderly, children and youth, persons with disabilities, immigrants, other disadvantaged persons, and the general public."

Since 1965, MEO has become recognized as an advocate by both private and local public organizations at the County, State, and National levels through the initiation and participation in public issues and support of national issues affecting the low-income. MEO annually provides services to over 10,000 people, including low-income elderly, children and youth, persons with disabilities, other disadvantaged persons and the general public throughout the three islands of Maui County and the State of Hawai'i. The agency's philosophy is to work in partnerships and coalitions with the public and the private sectors to draw attention to needs that have been identified by the community, and to attract resources to meet those needs.

Recognizing the link between poverty and incarceration, MEO urged the Department of Public Safety (PSD) to apply for the Serious and Violent Offender Reentry Initiative (SVORI) offered through the U.S. Department of Justice's Bureau of Justice Assistance. In 2002, PSD was awarded \$2 million under SVORI to provide comprehensive support services and training to inmates during their incarceration and upon their release from custody. In January 2003, PSD engaged in an historical event by contracting with MEO to implement the reentry program for sentenced inmates at MCCC. With these grant funds, MEO established the Being Empowered and Safe Together (BEST) Reintegration Program to promote the successful reentry of inmates who were returning home.

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

The Goal related to this Capital Improvement Purchase (CIP) request is to purchase and install kitchen equipment and complete wall construction at BEST House in Wailuku, a structured housing and training academy modeled after the successful Delancey Street program for formerly incarcerated persons.

Objectives 1:

- Purchase kitchen equipment upon completion of construction of BEST House
- Install equipment during the first quarter of calendar year 2010

- Test and initiate use of equipment to provide meals for children and staff of Head Start programs

Objective 2:

- Construct a 6 to 8 foot wall around the perimeter of the BEST House property where formerly incarcerated males will live and work

3. State the public purpose and need to be served;

Hawai'i has mirrored other jurisdictions in the growth of the incarcerated population. In 2000, there were 5,127 persons incarcerated; in 2007, this number had grown to 6,045. Of that total, 2,009 are in privately contracted facilities in North America (PSD Annual Report 2007). At the end of 2006, the State of Hawai'i had a Probation population numbering 18,598, a rate of 1,870 per 100,000 persons. At the same time, the Parole population was 2,316 parolees, a rate of 233 per 100,000 persons. (Bureau of Justice, July 2008).

This growth has negatively impacted Hawai'i's ability to provide a range and level of rehabilitative services to the inmate population, both while incarcerated and when returned to the community.

Within the County of Maui, MCCC is responsible for approximately 6 per cent of the in-state population (n=372). MCCC is also the exit point for Maui inmates returning from the Mainland. Presently, four Maui parole officers are responsible for supervising and monitoring 194 individuals. (Hawai'i Paroling Authority, Maui District Office, January, 2009). Currently, 24 Probation officers provide active supervision to approximately 2100 persons (Maui Adult Client Services Branch, January 2009).

Comprehensive support services are needed because ninety-seven percent of all inmates will eventually be released from incarceration. Upon release to the community, offenders face a broad array of barriers/challenges to successful reentry. Men and women enter Hawai'i jails and prisons with limited marketable work experience, low levels of educational or vocational skills, and many health related issues, ranging from substance abuse histories to mental health needs and high rates of communicable diseases. The types of challenges faced during the reentry process include:

- Stigma associated with being a former convict
- Drug and alcohol abuse;
- Mental illness;
- General poor physical health;
- Lack of basic living skills;
- Lack of formal education;
- Lack of vocational skills;
- Chronic unemployment/underemployment;
- Lack of jobs or high competition for those available
- Criminal history that impedes prospects for employment;
- Lack of understanding, empathy and willingness on the part of employers

- Poor decision making skills;
- Lack of options to break out of negative life styles; and
- Broken family ties.

Compounding these issues is the fact that approximately half of the sentenced felon and parole violator population are housed in mainland facilities and return only when they near their parole release date for transitional programs. These inmates have more difficulty reintegrating with their communities due to long separations from Hawai'i, family and friends. They are also at high risk for re-offending.

BEST House is a response to the urgent need to provide a step down from incarceration. BEST House will provide a structured living environment based on the philosophy of "Each one, Teach one." Responsibilities are geared toward each other and to someone else who one mentors. Housing opportunities for former inmates is challenging and even non-existent for some. Residents will learn responsibilities, learn skills, obtain an education, and work in a project that is highly visible in the Wailuku community.

In summary, the Maui community is in great need of comprehensive transitional support services for persons being released from MCCC. By providing a continuum of transitional support services to men of MCCC upon their release, the number of persons who commit new crimes and those who are re-taken into custody for violations of parole and probation will be dramatically reduced. In turn, recidivism rates will be reduced and the entire Maui community and the State will benefit from enhanced public safety.

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

The immediate beneficiary population will be the 25 male residents of BEST House who would otherwise be incarcerated at the Maui Community Correctional Center, or other State-run institutions, and who will live and work on the property.

The secondary populations that will benefit are nearby property owners and neighbors.

**5. Describe the geographic coverage.**

The property affected sits in the town of Wailuku, Maui. Residents will be primarily Maui community members in need of a transitional support community while preparing to reintegrate on their own into the community.

**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;

BEST House will have a certified commercial kitchen. Construction will take place starting in the first quarter of 2009. Construction will be complete within 300 days of the start of construction. Commercial kitchen equipment will be purchased and installed. Preliminary cost estimates have been obtained (see the attached budget for projected costs). Purchase of equipment will be made in accordance with MEO purchasing policies

Activity	Persons Responsible	Outcome
Obtain 3 bids	Chief Operations Officer	Bids solicited during August and September 2009 according to MEO purchase policies
Review and select provider	COO and review committee	September 2009; lowest bid and other factors taken into consideration
Sign contract	Chief Executive Officer	October 2009
Equipment is delivered and installed	MEO staff	November 2009
Test and accept equipment	MEO staff	December 2009

BEST House and property will be surrounded by a wall enclosure to be constructed prior to completion of building instruction. This will serve as a boundary between the adjoining properties on three sides and will serve to provide safety, security, and protection.

Activity	Persons Responsible	Outcome
Obtain bids from potential contractors	Chief Operations Officer	November 2009; Required by MEO purchase policies
Review and select contractor	COO and review committee	December 2010; Lowest bid and other factors determine selection
Sign contract and issue notice to proceed	Chief Executive Officer	January 2010; Wall construction begins
Monitor construction	MEO staff	MEO monitors construction according to plans
Inspect and accept final construction	MEO staff	February 2010; Wall is complete and accepted

- The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;**

See Table above.

- 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; and**

**Quality Assurance (QA)** – MEO has a written plan to insure quality, including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, the requirements of this RFP and POS contracts.

The QA begins with the formation of the Proposal Analysis Work Group (PAWG). This group is called together when a program director finds or is informed of a funding source. The director fills out a PAWG form (attached) and sends it to MEO's fund development director who calls a PAWG meeting.

Attending this meeting is the CEO, chief program officer (CPO), COO, chief human resources officer (CHRO), CFO, the program director who issued the PAWG and any appropriate staff and the fund development director.

The form is reviewed by the team to determine what the need is, whether the funds fit with the program and the agency's mission, who will be involved with its implementation and how much should be sought. The meeting also allows MEO to allocate tasks for completion of the funding proposal and to establish mechanisms to monitor the proposal process through submission.

This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision, MEO will seek additional sources of funds. Also MEO continues to monitor the needs of the community as expressed in various community wide events such as budget hearings etc.

Once MEO is awarded funds for a project, the funding letter, contract and requirements are distributed to the implementing depts., fiscal and executive staff who review the requirements and meets to determine the next steps in program implementation.

Resources needed and authorized for the project, whether new hires, equipment or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract Monitoring and tracking systems designed in the proposal are put in place as well as outreach and education programs promulgated.

Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution, flyers, public service announcements (PSA's).

The program is then implemented in accordance with the contract.

All programs gather documentation daily, these include, but are not limited to intake, eligibility criteria, assessments, tests, evidence of income, attendance at classes, case notes, individual or family service plans, etc. Each program has specific data based upon its

contracts that it is required to gather and data is retained in various electronic, secure databases.

All files are locked for confidentiality and electronic files are backed up at the close of business every day.

Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, activities and events announced and statistics presented.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets. Here is also a place where budget modifications can be determined. These meetings include the CFO, executive staff and program directors and line staff managing the programs.

This is an opportunity for program people to understand how the funds relate to the program and for the fiscal people to see how the program relates to the funding and for the executive staff to monitor overall program effectiveness and financial responsibility.

Monthly/quarterly/annual statistical and narrative reports are prepared by the responsible program staff, reviewed by their supervisors and department director. Before the CEO signs off, these reports are analyzed and reviewed by the CPO to insure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of the MEO Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, reviews the narratives and receives CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency must sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This Quality Control (QC) plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs.

MEO has a four year Strategic Plan. Each department has a strategic plan that they are responsible for reporting to. It includes goals and objectives that were developed by the board and the staff in an exhaustive planning process. These goals and objectives have been developed to be in line MEO's overall mission.

Each goal is enunciated in the plan with its objective. For each objective there are five reporting processes. First are the implementation steps, these are developed by the departments themselves and those who will be implementing them. Each implementation



step has a person responsible, a time frame, how the implementation step is to be accomplished and a status report.

These are updated and reported on quarterly and annually by every department and task group in the company. The annual report of the progress of the strategic plan is reviewed by the P&E committee and the implementation plan for the coming year is approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, every client is asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of the services they received and to make recommendations about improvements.

Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files and are referenced regularly for various funding proposals, community gatherings and testimony regarding the efficacy of MEO programs and services.

There are several advisory committees of lay people and professionals and other interested persons from throughout the community who provide feedback, needs assessments and service requirements as well as community responses to MEO's various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully. First, has the program met its contractual obligations and requirements? Has the program met the statistical goals e.g. number of clients as specified in the grant? Has the program been able to be implemented in accordance with the funds received? Is the client on a path towards self sufficiency? Has the program remediated some need in the community? If the answer to all of these is yes, then we have succeeded.

Each month staff members are recognized for excellent client services by peers, clients or community members.

**Evaluation** - BEST will perform an internal quarterly assessment of the general program design to include:

- A determination of whether performance targets of the program are being met according to those specified in the table under Scope of Work below
- Desk reviews and client files reviews to ensure that proper documentation is occurring
- An identification of areas where effective action is needed and where recommended changes are required

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.**

There will be two measures associated with this Capital Improvement Purchase:

1. The purchase and installation of certified kitchen equipment into the BEST House
2. The construction and completion of a wall surrounding the MEO-BEST House property, providing safety, security, and protection for the residents and staff of the BEST Reintegration Program.

Both of these projects will be completed during the 2009-2010 fiscal year. The commercial kitchen equipment will be installed during the construction phase of the building. The wall construction will take place after the majority of the new building construction takes place (an existing wall will remain in place during the early construction phase of the building).

### **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 requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
250,000	125,000	125,000		500,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.  
County of Maui - \$700,000  
USDA or conventional financing through a bank - \$874,670

### **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.

MEO has 44 years of experience in managing a vast array of successful programs in Maui, and has offices located on the islands of Maui, Lana`i and Moloka`i. MEO administers a

specialized quasi-public transportation program in Maui. MEO oversees and administers over 47 programs. A few of the programs include Transportation, Community Services, Employment and Training for low-income persons, Enlace Hispano, Early Childhood Services, BEST Reintegration Program, Youth Services, and a Business Development Corporation.

MEO operates under the direction of a Board of Directors and its Chief Executive Officer. MEO's administration includes its Chief Financial Officer, Chief Programs Officer, Chief Operations Officer, and Chief Human Resources Officer. Accounting staff oversee funding from state, county, federal and private foundation grants amounting to \$17 million dollars. In the year 2003, MEO was recognized nationally as a stellar community action agency and it was presented the Award of Excellence for its outstanding work in leadership, governance, fiscal and human resource policy, planning, and advocacy.

MEO is owner-builder of its Weinberg Family Center (construction completed in 2000). The Chief Executive Officer works with an MEO Board of Directors Ad Hoc Building Committee to evaluate ideas and develop plans for construction and renovation of facilities. The Ad Hoc Committee has been in discussion regarding BEST House for the last three years. MEO staff has completed all the steps necessary to obtain approvals of the Maui Redevelopment Agency and various other County departments. The construction permit is in its last phase of review and will be completed with the next two to three weeks. A construction contract has been awarded to Betsill Brothers. They are ready to start as soon as the permit review process is complete.

Notably, a \$1 million grant was requested and obtained from the State Legislature to purchase this property. In addition, Affordable Housing Credit funds have been provided by a private developer that will be used to provide a portion of the construction costs of BEST House.

MEO is also in the process of building a new Transportation Facility located in Puunene, Maui. This facility will centralize the MEO Transportation program personnel, equipment, and maintenance facilities. This project includes the purchase of 5 acres of land, the donation of another 5 acres, a change of zoning is in process, and a planning and design phase in nearing completion.

This describes just the latest in a series of projects that requires a multitude of planning, design, financing, and work with State and County agencies. MEO is well positioned to carry out this project to completion.

#### **List of verifiable contracts for the most recent three years related to this project**

SOH GIA \$1,000,000 "Purchasing and Refurbishing Property to use as transitional housing for inmates exiting MCCC". No contract number. Term 1/1/05 – 12/31/14.

\$1,035,000 – affordable housing credits. Received directly from developers through the County Affordable Housing Credit during 2005 – 2007.

#### **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. **Not Applicable (CIP)**

## **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.

**Not Applicable. This is a CIP request.**

### **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. **Not applicable (CIP)**

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

To the best of our information and knowledge, MEO is neither a defendant nor a plaintiff in any pending litigation. There are no outstanding judgments against MEO.

### **B. Licensure or Accreditation**

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

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Maui Economic Opportunity, Inc.  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
 1/29/08  
(Date)

\_\_\_\_\_  
Sananda "Sandy" Baz CEO  
(Typed Name) (Title)

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Economic Opportunity, Inc. - BEST House Vineyard Street Building Renovation

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>County of Maui (b)</b>	<b>USDA or Financial Bank (c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL - BEST House on Vineyard</b>	<b>500,000</b>	<b>700,000</b>	<b>874,670</b>	
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Debra Lorenzo/Chief Fiscal Officer		(808) 249-2990
(b) County of Maui	700,000	[REDACTED]		Phone
© USDA or Financial Banking	874,670	[REDACTED]		01/28/09
(d)		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>2,074,670</b>	Sananda K. Baz/Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc. - BEST House Viney.

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NONE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc. - BEST House      Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc.  
Vineyard Street Building Renovation Project    Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS		0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	36,500	28,000	0	0	0	0
CONSTRUCTION		0	350,000	1,575,000	0	0
EQUIPMENT	0	0	150,000	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>	<u>PLANS</u>	<u>LAND</u>	<u>DESIGN</u>	<u>CONSTRUCTION</u>	<u>EQUIPMENT</u>	<u>TOTAL</u>
County of Maui (Received 2005-2006)	15,000					15,000
State of Hawaii(received Received 2004-2005)		1,000,000				1,000,000
County of Maui (Received 2005-2006)		275,000				275,000
County of Maui (Received 2006-2007)			52,367			52,367
County of Maui (Received 2007-2008)			36,416			36,416
County of Maui (Received 2008-2009)			30,000			30,000
County of Maui - for construction(Received 08-09)				700,000		700,000
State of Hawaii (Applying CIP) (2009-2010)				350,000	150,000	500,000
Applying from USDA or Foundation Grants (2009-2010)				874,670		874,670
<b>Total</b>	<b>15,000</b>	<b>1,275,000</b>	<b>118,783</b>	<b>1,924,670</b>	<b>150,000</b>	<b>3,483,453</b>

House District 8

Senate District 4

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

Log No: 80-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

*rec'd*  
JAN 8 0 2009 *[Signature]*

"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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Maui Economic Opportunity, Inc.

Dbas:

Street Address: 99 Mahalani St., Wailuku, HI 96793

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA "SANDY" BAZ

Title CEO

Phone # 808-249-2990 x 300

Fax # 808-249-2991

e-mail Sandy@MEOINC.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: FUNDS ARE REQUESTED TO REPLACE THE ROOF AT THE MEO HAIKU HEAD START CENTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 50,000

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

SANANDA "SANDY" BAZ, CEO  
NAME & TITLE

1/29/09  
DATE SIGNED

## **Application for Grants and Subsidies**

### **I. Background and Summary**

**A BRIEF description of the applicant's background;** Maui Economic Opportunity, Inc.(MEO) is a Community Action Agency founded in 1965 as part of Pres. Johnson's "War on Poverty." MEO's mission is to help the low-income elderly, children and youth persons with disabilities, immigrants, other disadvantaged persons, and the general public, to help themselves, so that they may become self-sufficient and enrich their lives.

MEO provides programming in workforce development, education, small business assistance, prisoner re-entry, and social services to help the communities in Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of giving people fish, it is better to teach them how to catch fish for themselves.

1. **The goals and objectives related to the request;** MEO is requesting \$50,000 to replace the roof of it's Haiku Head Start Center. The goal of this project is to provide a safe and healthy child care facility for 20 children age 3-5 at least 10% of whom are disabled and at least 90% are from low-income families.

The objective is to replace the roof of Haiku Head Start Center.

This project will strengthen our community by providing an adequate facility to serve children with disabilities and others with special needs as well as serve children from low-income families. Child care centers are a high priority among public facilities in Table of Community Development Needs for Maui.

2. **State the public purpose and need to be served;** The completion of this project will provide MEO Haiku Head Start with a facility that meets the health and safety standards in accordance with Head Start and State of Hawaii Dept. of Human Services licensing requirements. Additionally, it will sustain the building to provide Head Start Services for low income families and families with children with special needs residing in the Upcountry area of Maui for the next twenty years.

This will make it possible for the Haiku Head Start Center to be operated in accordance with federal and state licensing requirements. The area will benefit by making it possible for parents to work while their children are being cared for and educated. This is a multiple benefit; it benefits families so they are able to be self sustaining, it benefits the country, state and county by allowing these families to earn income so they can pay taxes rather than be a burden on the state through public assistance; the children benefit by the demonstrated cognitive, social, and behavioral development the Head Start program has been providing for the children of low income parents for a quarter of a century.

3. **Describe the target population to be served;** Head Start Eligible/Enrolled children 3-5 years of age, and their families from the Haiku and surrounding area including; all of Haiku and Paia as well as parts of Makawao. All of the children must be from families who meet the low

income guidelines authorized by the Head Start legislation to participate in the program. A minimum of ten percent of the children enrolled in the program must be disabled.

MEO follows the guidelines established for eligibility in Head Start as stipulated in Sec. 645. [42 U.S.C. 9840](a)(1)(Attached) At least 90% of the children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families' incomes are below the poverty line. MEO Head Start serves pre-school children ages 3-5 years, and their families that are at or below the Federal Poverty Guideline and/or have a certified disability. Only 10% of enrollment will be for over income/disabled children. Priority is given to families who are homeless and children who are in CWS Foster Care Placement.

This roof replacement will serve to upgrade a public service facility to benefit predominantly low and moderate income persons. Seventeen children from low-and moderate income families and 3 disabled children<sup>1</sup> will benefit from new or improved facilities in the first year of its completion for a total of 52. It is estimated over the 20 year life of the new roof, more than 1,000 persons of low and moderate income and at least 60 disabled children will directly benefit from this project.

**4. Describe the geographic coverage.** This project currently serves the area of Maui including parts of Makawao all of Paia, and Haiku. It includes all of census tract 302 and portions of census tracts; 306,302.01 and 303.01. The area that persons currently live in whose children attend the Haiku Head Start Center is bounded by the Hana Hwy from Ulumalu to Paia, East on Baldwin Ave to Makawao Ave. North on Makawao Ave. to Kaupakalua continuing on Kaupakalua until Hana Highway (see attached map). It should be noted that the addresses of families change annually. However because the program is for working families it is not anticipated that the towns served by the program will change radically over the life of the program.

## **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;** MEO Head Start wishes to replace the roof of its building at 97 Pauwela Road in Haiku. The work will consist of tearing off existing roof; replace damaged lumber, replace metal flashing around roof perimeter, replace pipe flashing w/new flashing, install 3 ply self-adhering SBS Modified Roof System.

Haiku, is one of the rainiest parts of Maui, and the roof of the building is badly in need of replacement. Once all necessary construction work has been completed, The Early Childhood Services Director and the Programs Manager will submit the required documentation and reports to close out the project.

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<sup>1</sup> Who may also be from low income families

**2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;** MEO will notify bidders that this contract will be subject to the terms and conditions of the Davis-Bacon Act (40 U.S.C.A. §§ 276a to 276a-5). It is estimated the work will take approximately three weeks. The roof replacement work will ideally be scheduled during a time when school is not in session such as fall, winter, spring, or summer breaks. Flexibility will also be needed to accommodate the frequently wet weather conditions in the Haiku area. If absolutely necessary, class sessions can be cancelled for a period of up to two weeks so that the work can be completed. The Early Childhood Services Director and her staff will work with the service provider to designate the best time to complete the work.

	<i>2 months</i>	<i>2 months</i>	<i>Week 1</i>	<i>Week 2</i>	<i>Week 3</i>	<i>Week 4 &amp; 5</i>
<b>Notification of release of funds</b>	*					
<b>Execute contract</b>	*					
<b>Post Bid Notice</b>		*				
<b>Receive bids</b>		*				
<b>Award Contract</b>		*				
<b>Execute Contract</b>		*				
<b>Work Begins-</b> Tear off existing roof; replace damaged lumber.			*			
<b>Work Continues-</b> Replace metal flashing around roof perimeter, replace pipe flashing w/new flashing				*		
<b>Work Ends -</b> Install 3 ply self-adhering SBS Modified Roof System.					*	
<b>Final Reports</b>						*

**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;** After receiving notification of award, the Early Childhood Services Director will begin the selection process for the company that will complete the roof replacement work. The Early Childhood Services Director will follow MEO's Financial Policies and Procedures and will use the Competitive Negotiation method in the selection process.

After selecting a company to complete the work, the Early Childhood Services Director will work with the company to draft a contract. The contract will then be reviewed and signed off by MEO's Chief Executive Officer and presented to the State for approval. Upon approval,

notification to proceed will be given to order materials and complete the necessary replacement of the roof.

The roof replacement work will ideally be scheduled during a time when school is not in session such as fall, winter, spring, or summer breaks. Flexibility will also be needed to accommodate the frequently wet weather conditions in the Haiku area. If absolutely necessary, class sessions can be cancelled for a period of up to two weeks so that the work can be completed. The Early Childhood Services Director and her staff will work with the service provider to designate the best time to complete the work.

Once all necessary construction work has been completed, The Early Childhood Services Director and the Programs Manager will submit the required documentation and reports to office designated to oversee the grant.

**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.** MEO's Chief Financial Officer oversees nine accounting staff. They manage funding from various sources including the State of Hawaii, County of Maui, Federal government and private foundation grants totaling \$17,000,000 in FY 08. MEO has been the Federal Head Start grantee operating Head Start programs in Maui County since 1965.

MEO has over 30 years of experience operating the Federal National Farm Worker Jobs Program (NFJP) and Federal Older American Community Service Employment Program (OACSEP). In addition to the Federal Head Start Program, NFJP, OACSEP, MEO is operating a Reintegration Program from Federal Dept. of Justice, AmeriCorps Volunteer Program, Low Income Home Energy Assistance Program and Weatherization Assistance program.

To provide accurate and auditable records for all financial activities, MEO's financial records are maintained in conformity with generally accepted accounting principles. MEO has adopted the accounting standards set by the Financial Accounting Standards Board (FASB).

MEO's Fiscal Department has computerized its financial recording methods by using the Grants Management System (GMS) software since 1988. The GMS software is designed for multi-funded non-profit organizations. All agency cash activities and transactions are recorded on one single operating bank checking account. By applying a coding system to identify individual accounting transactions to its grant operations, the GMS accounting software can prepare financial reports such as, Monthly Agency Balance Sheet, The Agency Wide Revenue and Expenditure Report, Department Revenue and Expenditure Reports and the Revenue and Expenditure Reports by each grant at any time by demand. The GMS software is designed to produce all financial reports and schedules to meet federal, state and local government regulations and requirements.

The “MEO Financial Management and Accounting Policies Manual” is designed for the purpose of strengthening and ensuring the integrity of the Agency’s financial management and accounting activities. These policies contain the principles and procedures governing all aspects of the Agency’s financial management and accounting functions. The manual is kept up to date to establish and maintain effective internal control and compliance with requirements of laws, regulations, contracts and grants applicable to federal, state and local programs.

**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 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000				

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

Over its 43 years of "Helping People, Changing Lives," throughout Maui County and the state, MEO has developed a wealth of experience and ability to run sound programming, witnessed by its designation as one of the few "Community Action Agencies of Excellence." This has led to MEO being consistently sought out by the County of Maui as an adjunct administrative arm to get needed assistance to the people of our county.

For example when our island was devastated by the effects of the downturn in tourism following the terrorist attacks on New York City, September 11, 2001, the County turned to MEO to administer its financial relief. MEO administers the County’s and State’s rental assistance program and it was MEO who the County enlisted to provide its assistance to those in need on Molokai due to the closing of Molokai Ranch earlier this year.

In recent years MEO has embarked on several building projects including the completion of Kahi Kamali’i, the MEO-Weinberg Family Center and current building projects such as the BEST house on Vineyard St. in Wailuku, the BEST agricultural center in Waiehu and the \$12 million MEO Transportation Center.

Through these various building projects, MEO and its leadership team have demonstrated their familiarity with managing projects while meeting all requirements set by various funding sources.

MEO has also participated in various Community Development Block Grant (CDBG) projects in recent years as well. These include the BEST agricultural center in Waiehu; MEO Molokai remodeling and air conditioning installation; purchase of wheelchair accessible busses for Hana and Lanai; and MEO's Business Development Corporation was also the beneficiary of CDBG funds.

Through these various projects, MEO has become very familiar with project rules, regulations and requirements. MEO recently hired a programs manager to manage and oversee MEO's programs with outside agencies.

## **B. Facilities**

Haiku Head Start center is located at 97 Pauwela Road on the Haiku Elementary School campus. The approximately 34X34 ft. modular building is located on a large 7000 sq. ft. lot which includes a parking lot located outside of the 5675 sq. ft. fenced in play yard. The yard includes a large play structure with rubberized surface, installed in 2007. The remainder of the yard is grassy area with additional play equipment. The building is has 2 entrances one entrance has a ramp for ADA accessibility. The indoor facility is 1098 sq. ft. with 10 large windows on 2 walls of the center. There are 2 bathrooms both located near the 2 entrances one bathroom is approximately 300sq. ft. and the other 350 sq. ft., the larger bathroom is ADA accessible with a wide entrance and has bars installed in the toilet area. The facility has a kitchen area with a sink and counter top. There are 10 large windows on 2 sides of the classroom.

## **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.

The programs manager has the responsibility of overseeing projects to make sure that communication is maintained and compliance with contractual requirements are achieved. The programs manager will be working with the Early Childhood Services Director and chief fiscal officer to ensure that all deadlines are met and all project activities are completed. Other responsibilities of the programs manager include overseeing the Volunteer Income Tax Assistance program and executing special projects. The programs manager is supervised by the chief operations officer.

The Early Childhood Services Director has the responsibility of aligning programming with regulations and requirements of funding sources and other governing agencies. Other requirements include maintaining a safe and healthy atmosphere for clients and staff, as well as supervising and supporting all staff of the Early Childhood Services department.



The early childhood services director will be overseeing the completion of the project and will be in consistent communication with the programs manager to ensure compliance with all rules, regulations and reporting requirements. The early childhood services director is supervised by the chief programs officer.

The chief fiscal officer (CFO) is responsible for overseeing all fiscal operations including payroll, accounts payable, accounts receivable, and budget preparations and monitoring. The CFO will manage all the financial-related aspects of the project and will be in consistent communication with the programs manager to ensure payment requests are issued and reimbursements received in a timely manner. The CFO is supervised by the CEO.

## **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.** MEO's organization charts show the departmental and programmatic structure of the organization with lines of authority, oversight and supervision clearly delineated. From the board of directors down to the line staff the organization chart is a graphic device to demonstrate the organization's structure.

The Head Start program is located in the Early Childhood Services Dept. (ECS) The director of ECS is supervised by and reports to MEO's chief program officer, who is an officer of the corporation on the level with the chief financial officer, chief operating officer and the chief human resources officer. The CPO as well as all other officers report to the CEO who reports to the board.

The ECS director also reports to the Head Start Policy Council which is linked to MEO board by a member from the council who also serves on the MEO board. The council is a program advisor and has no personnel authority or other management or supervisory role over the ECS director nor the ECS program.

Despite the size of MEO (approx. 275 employees), this structure has proven to be efficient and effective as witnessed by MEO consistently achieving and more often than not, exceeding its program goals and objectives. Maui Economic Opportunity, Inc. is a Community Action Agency in the State of Hawai'i. In 2003, MEO received the distinction of being one of four National Community Action Agencies to be certified as an Agency of Excellence. Ten rigorous Standards of Excellence were not only achieved, but surpassed. MEO maintains this designation. MEO Head Start has been recognized nationally as well as among the best Head Start programs in the country. The director of Early Childhood Services was awarded a Johnson & Johnson fellowship to attend UCLA this past summer to enhance and expand her management skills and program knowledge and together with the CPO was recently asked by UCLA through Johnson & Johnson to return for an advanced management seminar.

## **VI. Other**

### **A. Litigation**

**The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.** MEO is neither a plaintiff nor a defendant in any pending litigation.

### **B. Licensure or Accreditation**

**Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.** The Haiku Head Start center has a current State of Hawaii Department of Human Services (DHS) Group Child Care Center Certificate of Approval and a State of Hawaii Department of Health Food Establishment Permit.

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Maui Economic Opportunity, Inc.

(Typed Name of Individual or Organization)



11/29/07

(Date)

\_\_\_\_\_  
Sananda "Sandy" Baz

(Typed Name)

\_\_\_\_\_  
CEO

(Title)

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Economic Opportunity, Inc. - Haiku Head Start Center Roof Replacement Project

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>	<b>0</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL - Roof Replacement</b>	<b>50,000</b>			
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		<b>Budget Prepared By:</b>		
(a) Total State Funds Requested	50,000	Debra Lorenzo/Chief Fiscal Officer (808) 249-2990		
(b)		Name (Please type or print) Phone		
(c)		[Redacted] 01/30/2009		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>50,000</b>	Sananda K. Baz/Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc. - Haiku Head Start

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
None				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc.-  
Haiku Head Start Center Roof Replacement Project

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc.  
 Haiku Head Start Roof Replacement Project    Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	50,000	0	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	0	0	50,000	0	0	0
<b>JUSTIFICATION/COMMENTS:</b>						
Roof Replacement (3 weeks duration). Tear off existing roof and replace damaged lumber. Replace metal flashing around roof perimeter. Replace pipe flashing with new lead flashing. Install 3 ply self-adhering SBS Modified Roof System.						

House District 8,9,10,11,12,13

Senate District 4,5,6

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 81-0

For Legislature's Use Only

rec'd  
JAN 30 2009

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Maui Economic Opportunity, Inc.

Dba:

Street Address: 99 Mahalani St., Wailuku, HI 96793

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA "SANDY" BAZ

Title CEO

Phone # 808-249-2990 x 300

Fax # 808-249-2991

e-mail Sandy@MEOINC.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: FUNDS ARE REQUESTED TO SUPPORT MEO AmeriCorps to recruit, manage, supervise and evaluate youth to serve the community by working with natural resource conservancy partners in Maui County.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 50,000

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 \$ \_\_\_\_\_  
 FEDERAL \$ 171,989  
 COUNTY \$ 42,000  
 PRIVATE/OTHER \$ 45,276

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

SANANDA "SANDY" BAZ, CEO  
NAME & TITLE

1/28/09  
DATE SIGNED



## Application for Grants and Subsidies

### I. Background and Summary

1. **A brief description of the applicant's background;** Maui Economic Opportunity, Inc.(MEO) is a Community Action Agency founded in 1965 as part of Pres. Johnson’s “War on Poverty.” MEO’s mission is to help the low-income elderly, children and youth, persons with disabilities, immigrants, other disadvantaged persons, and the general public, to help themselves, so that they may become self-sufficient and enrich their lives.

MEO provides programming in workforce development, education, small business assistance, prisoner re-entry, and social services to help the communities in Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of giving people fish, it is better to teach them how to catch fish for themselves.

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

GOAL	OBJECTIVE
<p><b><u>Goal #1 Member Development</u></b>                      47 AmeriCorps volunteers will receive training in Team Leadership, Communication, Conflict Resolution, Safety Equipment, CPR/First Aid, Basic Aviation Training and Wild land Fire Fighting. Trainings will confirm that they have become changed into competent workers with the skills as needed to accomplish their roles as volunteers, and that they have become changed into potential applicants for hire. By the end of the members’ service, ninety (90%) of the 47 AmeriCorps members will have successfully completed trainings provided.</p> <p><b><u>Goal #2: Volunteer Recruitment</u></b>                      7 year around AmeriCorps volunteers will successfully recruit and train non-AmeriCorps volunteers so that the non AmeriCorps volunteers will have the passion to continue their volunteer services to the community. Sixty percent (60%) of the 7 year around members will successfully recruit non-AmeriCorps volunteers to assist the environmental agencies in the protection and restoration of the Maui County’s valuable ecosystem.</p> <p><b><u>Goal #3: Weed and Predator Control of non-native plants and animals</u></b>                      47 AmeriCorps volunteers will be involved in eradication of non-native plants and animals that threaten Endangered Native Hawaiian Plants and Animals covering approximately 15,000 acres on Maui and Molokai. Seventy percent (70%) of the 3,000 non-native plants and animals will be eliminated in the selected areas as estimated at</p>	<p><b><u>Objective #1</u></b></p> <ul style="list-style-type: none"> <li>• 47 members trained</li> <li>• 7 trainings provided to members</li> </ul> <p><b><u>Objective #2</u></b></p> <ul style="list-style-type: none"> <li>• 250 Non-AmeriCorps volunteers recruited</li> <li>• 1,500 Non AmeriCorps volunteers hours contributed</li> <li>• 2 trainings provided</li> </ul> <p><b><u>Objective #3</u></b></p> <ul style="list-style-type: none"> <li>• 47 AmeriCorps volunteers involved</li> <li>• 3,000 Non Native plants eradicated</li> <li>• 100 feral animals removed</li> </ul>

<p>completion of each project given per site.</p> <p><b><u>Goal #4: In-planting and protection of Native Endangered Hawaiian Plants and animals in protected areas</u></b>          17 AmeriCorps volunteers will be involved in the in-planting and protection of Native Hawaiian plants and animals. Sixty percent (60%) of the 2,000 Native Endangered Hawaiian plants and animals will be protected in areas by the end of the term</p>	<p><b><u>Objective #4</u></b></p> <ul style="list-style-type: none"> <li>• 15,000 acres maintained</li> <li>• 2,000 Native Plants and animals successfully in-planted and protected</li> </ul>
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3. **State the public purpose and need to be served;** The need is for qualified college age Maui residents to be able to play an important role in preserving Maui’s precious environmental resources. There is a need for Maui’s environmental agencies to provide internships and apprenticeships for Maui youth to test their interest and discover their ability to conserve, protect and restore Maui’s fragile forests and native plants. There is a need for an organization which will bring Maui’s youth’s needs and Maui’s forests’ needs into a productive partnership.

Focus Maui Nui’s Executive Summary 2003 documents both of these matching needs. The Executive Summary, reporting on the input of 1,700 Maui community minded citizens, concludes that Maui’s top two strategies for action are educational opportunities and the environment. Here are exact quotes from the Executive Summary:

Priority conclusion #1: “The suggestion was made many times that there should be opportunities for youth to do internships and apprenticeships with local businesses.”

Priority conclusion #2: “An overwhelming majority of participants expressed their concern for preserving what they see as Maui’s greatest asset; its natural beauty....residents need to be educated about their specific role in preserving resources....that will help conserve water, the land and other natural resources.”

Maui’s environment needs help from the community. Our forests and natural resources are in severe need of more workers and more volunteers. Maui No Ka Oi magazine 2006 environmental edition quotes the Department of Land and Natural Resources who experienced the work of Jenna Kalalau, 2005 AmeriCorps volunteer, “We need more workers like Jenna, she is committed to preserving our environment.”

It impacts Maui youth if these internships are not made available to them. Lacking a supportive connection with the agencies and lacking the finances to further their education in this field, potential Maui youth environmentalists remain in the doldrums about their future. Some tend to become problems for the local social service agencies rather than being part of the solution. Jarvis Borge, Director of the Maui Community Correctional Center Na Koho Program states, “Young adults see themselves as just idle. But anything can go wrong. One slip-up, that’s jail.”

The impact on Maui’s forests: With insufficient help, not enough educated young people and volunteers to respond to the forests’ needs, the forests are endangered. Dr. Art Medieros,

Research Biologist of the National Geological Society on Maui has stated that we have five years to rescue Maui's forests, after that it is too late. In a Maui News report in November 2004 Dr. Medeiros called for community partnerships, citing "social capital, where people care for each other and work for what is best for the community. Young Maui volunteers can come together to bring back species on the vortex of extinction." Kumu Hula Napua Greig, in the same report says; "If we lose our connectedness with this land we lose connectedness with ourselves. Kumu Hula Kahulu said "We have hope that these forests will live."

Dr. Medeiros appeared on national television on February 3, 2006 on Mega Science, in a segment called Invaders. Dr. Medeiros was pleading for help to save the forests of Maui from invasive species and destructive wild boars. The activities and trainings are an essential piece of the skills needed to perform this type of work.

The Federal Funders for AmeriCorps require 48% of the matching funds to support the program. The funds requested would make it possible to run this program effectively. The State's \$50,000 represents 16% of the entire program. For every \$1 the State invests in the MEO AmeriCorps Program the program brings in \$5.18 or a 500% return.

4. **Describe the target population to be served;** The target population of this AmeriCorps program is Maui county college age youth who have the desire to serve but need support and assistance in responding to this need. A second target population is the two hundred and fifty community non-AmeriCorps volunteers that the AmeriCorps members will enlist and train.

5. **Describe the geographic coverage;** The AmeriCorps program serves youth from throughout Maui County.

## II. Service Summary and Outcomes

1. **Describe the scope of work, tasks and responsibilities;** Recruiting of AmeriCorps members begins July 1, aiming toward the November 1 start date. The program coordinator attends school career days, contacts school counselors and provides printed material to high school and college offices and bulletin boards. Advertisements are placed in local papers and on the Maui AmeriCorps web site.

Candidate acceptance, orientation and initial training is completed in the first month. Members are matched with agency mentor sites depending on the outputs of each agency, in order to achieve the best skill training of individual members and to best achieve the best environmental outcomes. Factored into the matching are community level outcomes of overall improvement to the watershed areas and quality of life for Maui citizens and matching of volunteer members' need for training with mentor agencies' strengths.

Bi-monthly site visits by the program coordinator, and bi-weekly monitoring of the members' written task action forms keeps the activities on task to achieve the outcomes and outputs. At the very beginning of the AmeriCorps year and midway through the year, all members attend a statewide conference for appropriate group training. Statewide member training aims at keeping

focus on the overall mission of specific skill improvement of the youth members and the improvement of Maui’s environment.

*Collaboration plans and partners.* The following organizations have all executed Memoranda of Agreement with AmeriCorps. This is evidence of their level of commitment to the program and to Maui’s youth. This community partnership has been in place for eight years. It has been successful for both the partner and the program. The benefits of these community partnerships are that Maui provides a future work force and young, untrained workers are changed into tax paying and productive citizens of the community. The commitment to further the education of volunteers provides a positive image for both the partner and the program. The volunteers gain experience working with the environment in a realistic community setting, becoming knowledgeable about career options and environmental issues in their community, and earning an educational award towards higher education.

Island of Molokai

Kalaupapa Historical and National Park, *Kalaupapa*, Albert Agliam  
 The Nature Conservancy, *Hoolehua*, Ed Misaki

Island of Maui

Haleakala National Park—*Resource Management (Vegetation)*, RM-HALE, Timmy Bailey  
 Haleakala National Park—*Resource Management (Endangered Species)*, RM-HALE, Cathleen Bailey  
 Ulupalakua Ranch (UR) and Biological Resources Division, U.S. Geological Service (BRD-USGS) - *Auwahi Dryland Forest Restoration*, Art Medieros  
 Department of Land and Natural Resources – Division of Forestry and Wildlife, Kahului, John Medieros  
 Department of Land and Natural Resources – Division of Forestry, Kahului, Lance DeSilva  
 Department of Land and Natural Resources –Natural Area Reserve Systems, Brian Stevens  
 Maui Invasive Species Committee – Makawao, Alisa Anderson  
 East Maui Watershed Partnership – Makawao, Jordan Jokiel  
 Maui Coastal Land Trust – Waihe`e, Scott Fisher

Island of Lanai

Department of Land and Natural Resources, Lanai hale Forest and Watershed Project – Christine Costales

Volunteers are assigned to these agencies Monday – Friday 7:30 am – 3:30 pm with occasional overnights and weekends.

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

<b>Activity</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
Recruit volunteers	X on going	X	X	X

<b>Activity</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
Interviews and selection	X	X		X
Sign MOA with partners	X			
Orientation	X		X	
CPR/1 <sup>st</sup> Aid Training	X		X	
Basic Aviation Training	X			
Hawaii Statewide Conf.	X		X	
Team Building Skills	X			
Conflict Resolution Training		X		
Environmental service	X	X	X	X
Wildlife Fire Fighting Training			X	
Exit Interviews			X	X
Appreciation Luncheon				X

Daily schedules are Monday – Friday, 7:30 am – 3:30 pm. There are occasional overnight and weekend activities. Full-time volunteers serve 40 hour weeks for 10-12 months. Part-time volunteers serve 25 hour weeks for 10-12 months and summer-time members serve 25 hour weeks for 12 weeks.

**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; Quality Assurance (QA)**– MEO has a written plan to insure quality, including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, the requirements of this RFP and POS contracts.

The QA begins with the formation of the Proposal Analysis Work Group (PAWG). This group is called together when a program director finds or is informed of a funding source. The director fills out a PAWG form (attached) and sends it to MEO’s fund development director who calls a PAWG meeting.

Attending this meeting is the CEO, chief program officer (CPO), COO, chief human resources officer (CHRO), CFO, the program director who issued the PAWG and any appropriate staff and the fund development director.

The form is reviewed by the team to determine what the need is, whether the funds fit with the program and the agency’s mission, who will be involved with its implementation and how much should be sought. The meeting also allows MEO to allocate tasks for completion of the funding proposal and to establish mechanisms to monitor the proposal process through submission.

This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision, MEO will seek additional sources of funds. Also MEO continues to monitor the needs of the community as expressed in various community wide events such as budget hearings etc.

Once MEO is awarded funds for a project, the funding letter, contract and requirements are distributed to the implementing depts., fiscal and executive staff who review the requirements and meets to determine the next steps in program implementation.

Resources needed and authorized for the project, either new hires, equipment or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract Monitoring and tracking systems designed in the proposal are put in place as well as outreach and education programs promulgated.

Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution, flyers, public service announcements (PSA's).

The program is then implemented in accordance with the contract.

All programs gather documentation daily, these include, but are not limited to intake, eligibility criteria, assessments, tests, evidence of income, attendance at classes, case notes, individual or family service plans, etc. Each program has specific data based upon its contracts that it is required to gather and data is retained in various electronic, secure data-bases.

All files are locked for confidentiality and electronic files are backed up at the close of business every day.

Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, activities and events announced and statistics presented.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets. Here is also a place where budget modifications can be determined. These meetings include the fiscal director, executive staff and program directors and line staff managing the programs.

This is an opportunity for program people to understand how the funds relate to the program and for the fiscal people to see how the program relates to the funding and for the executive staff to monitor overall program effectiveness and financial responsibility.

Monthly/quarterly/annual statistical and narrative reports are prepared by the responsible program staff, reviewed by their supervisors and department director. Before the CEO signs off, these reports are analyzed and reviewed by the CPO to insure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of the MEO Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, reviews the narratives and receives CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency must sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This QA plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs.

MEO has a four year Strategic Plan. Each department has a strategic plan that they are responsible for reporting to. It includes goals and objectives that were developed by the board and the staff in an exhaustive planning process. These goals and objectives have been developed to be in line MEO's overall mission.

Each goal is enunciated in the plan with its objective. For each objective there five reporting processes. First are the implementation steps, these are developed by the departments themselves and those who will be implementing them. Each implementation step has a person responsible, a time frame, how the implementation step is to be accomplished and a status report.

These are updated and reported on quarterly and annually by every department and task group in the company. The annual report of the progress of the strategic plan is reviewed by the P&E committee and the new year's implementation plan is approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, every client is asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of the services they received and to make recommendations about improvements.

Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files and are referenced regularly for various funding proposals, community gatherings and testimony regarding the efficacy of MEO programs and services.

There are several advisory committees of lay people and professionals and other interested persons from throughout the community who provide feedback, needs assessments and service requirements as well as community responses to MEO's various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully.

- First, has the program met its contractual obligations and requirements?
- Has the program met the statistical goals eg. number of clients as specified in the grant?
- Has the program been able to be implemented in accordance with the funds received?
- Is the client on a path towards self sufficiency?
- Has the program remediated some need in the community?

If the answer to all of these is yes. Then we have succeeded.

Each month staff members are recognized for excellent client services by peers, clients or community members.

On site monitoring visits are conducted monthly by MEO AmeriCorps coordinator. Feedback from members insures their involvement in the planning, implementation and evaluation of the program. Mentor sites administrators sign the volunteers' bi-weekly written reports to the program coordinator. A summary of these bi-weekly task action forms is compiled listing the numbers of outputs achieved to date according to the goals of the program level indicators. This compilation is reported quarterly to the MEO chief programs officer, then to the Program Evaluation Committee of the Board of Directors.

MEO AmeriCorps proposes to bring about change in the lives of 47 young adults during the program year. The expectation, based on past AmeriCorps experience in skill building is that 90% of all members will achieve a good or better rating on all key skills by the end of the term. 100% of members are expected to achieve environmental worker certification as measured by their performance evaluations. AmeriCorps' environmental outputs will show 60% of plant restoration in reserved areas. Non-native plants and animals will be reduced by 60% in the fenced areas.

**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.** The Federal agency prescribes an evaluation methodology through a series of quarterly reports. The data is gathered bi-weekly through the AmeriCorps members. Each week when they turn in a time sheet they also submit a task action form this form lists each objective and the work engaged to accomplish that objective. These forms are then compiled into a quarterly report (Task Action Plan-TAP)that is submitted to the Federal Corporation for National Services.

The method is the tracking of performance measures. The tool is the TAP. The TAP is a written performance measure report on progress toward outputs and program level outcomes. Every two weeks each AmeriCorps member reports on member development and community development during that two week period. They record outputs of cultivating and in-planting of native vegetation. They list weed and predator control of non-native species. They also write of progress of installing and maintaining enclosures of game proof fencing.

A mentor on the environmental agency staff reviews and signs the report. This often includes reviewing the two weeks' accomplishments and planning for the next two week period, because the form contains the questions; "What went well and of what are you particularly proud of?"

The completed Task Action Form is then turned in to the AmeriCorps Coordinator. This allows for further processing. It also completes the tracking method. The information from the forms is



compiled and reported up the line of authority at MEO to the CPO who reports to the CEO who prepares a report to the Board of Directors Program and Evaluation Committee.

outcome	indicator(s)	source data	of	method to collect data	who collects data	when to collect data
Protect, re-establish and enhance Hawaiian cultural assets	Protection of endangered plants and animals	Task actions forms		Recorded counts of plants and animals as work is performed	Volunteers and host agency staff	As work is performed according to work schedules and summarized into weekly reports
Protect natural and cultural resources	Non-native species control	Task actions forms		Recorded counts of plants and animals as work is performed	Volunteers and host agency staff	As work is performed according to work schedules and summarized into weekly reports
Develop and implement a plan to ensure native Hawaiian access to all education opportunities.	Volunteer recruitment, training, and educational opportunities	Enrollment forms, volunteer files, training roster, certificates of completion, and educational expenses paid on behalf of volunteers		Recruitment and enrollment of volunteers; maintain communication with volunteers who complete the program; follow up with educational institution	Program coordinator	Starts upon enrollment, continues throughout volunteer participation, and upon entrance into educational program
Assist native Hawaiian families in improving their quality of life in the areas of food, shelter and safety.	Volunteer development including first responder training and disaster preparedness	Training plan, agenda, roster of participants, certificates of completion		On-site registration, completion ceremony	Program coordinator	At each training event

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. (See attached)

**2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$12,500	\$12,500	\$12,500	\$12,500	\$50,000

**3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.**

County of Maui – \$42,000 (may be cut in 2010)  
 Federal Americorps. – \$171,989  
 Private and Inkind - \$ 45,276

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

Contracting Agency: <b>Corporation for National and Community Services</b>
Contact Person: Isaac Watson
Contact Information 956-3001
Contract/Program Title: AmeriCorps Environmental Program
Contract Period: 2006-2009 (3 years)
Funding Amount: 2006-07 \$105,839; 2007-08 \$111,562; 2008-09 \$171,989
Performance Outcomes 1) Protection of Native Plants and Animals, 2)Homeland Security-Disaster Training, 3) Eradication of invasive species, and 4) Marine Mammal Response.

Contracting Agency: <b>County of Maui</b>
Contact Person: Sue Fukushima
Contract/Program Title: AmeriCorps Environmental Program
Contract Period: 2006-2008
Funding Amount: 2008-09 \$42,000; 2009-10 \$42,000
Performance Outcomes 1) Protection of Native Plants and Animals, 2)Homeland Security-Disaster Training, 3) Eradication of invasive species, and 4) Marine Mammal Response.

Contracting Agency: <b>Office of Hawaiian Affairs</b>
Contact Person: Grant Arnold

Contact Information: 808-594-0263
Contract/Program Title: AmeriCorps Environmental Program
Contract Period: 2008
Funding Amount: \$ <b>24,500 (1 year)</b>
Performance Outcomes 1) Protection of Native Plants and Animals, 2)Homeland Security-Disaster Training, 3) Eradication of invasive species, and 4) Marine Mammal Response.

Contracting Agency: <b>Dowling Company, Inc.</b>
Contact Person: Everett Dowling
Contact Information: 808-270-0518
Contract/Program Title: AmeriCorps Environmental Program
Contract Period: 2008
Funding Amount: \$ <b>25,000 (1 year)</b>
Performance Outcomes 1) Protection of Native Plants and Animals, 2)Homeland Security-Disaster Training, 3) Eradication of invasive species, and 4) Marine Mammal Response.

Donna Borge, Youth Services Program Assistant, administers, coordinates and supervises the planning, implementation, evaluation and training of the members in the AmeriCorps program. She is responsible for ensuring program compliance with agency, state and federal guidelines.

Ms. Borge will celebrate 11 years of experience in running the AmeriCorps program this August. Prior to coming to MEO she worked for three years for the Coalition for a Drug Free Hawaii. Ms. Borge knows youth and positive youth development programs. Over those years she has guided 159 AmeriCorps members forward to continue in higher education, making good use of the AmeriCorps educational award. She has seen 53 members hired after their AmeriCorps service by the host agencies.

She is supervised by Alike Atay, Youth Services Director. Mr. Atay has worked with youth since 1978 when he was the youth service project coordinator in the mayor’s office. This wealth of experience is now benefiting MEO and the youth of Maui. He reports to MEO’s chief programs officer (CPO) who reports to MEO CEO.

One ingredient in past success and in the promise of future success, is the community partnerships formed with Maui environmental agencies. The agencies consistently remain true to their memoranda of agreement. Environmental agency staff members explain and demonstrate specific work procedures to the young member’s providing supervision and daily guidance. They help the members adhere to their eight hour days, to a maximum of forty hours per week. Agency staff serve as role models, provide positive feedback and encouragement, and provide

experiences pertinent to the goals of the program. They keep written records of the weekly time log and task progress.

Evidence of success for the future is that the administrators of the twelve community partners eagerly await the new AmeriCorps members each year. All new members consistently receive assignments to agencies. One hundred percent of members receive environmental worker certification by the end of the program as measured by performance evaluations and task action forms Team Leadership, Communication, Conflict Resolution, Safety Equipment, CPR/First Aid, Basic Aviation Training and Wild land Fire Fighting

**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. **Does not apply**

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Donna Borge, Youth Services Program Assistant, administers, coordinates and supervises the planning, implementation, evaluation and training of the members in the AmeriCorps program. She is responsible for ensuring program compliance with agency, state and federal guidelines. Agency internal lines of authority and include position titles, qualifications, and experience required. She is assisted on Molokai by Eloise Duvauchelle, Community Services Specialist. Ms. Duvauchelle collects time sheets, provides orientation, coordinates travel to training, acts a liaison to local agencies and provides case management when needed for AmeriCorps participants.

Ms. Borge has been running the MEO AmeriCorps program this for more than a decade. Prior to coming to MEO she worked for three years for the Coalition for a Drug Free Hawaii. Ms. Borge knows youth and positive youth development programs. She is supervised by Alike Atay, Youth Services Director. Mr. Atay has worked with youth since 1978 when he was the youth service project coordinator in the mayor's office. This wealth of experience is now benefiting MEO and the youth of Maui. He reports to CPO who reports to the CEO.

**B. Organization Chart-** MEO's organization charts show the departmental and programmatic structure of the organization with lines of authority, oversight and supervision clearly delineated. From the board of directors, down to the line staff the organization chart is a graphic device to demonstrate the organization's structure.

The AmeriCorps Program is located in MEO's Youth Services Dept. the program coordinator reports to the program director who reports directly to the chief programs officer (CPO), who is an officer of the corporation on the level with the chief financial officer, chief operating officer

and the chief human resources officer. The CPO as well as all other officers report to the CEO who reports to the board.

Despite the size of MEO (approx. 275 employees), this structure puts line staff and program management just two levels below the corporate officers. This structure has proven to be efficient and effective as witnessed by MEO consistently achieving and more often than not, exceeding its program goals and objectives. Maui Economic Opportunity, Inc. is a Community Action Agency in the State of Hawai'i. In 2003, MEO received the distinction of being one of four National Community Action Agencies to be certified as an Agency of Excellence. Ten rigorous Standards of Excellence were not only achieved, but surpassed. MEO maintains this designation.

**VI. Other**

**A. Litigation** – To the best of our knowledge and information, MEO is neither a defendant nor a plaintiff in any pending litigation nor are there any outstanding judgments.

**B. Licensure or Accreditation -**

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

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Maui Economic Opportunity, Inc.

(Typed Name of Individual or Organization)

\_\_\_\_\_  


(Signature)

1/28/09

(Date)

\_\_\_\_\_  
Sananda "Sandy" Baz

(Typed Name)

\_\_\_\_\_  
CEO

(Title)

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Economic Opportunity, Inc. - Americorps Program

BUDGET CATEGORIES	Total State Funds Requested (a)	Federal Americorps HI CNCS (b)	County of Maui Americorps (c)	Private Found. Host Agencies Contrib/Inkind (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	0	13,116	26,381	665
2. Payroll Taxes & Assessments	0	1,437	2,891	73
3. Fringe Benefits	0	1,770	3,562	90
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>16,323</b>	<b>32,834</b>	<b>828</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island		320		520
2. Insurance				1,200
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies - Office		543		500
7. Telecommunication				445
8. Utilities				1,100
9. Subsistence/Per Diem		490		1,320
10. Ground Transportation		240		240
11. Out of State Travel		2,000		
12. Mileage	647	640		
13. Living Allowance for 47 Members	25,961	136,208	7,119	
14. Member Support (FICA, WC, Health Ins.)	10,523	14,560	1,947	
15. Training Supplies for Members - Safety Equip/Gear	8,635	665	100	8,663
16. Americorps Member Training Sessions (6)	4,234			13,026
17. Member Travel				4,234
18. Audit Fee				1,200
19. Administrative Fee (HR, Fiscal, Adm)				6,000
20. MEO Space Inkind				6,000
21				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>50,000</b>	<b>155,666</b>	<b>9,166</b>	<b>44,448</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>50,000</b>	<b>171,989</b>	<b>42,000</b>	<b>45,276</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Debra Lorenzo/Chief Fiscal Officer (808) 249-2990		
(b) Federal CNCS - University of Hawaii	171,989	Name (Please type or print) Phone		
(c) County of Maui Community Partnership	42,000	[Redacted] 01/30/2009		
(d) Private Foundations/Host Agencies/Inkind	45,276	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>309,265</b>	Sananda K. Baz/Chief Executive Officer		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc. - Americorps

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
None				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc. - Americorps

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc. - Americorps

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	0	0	0	0	0	0
<b>JUSTIFICATION/COMMENTS:</b>						

Maui Economic Opportunity, Inc.  
 AmeriCorp Program  
 PY 07/01/2009 to 06/30/2010

Date Prepared: 01/14/09

			AmeriCorps (A Federal Funded Program from University of Hawaii)					
	Annual Salary	FTE	COM Community Partnership Grant	In-Kind from Maui Economic Opportunity, Inc.	Private Foundations and Host Agencies Contributions	State of Hawaii - GIA	Federal AmeriCorp	Total AmeriCorp
<b>Expenditures</b>								
<b>A Personnel:</b>								
Project Assistant	36,750	100.00%	22,969		665	0	13,116	36,750
Case Manager-Molokai	27,300	12.50%	3,412					3,412
<b>Total Personnel Cost</b>	<b>64,050</b>		<b>26,381</b>	<b>0</b>	<b>665</b>	<b>0</b>	<b>13116</b>	<b>40162</b>
<b>B Fringe Benefits</b>								
FICA	0.0765		2,018	0	51	0	1,003	3,072
State Unemployment Taxes	0.0031		82	0	2	0	41	125
Worker Compensation Insurance	0.0198		522	0	13	0	259	794
TDI	0.0102		269	0	7	0	134	410
Medical & Dental Insurance	0.08		2,110	0	53	0	1,049	3,213
Pension	0.04		1,055	0	27	0	525	1,606
Life Insurance	0.015		396	0	10	0	197	602
<b>Total Fringe Benefits</b>			<b>6,453</b>	<b>0</b>	<b>163</b>	<b>0</b>	<b>3,207</b>	<b>9,823</b>
<b>Total Personnel and Fringe Benefits</b>			<b>32,834</b>	<b>0</b>	<b>828</b>	<b>0</b>	<b>16,323</b>	<b>49,985</b>
<b>C Equipment</b>								
<b>D. Supplies</b>								
<b>a. Supplies (Training Supplies)</b>								
(1) Training Supplies, member services gears and safety equip (47 Members)			100			8,635	665	9,400
(2) Food and Snacks for Participants							0	0
(3) Classroom Training Supplies			0		5,163	0	0	5,163
(4) Work or Training related clothing and small tools support					3,500	0		3,500
<b>b. Office supplies</b>								
(1) Office Supplies					500	0	190	690
(2) Postage and Freight							153	153
(3) Xerox/Printing			0				200	200
<b>E. Travel</b>								
<b>a. Travel</b>								
<b>(1) Inter Island Travel</b>								
(a) Project Assistant Monitor to Molokai								0
Air fare R/T, four visits - Maui - Molokai 4 X \$130)					520	0		520

Maui Economic Opportunity, Inc.  
 AmeriCorp Program  
 PY 07/01/2009 to 06/30/2010

Date Prepared: 01/14/09

		AmeriCorps (A Federal Funded Program from University of Hawaii)						
	Annual Salary	FTE	COM Community Partnership Grant	In-Kind from Maui Economic Opportunity, Inc.	Private Foundations and Host Agencies Contributions	State of Hawaii - GIA	Federal AmeriCorp	Total AmeriCorp
Per Diem (\$42 X 4 Times X 2 days)					336	0		336
Lodging (4 times X \$160)					640	0		640
Transportation (\$60 per Day X 4 days)					240	0		240
(b) Two staff to Oahu for Training Meeting								0
Air Fare R/T, for 2 staff - Maui - Oahu							320	320
Per Diem (\$42 X 2 staff X 3 Days)							170	170
Lodging (2 nights X \$160 x 2 staff)					344	0	320	664
Transportation (\$60 X 3 days)							240	240
(c) Member Travel								0
(i) Members to Oahu attend Conservation Conference								0
Air Fare R/T 14 members (\$130 X 14 Members)					1,820	0		1,820
Per Diem (14 members X \$27 X 3 days)					1,134	0		1,134
Lodging for 14 members for two nights (\$160 X 2 nites X 4 rooms)					1,280	0		1,280
(2) Out-of-State Travel required by the grantor							2,000	2,000
b. Mileage						647	640	1,287
								0
F. Others								0
(1) Member Cost								0
Living Allowance for 47 Members			7,119			25,961	136,208	169,288
Member Support Costs (FICA, WC & Health Ins.)			1,947	0		10,523	14,560	27,030
(2) AmeriCorp Members Training (See attached Training Breakdown)			0		13,026	4,234		17,260
(1) Audit Fee				0	1,200	0		1,200
(2) Administrative Fees (HR, Fiscal and Adm)				6,000				6,000
(3) Insurance				0	1,200			1,200
(4) Space Repair and Maintenance				0				0
(5) Utilities					1,100	0		1,100
(6) Telephone and internet connection					445	0		445
(7) Internal Evaluation				0				0
(8) Space Inkind				6,000	0	0		6,000
<b>Total Budget</b>			<b>42,000</b>	<b>12,000</b>	<b>33,276</b>	<b>50,000</b>	<b>171,989</b>	<b>309,265</b>

**Source of Funds**

State of Hawaii - Grant-in-Aid					50,000		50,000
University of Hawaii AmeriCorp						171,989	171,989
County of Maui Community Partnership Grant	42,000						42,000
Private Foundations and Contributions				33,276			33,276
In-Kind Revenue - MEO, Inc.			12,000				12,000
<b>Total Revenue</b>	<b>42,000</b>	<b>12,000</b>	<b>33,276</b>	<b>50,000</b>	<b>171,989</b>	<b>309,265</b>	

## Americorps Training Breakdown

### Orientation - 1 day

Molokai Participants x 10 to Maui		
Airfare (Island Air)	\$122.70 ea.	\$1,227.00
Transporation (1-15 passenger van)	\$150 per day	<u>\$150.00</u>
		<b>\$1,377.00</b>

### Basic Aviation -2 day

Molokai Participants x 10 to Maui		
Airfare (Island Air)	\$122.70	\$1,227.00
Transporation (1-15 passenger van)	\$150 per day	\$300.00
Lodging (Maui Seaside Hotel)	\$114.58 per night, per room x 5 rooms	<u>\$572.80</u>
		<b>\$2,099.00</b>

### Wild land Fire Training - 5 days

Year Around Participants x 7		
Airfare (Aloha and Island Air)	\$122.70	\$858.90
Transporation (1-15 passenger van)	\$150 per day	\$600.00
Lodging	\$178.01 - per room, 4 night x 5 rooms	\$3,560.20
Per Diem	\$133.00 per part. x 7 part.	<u>\$931.00</u>
		<b>\$5,950.10</b>

### Conservation Conference-3 days

Year Around Participants x 7		
Airfare (Aloha and Island Air)	\$122.70	\$858.90
Transporation (1-15 passenger van)	\$150 per day	\$450.00
Lodging (Ala Moana Hotel)	\$178.01	\$890.05
Per Diem	\$75.00 per part. X 7 part.	\$525.00
Registration	\$250.00 per participant	<u>\$1,750.00</u>
		<b>\$4,473.90</b>

### Marine Mammal Rescue

21 Americorps Participants		
Airfare	\$122.70	\$1,785.00
Transporation (1-15 passenger van)	\$150.00	<u>\$150.00</u>
		<b>\$1,935.00</b>

### Red Cross Disaster Response Training

21 Americorps Participants		
Airfare	\$122.70	\$1,785.00
		<b>\$1,785.00</b>

**Total Cost for Trainings \$17,620.00**

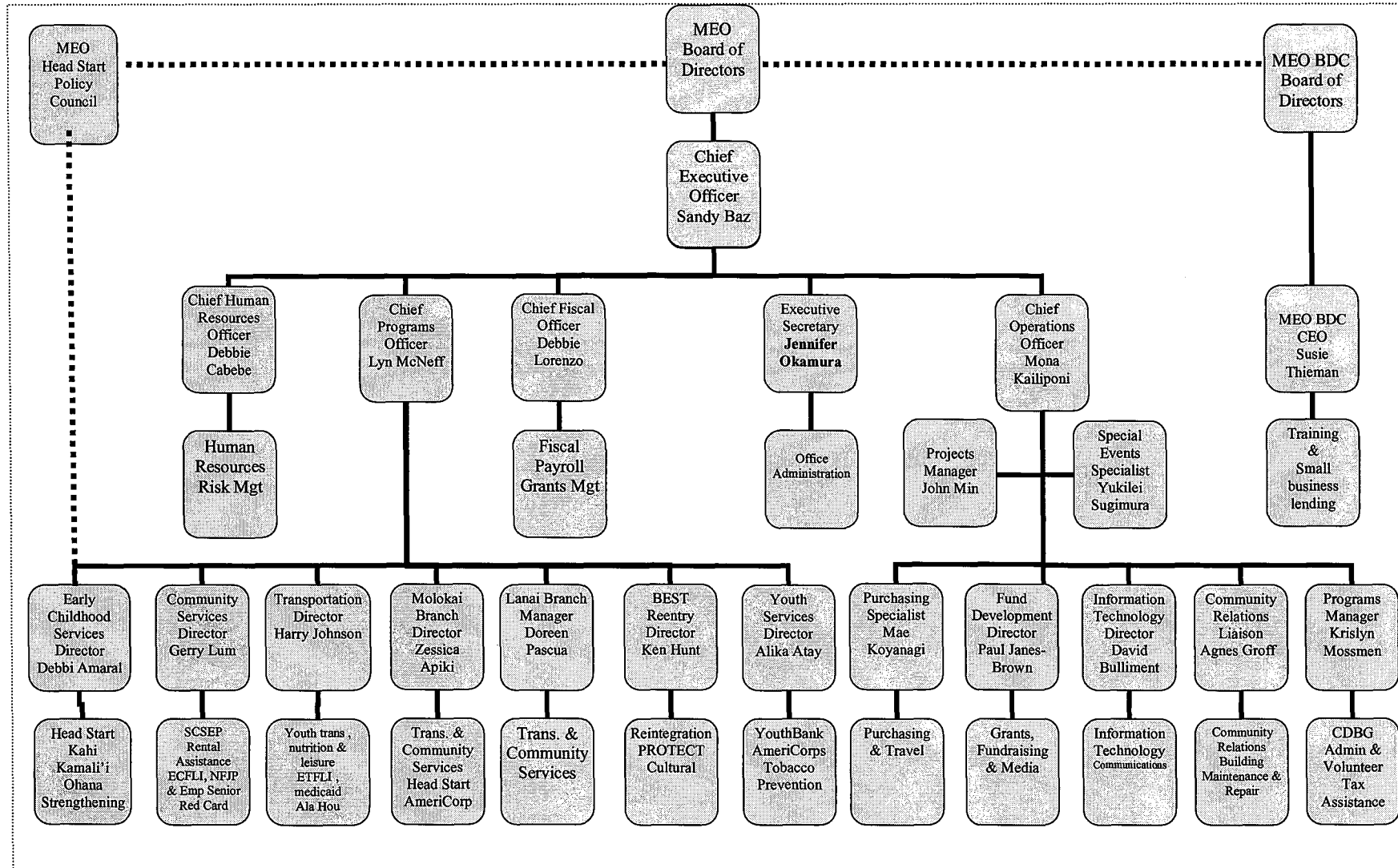
### Meals breakdown

Breakfast	\$7.00	
Lunch	\$10.00	
Dinner	\$12.00	



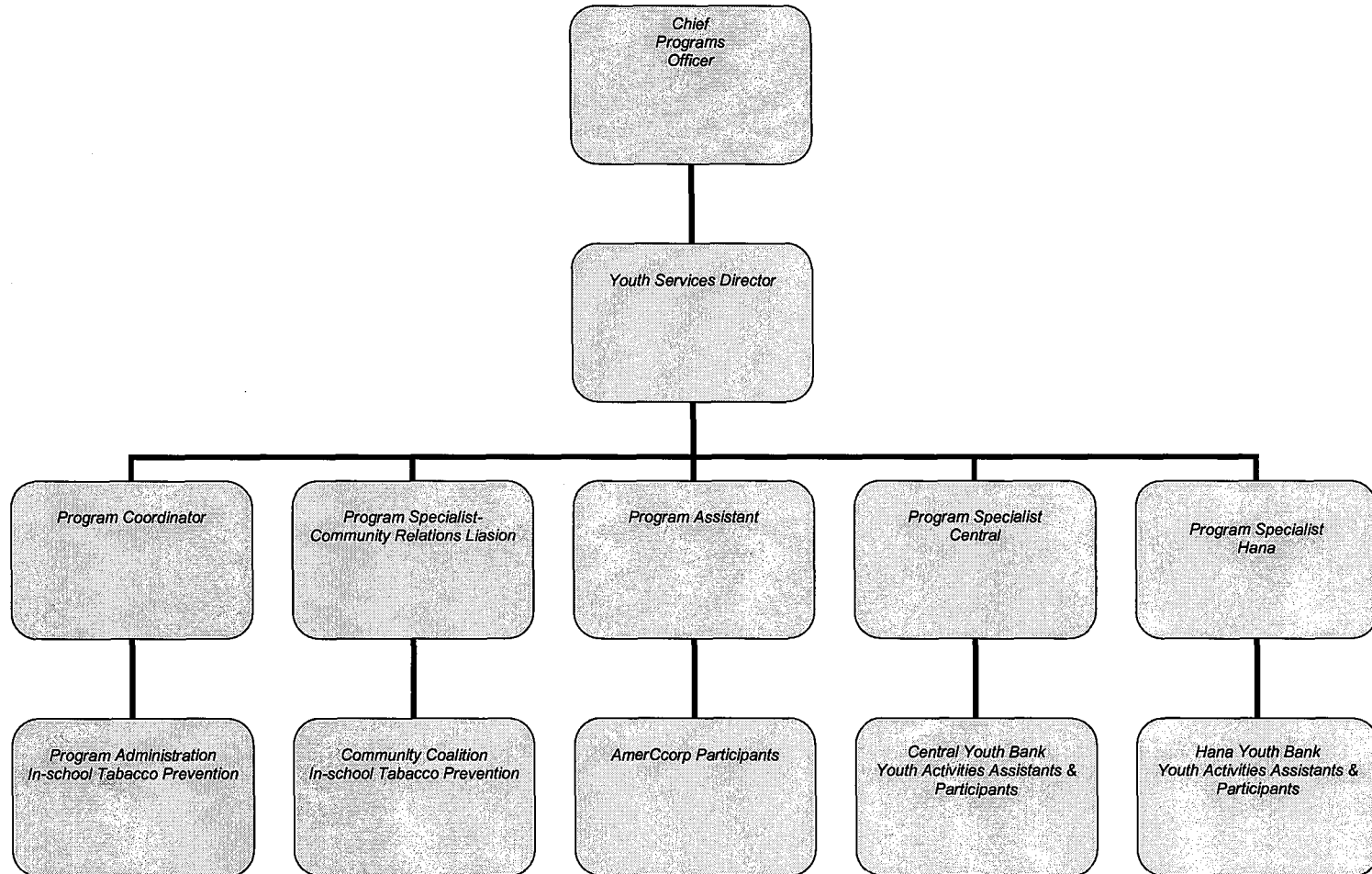
# Maui Economic Opportunity, Inc.

## Organizational Chart





# Maui Economic Opportunity, Inc. Youth Services Organizational Chart



House District 8,9,10,11,12,13

Senate District 4,5,6

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

Log No: 82-C

For Legislature's Use Only

rec'd  
JAN 30 2009

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Maui Economic Opportunity, Inc.

Dba:

Street Address: 99 Mahalani St., Wailuku, HI 96793

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA "SANDY" BAZ

Title CEO

Phone # 808-249-2990 x 300

Fax # 808-249-2991

e-mail Sandy@MEOINC.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: FUNDS PURCHASE THREE BUSES; A 20-28 PASSENGER SUPER BANTAM ADA SCHOOL BUS; 20-25 PASSENGER CUTAWAY BUS W/ ADA CONFIGURATION AND AN 8 SEATED PASSENGER, 5 WHEELCHAIR, OR ONE (1) GURNEY CAPABLE VEHICLE.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 365,000

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 \$ \_\_\_\_\_  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

SANANDA "SANDY" BAZ, CEO  
NAME & TITLE

11/29/09  
DATE SIGNED



## Application for Grants and Subsidies

### I. Background and Summary

1. **A BRIEF description of the applicant's background** Maui Economic Opportunity, Inc.(MEO) is a Community Action Agency founded in 1965 as part of Pres. Johnson's "War on Poverty." MEO's mission is to help the low-income elderly, children and youth persons with disabilities, immigrants, other disadvantaged persons, and the general public, to help themselves, so that they may become self-sufficient and enrich their lives.

MEO provides programming in workforce development, education, small business assistance, prisoner re-entry, and social services to help the communities in Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of giving people fish, it is better to teach them how to catch fish for themselves.

MEO Transportation began its operation in 1969. From a small start-up with a single used station wagon, MEO's fleet has grown to 86 vehicles providing a wide range of transportation services to the residents of Maui County. MEO provides County-subsidized on-demand transportation services to the elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as to the preschool children and disadvantaged youth in Maui County. Funding in FY 2007/08 was approximately \$6,500,000.

The following are highlights of MEO Transportation services:

- Over 283,000 trips were provided in 2008 to service the elderly, low-income, persons with disabilities, residents with medical transportation needs, preschoolers and youth
- Staff consists of about 90 employees that serve in administration, driving, and repair/maintenance, including 4 ASE certified automotive technicians.
- MEO has a fleet of over 80 vehicles, including 77 buses in service on Maui, Molokai and Lanai and 45 buses with wheel chair lifts.
- The general operation begins as early as 5:30 a.m. and continues until 10:00 p.m., Monday through Saturday. A reduced schedule operates on Sunday and holidays.
- MEO is a participant in the County's Civil Defense group and is ready to assist with transportation needs when called upon.

As a result of clarification and realignment in the use of federal public/mass transit funds (FTA-Federal Transit Administration funding), Maui County recently separated and locally funded the demand response transportation service operated by MEO from its public fixed route system primarily funded by federal dollars. The public/mass transit service is owned and administered/managed by the Maui County Department of Transportation (MDOT).

This transit system requires a greater demand for federal support due to the vastly larger capital and operational costs inherent in a public/mass transit system. Maui County could best meet these needs by leveraging local funds at 1:4 ratio (County: Federal) for capital requirements, and 1:1 ratio for operational expenses. At the same time, the specialized needs of the elderly, disabled and disadvantaged youth who can not be served by the Maui public/mass transit system, with its fixed, rigid routes and schedules, can be best served by MEO through its well-honed specialized demand response transportation service.

2. **The goals and objectives related to the request;** MEO is requesting \$365,000 in grant assistance for FY 2009-2010 to purchase 3 busses.

**Type A-1 School Bus**

20-28 passenger Super Bantam ADA school bus. These buses are used for Seniors, Head Start children, Youth, and the general public particularly in areas that are confined to space limitations such as Haiku/Upcountry areas. They are diesel functioning which gives MEO a more sustainable life than unleaded fuel in the busier terrains of Upcountry.

**Eldorado National Aero Elite Cutaway Bus**

20-25 passenger cutaway bus w/ ADA configuration. These buses are used for Rural Shopping Shuttle routes, Senior Clubs excursions, ADA functions such as the Senior Aloha Party and the Special Day Fair. They are more robust when capacities extend beyond the 20 passenger range.

**Eldorado National Aero Lite GMC Cutaway Bus**

8 seated passenger, 5 wheelchair, or one (1) gurney capable vehicle. These vehicles are MEO's 'Non Emergency' medical transport buses. They mainly serve the frail and elderly who attend Day Care, Dialysis, and non-emergency medical appointments. They are also used to transport gurney patients from hospitals, Day care sites, etc.

3. **State the public purpose and need to be served;** MEO's primary role as a specialized transportation provider for over 7,500 individuals in Maui using nearly 300,000 passenger trips a year requires additional vehicles to provide for expected increase in passengers due to the graying of a larger percentage of the population and a larger number of persons with disabilities and medical needs, particularly the expected increase in those in need of dialysis. The expected gain in desired efficiency will better serve the transportation needs of the community, contribute to the economic vitality of the island, and promote better quality of life for its citizens.

4. **Describe the target population to be served;** Elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as preschool children and disadvantaged youth in Maui County

5. **Describe the geographic coverage –** The geographic area for the proposed service is the county of Maui including the outer islands of Molokai and Lanai, with emphasis on rural and isolated areas of low-income population, high unemployment or economic depression. MEO

continues to serve clients on Lanai, Molokai and Maui, including the distant rural regions of Keanae and Hana.

## **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;**

Because of this service initiative, disadvantaged people in the community have been able to access a wide range of social, health, cultural, business, and government services. Through MEO, citizens participate in county-sponsored lunch nutrition programs, see their doctors, attend cultural events, conduct their shopping and banking, and visit with friends and old acquaintances.

People with disabilities are now able to have the same range of services on a regular basis, giving them freedom to become active members of the community. For those with gainful employment, MEO is their key link to jobs.

MEO has also enabled families of non-independent elderly to continue their productive lives as opposed to being housebound caregivers. Through a common objective of helping families stay and live together, MEO transportation service continues to allow elderly to reside with their loved ones as opposed to being institutionalized. This collaborative program with adult daycare providers has been a key to success of adult daycare centers in attracting and offering their services to the community.

Children increase their chance of success at school by assuring their participation in Head Start programs through reliable transportation. Public school children of similar family groups are able to take advantage of after-school activities managed by other community agencies, thanks to transportation by MEO.

The shuttle service operated by MEO and accessible from low-income housing areas facilitates the mobility of residents who could least afford personal transportation. Because of the service, people who are in this segment are able to become more self-sufficient, and even increase their chance of transitioning to a more sustainable lifestyle.

Maui has a resident population of 139,995 according to 2002 Census update. Maui County's unemployment rate as of December 2008 hit 6.7% compared to the US rate of 7%, and a State rate of 5.5%.<sup>1</sup> This is a 97% increase over the same time in 2007. As of November 2008, 7882 families statewide were on Temporary Assistance for Needy Families (TANF), or under the State program entitled Temporary Assistance to Other Needy Families (TAONF). This is a 12% increase over last year. Maui County's share of 744 families on TANF or TAONF in November 2008 brings the count to 5.3% of the County population. The number of AFMOE participants, a

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<sup>1</sup> Labor Area News, State of Hawaii, Dept. of Labor and Industrial Relations, November 2008.

program to assist Compact Free Association peoples, is 1,065 statewide and 46 on Maui. According to the Dept. of Human Services, there are 13,300 persons living below the poverty level that is 9% of Maui County's population. However, these are early 2008 number. Given the direct relationship between poverty and unemployment, one can only presume that the number in poverty is unfortunately, well above 10%.

In many ways, the hardships encountered by low-income and other disadvantaged individuals and families are to be kept in mind as we help with their problems and needs. Therefore, our services are reviewed and upgraded continually to meet increasing demands. While the needs of this target group are very basic, they must be comprehensively addressed.

The numbers of the low-income, disadvantaged, elderly, youth and persons with disabilities have increased substantially over the past years. There are many reasons, but one of primary ones is the on-set of the aging of the "baby-boom" generation, coupled with the economic down-turn, with its attendant unemployment, high housing/rental costs and unavailable child care.

Transportation is one of the highest priority needs identified in Maui County by the survey done for the Focus Maui Nui report. MEO Transportation proposes to continue meeting this need through a combination of on-demand, fixed route, and fixed schedule systems. Routes include both on and off the main highway, and curb-to-curb or door-to-door service.

Additionally, MEO will continue to provide information to clients on routes, pick-up points, street locations, pick-up times, and donation policy to those who call regarding special needs or any general questions from clients. Due to the type of equipment at MEO transportation, MEO serves as the only provider of non-emergency medical transportation on the three islands. MEO currently operates 43 accessible ADA lift equipped buses for accessibility within the County of Maui.

MEO has also been instrumental in helping Maui Memorial Medical Center alleviate room shortages by helping make rooms available for incoming patients through transport of non-critical patients to long-term care facilities such as Hale Makua or to Kula Sanatorium. In some cases, patients have been transported home who elected to remain close with family members. MEO Drivers are required to assist clients boarding and alighting, and to carry packages for the elderly, and disabled.

MEO further offers different levels of service in each isolated areas such as Molokai, Lanai and Hana. On the island of Molokai, MEO has a lead driver/manager as well as a branch director. On Lanai, MEO has one bus and one driver, while Hana is now served by two vans and two drivers to address the much needed dialysis transportation as well as increased shopping/medical trips to Central Maui. Our three-island service franchise is characterized by isolated rural communities with high service cost due to increased travel time and rapid wear and tear of equipment brought about by long distances and generally substandard road conditions of rural areas.

Given the nature of funding for this project, the proposed planning, facility design and

construction will allow for a seamless continuation of services at the existing site. Hence, a single-action step of this request is to maintain a safe, responsive, and reliable service at the most cost efficient level possible.

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

**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;** MEO has a written plan to insure quality, including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, the requirements of this RFP and POS contracts.

The QA begins with the formation of the Proposal Analysis Work Group (PAWG). This group is called together when a program director finds or is informed of a possible funding source. The director fills out a PAWG form (attached) and sends it to MEO's fund development director who calls a PAWG meeting.

Attending this meeting is the chief executive officer (CEO), chief programs officer (CPO), chief operating officer (COO), chief human resources officer (CHRO), chief financial officer (CFO), the program director who issued the PAWG and any appropriate staff and the fund development director.

The form is reviewed by the team to determine what the need is, whether the project fits with the program and the agency's mission, who will be involved with its implementation and how much should be sought. The meeting also allows MEO to allocate tasks for completion of the funding proposal and to establish mechanisms to monitor the proposal process through submission.

This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision, MEO will seek additional sources of funds. MEO also continues to monitor the needs of the community as expressed in various community wide events such as budget hearings etc.

Once MEO is awarded funds for a project, the funding letter, contract and requirements are distributed to the implementing departments, fiscal and executive staff who review the requirements and meet to determine the next steps in program implementation.

Resources needed and authorized for the project, either new-hires, equipment or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract Monitoring and tracking systems designed in the proposal are put in place as well as outreach and education programs promulgated.

Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution and PSA's.

The program is implemented in accordance with the contract.

The transportation program gathers documentation daily, these include, but are not limited to intake, eligibility criteria, assessments, accessibility reports, trip logs and incident reports. The data is retained in various electronic, secure data-bases. (see evaluation section of this proposal for specific program requirements)

All files are locked for confidentiality and electronic files are backed up at the close of business every evening.

Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, activities and events announced and statistics presented.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets. Here is also a place where budget modifications can be determined. These meetings include the fiscal director, executive staff and program directors and line staff managing the programs.

This is an opportunity for program people to understand how the funds relate to the program and for the fiscal people to see how the program relates to the funding and for the executive staff to monitor overall program effectiveness and financial responsibility.

Monthly/quarterly statistical and narrative reports are prepared by the responsible program staff, reviewed by their supervisors and department director. Before the CEO signs off, these reports are analyzed and reviewed by the CPO to insure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of the MEO Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, reviews the narratives and receives CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency must sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This QC plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs.

Transportation- MEDICAID has a prescribed number of rides it will reimburse for on a monthly basis. In reviewing the fiscal management report for the transportation program in the monthly fiscal review, it was discovered that the amount the transportation dept. was billing and the amount MEO was receiving from MEDICAID was not the same.

Consistently, the amount billed was less than the amount received. When asked how this could be? It was discovered that the department was not tracking the number of rides MEDICAID recipients took to see whether they had reached their limit.

When this was discovered the department implemented weekly reporting, so the agency could transfer to other programs those seniors who had reached their MEDICAID limit. Since then the MEDICAID billing and reimbursements have been in concert.

MEO has a four year strategic plan. A quarterly progress report is done by every director and reviewed by COO. The annual report of the progress of the strategic plan is reviewed by the P&E committee and the new year's implementation plan is approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, clients are asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of the services they received and to make recommendations about improvements or state other areas of need.

Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files and are referenced regularly for various funding proposals, community gatherings and testimony regarding the efficacy of MEO programs and services.

There are several advisory committees of lay people and professionals and other interested persons from throughout the community who provide feedback, needs assessments and service requirements as well as community responses to MEO's various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully.

- First, has the program met its contractual obligations and requirements?
- Has the program met the statistical goals eg. number of clients as specified in the grant?
- Has the program been able to be implemented in accordance with the funds received?
- Is the client on a path towards self sufficiency?
- Has the program remediated some need in the community?
- If the answer to all of these questions is yes, then we have succeeded.

Each month staff members are recognized for excellent client services by peers, clients or community members.

**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.**

The success of MEO's Transportation program will be determined by measuring various outcomes and tracking the numbers quarterly and annually to determine the degree to which they are being achieved. In addition, MEO carries out a client satisfaction survey

**The rural and isolated areas that will be served** -MEO tracks all of its trips, both its pick-up point and the destination. Although, all of Maui County is designated either rural or isolated, there are areas such as Hana, Keanae, Molokai, Lanai, etc. which are more isolated than others such as the main population centers of Kihei, Kahului and Wailuku.

MEO Transportation tracks the following information:

**Number of low-income individuals who completed intake and assessment;**

**Number of low-income individuals surveyed to assess services;**

**Individual Transit**

**Number of low-income individuals transported to and from community resources;**

**Number of passenger trips to and from community resources;**

**Worker Transit**

**Number of workers transported to and from the workplace or training**

**Number of passenger trips to and from the workplace or training**

**Elderly Transit**

**Number of low-income elderly individuals transported to and from community resources**

**Number of passenger trips to and from community resources**

**Disabled Transit**

**Number of low-income disabled individuals transported to and from rehabilitation and community resource centers**

**Number of passenger trips to and from rehabilitation and community resource centers**

**Youth Transit**

**Number of low-income youth transported to and from school and youth or educational programs**

**Number of passenger trips to and from school and youth or educational programs**

This information is compiled in daily trip logs recorded by the drivers. In addition incident reports are also filed and logged and regular, anonymous, client satisfaction surveys are taken.

**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
185,000	\$90,000	\$90,000		\$365,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

County of Maui -

#### IV. Experience and Capability

##### A. Necessary Skills and Experience

Current	OCS Transportation	COM Transportation	OCS GIA Dialysis/Vehicle Purchase
<b>Contracting Agency</b>	SOH Office of Community Services	County of Maui	SOH Office of Community Services
<b>Contact Person</b>	Keith Yabusaki/Dawn Hirakawa	Don Medeiros	Keith Yabusaki/En Young
<b>Contact Information</b>	830 Punchbowl St. Room 420 Honolulu, HI 96813 (808) 586-8765	200 S. High Street Wailuku, HI 96793	830 Punchbowl St. Room 420 Honolulu, HI 96813 (808) 586-8675
<b>Contract/Program Title</b>	OCS-POS-08-26 Transportation Services for Low Income Persons	G2637 Transportation Services	OCS-GIA-08-07 Acquisition of New Bus and Transportation for Evening Dialysis
<b>Contract Period</b>	07/01/07 - 06/30/09	07/01/08 - 06/30/09	06/30/08 - 06/30/09
<b>Funding Amount</b>	\$366,000	\$5,848,473	\$232,000
<b>Performance Outcomes</b>	See attached report	70,402 trips 27% of objective 1st quarter	156 persons, 4,388 trips 18% of objective

Past	OCS Transportation	COM Transportation	OCS GIA Dialysis
<b>Contracting Agency</b>	SOH Office of Community Services	County of Maui	SOH Office of Community Services
<b>Contact Person</b>	Keith Yabusaki/Len Oyama (808) 586-8765	Don Medeiros	Keith Yabusaki/Justin Menolascino (808) 586-8675
<b>Contact Information</b>	830 Punchbowl St. Room 420 Honolulu, HI 96813	200 S. High Street Wailuku, HI 96793	830 Punchbowl St. Room 420 Honolulu, HI 96813
<b>Contract/Program Title</b>	OCS-POS-06-24 Transportation Services for Low Income Persons	G2446 Transportation Services	OCS-GIA-08-07 Night Trans for Dialysis Treatment

<b>Current</b>	<b>OCS Transportation</b>	<b>COM Transportation</b>	<b>OCS GIA Dialysis/Vehicle Purchase</b>
<b>Contract Period</b>	07/01/05 - 06/30/07	07/01/07 - 06/30/08	12/15/05 - 11/30/06
<b>Funding Amount</b>	\$366,000	\$5,194,104	\$170,000
<b>Performance Outcomes</b>	see attached report	238,118 trips 108% of objective	156 persons 16,184 trips

## **B. Facilities**

Maui Economic Opportunity, Inc. has POPs (Points of Presence) in Kaunakakai- Molokai, Lanai City- Lanai, and Lahaina-, Hana-, and Kahului- Maui, with its main Administration Office in Wailuku- Maui. Transportation base operations are located in Kahului, Maui with branch operations in Hana, Kaunakakai, and Lanai City. We also operate our own vehicle repair facility in Kahului, Maui.

A communication system with a repeater located at the 4,000' elevation of Mt. Haleakala, 2000' level of Olinda, and at the Maui Marriott Hotel located in Kaanapali provides seamless coverage throughout upcountry, central, south, and west Maui. On the island of Molokai, a base station unit is located at our office in Kaunakakai giving coverage to the major parts of the island.

MEO's facilities are classified as "Places of Public Accommodation" under the Americans with Disabilities Act (ADA). Along with its equipment and fleet, MEO Transportation facilities are in full compliance with Federal ADA (American with Disabilities Act) requirements, as well as safety-related requirements on its vehicles as administered by the State of Hawaii Department of Transportation. MEO Transportation has passed each and every unannounced visit by the Maui-based DOT inspector

## **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.**

MEO Transportation's current staff, however, meets or exceeds the minimum qualifications, including experience, for staff assigned to various programs. All bus drivers complete a 6-month probation period during which they receive training specific to safety, maintenance, routing, and passenger assistance technique (PAT). All drivers are required to attend and pass safety-training sessions in conjunction with the Hawaii Transportation Association annually. Special Assistance Training, such as disabled client techniques, is given to certain staff capable of additional duties and responsibilities.

To assure that training is ongoing and consistent, MEO's Safety / Training department has one position of Driver Trainer / Road Supervisor, charged with the responsibility of oversight and implementation of safety and training programs, and quality assurance for the program. Driver Improvement Program (DIP) classes which include substance awareness and school bus training program are offered annually to each driver. This is an 8-hour course required of all CDL drivers. First Aid and CPR classes are offered to all of our drivers as part of their job responsibilities. A second position of Road Supervisor in the department monitors performance in the field.

MEO's Driver Trainer/Safety Coordinator conducts CDL course curriculum consisting of 160 hours of classroom training covering Federal, State, County laws and regulations, to include MEO's policies and procedures, vehicle nomenclature and hands on road work. All CDL training is normally completed on the island of Maui however, training has commenced on the island of Molokai due to the need for larger school buses and the rotation of newer buses. Driver safety awareness is reviewed and analyzed throughout the year for all drivers.

There is a supervisor "on-duty" at all times. Driver's are in contact with the supervisor through Dispatchers who are supervised by our Schedulers/Planners, who in turn, report to Management either directly or via cellular phones, pager, e-mail, and fax. Management also coordinates with all supervisors/drivers in Hana, Lanai, and Molokai in the same methods as previously mentioned. If the need arises, further coordination by the transportation management takes place with MEO's Executive Staff. The MEO transportation organization chart indicates the lines of supervision.

Our Head of Maintenance and Lead Mechanic are both certified Automotive Service Excellence (ASE) technicians and retain mechanical certifications in repair work for various machinery at our repair shop. Annual ASE certification exams related to this expertise are taken at Maui Community College. These exams keep our mechanics abreast of the industry field as well as challenge them with newer technology in the growing computer field. In addition MEO Transportation Lead Mechanic and shop technicians attend factory-sponsored technical courses to enable the MEO vehicle repair and maintenance facility to gain Authorized Warranty Facility designation.

With our vehicle maintenance schedule, coordination on a countywide level takes place with the Head of Maintenance who receives daily inspections reports for each vehicle. If vehicles on the islands of Molokai and Lanai need repair, the Head of Maintenance or Lead Mechanic travels to either island to correct the problems. If they are unable to fix the problem, a vehicle is shipped from Maui and the inoperable vehicle returned to Maui.

## **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. Although this request is not for operating, MEO is providing the Transportation Department's and the**

**agency's organization charts for information purposes.** MEO's organization charts show the departmental and programmatic structure of the organization with lines of authority, oversight and supervision clearly delineated. From the board of directors down to the line staff the organization chart is a graphic device to demonstrate the organization's structure.

The Transportation Dept. is the largest of the five MEO program services departments. The transportation director is supervised by and reports to MEO's chief program officer, who is an officer of the corporation on the level with the chief financial officer, chief operating officer and the chief human resources officer. The CPO as well as all other officers report to the CEO who reports to the board.

The Organizational Chart also shows the management and supervisory structure of our branch offices on Molokai and Lanai.

The organizational chart of the transportation department shows that the neighbor islands of Molokai and Lanai operate independently from the Maui transportation department. The transportation services on Molokai are managed and supervised by the driver supervisor who reports to the director of Molokai MEO and the Lanai branch manager manages and supervises the drivers on Lanai.

Despite the size of MEO (approx. 275 employees), this structure has proven to be efficient and effective as witnessed by MEO consistently achieving and more often than not, exceeding its program goals and objectives. Maui Economic Opportunity, Inc. is a Community Action Agency in the State of Hawai'i. In 2003, MEO received the distinction of being one of four National Community Action Agencies to be certified as an Agency of Excellence. Ten rigorous Standards of Excellence were not only achieved, but surpassed. MEO maintains this designation.

## **VI. Other**

### **A. Litigation**

**The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.** To the best of our knowledge and information, MEO is neither a defendant nor a plaintiff in any pending litigation and does not have any outstanding judgments.

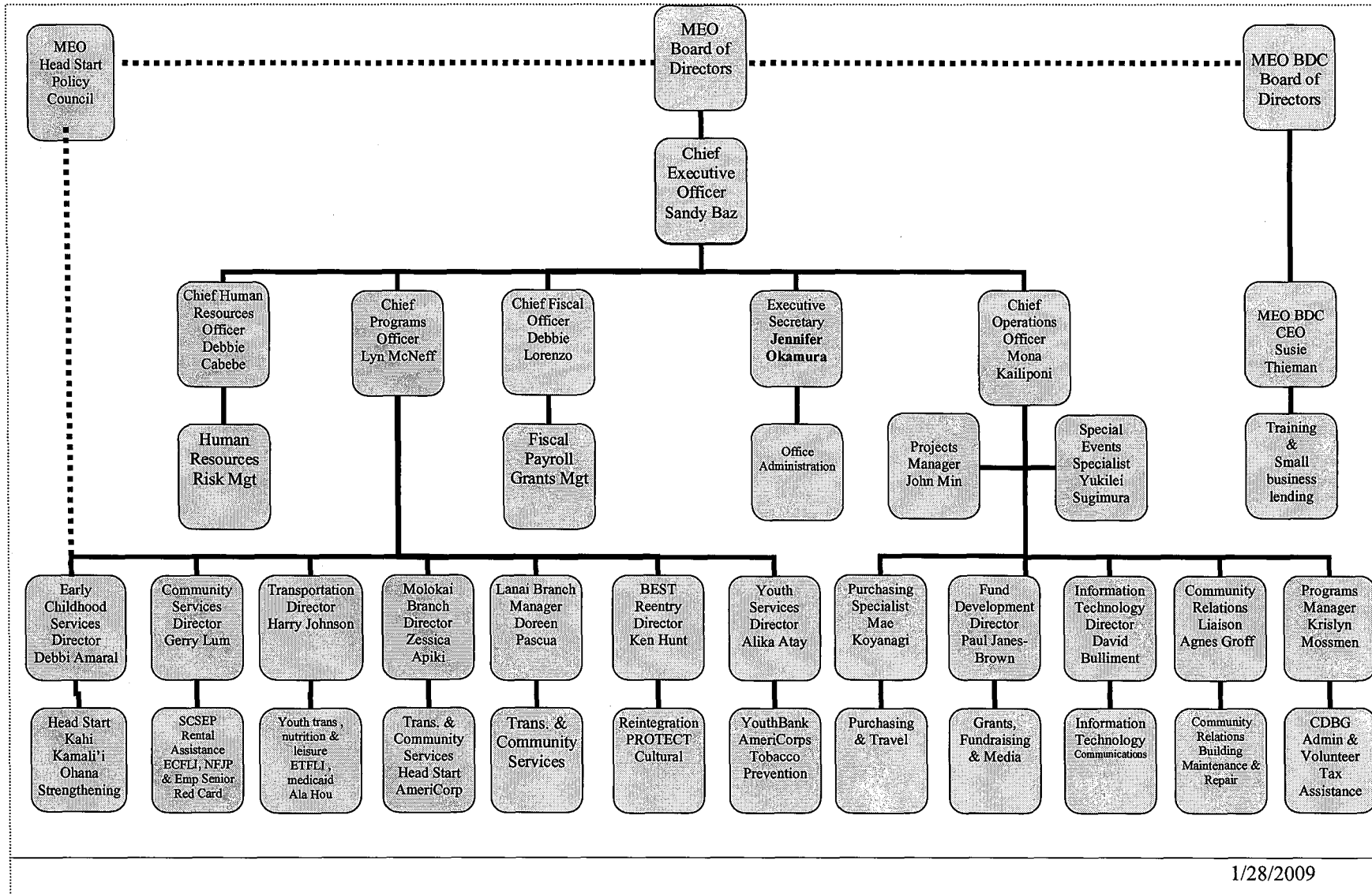
### **B. Licensure or Accreditation**

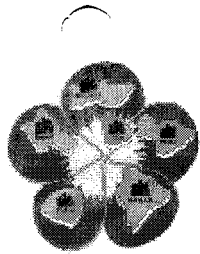
**Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.** MEO holds a Certificate of Public Convenience and Necessity issued by the Public Utilities Commission State of Hawaii License #4575-C. This enables MEO to transport ambulatory non-ambulatory person in the County of Maui.



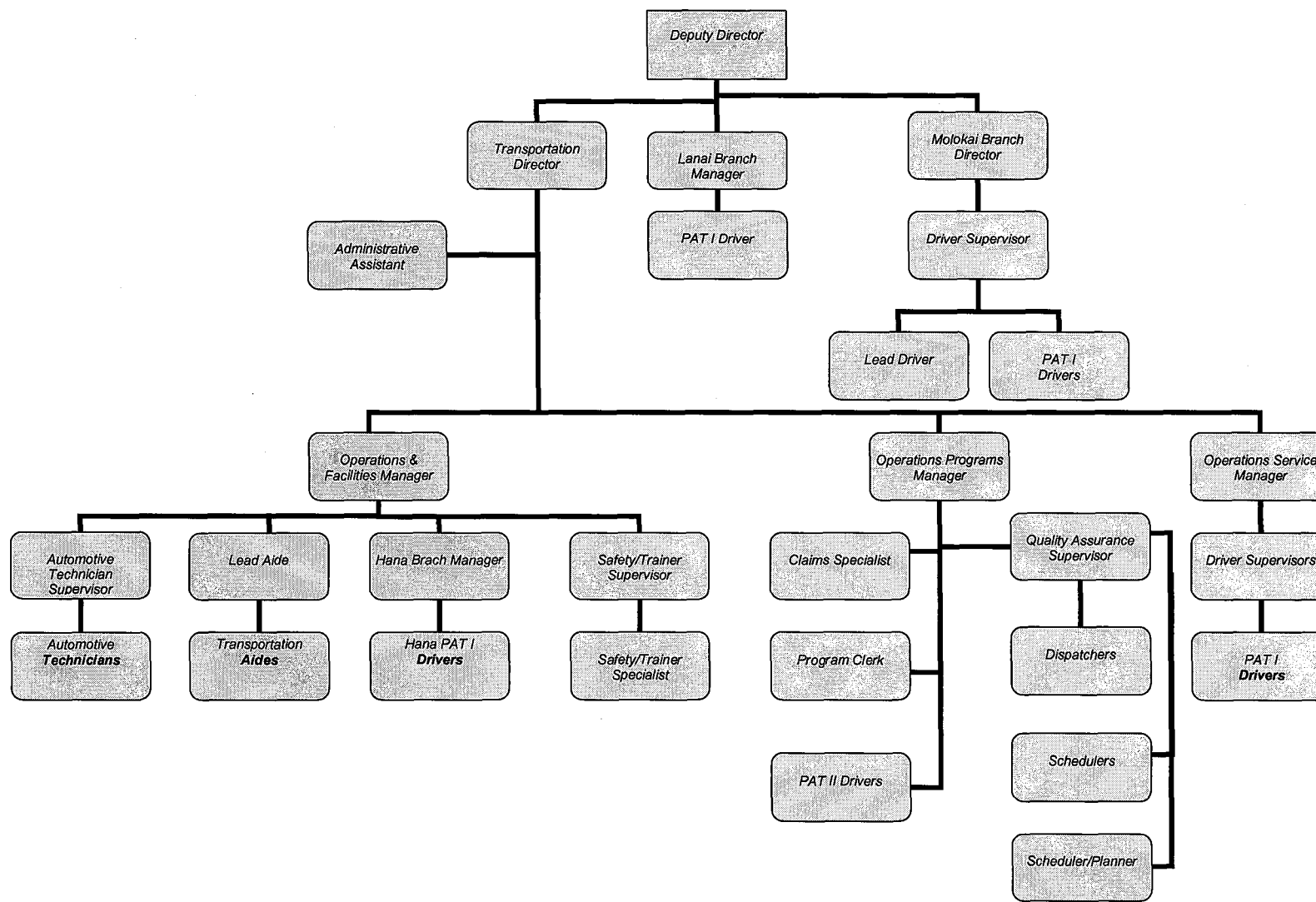
# Maui Economic Opportunity, Inc.

## Organizational Chart





# Maui Economic Opportunity, Inc. Transportation Organizational Chart



**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Maui Economic Opportunity, Inc.

(Typed Name of Individual or Organization)



11/29/09  
(Date)

\_\_\_\_\_  
Sananda "Sandy" Baz  
(Typed Name)

\_\_\_\_\_  
CEO

(Title)

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Maui Economic Opportunity, Inc.

(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Sananda "Sandy" Baz

(Typed Name)

\_\_\_\_\_  
CEO

(Title)



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Economic Opportunity, Inc. - Bus Replacement Purchases

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>365,000</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>365,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	365,000	Debra Lorenzo/Chief Fiscal Officer (808) 249-2990		
(b)		Name (Please type or print) [REDACTED] Phone		
(c)		Signature of Authorized Official [REDACTED] Date 01/28/2009		
(d)		Date		
<b>TOTAL BUDGET</b>	<b>365,000</b>	Sananda K. Baz/Chief Executive Officer		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc. - Bus Replacement Purchases

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
None				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc.  
Bus Replacement Purchases

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Type A-1 School Bus - 20- 28 passenger Super Bantam ADA	1.00	\$90,000.00	\$ 90,000.00	\$90,00
Eldorado National Aero Elite - 20-25 passenger cutaway Bus with ADA	1.00	\$90,000.00	\$ 90,000.00	\$90,00
Eldorado National Aero Lite GMC 8 seated passenger, 5 wheelchair or 1 gurney capable vehicle	1.00	\$185,000.00	\$ 185,000.00	\$185,00
			\$ -	
<b>TOTAL:</b>	3		\$ 365,000.00	\$365,00

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc.  
Bus Replacement Purchases

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	0	0		0	0	0
<b>JUSTIFICATION/COMMENTS:</b>						

House District 8,9,10,11,12,13

Senate District 4,5,6

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 83-0

For Legislature's Use Only

*rec'd*  
JAN 30 2009 *[Signature]*

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Maui Economic Opportunity, Inc.

Dba:

Street Address: 99 Mahalani St., Wailuku, HI 96793

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA "SANDY" BAZ

Title CEO

Phone # 808-249-2990 x 300

Fax # 808-249-2991

e-mail Sandy@MEOINC.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: FUNDS ARE REQUESTED TO SUPPORT NON-EMERGENCY MEDICAL TRANSPORTATION SERVICES FOR ELDERLY, DISABLED AND THOSE DIAGNOSED WITH RENAL DISEASE REQUIRING DIALYSIS.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 182,000

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 \$ 182,000

FEDERAL \$ \_\_\_\_\_

COUNTY \$ 5,848,473

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

SANANDA "SANDY" BAZ, CEO  
NAME & TITLE

1/29/09  
DATE SIGNED

## **Application for Grants and Subsidies**

### **I. Background and Summary**

1. **A BRIEF description of the applicant's background** Maui Economic Opportunity, Inc.(MEO) is a Community Action Agency founded in 1965 as part of Pres. Johnson's "War on Poverty." MEO's mission is to help the low-income elderly, children and youth persons with disabilities, immigrants, other disadvantaged persons, and the general public, to help themselves, so that they may become self-sufficient and enrich their lives.

MEO provides programming in workforce development, education, small business assistance, prisoner re-entry, and social services to help the communities in Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of giving people fish, it is better to teach them how to catch fish for themselves.

MEO Transportation began its operation in 1969, four years after the founding of Maui Economic Opportunity, Inc. (MEO) in 1965 under the Economic Opportunity Act of 1964. From our small start-up with a single used station wagon, we have grown to a fleet of 86 vehicles providing a wide range of transportation services to the residents of Maui County. MEO provides County-subsidized on-demand transportation services to the elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as to the preschool children and disadvantaged youth in Maui County. Funding in FY 2007/08 was approximately \$5,700,000.

MEO currently transports over 63 unduplicated individuals to two Dialysis treatment centers within Maui County from 5:30 a.m. to 10:00 p.m., on a daily basis including holidays. We also transport approximately 5-7 clients for dialysis treatment on the island of Molokai.

The estimated number of trips realized by dialysis clients is approximately 16,550 per year. MEO's transportation service allows dialysis clients to access these medical facilities during these hours. However, with the current projected number of persons needing dialysis treatment, estimated to be 1,500 unduplicated individuals, the Liberty Dialysis treatment centers can only accommodate a limited number of patients during these hours.

Previously, Liberty Dialysis opened a satellite site in Wailuku to meet the overflow of clients who normally receive treatment from their primary site located in Wailuku. Liberty Dialysis has secured a permanent site for their primary treatment center which currently houses 48 dialysis stations in comparison to the 20 positions that were being served. Their Wailuku satellite station has been eliminated due to their new facility.

2. **The goals and objectives related to the request;** MEO's goal is to continue non-emergency medical transportation services from 5:30 a.m. to 10:00 p.m., Monday through Saturday including holiday operations. MEO will be leveraging over \$4,000,000 in Federal, County and private funds with this request for \$182,000 of State Funds for each year of the biennium for FY 2009 and FY 2010. These funds will be used to maintain two full-time and one (53.13%) part-time Passenger Attendant Technician (PAT) bus drivers, one full-time and one (1.25%) part-time dispatcher and fund operational costs.

**State the public purpose and need to be served;** Currently, MEO services a significant portion of the End Stage Renal Disease (ESRD) population on the island of Maui including those who are wheel-chair bound. These services are limited to MEO's hours of operation. A prescribed hemodialysis procedure takes approximately 4-6 hours, three (3) times a week. Compound this with transportation time and it becomes clear that an ESRD patient spends a significant amount of time out of the home to receive this life-saving procedure.

For those patients not able to secure a time slot during times when MEO services are available, alternative forms of transportation have to be found, usually by family and friends. The reality is, transportation becomes a huge obstacle for patients to receive their required treatments due to factors including financial constraints, family "burn-out" due to late evening transporting, and/or serious medical conditions that prevent a patient from being transported by a private vehicle.

The system of services MEO provides addresses the needs of the complete spectrum of citizens. MEO's service system gives priority to those individuals defined as being in the greatest economic and/or social need and those services designed to assist the frail and vulnerable. The service system also addresses to the maximum extent possible, those services that assist able persons in maintaining a healthy and independent life style.

MEO transportation, aside from the ambulance service, is the only provider of non-emergency medical gurney service in Maui County.

The estimated average cost to the State of Hawaii for long term care at the Maui Memorial Medical Center ranges between \$800 and \$1,000 per day. In comparison, the average costs of long term care at nursing homes such as Hale Makua ranges between \$150 and \$280 per day. The daily savings per patient is approximately \$700 per day by placing them at Hale Makua. Therefore, 5 patients transferred to Hale Makua from Maui Memorial Medical Center would save the State of Hawaii \$3,500 per day or \$24,500 per week. This would accrue to an annual cost savings of \$1,274,000.

This grant would pay for itself within seven weeks with the net savings to the State of Hawaii of over \$1 million dollars annually. An additional benefit derived from this grant, allows the ambulance service on Maui to concentrate on its primary mission of emergency medical transport and allows dialysis appointment scheduling for these clients during the late evening hours.

**Describe the target population to be served;** elderly, disabled, and those diagnosed with renal disease requiring dialysis.

**Describe the geographic coverage.** The service is available for patients throughout Maui Island including remote areas such as the Island of Molokai.

## 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.

**Describe the scope of work, tasks and responsibilities;** MEO proposes to continue non-emergency medical transportation services from 5:30 a.m. to 10:00 p.m., Monday through Saturday to include holiday operations.

MEO currently transports over 63 unduplicated individuals to two Dialysis treatment centers within Maui County from 5:30 a.m. to 10:00 p.m., on a daily basis. We also transport approximately 5-7 clients for dialysis treatment on the island of Molokai. The estimated amount of trips realized by dialysis clients are approximately 16,550 per year.

MEO's transportation service allows dialysis clients to access these medical facilities during these hours. However, with the current projected number of persons needing dialysis treatment, estimated to be 1,500 unduplicated individuals, the Liberty Dialysis treatment centers can only accommodate a limited amount of patients during these hours.

Previously, Liberty Dialysis opened a satellite site in Wailuku to meet the overflow of clients who normally receive treatment from their primary site, located in Wailuku. Liberty Dialysis has secured a permanent site for their primary treatment center which currently houses 48 dialysis stations in comparison to the 20 positions that were currently being served. Their Wailuku satellite station has been eliminated due to their new facility.

1. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service; This service will be available 6 days a week Monday through Saturday 5:30 A.M. to 10:00 P.M. including holidays.

2. 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.

**Quality Assurance** - MEO has a written plan to insure quality, including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, the requirements of this RFP and POS contracts.

The QA begins with the formation of the Proposal Analysis Work Group (PAWG). This group is called together when a program director finds or is informed of a possible funding source. The director fills out a PAWG form and sends it to MEO's fund development director who calls a PAWG meeting.

Attending this meeting is the chief executive officer (CEO), chief programs officer (CPO), chief operating officer (COO), chief human resources officer (CHRO), chief financial officer (CFO), the program director who issued the PAWG and any appropriate staff and the fund development director.



The form is reviewed by the team to determine what the need is, whether the project fits with the program and the agency's mission, who will be involved with its implementation and how much should be sought. The meeting also allows MEO to allocate tasks for completion of the funding proposal and to establish mechanisms to monitor the proposal process through submission.

This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision, MEO will seek additional sources of funds. MEO also continues to monitor the needs of the community as expressed in various community wide events such as budget hearings etc.

Once MEO is awarded funds for a project, the funding letter, contract and requirements are distributed to the implementing departments, fiscal and executive staff who review the requirements and meet to determine the next steps in program implementation.

Resources needed and authorized for the project, either new-hires, equipment or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract Monitoring and tracking systems designed in the proposal are put in place as well as outreach and education programs promulgated.

Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution and PSA's.

The program is implemented in accordance with the contract.

The transportation program gathers documentation daily, these include, but are not limited to intake, eligibility criteria, assessments, accessibility reports, trip logs and incident reports. The data is retained in various electronic, secure data-bases.

All files are locked for confidentiality and electronic files are backed up at the close of business every evening.

Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, activities and events announced and statistics presented.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets. Here is also a place where budget modifications can be determined. These meetings include the fiscal director, executive staff and program directors and line staff managing the programs.

This is an opportunity for program people to understand how the funds relate to the program and for the fiscal people to see how the program relates to the funding and for the executive staff to monitor overall program effectiveness and financial responsibility.

Monthly/quarterly statistical and narrative reports are prepared by the responsible program staff, reviewed by their supervisors and department director. Before the CEO signs off, these reports are analyzed and reviewed by the CPO to insure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of the MEO Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, reviews the narratives and receives CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency must sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This QA plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs.

Transportation- MEDICAID has a prescribed number of rides it will reimburse for on a monthly basis. In reviewing the fiscal management report for the transportation program in the monthly fiscal review, it was discovered that the amount the transportation dept. was billing and the amount MEO was receiving from MEDICAID was not the same.

Consistently, the amount billed was less than the amount received. When asked how this could be? It was discovered that the department was not tracking the number of rides MEDICAID recipients took to see whether they had reached their limit.

When this was discovered the department implemented weekly reporting, so the agency could transfer to other programs those seniors who had reached their MEDICAID limit. Since then the MEDICAID billing and reimbursements have been in concert.

MEO has a four year strategic plan. A quarterly progress report is done by every director and reviewed by COO. The annual report of the progress of the strategic plan is reviewed by the P&E committee and the new year's implementation plan is approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, clients are asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of the services they received and to make recommendations about improvements or state other areas of need.

Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files

and are referenced regularly for various funding proposals, community gatherings and testimony regarding the efficacy of MEO programs and services.

There are several advisory committees of lay people and professionals and other interested persons from throughout the community who provide feedback, needs assessments and service requirements as well as community responses to MEO's various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully.

- First, has the program met its contractual obligations and requirements?
- Has the program met the statistical goals eg. number of clients as specified in the grant?
- Has the program been able to be implemented in accordance with the funds received?
- Is the client on a path towards self sufficiency?
- Has the program remediated some need in the community?
- If the answer to all of these questions is yes, then we have succeeded.

Each month staff members are recognized for excellent client services by peers, clients or community members.

The Transportation Division has a fully computerized data tracking system that accounts for all passenger trips by destination category. For inquiries, recent transportation software upgrade enables MEO to search data more efficiently. Monthly printouts give up to date monitoring information to management. Client input is provided through established Incident Report procedures that are acted upon by management on a case-by-case basis and through regular client satisfaction surveys.

Regular evaluations are also conducted by the Senior Citizen's Planning and Coordination Council (representing 8,000 senior citizens), the MEO Board Program and Evaluation Committee, the State Office of Community Services, The State Department of Transportation, the County Department of Transportation, the County Office on Aging, the County Department of Finance, and The Office of the Mayor, County of Maui.

A radio communication system operating on two frequencies provides constant contact between in-service vehicles and MEO's dispatching offices. Our success lies in our ability to coordinate and respond to various situations encountered, to ensure the efficient and timely delivery of needed services

MEO Transportation employee conduct is governed under the MEO Employee Handbook umbrella and has specific MEO Transportation House Rules. On the other hand, facility and fleet maintenance, accident and safety-related reporting, and drug/alcohol procedures are guided by the MEO Policy Procedure Manual. Updates and clarifications of any existing procedures are filed and kept up to date in the MEO Transportation Policy Manual. Announcements and notices are conveniently posted in the Driver's Lounge, Safety and Trainer Supervisor stations, and in the Planning and Scheduling areas. Flow of communication is established through hierarchical responsibility protocols, regular meetings, utilization of daily schedules, and where available, through computerized messaging.

To enable MEO to continue meeting and providing the various transportation services that the community needs, MEO gathers inputs through regular meetings with client groups representing the community, and through surveys conducted on its scheduled runs. As end-users, actual passenger inputs are critical in evaluating future improvements in services, as well as identifying problems that may need immediate attention. Client groups as focus bodies are important in planning for expansions and for introduction of new services.

Problems and concerns are handled in a timely manner under the MEO company policy of community complaints resolution. Specific individuals in each area are assigned as lead persons, with direction and supervision from both the Operations Managers, and Transportation Director. Clients are advised and have recourse to contact the MEO Executive Director if problems are unsatisfactorily resolved.

Additionally, drivers are monitored on a regular basis by assigned Road Supervisors using a detailed Road Supervisor Checklist ranging from driver appearance and grooming to bus preparation, trip reports, safety inspection, and documentation. Trip reports are submitted to Dispatchers at the end of driver shift and collated for processing by Project/Data Clerk according to exacting tabulation protocol. Procedure is designed to flag missing driver reports, trip data, and rider-ship classification.

3. 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.

MEO will provide a report on number of people serviced by the program. We anticipate between 60-75 persons will participate in this program. A total number of trips per passenger as well as the total trips during the reporting period, and finally the fee for service billing will document what has been accomplished.

**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 2009-20010.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 45,500	\$45,500	\$45,500	\$45,500	\$182,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

#### **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.**

The current management team of MEO Transportation, headed by the Transportation Director, Operations Managers (3), Section Heads and Supervisors have an equivalent collective transportation experience of 115 years. Its highly recognized reputation in the community as a transportation provider is derived from a cadre of in-house safety and road trainers/supervisors for quality assurance, planners and schedulers for capacity and on-time performance, and certified mechanics for reliable and dependable vehicle fleet availability.

In addition, with open-door management policy, regular meetings are conducted twice a week to ensure timely actions on problems and concerns encountered during operation. Drivers meet with management every last Thursday of each month to disseminate information on transportation-related policies, provide time for questions and challenges, and to acknowledge their contribution in the continued success of MEO Transportation. It is also an opportunity to review MEO's mission and motto reminding the staff of the connection with the community and the target populations served.

MEO Transportation participates in special-topic meetings, industry seminars, conventions and tradeshow. It belongs to the Community Transportation Association of America (CTAA), American Public Transportation Association (APTA), and Hawaii Transportation Association (HTA). Mandatory attendance at supervisor meetings sponsored by the Human Resources Department is required. Required specific driver improvement programs, CPR and First Aid, and periodic meetings with State DOT (Department of Transportation) safety officer and MEO's insurance company risk manager provide avenues for keeping required skills sharp and being informed of new developments. Compulsory PUC (Public Utilities Commission) and DOT physical examinations are required of all drivers in order to maintain their CDL driver qualification. Annual DIP (Driver Improvement Program) classes are conducted to maintain essential driving skills. Monitoring of news events and legal notices, followed by research through the internet allows for downloading of needed new, detailed information for circulation among the staff.

#### **Experience**

Maui Economic Opportunity, Inc., has served the transportation requirements of Maui County for 39 years. During this period the agency evolved into a major provider of service to the public. MEO is the continuing recipient of Maui County and State of Hawaii grants for the provision of specialized transportation for the low-income, elderly, persons with disabilities, medically needy, and youth.

Listed below are the existing core State and County Grants to MEO Transportation:

	<b>OCS Transportation</b>	<b>COM Transportation</b>	<b>OCS      GIA Dialysis/Vehicle Purchase</b>
<b>Current</b>			
<b>Contracting Agency</b>	SOH Office of Community Services	County of Maui	SOH Office of Community Services
<b>Contact Person</b>	Keith Yabusaki/Dawn Hirakawa	Don Medeiros	Keith Yabusaki/En Young
<b>Contact Information</b>	830 Punchbowl St. Room 420 Honolulu, HI 96813	200 S. High Street Wailuku, HI 96793	830 Punchbowl St. Room 420 Honolulu, HI 96813
	(808) 586-8765		(808) 586-8675
<b>Contract/Program Title</b>	OCS-POS-08-26	G2637	OCS-GIA-08-07
	Transportation Services for Low Income Persons	Transportation Services	Acquisition of New Bus and Transportation for Evening Dialysis
<b>Contract Period</b>	07/01/07 - 06/30/09	07/01/08 - 06/30/09	06/30/08 - 06/30/09
<b>Funding Amount</b>	\$366,000	\$5,848,473	\$232,000
<b>Performance Outcomes</b>	Met or exceeded all objectives	70,402 trips 27% of objective 1st quarter	156 persons, 4,388 trips 18% of objective

<b>Past</b>	<b>OCS Transportation</b>	<b>COM Transportation</b>	<b>OCS      GIA Dialysis</b>
<b>Contracting Agency</b>	SOH Office of Community Services	County of Maui	SOH Office of Community Services
<b>Contact Person</b>	Keith Yabusaki/Len Oyama	Don Medeiros	Keith Yabusaki/Justin Menolascino
	(808) 586-8765		(808) 586-8675
<b>Contact</b>	830 Punchbowl	200 S. High	830 Punchbowl

<b>Information</b>	St. Room 420 Honolulu, HI 96813	Street Wailuku, HI 96793	St. Room 420 Honolulu, HI 96813
<b>Contract/Program Title</b>	OCS-POS-06-24	G2446	OCS-GIA-08-07
<b>Past</b>	<b>OCS Transportation</b>	<b>COM Transportation</b>	<b>OCS      GIA Dialysis</b>
	Transportation Services for Low Income Persons	Transportation Services	Night Trans for Dialysis Treatment
<b>Contract Period</b>	07/01/05 - 06/30/07	07/01/07 - 06/30/08	12/15/05 - 11/30/06
<b>Funding Amount</b>	\$366,000	\$5,194,104	\$170,000
<b>Performance Outcomes</b>	Met or exceeded all objectives	238,118      trips 108%            of objective	156            persons 16,184 trips

## 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.**

Maui Economic Opportunity, Inc. has POPs (Points of Presence) in Kaunakakai- Molokai, Lanai City- Lanai, and Lahaina-, Hana-, and Kahului- Maui, with its main Administration Office in Wailuku- Maui. Transportation base operations are located in Kahului, Maui with branch operations in Hana, Kaunakakai, and Lanai City. We also operate our own vehicle repair facility in Kahului, Maui.

A communication system with a repeater located at the 4,000' elevation of Mt. Haleakala, 2000' level of Olinda, and at the Maui Marriott Hotel located in Kaanapali provides seamless coverage throughout upcountry, central, south, and west Maui. On the island of Molokai, a base station unit is located at our office in Kaunakakai giving coverage to the major parts of the island.

MEO's facilities are classified as "Places of Public Accommodation" under the Americans with Disabilities Act (ADA). Along with its equipment and fleet, MEO Transportation facilities are in full compliance with Federal ADA (American with Disabilities Act) requirements, as well as safety-related requirements on its vehicles as administered by the State of Hawaii Department of Transportation. MEO Transportation has passed each and every unannounced visit by the Maui-based DOT inspector

## 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.** The current management team of MEO Transportation, headed by the Transportation Director, Assistant Transportation Director, and operations managers (2), section heads and supervisors have an equivalent collective transportation experience of 115 years. Its highly recognized reputation in the community as a transportation provider is derived from a cadre of in-house safety and road trainers/supervisors dedicated to and known for quality assurance, planners and schedulers for capacity and on-time performance, and certified mechanics for reliable and dependable vehicle fleet availability.

MEO Transportation participates in special-topic meetings, industry seminars, conventions and tradeshows. It belongs to the Community Transportation Association of America (CTAA), American Public Transportation Association (APTA), and Hawaii Transportation Association (HTA). Mandatory attendance at supervisor meetings sponsored by the Human Resources Department is required. Required specific driver improvement programs, CPR and First Aid, and periodic meetings with State DOT (Department of Transportation) safety officer and MEO's insurance company risk manager provide avenues for keeping required skills sharp and being informed of new developments.

MEO Transportation's current staff meets or exceeds the minimum qualifications, including experience, for staff assigned to various programs. All bus drivers complete a 6-month introductory period during which they receive training specific to safety, maintenance, routing, and passenger assistance technique (PAT). All drivers are required to attend and pass safety-training sessions in conjunction with the Hawaii Transportation Association annually. Special Assistance Training, such as disabled client techniques, is given to certain staff capable of additional duties and responsibilities.

Compulsory PUC (Public Utilities Commission) and DOT physical examinations are required of all drivers in order to maintain their CDL driver qualification. Annual DIP (Driver Improvement Program) classes are conducted to maintain essential driving skills. Monitoring of news events and legal notices, followed by research through the internet allows for downloading of needed new, detailed information for circulation among the staff.

To assure that training is ongoing and consistent, MEO's Safety/Training department has one position of Driver Trainer Supervisor charged with the responsibility of oversight and implementation of safety and training programs and quality assurance for the program. Driver Improvement Program (DIP) classes, which include substance awareness and school bus training programs are offered annually to each driver. This is an 8-hour course required of all drivers. First Aid and CPR classes are offered to all of our drivers as part of their job responsibilities. Another position of Driver Supervisor in the department monitors performance in the field.

MEO's Driver Trainer/Safety Coordinator conducts a Commercial Driver's License (CDL) course curriculum consisting of 160 hours of classroom training covering Federal, State, County laws and regulations, and includes MEO's policies and procedures, vehicle nomenclature, and



hands-on road work. All CDL training is completed on the island of Maui. Driver safety awareness is reviewed and analyzed throughout the year for all drivers by MEO Transportation supervisors.

There is a supervisor "on-duty" at all times. Drivers are in contact with the supervisor through Dispatchers who are supervised by our Scheduler/Planners, who in turn, report to Management either directly or via cellular phones, pager, e-mail, and fax. If the need arises, further coordination by the transportation management takes place with MEO's Executive Administration. The MEO transportation organization chart indicates the lines of supervision.

Our ATS and lead mechanic are both certified Automotive Service Excellence (ASE) technicians and retain mechanical certifications in repair work for machinery at our repair shop. Annual ASE certification exams are taken at Maui Community College. These exams keep our mechanics abreast of the industry field as well as challenge them with newer technology in the growing computer field. In addition MEO Transportation Lead Mechanic and shop technicians attend factory-sponsored technical courses to enable the MEO vehicle repair and maintenance facility to gain Authorized Warranty Facility designation.

The ATS coordinates a vehicle maintenance schedule on a countywide level receiving daily inspections reports for each vehicle. If vehicles on the islands of Molokai and Lanai need repair, the ATS or Lead Mechanic travels to either island to correct the problems. If they are unable to fix the problem, a vehicle is shipped from Maui and the inoperable vehicle returned to Maui.

In addition, with an open-door management policy, regular meetings are conducted twice a week to ensure timely actions on problems and concerns encountered during operation. Managers meet with Drivers the last Thursday of each month to keep them informed about MEO and transportation-related policies, discuss questions, and to acknowledge their contribution in the continued success of MEO Transportation. It is also an opportunity to review MEO's mission and motto with the staff as a way of reminding them of the reason MEO provides this needed service to the people of Maui County.

As part of the Federal Motor Carrier guidelines, MEO conducts pre-employment, reasonable suspicion, post-accident and random substance testing throughout the year for all safety-sensitive functioning positions in the department. Testing is administered by a certified Medical Review Officer (MRO) on all three islands, and at all times of the day or night. All testing procedures are confidential and records are retained only by the Human Resource Director. Along with these Federal guidelines, MEO also has a substance use policy for all employees of the company.

On May 21, 1996, MEO's Transportation Department became a recipient of the Community Transportation Association of America (CTAA) "1996 Community Transit System of the Year Award." The formal presentation took place at the CTAA Community Transportation EXPO in Milwaukee, Wisconsin. The award is presented each year to recognize "a community transit system that best symbolized the spirit of community transportation, by removing barriers to isolation through flexible, coordinated, accessible and affordable services". MEO was selected by a committee of its peers and continues to be recognized as among the best community transit

system among hundreds across the nation. The Maui County Council formally recognized MEO's national award with a resolution that was presented to MEO that year.

## **B. Organization Chart**

MEO's organization charts show the departmental and programmatic structure of the organization with lines of authority, oversight and supervision clearly delineated. From the board of directors down to the line staff the organization chart is a graphic device to demonstrate the organization's structure.

The Transportation Dept. is the largest of the five MEO program services departments. The transportation director is supervised by and reports to MEO's chief program officer, who is an officer of the corporation on the level with the chief financial officer, chief operating officer and the chief human resources officer. The CPO as well as all other officers report to the CEO who reports to the board.

The Organizational Chart also shows the management and supervisory structure of our branch offices on Molokai and Lanai.

The organizational chart of the transportation department shows that the neighbor islands of Molokai and Lanai operate independently from the Maui transportation department. The transportation services on Molokai are managed and supervised by the driver supervisor who reports to the director of Molokai MEO and the Lanai branch manager manages and supervises the drivers on Lanai.

Despite the size of MEO (approx. 275 employees), this structure has proven to be efficient and effective as witnessed by MEO consistently achieving and more often than not, exceeding its program goals and objectives. Maui Economic Opportunity, Inc. is a Community Action Agency in the State of Hawai'i. In 2003, MEO received the distinction of being one of four National Community Action Agencies to be certified as an Agency of Excellence. Ten rigorous Standards of Excellence were not only achieved, but surpassed. MEO maintains this designation.

## **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.** To the best of our information and knowledge, MEO is neither a defendant not a plaintiff in pending litigation and does not have any outstanding judgments.

### **B. Licensure or Accreditation**

**Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.** MEO holds a Certificate of Public Convenience and Necessity issued by the Public Utilities Commission State of Hawaii License

#4575-C. This enables MEO to transport ambulatory and non-ambulatory persons in the County of Maui.

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Maui Economic Opportunity, Inc.

(Typed Name of Individual or Organization)

[Redacted Signature]

[Redacted Signature]

(Signature)

1/29/09

(Date)

Sananda "Sandy" Baz

(Typed Name)

CEO

(Title)

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Economic Opportunity, Inc. - Transportation for Persons with Dialysis and Medical Needs

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested</b> (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	118,000			
2. Payroll Taxes & Assessments	12,933			
3. Fringe Benefits	15,930			
<b>TOTAL PERSONNEL COST</b>	<b>146,863</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	3,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	900			
6. Supplies	3,282			
7. Telecommunication	1,200			
8. Utilities	2,855			
9 Administration Fees	5,000			
10 Vehicle Gas and Oil	15,960			
11 Space Repairs and Maintenance	1,200			
12 Vehicle Repair and Maintenance	1,440			
13 Equipment Repair and Maintenance	300			
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>35,137</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>182,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	182,000	Debra Lorenzo, Chief Fiscal Officer		01/26/09
(b)		[REDACTED]		Phone
(c)				1/26/09
(d)		Date		
<b>TOTAL BUDGET</b>	<b>182,000</b>	Sananda K. Baz, Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc. - Dialysis

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Personal Attendant Technician (P.A.T.) Bus Driver	1.00	\$31,900.00	100.00%	\$ 31,900.00
Personal Attendant Technician (P.A.T.) Bus Driver	1.00	\$31,900.00	100.00%	\$ 31,900.00
Personal Attendant Technician (P.A.T.) Bus Driver	1.00	\$31,900.00	50.00%	\$ 15,950.00
Dispatcher	1.00	\$34,000.00	100.00%	\$ 34,000.00
Dispatcher	1.00	\$34,000.00	12.50%	\$ 4,250.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>118,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc. - Dialysis

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc. - Dialysis

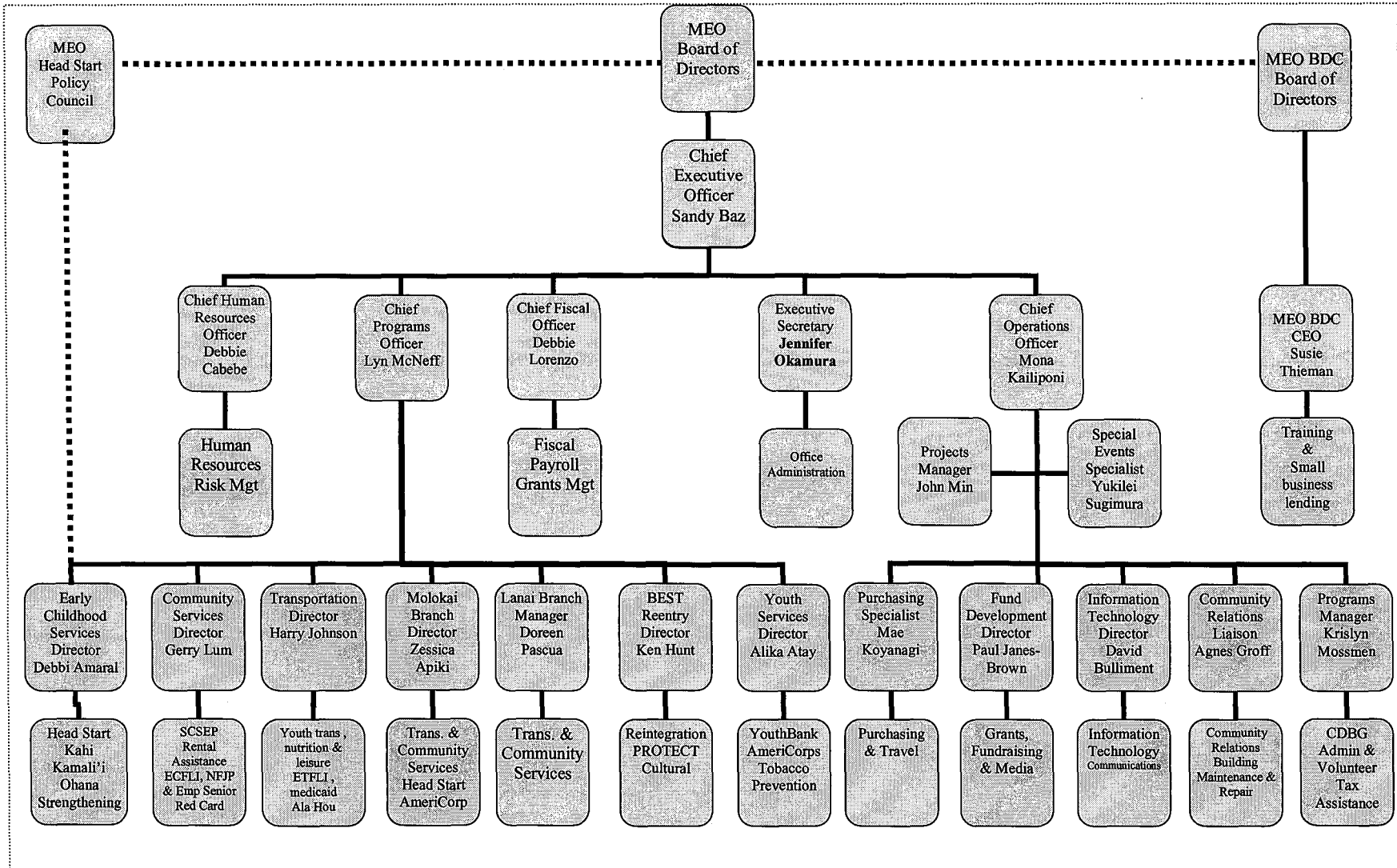
Period: July 1, 2009 to June 30, 2010

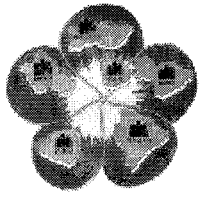
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	0	0	0	0	0	0
<b>JUSTIFICATION/COMMENTS:</b>						



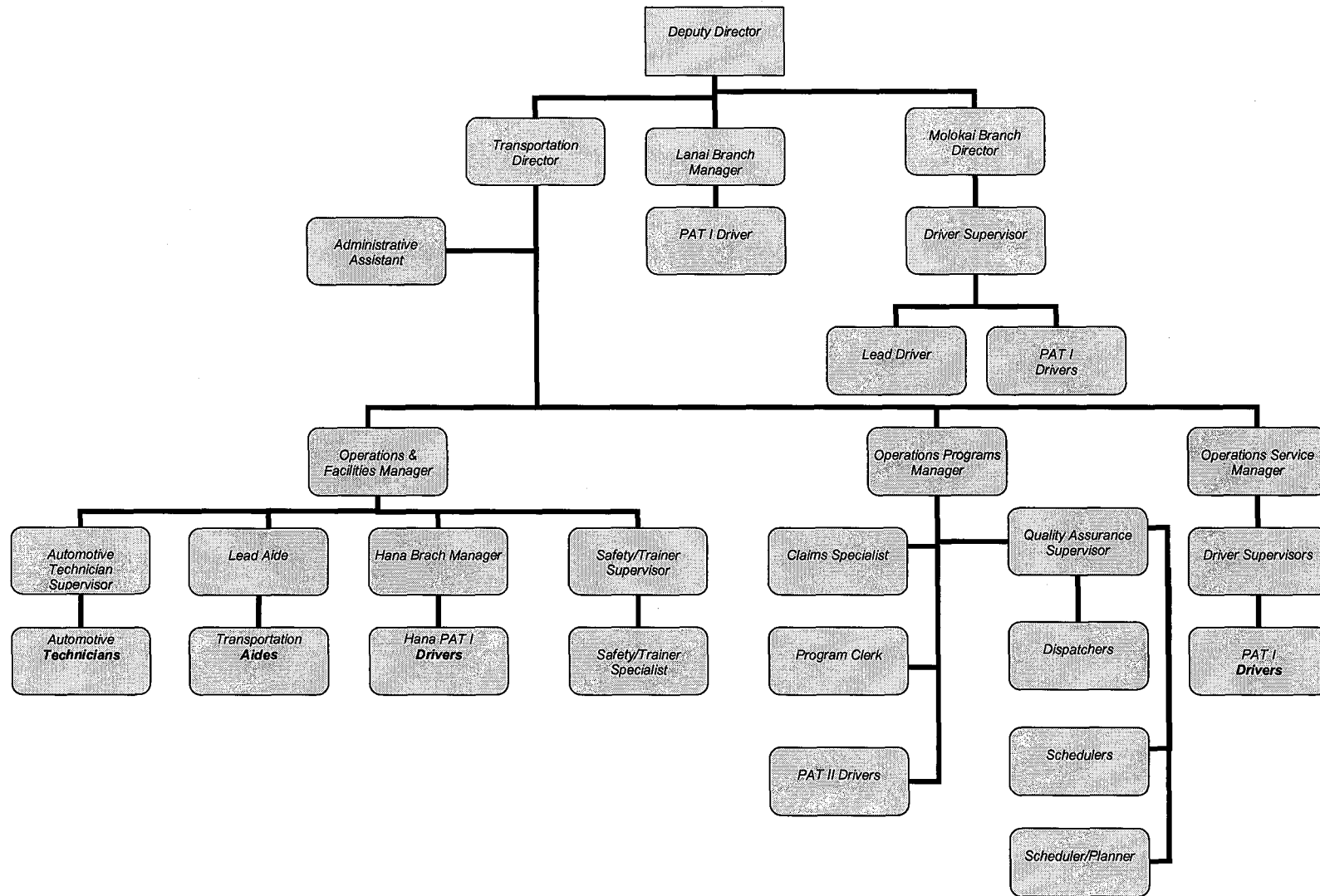


# Maui Economic Opportunity, Inc. Organizational Chart





# Maui Economic Opportunity, Inc. Transportation Organizational Chart



House District 8,9,10,11,12,13\_

Senate District \_4,5,6\_

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 84-C

For Legislature's Use Only

rec'd

JAN 30 2009

*jm*

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Maui Economic Opportunity, Inc.

Dbas:

Street Address: 99 Mahalani St.  
Wailuku, HI 96793  
Mailing Address: PO Box 2122  
Kahului, HI 96733-2122

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA "SANDY" BAZ

Title CEO

Phone # 808-249-2990 x 300

Fax # 808-249-2991

e-mail Sandy@MEOINC.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: TRANSPORTATION FACILITY

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 6,000,000

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 \$ 2,200,000  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ 3,500,000  
 PRIVATE/OTHER \$ 5,526,853

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

SANANDA "SANDY" BAZ, CEO  
NAME & TITLE

1/29/09  
DATE SIGNED

## **Application for Grants and Subsidies**

### **I. Background and Summary**

1. A **BRIEF** description of the applicant's background Maui Economic Opportunity, Inc.(MEO) is a Community Action Agency founded in 1965 as part of Pres. Johnson's "War on Poverty." MEO's mission is to help the low-income elderly, children and youth persons with disabilities, immigrants, other disadvantaged persons, and the general public, to help themselves, so that they may become self-sufficient and enrich their lives.

MEO provides programming in workforce development, education, small business assistance, prisoner re-entry, and social services to help the communities in Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of giving people fish, it is better to teach them how to catch fish for themselves.

MEO Transportation began its operation in 1969. From a small start-up with a single used station wagon, MEO's fleet has grown to 86 vehicles providing a wide range of transportation services to the residents of Maui County. MEO provides County-subsidized on-demand transportation services to the elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as to the preschool children and disadvantaged youth in Maui County. Funding in FY 2007/08 was approximately \$6,500,000.

The following are highlights of MEO Transportation services:

- Over 283,000 trips were provided in 2008 to service the elderly, low-income, persons with disabilities, residents with medical transportation needs, preschoolers and youth
- Staff consists of about 90 employees that serve in administration, driving, and repair/maintenance, including 4 ASE certified automotive technicians.
- MEO has a fleet of over 80 vehicles, including 77 buses in service on Maui, Molokai and Lanai and 45 buses with wheel chair lifts.
- The general operation begins as early as 5:30 a.m. and continues until 10:00 p.m., Monday through Saturday. A reduced schedule operates on Sunday and holidays.
- MEO is a participant in the County's Civil Defense group and is ready to assist with transportation needs when called upon.

As a result of clarification and realignment in the use of federal public/mass transit funds (FTA-Federal Transit Administration funding), Maui County recently separated and locally funded the demand response transportation service operated by MEO from its public fixed route system primarily funded by federal dollars. The public/mass transit service is owned and administered/managed by the Maui County Department of Transportation (MDOT).

This transit system requires a greater demand for federal support due to the vastly larger capital and operational costs inherent in a public/mass transit system. Maui County could best meet these needs by leveraging local funds at 1:4 ratio (County: Federal) for capital requirements, and 1:1 ratio for operational expenses. At the same time, the specialized needs of the elderly, disabled and disadvantaged youth who can not be served by the Maui public/mass transit system, with its fixed, rigid routes and schedules, can be best served by MEO through its well-honed specialized demand response transportation service.

2. **The goals and objectives related to the request;** MEO is requesting **\$6,000,000** in grant assistance for FY 2009-2010 to supplement the estimated \$21.35 million cost to plan, design, and construct a permanent MEO Transit Facility. MEO has acquired a 10 acre parcel in Pu'nehalf of which was donated by Alexander & Baldwin, Inc. Allen Doane, A&B Chairman and CEO said, "We are very pleased to partner with MEO in its future, in its efforts to expand services to Maui's neediest populations. When MEO approached us about acquiring this site, we recognized the importance of this location to MEO, and the importance of MEO to this community."

The new facility will ensure the continuation and improved delivery of vitally needed transportation services provided to current and a growing mobility-challenged clientele on the island of Maui. MEO must relocate from its two (2) current locations in Kahului to a consolidated bus facility where administrative, vehicle parking, and repair/maintenance functions could be more effectively managed. This grant will enable MEO Transportation to unite the operation and vehicle functions in a permanent location in contrast to the present situation.

Presently, MEO Transportation operates from two (2) locations. The administrative office and base yard is on a 5.4 acre State-owned property on Kane Street adjacent to the new Maui Community College dormitories and in the vicinity of the Queen Ka'ahumanu Shopping Center. The maintenance facility is a few service bays in the Kahului Trucking and Storage facilities at the Kahului Harbor located about 0.7 miles away from the base yard. These existing facilities are cramped and inadequate.

#### New MEO Transportation Center Project Overview

- The 10-acre facility will be located at the central hub of Kuihelani and Mokulele Highways and Puunene Avenue and Dairy Road in Kahului, the regional center of the island of Maui. MEO purchased 5 acres at a deep discount and obtained the remaining 5 acres as a donation by Alexander & Baldwin, Inc.
- The proposed use is compatible with adjacent land uses, including the planned light industrial expansion of Maui Business Park, Phase 2.
- The new facility will contribute to efficiencies with the central location of storage, maintenance and administration and keep operational costs down.
- The new facility will include a Transportation Services Building for vehicle maintenance and repair and parts storage; administrative offices; facilities for bus washing and fueling

stations; an emergency back-up generator; bus parking/storage and off-street parking; Bus Passenger Transfer Station; site for a future Administrative building; and related improvements.

- The site has adequate size to accommodate long-term program expansion and will allow the capacity to grow as need for services grow. Within the next 5 to 7 years, the fleet is expected to be about 100 vehicles.
- The proposed project will ensure the continuation and improved delivery of needed transportation services on Maui.

**3. State the public purpose and need to be served;** MEO has recognized that a new upgraded facility is essential to maintaining its primary role as a specialized transportation provider for over 7,500 individuals in Maui using nearly 300,000 passenger trips a year. The expected gain in desired efficiency will better serve the transportation needs of the community, contribute to the economic vitality of the island, and promote better quality of life for its citizens.

Here are excerpts from **Hawaii Department of Transportation Coordinated Public Transit – Human Services Transportation Plan (CSP)**

Available at <http://hawaii.gov/dot/administration/stp/fta-grant/CSP-July-3-2008.pdf>

**MISSION, GOALS AND STRATEGIES OF THE CSP**

The *Hawaii Statewide Transportation Plan* provides the primary goals, objectives, strategies, and examples of implementing actions. Consistency with the HSTP must be maintained in order to best achieve the transportation system's overall mission.

The HSTP, with a planning horizon of over twenty years (to 2025), intends to provide policy-level direction to the activities of the Hawaii Department of Transportation and each of the county transportation agencies in the near-term, mid-term, and long-term. Each broad goal statement as it pertains to the CSP is followed by strategies to attain those objectives. While each strategy is unique, it is common for strategies to meet more than one goal. The examples of implementing actions that follow each strategy are not meant to be exhaustive but rather are intended to clarify the meaning and intent of the strategies. They present potential actions. The CSP is comprised of a mission statement, six goals and proposed action strategies.

**GOAL I: Achieve an integrated multi-modal transportation system that provides mobility and accessibility for people and goods.**

Proposed public and coordinated human service transport strategies to meet this goal are:<sup>1</sup>

1. Acquiring more vehicles,
2. Centralized operations and facilities,

<sup>1</sup> Strategies which the proposed transit center did not address were omitted; hence the missing numerical sequence.

5. Expansion of services,
6. Mobility center,
7. Scheduler.

**GOAL II: Ensure the safety and security of the air, land, and water transportation systems.**

Proposed public and coordinated human service transport strategies to meet this goal are:

1. Centralized operations and facilities,
2. Training,
3. Education and Marketing.
4. Tracking system,

**GOAL III: Protect and enhance Hawaii's unique environment and improve the quality of life.**

Proposed public and coordinated human service transport strategies to meet this goal are:

1. Sustainable programmatic practices,
2. Sustainable equipment and facilities.

**GOAL IV: Support Hawaii's economic vitality.**

Proposed public and coordinated human service transport strategies to meet this goal are:

1. Acquiring more vehicles,
2. Centralized operations and facilities,
4. More efficient funds collection,
5. Expansion of services.

MEO's new transit facility achieves four out of five of these goals.

**4. Describe the target population to be served;** Elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as preschool children and disadvantaged youth in Maui County

**5. Describe the geographic coverage –** MEO transportation services cover all of Maui County including remote Hana and the islands of Molokai and Lanai.

## **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;** The grant will enable MEO to construct a permanent site for a transportation facility to be developed and designed according to a technical assistance study grant received by MEO from CTAA (Community Transportation Association of America). This study concluded in April 2005. MEO has purchased five acres of land and Alexander & Baldwin has donated another five acres for the facility.

The future site for the transportation facility is located in Central Maui, close to residential and commercial areas of Kahului and Wailuku and the island's primary commercial harbor and airport. This new facility will integrate all MEO transportation operations in the same location and ensure the continuation and improvement of transportation services for elderly, disabled and other underserved constituencies. With good highway access, the site is also fully compatible with adjacent land uses.

The draft HRS Chapter 343 Environmental Assessment Review, submitted to the County Planning Commission, has been returned with a determination of "No significant impact" and the commission has forwarded the project for a final review in September. Preparation of construction documents is underway and will be complete in June.

Finally, review of land use applications (Community Plan Amendment, District Boundary Amendment, and Change in Zoning) will be taken up in November.

This means the project is on track. Considering the financial support given to the project since its inception by the Maui County Council, it is clear the project has the tacit and requisite endorsement of the Maui County Council.

The new transit facility will ensure that MEO will be able to:

- Increase the availability of transportation services to persons with disabilities
- Enhance the accessibility of transportation services for seniors, low-income, and the public, including those who live in rural communities where limited or non-existent transportation restricts their access to basic human and social services
- Expand the availability of transportation services to disadvantaged youth and children
- Improve the reliability and safety of its services

Because of this service initiative, disadvantaged people in the community have been able to access a wide range of social, health, cultural, business, and government services. Through MEO, citizens participate in county-sponsored lunch nutrition programs, see their doctors, attend cultural events, conduct their shopping and banking, and visit with friends and old acquaintances.

People with disabilities are now able to have the same range of services on a regular basis, giving them freedom to become active members of the community. For those with gainful employment, MEO is their key link to jobs.

MEO has also enabled families of non-independent elderly to continue their productive lives as opposed to being housebound caregivers. Through a common objective of helping families stay and live together, MEO transportation service continues to allow elderly to reside with their loved ones as opposed to being institutionalized. This collaborative program with adult daycare providers has been a key to success of adult daycare centers in attracting and offering their services to the community.

Children increase their chance of success at school by assuring their participation in Head Start programs through reliable transportation. Public school children of similar family groups are able



to take advantage of after-school activities managed by other community agencies, thanks to transportation by MEO.

The shuttle service operated by MEO and accessible from low-income housing areas facilitates the mobility of residents who could least afford personal transportation. Because of the service, people who are in this segment are able to become more self-sufficient, and even increase their chance of transitioning to a more sustainable lifestyle.

Maui has a resident population of 139,995 according to 2002 Census update. Maui County's unemployment rate as of December 2008 hit 6.7% compared to the US rate of 7%, and a State rate of 5.5%.<sup>2</sup> This is a 97% increase over the same time in 2007. As of November 2008, 7882 families statewide were on Temporary Assistance for Needy Families (TANF), or under the State program entitled Temporary Assistance to Other Needy Families (TAONF). This is a 12% increase over last year. Maui County's share of 744 families on TANF or TAONF in November 2008 brings the count to 5.3% of the County population. The number of AFMOE participants, a program to assist Compact Free Association peoples, is 1,065 statewide and 46 on Maui. According to the Dept. of Human Services, there are 13,300 persons living below the poverty level that is 9% of Maui County's population. However, these are early 2008 number. Given the direct relationship between poverty and unemployment, one can only presume that the number in poverty is unfortunately, well above 10%.

In many ways, the hardships encountered by low-income and other disadvantaged individuals and families are to be kept in mind as we help with their problems and needs. Therefore, our services are reviewed and upgraded continually to meet increasing demands. While the needs of this target group are very basic, they must be comprehensively addressed.

The numbers of the low-income, disadvantaged, elderly, youth and persons with disabilities have increased substantially over the past years. There are many reasons, but one of primary ones is the on-set of the aging of the "baby-boom" generation, coupled with the economic down-turn, with its attendant unemployment, high housing/rental costs and unavailable child care.

Transportation is one of the highest priority needs identified in Maui County by the survey done for the Focus Maui Nui report. MEO Transportation proposes to continue meeting this need through a combination of on-demand, fixed route, and fixed schedule systems. Routes include both on and off the main highway, and curb-to-curb or door-to-door service.

The new transit center will allow MEO to improve services to low-income preschool children enrolled in Head Start; residents in low-income housing; low-income individuals enrolled in the State of Hawaii JOB's program; and the youth, the general public, the elderly, and the disabled throughout the County to access community resources such as medical and rehabilitation centers, youth centers, public schools, nursing homes, day care centers for the elderly, jobs, homeless shelters, shopping centers, post offices, banking facilities and government service locations throughout Maui County.

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<sup>2</sup> Labor Area News, State of Hawaii, Dept. of Labor and Industrial Relations, November 2008.

Additionally, MEO will continue to provide information to clients on routes, pick-up points, street locations, pick-up times, and donation policy to those who call regarding special needs or any general questions from clients. Due to the type of equipment at MEO transportation, MEO serves as the only provider of non-emergency medical transportation on the three islands. MEO currently operates 43 accessible ADA lift equipped buses for accessibility within the County of Maui.

MEO has also been instrumental in helping Maui Memorial Medical Center alleviate room shortages by helping make rooms available for incoming patients through transport of non-critical patients to long-term care facilities such as Hale Makua or to Kula Sanatorium. In some cases, patients have been transported home who elected to remain close with family members. MEO Drivers are required to assist clients boarding and alighting, and to carry packages for the elderly, and disabled.

MEO further offers different levels of service in each isolated areas such as Molokai, Lanai and Hana. On the island of Molokai, MEO has a lead driver/manager as well as a branch director. On Lanai, MEO has one bus and one driver, while Hana is now served by two vans and two drivers to address the much needed dialysis transportation as well as increased shopping/medical trips to Central Maui. Our three-island service franchise is characterized by isolated rural communities with high service cost due to increased travel time and rapid wear and tear of equipment brought about by long distances and generally substandard road conditions of rural areas.

Given the nature of funding for this project, the proposed planning, facility design and construction will allow for a seamless continuation of services at the existing site. Hence, a single-action step of this request is to maintain a safe, responsive, and reliable service at the most cost efficient level possible.

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

Maui Economic Opportunity, Inc.  
Transportation Center  
Project Schedule

Action Steps FY 2008-2011	Month	FY 2008	FY 2009	FY 2010	FY 2011
Site Acquisition	December	X			
Finalize Preliminary Project Plans	January	X			
File Land Use Applications	February	X			
State Legislature approves funding	May	X			
County approves funding	June	X			

Action Steps FY 2008-2011	Month	FY 2008	FY 2009	FY 2010	FY 2011
Draft HRS Chapter 343 Environmental Assessment Review	June	X			
Final HRS Chapter 343 Environmental Assessment Review	September		X		
Maui Planning Commission review of land use applications (Community Plan Amendment, District Boundary Amendment, and Change in Zoning)	November		X		
Preparation of construction plans (6 months)	January–June		X		
State Legislature approves funding	May		X		
County approves funding	June		X		
County Council approval of land use applications	June		X		
Filing of construction permit applications (e.g. grading, NPDES, foundation, building permits etc.)	July			X	
Project Bid RFP Documentation	September			X	
Project Bid RFP	October			X	
Bid negotiation and award	November			X	
Final financing	November			X	
Approval of permits for grading, NPDES and off-site work (5 months)	December			X	
Project mass grading, grubbing and off-site work (4 months)	January–April			X	
Approval of building and other permits (8 months)	March			X	
Project construction (18 months)	April			X	

Action Steps FY 2008-2011	Month	FY 2008	FY 2009	FY 2010	FY 2011
State Legislature approves funding	May			X	
County approves funding	June			X	
Project completion	October				X
Project acceptance	November				X
Project operation	November				X
Filing of construction permit applications (e.g. grading, foundation, building permit etc.)	October			X	
Approval of construction permits	February			X	
Project construction (18 months)	February			X	
Project completion	August				X
Project acceptance	September				X
Project operation	September				X

2. 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; and MEO has retained the services of John Min, former director of planning and an independent consultant, to manage the project. (See attached Resume). In addition here is the project team.

Project Consultant Team

- Planner: Chris Hart & Partners, Inc.
- Architect: Maui Architectural Group
- Engineer: Otomo Engineering, Inc.
- Traffic: Phillip Rowell & Associates
- Archaeological and Cultural Impact Consultant: SCS, Inc.
- Land Surveyor: Newcomer-Lee Land Surveyors, Inc.

3. 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. MEO will provide the state with quarterly progress reports that will include a full financial report and narrative as well as progress charts, for the duration of the project.

### **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
\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$6,000,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

County of Maui - \$ 3,025,000

U.S. DOT - \$2,500,000

### **IV. Experience and Capability**

#### **A. Necessary Skills and Experience**

This is not a request for a service. Please see Background and Summary section of this proposal for a full explanation of MEO's Transportation program experience.

MEO managed the planning, design and construction of it's Family Center, a \$ 4.9 million. 19,000 sq. ft. two story, fully accessible building in Wailuku, HI. This project was managed by MEO board member, Jim Whitehead, a licensed contractor. Mr. Whitehead, who was a licensed contractor, volunteered his time to act as on-site construction manager. MEO has traditionally, relied on volunteers to supplement and maximize limited and precious public funding sources.

This project began in July 1998 (AIA agreement executed with Bayless Architects) and was completed on time and under budget by \$50,000 in July 1999. MEO moved into the building in August 1999.

The MEO Family Center was allotted \$2.5 million and received \$2.497 Million from the State of Hawaii.

This project had a licensed contractor as the construction manager, but MEO staff, particularly its deputy director, Donald Madeiros, acted as project manager. This time, MEO has hired a project manager to oversee the planning, design and construction of the new Transportation Center. Mona Kailiponi, who handled financial and administrative project management then, is still on staff as Director of Programs and will be MEO's internal point person for the financial and administrative management of this project as well.

## **B. Facilities**

MEO has an effective facilities maintenance program for all facilities. This includes the Harry and Jeanette Weinberg Family Center, the MEO transportation base yard and all Head Start sites on Maui, Moloka'i, and Lana'i. The facilities program is overseen by specific staff at the Family Center, Moloka'i center, Lana'i center, transportation base yard, and at Head Start. All major building systems have maintenance contracts with on-call capability as needed. In addition, MEO works with the Maui Community Correctional Center (MCCC) workline using inmates to assist with larger interior or exterior upkeep projects. We also inspect facilities on a regular basis for painting and minor repair needs. MEO's Safety Committee provides monthly reports and makes sure that any unsafe conditions are corrected.

Inspections of heating, ventilation, air conditioning, and the elevator are done in accordance with a pre-planned schedule. The schedule is determined by law and by annual maintenance and inspection contracts that require, monthly, quarterly, or annual inspections depending on the system. The service contractor makes repairs immediately upon notification by MEO. In addition, MEO has a Long Term Facilities Maintenance Plan through 2019.

In the case of Head Start and transportation programs, emergency repair needs are communicated by staff to an immediate supervisor, who communicates with the program director. The Head Start director and the transportation supervisor insure the repairs are made for their program sites. At the MEO Family Center approved emergency repair requests go to the building supervisor who works with the department director and the program director to insure the repairs are made. Each branch director on Moloka'i and Lana'i has this same authority.

MEO complies with all state and federal safety and work place regulations to insure a safe and healthy work environment. In addition, our overall program of regular maintenance, daily cleaning, and building upkeep assists in this process.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training – Not Applicable. (Please see Quality Assurance & Evaluation Section for project team p-8-9)**

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.

MEO Transportation's current staff, however, meets or exceeds the minimum qualifications, including experience, for staff assigned to various programs. All bus drivers complete a 6-month probation period during which they receive training specific to safety, maintenance, routing, and passenger assistance technique (PAT). All drivers are required to attend and pass safety-training sessions in conjunction with the Hawaii Transportation Association annually. Special Assistance Training, such as disabled client techniques, is given to certain staff capable of additional duties and responsibilities.

To assure that training is ongoing and consistent, MEO's Safety / Training department has one position of Driver Trainer / Road Supervisor, charged with the responsibility of oversight and implementation of safety and training programs, and quality assurance for the program. Driver Improvement Program (DIP) classes which include substance awareness and school bus training program are offered annually to each driver. This is an 8-hour course required of all CDL drivers. First Aid and CPR classes are offered to all of our drivers as part of their job responsibilities. A second position of Road Supervisor in the department monitors performance in the field.

MEO's Driver Trainer/Safety Coordinator conducts CDL course curriculum consisting of 160 hours of classroom training covering Federal, State, County laws and regulations, to include MEO's policies and procedures, vehicle nomenclature and hands on road work. All CDL training is normally completed on the island of Maui however, training has commenced on the island of Molokai due to the need for larger school buses and the rotation of newer buses. Driver safety awareness is reviewed and analyzed throughout the year for all drivers.

There is a supervisor "on-duty" at all times. Driver's are in contact with the supervisor through Dispatchers who are supervised by our Schedulers/Planners, who in turn, report to Management either directly or via cellular phones, pager, e-mail, and fax. Management also coordinates with all supervisors/drivers in Hana, Lanai, and Molokai in the same methods as previously mentioned. If the need arises, further coordination by the transportation management takes place with MEO's Executive Staff. The MEO transportation organization chart indicates the lines of supervision.

Our Head of Maintenance and Lead Mechanic are both certified Automotive Service Excellence (ASE) technicians and retain mechanical certifications in repair work for various machinery at our repair shop. Annual ASE certification exams related to this expertise are taken at Maui Community College. These exams keep our mechanics abreast of the industry field as well as challenge them with newer technology in the growing computer field. In addition MEO Transportation Lead Mechanic and shop technicians attend factory-sponsored technical courses to enable the MEO vehicle repair and maintenance facility to gain Authorized Warranty Facility designation.

With our vehicle maintenance schedule, coordination on a countywide level takes place with the Head of Maintenance who receives daily inspections reports for each vehicle. If vehicles on the islands of Molokai and Lanai need repair, the Head of Maintenance or Lead Mechanic travels to either island to correct the problems. If they are unable to fix the problem, a vehicle is shipped from Maui and the inoperable vehicle returned to Maui.

**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. **Does not apply**

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain. To the best of our knowledge and information, MEO is neither a defendant nor a plaintiff in any pending litigation and does not have any outstanding judgments.

**B. Licensure or Accreditation**

**Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.** MEO holds a Certificate of Public Convenience and Necessity issued by the Public Utilities Commission State of Hawaii License #4575-C. This enables MEO to transport ambulatory non-ambulatory person in the County of Maui.



**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Maui Economic Opportunity, Inc.

(Typed Name of Individual or Organization)

\_\_\_\_\_  
1/29/09

(Date)

\_\_\_\_\_  
Sananda "Sandy" Baz

(Typed Name)

\_\_\_\_\_  
CEO

(Title)

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Economic Opportunity, Inc. - Transportation Facility

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>6,000,000</b>			
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		<b>Budget Prepared By:</b>		
(a) Total State Funds Requested	6,000,000	Debra Lorenzo/Chief Fiscal Officer (808) 249-2990		
(b) Has to apply - Private Founda	1,000,000	Name (Please type or print) Phone		
© Has to apply - County & Federa	4,900,000	[Redacted Signature] 01/28/2009		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>11,900,000</b>	Sananda K. Baz/Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc. - Transportation Faci

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NONE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc. - Transportal    Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Maui Economic Opportunity, Inc.  
Transportation Facility

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	326,853	525,000	0	0	0	0
LAND ACQUISITION	6,700,000	0	0	0	0	0
DESIGN	0	1,125,000		25,000	650,000	
CONSTRUCTION	0	700,000	6,000,000	3,000,000	2,300,000	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>7,026,853</b>	<b>2,350,000</b>	<b>6,000,000</b>	<b>3,025,000</b>	<b>2,950,000</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						
	<u>Plans</u>	<u>Land Acquisition</u>	<u>Design</u>	<u>Construction</u>	<u>Total</u>	
<b>Source of Funds:</b>						
State of Hawaii - GIA Grant(FY2007-2008) (Received)		1,200,000			1,200,000	
County of Maui - (FY 2007-2008) (Received)		400,000			400,000	
Alexander & Baldwin, Inc. - Land Donation		5,100,000			5,100,000	
State of Hawaii - CIP Grant(FY2008-2009)(Grant not released)	500,000		400,000	100,000	1,000,000	
County of Maui - (FY 2008-2009)(Grant not released)			700,000		700,000	
Fund Raising (12/14/07)	115,000				115,000	
Maui Economic Opportunity, Inc.	211,853				211,853	
Bank of Hawaii Foundation (4 year grant)	25,000		75,000		100,000	
State of Hawaii - CIP Grant(FY2009-2010)(Applying)				6,000,000	6,000,000	
Private Foundations(has to apply in the future)				1,000,000	1,000,000	
Federal, State or County Grants (Has qto apply in the future)			625,000	4,900,000	5,525,000	
<b>Total</b>	<b>851,853</b>	<b>6,700,000</b>	<b>1,800,000</b>	<b>12,000,000</b>	<b>21,351,853</b>	

House District 8,9,10,11,12,13\_

Senate District \_4,5,6\_\_\_\_\_

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

Log No: 85-C

For Legislature's Use Only

rec'd

JAN 30 2009

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Maui Economic Opportunity, Inc.  
Dba:

Street Address: 99 Mahalani St.  
Wailuku, HI 96793  
Mailing Address: PO Box 2122  
Kahului, HI 96733-2122

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA "SANDY" BAZ  
Title CEO  
Phone # 808-249-2990 x 300  
Fax # 808-249-2991  
e-mail Sandy@MEOINC.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: **MEO BEST HOUSE KE KAHUA AGRI-CULTURAL PROJECT**

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 500,000

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 \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

GRANT CHUN, PRESIDENT  
NAME & TITLE

1/29/09  
DATE SIGNED

## Application for Grants and Subsidies

### 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;

Maui Economic Opportunity, Inc. (MEO) is a private, non-profit Community Action Agency, chartered on March 22, 1965 under the Economic Opportunity Act of 1964. The Mission of MEO is “to help the low-income, elderly, children and youth, persons with disabilities, other disadvantaged persons, and the general public.”

MEO provides programming in workforce development, education, small business assistance, prisoner re-entry, and social services to help the communities in Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of giving people fish, it is better to teach them how to catch fish for themselves.

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

**The overarching goal of this project is to develop the Ke Kahua (The Foundation) Agricultural Project and to provide housing and agricultural work for formerly incarcerated persons on an 11+ acre of land in Waiehu, Hawaii.**

The **Capital Improvement Purchase (CIP)** request is to create infrastructure for the project, starting with the following Objectives in the first 12 months of the project:

##### **Objective 1:**

- Install a Farm Accessory Building, approximately 48' x 12', to provide a project work space on the 11 acre project site

##### **Objective 2:**

- Conduct water exploration and install a water well pumping device for non potable water to be used for irrigation of agricultural products

##### **Objective 3:**

- Install water service system to transport water from an existing water line to the Ke Kahua Agricultural Project for domestic water use

##### **Objective 4:**

- Obtain Architectural Design for Affordable Housing units to be built on the Ke Kahua Agricultural site that will provide housing for formerly incarcerated males and females

In January 2003, a historic collaboration arose between MEO and the Department of Public Safety (PSD) to create the Being Empowered and Safe Together (BEST) Reintegration Program. In partnership with Maui Community Correctional Center (MCCC), Adult Intake Services

(Probation), Hawaii Paroling Authority (HPA) and Maui Intake Services, BEST provides integrated case management and comprehensive training and support services to inmates at MCCC during their incarceration and upon their release.

### **3. State the public purpose and need to be served;**

Hawai'i has mirrored other jurisdictions in the growth of the incarcerated population. In 2000, there were 5,127 persons incarcerated; in 2007, this number had grown to 6,045. Of that total, 2,009 are in privately contracted facilities in North America (PSD Annual Report 2007). At the end of 2006, the State of Hawai'i had a Probation population numbering 18,598, a rate of 1,870 per 100,000 persons. At the same time, the Parole population was 2,316 parolees, a rate of 233 per 100,000 persons. (Bureau of Justice, July 2008).

This growth has negatively impacted Hawai'i's ability to provide a range and level of rehabilitative services to the inmate population, both while incarcerated and when returned to the community.

Within the County of Maui, MCCC is responsible for approximately 6 per cent of the in-state population (n=372). MCCC is also the exit point for Maui inmates returning from the Mainland. Presently, four Maui parole officers are responsible for supervising and monitoring 194 individuals. (Hawai'i Paroling Authority, Maui District Office, January, 2009). Currently, 24 Probation officers provide active supervision to approximately 2100 persons (Maui Adult Client Services Branch, January 2009).

Comprehensive support services are needed because ninety-seven percent of all inmates will eventually be released from incarceration. Upon release to the community, offenders face a broad array of barriers/challenges to successful reentry. Men and women enter Hawai'i jails and prisons with limited marketable work experience, low levels of educational or vocational skills, and many health related issues, ranging from substance abuse histories to mental health needs and high rates of communicable diseases. The types of challenges faced during the reentry process include:

- Stigma associated with being a former convict
- Drug and alcohol abuse;
- Mental illness;
- General poor physical health;
- Lack of basic living skills;
- Lack of formal education;
- Lack of vocational skills;
- Chronic unemployment/underemployment;
- Lack of jobs or high competition for those available
- Criminal history that impedes prospects for employment;
- Lack of understanding, empathy and willingness on the part of employers
- Poor decision making skills;
- Lack of options to break out of negative life styles; and
- Broken family ties.



Compounding these issues is the fact that approximately half of the sentenced felon and parole violator population are housed in mainland facilities and return only when they near their parole release date for transitional programs. These inmates have more difficulty reintegrating with their communities due to long separations from Hawai'i, family and friends. They are also at high risk for re-offending.

In summary, the Maui community is in great need of comprehensive transitional support services for persons being released from MCCC. The Ke Kahua Agricultural Project will provide a place where transition programs and services will take place. Agricultural work, cultural learning, and Hawaiian language and education will be provided. Inmates and ex-inmates will work with community members and they will grow in their ability to interact and become responsible members of the community.

By providing a continuum of services to persons released from MCCC, the BEST Program will be able to reduce the number of persons who commit new crimes and those who are re-taken into custody for violations of parole and probation. In turn, recidivism rates will be reduced and the entire Maui community and the State will benefit from enhanced public safety.

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

The primary target population consists of male and female prisoners at Maui Community Correctional Center (MCCC),<sup>1</sup> persons under parole<sup>2</sup> or probation supervision,<sup>3</sup> and formerly incarcerated persons.

The vast majority of prisoners at MCCC are of Native Hawaiian ancestry. According to the Department of Public Safety, Native Hawaiians (part or full) comprised 41.2% of the state prison population while they comprise 28 percent of the state's 1.2 million residents. However, this data appears to be understated. As of December 2008, 60% of BEST clients identified themselves as Native Hawaiian.

The secondary target population to be served by Ke Kahua is family members of incarcerated persons and formerly incarcerated persons, support agencies and the surrounding community. Ke Kahua will make special efforts to provide educational outreach to Native Hawaiians in the adjacent Hawaiian Homestead communities at Waiehu Kou (400 families), and throughout the County of Maui.

#### **5. Describe the geographic coverage.**

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<sup>1</sup> MCCC is responsible for approximately 6 per cent of the in-state population (n=372).

<sup>2</sup> Presently, four (4) Maui parole officers are responsible for supervising and monitoring nearly 194 individuals. (Hawai'i Paroling Authority, Maui District Office, January, 2009).

<sup>3</sup> Currently, twenty-four (24) Probation officers provide active supervision to 2100 parolees, (Maui Adult Client Services Branch, January 2009).

The Ke Kahua project site is located in Waiehu occupying approximately 11.75 acres from the intersection of Waiehu Beach Road and Kahekili Highway and extending west toward Wailuku town (TMK: (2) 3-3-01-016 (portion)). The area borders the makai side of Kahekili Highway. The rear portion of the Waiehu Heights community borders the southern edge of the property. The west side of the property will be developed as a part of Stanford Carr's Pi'i'hana project district. The area is presently zoned Agricultural and was previously used by Wailuku Agribusiness for growing and harvesting macadamia nut farms. Stanford Carr Development donated the property and transferred legal title to MEO for its residential training school that will replicate San Francisco's Delancey Street model.

The area is rural and is bordered by housing subdivisions along the northeast, east and south boundaries. Three major native Hawaiian Homestead communities are within a mile of the site: Paukukalo, Waiehu, and Waihe'e.

## **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;**

This project is entitled the MEO-BEST Ke Kahua Agricultural Project

**The Vision of Ke Kahua.** *Ke Kahua* is a place of growth; spiritual, emotional, mental and physical. Entering on a path lined with loulou pillars, it opens up to a place where families, friends, and community come together to share food physical labor, ideas and Ke Akua's blessing. The light lililehua rain gently water taro plans surrounded by ti, `a`ali`i, kukui, naupaka, fragrant pua kenikeni and glistening hinahina. Here, at Ke Kahua, everyone is welcome to change their lives through cultural awareness and enrichment activities. We observe kupuna who graciously share their knowledge with opio (youth) who are eager to learn. `Olelo Hawai'i is spoken. Strong kanaka build walls using traditional techniques, proud to be walking in the path of kupuna. Others are farming and gathering the fruits of their labor, preparing to take their yield to the market. Halau hula gather lei materials, plants for kapa dyes and other resources for their costumes and adornments. Above all, we hear laughter as sweet as a newborn's gentle cooing. It is the sound of rebirth. Ke Kahua is a source of enlightenment and nourishment for the physical as well as the emotional well being of each individual.

Ke Kahua will serve as a culturally based training school and learning center that will benefit a community of persons living in the Waiehu ahupua'a. a minimum of 200 persons a year will be impacted by Ke Kahua. This figure represents all participants who are involved in some way with activity at the project site. The primary population being served is native Hawaiian persons who are in prison and those who are transitioning into the community from prison. Also included are their family members including children, parents and siblings who also attend family reunification events. Other persons included are those living adjacent to the Ke Kahua site

who will participate in project activities through volunteering, working, or sharing of cultural knowledge.

In summary, Ke Kahua will serve as a place of learning and healing for individuals to rebuild their lives, and acquire the skills and values to become healthy and responsible members of their `ohana and our community.

The Table below represents the Outcomes and Timeline:

<b>TASK</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>
<b>Install a farm accessory building</b>		
Obtain bids, select provider, obtain structure, Install structure	Follow MEO purchasing procedures, bidder is selected, purchase is made and installation takes place	Process begins immediately after notice to proceed and is complete by the end of the third quarter of the project period
<b>Conduct water exploration and install well pump for agricultural use</b>		
Obtain permits, obtain bids for well drilling and pump installation; award contract and complete	Follow MEO purchasing procedures, permits are obtained, bidder is selected, purchase is made and installation takes place	Process begins immediately after notice to proceed and is completed within the first nine months of project start date
<b>Install water system to the property from existing adjoining water line for domestic use</b>		
Obtain necessary permits, obtain bids for purchase and construction, award contract, and complete construction	Follow MEO purchasing procedures for awarding of contract, necessary permits are obtained, selected contractor installs water system, water meter is purchased, and construction is complete	Process begins immediately after notice to proceed and is completed within the 12 months of the project start date
<b>Obtain Architectural Design for Farm Labor Dwellings to be constructed at Ke Kahua</b>		
Obtain design plans and review; make recommendations for final design and approve	MEO Project team will follow a process for plan review and acceptance	Process begins immediately after notice to proceed and is completed within the 12 months of the project start date

- The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;**

See the Timeline in the above Table.

- 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; and**

**Quality Assurance (QA)**– MEO has a written plan to insure quality, including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, the requirements of this RFP and POS contracts.

The QA begins with the formation of the Proposal Analysis Work Group (PAWG). This group is called together when a program director finds or is informed of a funding source. The director fills out a PAWG form (attached) and sends it to MEO's fund development director who calls a PAWG meeting.

Attending this meeting is the CEO, chief program officer (CPO), COO, chief human resources officer (CHRO), CFO, the program director who issued the PAWG and any appropriate staff and the fund development director.

The form is reviewed by the team to determine what the need is, whether the funds fit with the program and the agency's mission, who will be involved with its implementation and how much should be sought. The meeting also allows MEO to allocate tasks for completion of the funding proposal and to establish mechanisms to monitor the proposal process through submission.

This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision, MEO will seek additional sources of funds. Also MEO continues to monitor the needs of the community as expressed in various community wide events such as budget hearings etc.

Once MEO is awarded funds for a project, the funding letter, contract and requirements are distributed to the implementing depts., fiscal and executive staff who review the requirements and meets to determine the next steps in program implementation.

Resources needed and authorized for the project, new hires, equipment or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract. Monitoring and tracking systems designed in the proposal are put in place as well as outreach and education programs promulgated.

Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution, flyers, public service announcements (PSA's).

The program is then implemented in accordance with the contract.

All programs gather documentation daily, these include, but are not limited to intake, eligibility criteria, assessments, tests, evidence of income, attendance at classes, case notes, individual or family service plans, etc. Each program has specific data based upon its contracts that it is required to gather and data is retained in various electronic, secure data-bases.

All files are locked for confidentiality and electronic files are backed up at the close of business every day.

Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, activities and events announced and statistics presented.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets. Here is also a place where budget modifications can be determined. These meetings include the CFO, executive staff and program directors and line staff managing the programs.

This is an opportunity for program people to understand how the funds relate to the program and for the fiscal people to see how the program relates to the funding and for the executive staff to monitor overall program effectiveness and financial responsibility.

Monthly/quarterly/annual statistical and narrative reports are prepared by the responsible program staff, reviewed by their supervisors and department director. Before the CEO signs off, these reports are analyzed and reviewed by the CPO to insure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of the MEO Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, reviews the narratives and receives CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency must sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This Quality Control (QC) plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs.

MEO has a four year Strategic Plan. Each department has a strategic plan that they are responsible for reporting to. It includes goals and objectives that were developed by the board and the staff in an exhaustive planning process. These goals and objectives have been developed to be in line MEO's overall mission.

Each goal is enunciated in the plan with its objective. For each objective there five reporting processes. First are the implementation steps, these are developed by the departments themselves and those who will be implementing them. Each implementation step has a person responsible, a time frame, how the implementation step is to be accomplished and a status report.

These are updated and reported on quarterly and annually by every department and task group in the company. The annual report of the progress of the strategic plan is reviewed by the P&E

committee and the implementation plan for the coming year is approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, every client is asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of the services they received and to make recommendations about improvements.

Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files and are referenced regularly for various funding proposals, community gatherings and testimony regarding the efficacy of MEO programs and services.

There are several advisory committees of lay people and professionals and other interested persons from throughout the community who provide feedback, needs assessments and service requirements as well as community responses to MEO's various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully. First, has the program met its contractual obligations and requirements? Has the program met the statistical goals eg. number of clients as specified in the grant? Has the program been able to be implemented in accordance with the funds received? Is the client on a path towards self sufficiency? Has the program remediated some need in the community? If the answer to all of these is yes, then we have succeeded.

Each month staff members are recognized for excellent client services by peers, clients or community members.

**Evaluation** - Recognizing the link between poverty and incarceration, MEO urged the Department of Public Safety (PSD) to apply for the Serious and Violent Offender Reentry Initiative (SVORI) offered through the U.S. Department of Justice's Bureau of Justice Assistance. In 2002, PSD was awarded \$2 million under SVORI to provide comprehensive support services and training to inmates during their incarceration and upon their release from custody. In January 2003, PSD engaged in an historical event by contracting with MEO to implement the reentry program for sentenced inmates at MCCC. With these grant funds, MEO established the Being Empowered and Safe Together (BEST) Reintegration Program to promote the successful reentry of inmates who were returning home.

In January 2003, BEST began providing comprehensive transitional support services to persons convicted of a Class A or B felony, considered to be the at highest risk for re-offending.<sup>4</sup> Among these services are case management, employment training, housing assistance, cognitive skills building, cultural renewal training, family reunification, and mentoring services.<sup>5</sup> In addition,

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<sup>4</sup> Other restrictions under SVORI included persons being between the ages of 18 to 35 and having served a minimum of one year; also included are sex offenders.

<sup>5</sup> In addition to serving clients under the SVORI grant, BEST helped a larger number of prisoners who were ineligible for program participation under the SVORI criteria. For example, all inmates at MCCC are eligible to participate in the Cultural Renewal program. BEST and non-BEST clients participate in the Pre-Employment Training and cognitive skills classes instructed by BEST Staff at MCCC. In addition, BEST provides case management support and gender responsive programming for 83 pre-trial

BEST works with community service agencies to provide substance abuse and mental health treatment.

An independent third-party evaluation of the BEST Program was conducted by Dr. Marilyn Brown, University of Hawaii-Hilo over a four year period (June 2003 to June 2007). The study compared BEST clients to a group of very similar parolees and sentenced felon probationers released across the state during the same time period. Dr. Brown stated: *“Researchers constructed an index based on criminogenic risk factors from the Level of Service Inventory-Revised (LSI-R) that have been shown by our study and other research to be predictive of recidivism. Our Control group consisted of a stratified probability sample based on low, medium, and high risk-index rankings as well as gender, race/ethnicity (“Hawaiian” vs. “Other”), and age.”* The results include the following:

1. Partial support was demonstrated for the hypothesis that BEST clients have fewer post-release arrests compared to controls. While 41% of BEST clients were arrested for a new offense or violation of terms of supervision, 56.4% of the members of the Control group recidivated during the study period. This 15.4 percentage point difference is large, but is only marginally significant at conventional levels ( $p = 0.055$ ).

However, conclusive support for this hypothesis is demonstrated among high-risk clients compared to controls. BEST clients at all risk levels experience lower rates of recidivism compared to controls, but large and statistically significant differences are found among the highest risk clients. BEST clients in this group had a recidivism rate of 47.1% compared to 88.2% for the controls, a large and statistically significant difference which is attributable to Program effects.

2. No support was demonstrated for the hypothesis that BEST clients remain “crime free” in the community longer than controls. BEST clients (23 months) and controls (24 months) tend to begin to recidivate at roughly the same time.

3. Conclusive support was shown for the hypothesis that BEST clients are less likely to be convicted of a new crime compared to controls. Approximately 24% of BEST clients compared with 42.3% of controls were convicted of a new offense during the study period. This difference is statistically significant.”

The study tested the following hypotheses:

- BEST clients are less likely than non-participants to be arrested for a new crime or for a violation of their supervision conditions following release from prison.
- BEST participants avoid arrest and conviction longer than non-participants, thus staying in the community longer.
- BEST clients are less likely than non-participants to be convicted of a new crime following their release from prison.

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female inmates under the Promoting Reentry Opportunities Through Effective Community Transition (PROTECT) grant funded by the Hawai'i Community Foundation.

(The full report is available upon request). According to PSD, these results indicate a significant reduction in recidivism rates when compared to released inmates with similar profiles.

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.

BEST will perform an internal quarterly assessment of the general program design to include:

- A determination of whether performance targets of the program are being met according to those specified in the table under Scope of Work below
- Desk reviews and client files reviews to ensure that proper documentation is occurring
- An identification of areas where effective action is needed and where recommended changes are required

### **III. Financial Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

**Please see the Attached Budget**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$125,000	\$125,000		\$500,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

County of Maui, Department of Housing and Human Concerns, \$126,000, Substance Abuse Prevention funds; cultural and family reunification activity, payment of fees to obtain driver's licenses, work activity at BEST House and Ke Kahua projects  
US Department of Health and Human Services, Administration for Children and Families, Administration for Native Americans, probably \$950,000 for 3 years; for the Ke Kahua project.  
Hawaii Community Foundation, COPS funds, to provide services to pre-trial female detainees; \$200,000; beginning 12/01/09, two years  
County or federal Economic Development grant to jump start BEST House businesses, \$400,000.



#### **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.

MEO has 44 years of experience in managing a vast array of successful programs in the County of Maui. Maui County is comprised of three islands: Maui, Lana'i and Moloka'i. Within this Tri-Isle County, MEO oversees and administers over 35 programs that include but are not limited to the following: Community Services (a social service case management and referral program for low-income individuals and families); Transportation (a network of buses and shuttles that provides Island and County wide transportation to elderly, disabled or disadvantaged populations); Employment and Training (for immigrants, low income, and other disadvantaged persons); Enlace Hispano (a migrant worker program for Maui's Hispanic population); Head Start (pre-school for qualified low-income families); Kahi Kamali'i Infant Toddler Program (child care for qualified low-income families); BEST Reintegration Program (Prisoner Re-integration Program, BEST House, Ke Kahua, Family Reunification, Halau Hula, etc.); Micro-Enterprise (Business development through entrepreneurial training and small business loan program); and, Affordable Housing Advocacy.

MEO employs nearly 300 individuals and oversees over 800 community volunteers and 45 community events annually. MEO also hosts a number of annual community events celebrate and bring together community members from various sectors such as the Maui County Senior Fair, Cesar Chavez Celebration, MEO Underage Drinking Town hall Meeting, Community Action Poverty Forum and the Moloka'i Keiki Fair.

MEO's administration includes its Chief Executive Officer (CEO), Chief Financial Officer, Chief programs Officer, Chief Operations Officer and Chief Human Resources Officer. Staff oversees its funding from various sources including State, County, Federal and Private Foundation grants amounting to \$17,000,000 that supports programs on three (3) islands. MEO operates under the direction of a Board of Directors (24 individuals) and its CEO. In the year 2003, MEO was recognized nationally as a stellar community action agency and was presented the Award of Excellence for its outstanding work in leadership, governance, fiscal and human resource policy, planning, and advocacy. Thus, MEO has a history of successful projects, fulfilling funding requirements, and achieving positive outcomes for the population served. Audits show no exceptions and governmental reviews are positive.

In terms of implementing Ke Kahua Project's Scope, in 2002, upon learning of the Serious and Violent Offender Reentry Initiative Grant (SVORI) offered through the Bureau of Justice Assistance (BJA) of the U.S. Department of Justice, MEO approached the Department of

Public Safety (PSD) and offered to write the proposal with PSD as the official applicant. Under the SVORI grant, PSD was awarded \$2 million to provide comprehensive support services and training to inmates during their incarceration and upon their release from custody. In January 2003, PSD contracted with MEO to implement the reentry program for sentenced inmates at MCCC.

In early 2006, MEO-BEST once again sought funding from the US Department of Justice through its Prisoner Reentry Initiative (PRI). BEST staff was successful in working with PSD to develop a sound and successful proposal for \$450,000 that was matched by a PSD contribution of \$150,000, for a two-year period. Those funds were awarded to the State in November 2006; in May 2007, funds became available to MEO-BEST to serve 100 persons with no age or class restriction (compared to the strict requirements of the SVORI grant). Under the terms of this agreement, BEST serves persons who have been convicted of a Class A, B, or C felony and who have served a prison term of six months or more.

Since it began operating in 2003, BEST has provided comprehensive transitional support services to OVER 200 clients<sup>6</sup> in case management, employment training, housing assistance, cognitive skills restructuring and cultural renewal training, family reunification, and mentoring services.<sup>7</sup> In addition, BEST works with community service agencies that provide substance abuse and mental health treatment.

Equally important, BEST has helped to educate the Maui community that reintegration services are *integral to promoting public safety*. Participants in BEST receive case management support, and learn the tools to rebuild their lives, and become productive members of our community. BEST clients know that we believe in their ability to make positive long-term changes in their lives, that they will be held accountable for their actions, and that reintegration means giving back to our family and community.

Since its inception, the BEST Program has established a reputation of excellence for assisting our clients to successfully reintegrate into our community. Inmates at MCCC, and other prisons where Hawai'i inmates are housed, continue to contact BEST staff and request participation in the program and/or to become residents of the BEST House that will replicate the nationally recognized Delancey Street Program. The fact that inmates are reaching out for comprehensive transitional support services from BEST to help rebuild their lives is a testament that BEST works for inmates.

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<sup>6</sup> Under the terms of the SVORI grant, BEST provides comprehensive transitional support services to individuals that meet the following eligibility criteria: 1) Individual is between the ages of 18-35 years old; 2) Individual has been convicted of a Class A or B felony offense; and 3) Individual has been sentenced to a minimum term of one year of incarceration.

<sup>7</sup> In addition to serving 199 clients under the SVORI grant, BEST has helped a larger number of prisoners who are ineligible for program participation under the SVORI criteria. For example, all inmates at MCCC are eligible to participate in the Cultural Renewal Program. Per the discretion of the MCCC Corrections Supervisor, BEST and non-BEST clients participate in the Pre-Employment Training and The Pacific Institute (cognitive skills) courses instructed by BEST Staff at MCCC. In addition, BEST has provided case management support and gender responsive programming to 83 pre-trial female inmates under the Promoting Reentry Opportunities Through Effective Community Transition ("PROTECT") grant funded by the Hawai'i Community Foundation.

In addition to Program implementation, BEST has managed 100 volunteers that include mentors for a minimum commitment of one year and/or assist with BEST program activities and community events.

The following table summarizes MEO-BEST funding experience

Title	Funding Source
Prisoner Reentry Initiative (PRI) Contract No. 57300 Pursuant To Request for Information No. PSD 07-COR-21 \$600,000 Notice to Proceed May 1, 2008 – 24 Month Period	US Department of Justice, State of Hawaii (in progress)
Serious and Violent Offender Reentry Initiative (SVORI) completed and closed 12/31/07 Contract No. 50353 (PSD 03-MCCC-17) \$2,373,978  December 1, 2002 – December 31, 2007	US Department of Justice, State of Hawaii
County of Maui, Department of Housing and Human Concerns, Substance Abuse prevention Contract No. G2011 \$105,000 8/1/05 – 12/31/06 (Culture Grant – Self Sufficiency) Contract No. G2213 \$300,000 7/1/06 – 1/31/08 (Substance Abuse, Self Sufficiency) Contract No. G2214 \$105,000 7/1/06 – 6/30/07 (Self Sufficiency) Contract No. G2414 \$130,000 7/1/07 – 12/31/08 (Substance Abuse)	County of Maui (completed)
Cultural Program Activity  Grant Agreement No. 2032 \$49,800 1/1/07 – 12/31/07	Office of Hawaiian Affairs
Services to Pre-Trial Women Grant ID #20050686 \$140,000 07/01/05–12/31/07  Grant ID #20071490 \$100,000 1/1/08 – 1/1/09 1 <sup>st</sup> Year; 2 <sup>nd</sup> Year \$100,000	Hawaii Community Foundation, COPS funding

**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. **Not Applicable**

**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.

**Not Applicable. This is a Capital Improvements Project request.**

However, the Ke Kahua Project has oversight by a Project Coordinator, a MEO employee assigned under the BEST Reintegration Program. The coordinator reports directly to the BEST Program Director, who is overseen by the Chief Programs Officer.

The project coordinator has the requisite qualifications (on file in the MEO HR office) to manage a agricultural and Hawaiian cultural project. In addition, local cultural experts of the nearby Hawaiian Homestead communities will contribute to this project, as will Hawaiian Language instructors.

**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. **Not applicable CIP.**

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

To the best of our information and knowledge, MEO is neither a defendant nor a plaintiff in any pending litigation. There are no outstanding judgments against MEO.

**B. Licensure or Accreditation**

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

**Not Applicable**

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISIED 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Maui Economic Opportunity, Inc.

(Typed Name of Individual or Organization)

\_\_\_\_\_

(Signature)

1/29/09

(Date)

\_\_\_\_\_  
Grant Chun

(Typed Name)

\_\_\_\_\_  
President

(Title)

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Maui Economic Opportunity, Inc. - BEST Ke Kahua Agri-cultural Project

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL - Roof Replacement</b>	<b>500,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Debra Lorenzo/Chief Fiscal Officer (808) 249-2990		
(b)		Name (Please type or print) Phone		
(c)		Signature of Authorized Official 01/28/2009		
(d)		Date		
<b>TOTAL BUDGET</b>	<b>500,000</b>	Grant Chun/President		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc. - BEST Ke Kahua Ag

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NONE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc. - BEST Ke K    Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**



## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc.  
BEST Ke Kahua Agri-cultural Project

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	150,000	142,029	0	0	0	0
LAND ACQUISITION	4,000	0	0	0	0	0
DESIGN	0	0	50,000	0	0	0
CONSTRUCTION	0	0	450,000	0	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	0	0	500,000	0	0	0
<b>JUSTIFICATION/COMMENTS:</b>	<u>Plans</u>	<u>Land Acquisition</u>	<u>Design</u>	<u>Construction</u>	<u>Equipment</u>	<u>Total</u>
Land Donated from Kehalani Holdings Co., Inc. 11.48 acs. Land in 2007		4,000				4,000
County of Maui, CSBG Grant (7/05 to 06/09)	292,029					292,029
Design - State of Hawaii CIP (07/09 to -6/10)			50,000			50,000
Construction - Well Drilling CIP (07/09 to 06/10)				100,000		100,000
- Water Meter, Backflow Preventer Water Lateral to the Property. (07/09 to 06/10)				50,000		50,000
- Infrastructur				300,000		300,000
<b>Total</b>	292,029	4,000	50,000	450,000		796,029

House District 9

Senate District 4

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

Log No: 86-C

For Legislature's Use Only

rec'd JAN 27 2009 *[Signature]*

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):

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

MAUI FAMILY YMCA

Db/a: Maui Young Men's Christian Association

Street Address: 250 Kanaloa Avenue  
Kahului, HI 96732

Mailing Address: same as above

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name MICHAEL MORRIS

Title CEO

Phone # (808) 242-9007

Fax # (808) 244-6713

e-mail YMCAMike@aol.com

**3. TYPE OF BUSINESS ENTITY:**

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

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

**FOR PHASE I RENOVATIONS AND CONSTRUCTION OF THE MAUI FAMILY YMCA TO INCREASE ITS CAPACITY TO SERVE CHILDREN, YOUTH, FAMILIES AND SENIORS.**

*(Maximum 300 Characters)*

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2009-2010 \$ 1,000,000

**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 \$500,000  
 FEDERAL \$0  
 COUNTY \$500,000  
 PRIVATE/OTHER \$2,493,620

MICHAEL MORRIS, CEO

TYP \_\_\_\_\_ TATIVE: \_\_\_\_\_

*[Redacted Signature]*

AUTHORIZED SIGNATURE

MICHAEL MORRIS, CEO  
NAME & TITLE

1/28/09  
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 Maui YMCA was organized in August 1960 out of an office in Wailuku. With start up funding from the local community the first YMCA camp on Maui was opened at Camp Keanae in 1962. After-school programs and junior college clubs were a part of the humble beginnings of the Maui Family YMCA, along with a six week summer program at the Puunene Athletic Club. With the help of many generous donors, the Maui Family YMCA opened the doors to its current location in the Keopuolani Park in Kahului in 1991, and soon after expanded the facility in 1994 as a result of community pressure for expanded services. The Maui Family YMCA has been a self sustaining organization that is autonomous with other island YMCA's. Kauai and Maui are the only two counties that boast only one YMCA, while the Big Island and O'ahu.**

**Over 55% of the YMCA's participants earn an income level of less than \$40,000 per year.**

2. The goals and objectives related to the request;

**The goal is to raise \$6 million to expand the current facility of the Maui Family YMCA. The Maui Y is busting at the seams, and in order to carry out the YMCA mission, it must grow. In 2004 when the Building and Facilities Services of the YMCA of the USA evaluated the Maui facility and the membership and program participant figures the Maui YMCA was informed that the Y's 17,284 square foot facility was serving twice the capacity in its square footage. To continue to serve the Maui community, the Maui Family YMCA must grow. This Grant In**

**Aid request is for Phase I of the project which includes the renovation of the YMCA's current facility, the addition of a gymnasium, youth center and swimming pool.**

3. State the public purpose and need to be served;

**YMCA programs expand across Maui to Pukalani (water aerobics) Keanae at the YMCA Camp that includes a new wellness center for use by campers and the Keanae and Hana communities, and to Kihei for after school programs, summer and winter intersession camps, and aquatics programs. The Maui Family YMCA in Kahului is the hub and central force for outreach to the rest of the community. The facility is ideally located to serve the exploding development near the island's central corridor and become the central office for future satellite offices and programs. There is currently even a vision for a YMCA satellite facility incorporated in the Ka'anapali 2020 development plan and there has been discussion of a future satellite facility in Kihei. The need to serve the Maui community requires that the current facility grow to meet the growing population and the demand of its expanding outreach programs.**

**The Maui Family YMCA is committed to providing programs to enhance the quality of life for all persons in the community regardless of race, religion, sex, age, or their ability to pay.**

4. Describe the target population to be served; and

**The target population to be served is expected to double within a short period of time with the new facilities and increased staff capabilities with the expanded space for both members and staff.**

**The YMCA serves all ages of our Maui community, from three months to 84 years, and from all walks of life. In 2006 the Maui Family YMCA served over 3,600 members and over 12,000 program participants, 55% of whom have an income level of less than \$40,000. On an average day, 400 Maui residents pass through the Kahului facility doors to enjoy the Y experience. The 25% growth in membership alone in the last five years is an example of the Maui Family YMCA's need to grow to continue to serve its community.**

**In 2007 the Maui Family YMCA summer youth programs served a combined number of 300 children a week in both the Kahului Camp Moana and the Kihei Camp Nalu. Camp Moana also partners with Ka Hale Aka Ola Homeless Resource Center; the**

**YMCA bus picks up 30 children at 7:30 a.m. each day and transports them to Camp Moana, giving them an opportunity to engage in a nurturing experience that enhances their lives in a positive way while their parents learn basic life skills in order to better provide for their families.**

**The Maui Family YMCA is a leader in an innovative youth program partnership, the Carol M. White Physical Education Program (PEP), a three-year federal grant program. Through PEP, the YMCA trains professional staff to present a physical fitness program for 1,700 children in six of Maui's elementary schools (Wailuku, Kamalii, Hana, Makawao, Kahului, and Haiku), provides much needed physical education equipment, which schools retain after the program ends, and instructs teachers how to work with students to create healthy lifestyle. Children 6 to 12 years of age are the focus of this program, recognizing that the obesity rate for this age bracket in Hawai'i is over twice the national average. Teachers and professionals are seeing promising results. The YMCA has taken the schools' standards and enhanced them to meet national YMCA standards.**

5. Describe the geographic coverage.

**The YMCA serves all ages of the Maui community, from three months to 84 years, and from all walks of life. The membership covers all of Maui: 2005 statistics indicate that 10% are from the Maui North Shore, 1% from East Maui, 53% from Central Maui, 2% from Maui's west side, 14% from South Maui, and 20% from up country Maui.**

## **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;  
**The Maui Family YMCA will work with design professionals and contractors renovate and expand the YMCA facilities to increase its ability to provide expanded programs and services for the community.**

**A professional fundraising consultant has also been retained to work with board and staff to raise the \$6.0 million needed to**

**complete the construction project. A total of 3,743,620 has already been raised for the project. A grant in aid from the legislature will enable the Maui Family YMCA to begin construction in early 2010.**

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

**Project Timeline**

<b>Task/Outcome</b>	<b>6/07-12/07</b>	<b>1/08-6/08</b>	<b>7/08-12/08</b>	<b>1/09-6/09</b>	<b>7/09-12/09</b>	<b>1/10-12/10</b>
On-Going Fundraising						
Complete Design Phase						
Planning and Permitting						
Construction Phase						
Project Completion						

- 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; and

**Quality assurance of the project will be ongoing as the project team confirms that quality is of the up most concern as a public facility with high demand usage. YMCA of the USA also provides consultants to review, give advice, and recommend when needed. It holds a list of highly recommended vendors for capital projects that have specialized items, such as locker vendors, pool equipment, aerobics flooring, etc.**

**An evaluation of the success of the project will come after the facilities have been expanded and renovated and the expanded programs have been offered in the new facility and outreach areas. The increase in participation in all the Maui Family YMCA programs will be one evaluation factor, another will be the ability to serve the Maui community at an expanded level, and a third will be the ability to continue to be self sustaining with twice the square footage. All factors were evaluated through a feasibility study prior to starting the capital campaign fundraising and will be re-evaluated once the facility has been built.**

- 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.

**Upon completion of the project, the Maui Family YMCA will forward a final report to the expending agency and the legislature to include how the grant funds were spent and what the impact of the expanded facility will have on the community including new programs and services that will be offered to the community as a result of the capital improvement project.**

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **(See Attached)**
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
\$500,000	\$500,000	\$0	\$0	\$1,000,000

3. The applicant shall provide a listing of all other sources of funding they are trying to obtain for fiscal year 2009-2010.  
A grant in aid from the legislature will enable the Maui Family YMCA to complete funding for the project with a grant request to the Harry and Jeanette Weinberg Foundation, Inc. Plans call for the submission of the request to the Weinberg Foundation in early May after the close of the 2009 legislative session.

### 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.

**PROGRAMS:** The Maui Family YMCA has a proven track record with its programs and services, since it opened in 1960. It has over 100 employees, both part-time and full time. It has the backing of the national organization for professional training and staff development to enhance continuing education. The YMCA excels in providing outreach programs across Maui for both adults and youth.

**CAPITAL PROJECT:** Between the capital campaign team and the board of directors, the Maui Family YMCA has four Project Team members who are knowledgeable and deeply engaged in the construction process and procedures: Doyle Betsill of Betsill Brothers, Martin Quill of Quill Group, Inc., Jack Kean of Kean Properties, and Dorvin Leis of Dorvin D. Leis Company. Jim Niess of Maui Architectural Group has been retained as the architect for the project and Chris Hart of Chris Hart & Partners, Inc. has been retained as the Planning Consultant. Jim Niess is an active and current member of the Maui Family YMCA and is knowledgeable about the nuances of the Y. The team meets monthly for updates and progress reports, to keep the process moving forward.

**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.

**The capital funds raised will provide funding to increase the current facility from 17,284 square feet to approximately 36,415 square feet. The new facility will include an expanded youth area, *childwatch* area for infants and young children, health and wellness area, reception/gathering area for members, the addition of a kiosk for healthy food and drinks, a gymnasium, and expanding the office count from six offices to thirteen offices to meet the growing staffing demands. A portion of the new facilities will include a second floor for health and wellness and the administrative office's, therefore an elevator is included in the plans to meet the ADA requirements. Other areas of the facility already meet ADA requirements and will continue to include them in the renovation plans (locker rooms, restrooms, and workout facilities).**



## 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.

**The individuals directing the capital project planning, construction and fundraising are very knowledgeable in their fields. They are volunteer board members, campaign committee members, plus two paid members, the architect and the planning consultant.**

**Project Team: Michael Morris, Maui Family YMCA CEO, Doyle Betsill of Betsill Brothers, Martin Quill of Quill Group, Inc., Jack Kean of Kean Properties, and Dorvin Leis of Dorvin D. Leis Company. Jim Niess of Maui Architectural Group has been retained as the architect for the project and Chris Hart of Chris Hart & Partners, Inc. has been retained as the Planning Consultant. Faith Okuma of Betsill Brothers will serve as the construction Project Manager.**

**Campaign Fundraising Team: The fundraising team is made up of both board members and community volunteer leaders, and the Maui YMCA Chief Executive Officer, plus two staff members who were specifically hired for the capital campaign.**

**The campaign team includes: Michael Morris, Maui YMCA CEO, John Baldwin (Co-chair), philanthropist and community leader, Dorvin Leis (Co-chair), Dorvin D. Leis Company, Doyle Betsill, Betsill Brother Holding Co, Zadoc Brown Jr., Smith Barney, Grant Chun, A&B Properties, Glenn Goya, Morgan Stanley, Diane Haynes Woodburn, Haynes Publishing Group, Inc., John Kean, Kean Properties, Martin Luna, Carlsmith Ball LLP, Roger MacArthur, retired First Hawaiian Bank District Manager, Helen MacArthur, Wailea Properties, Martin Quill, Quill Group, Inc. Anthony Takitani, Takitani, Agaran Law Corporation.**

### 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. **(Not Applicable)**

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

**Mike Morris**

(Typed Name of Individual or Organization)

  
\_\_\_\_\_  
(Signature)

**1/25/09**

(Date)

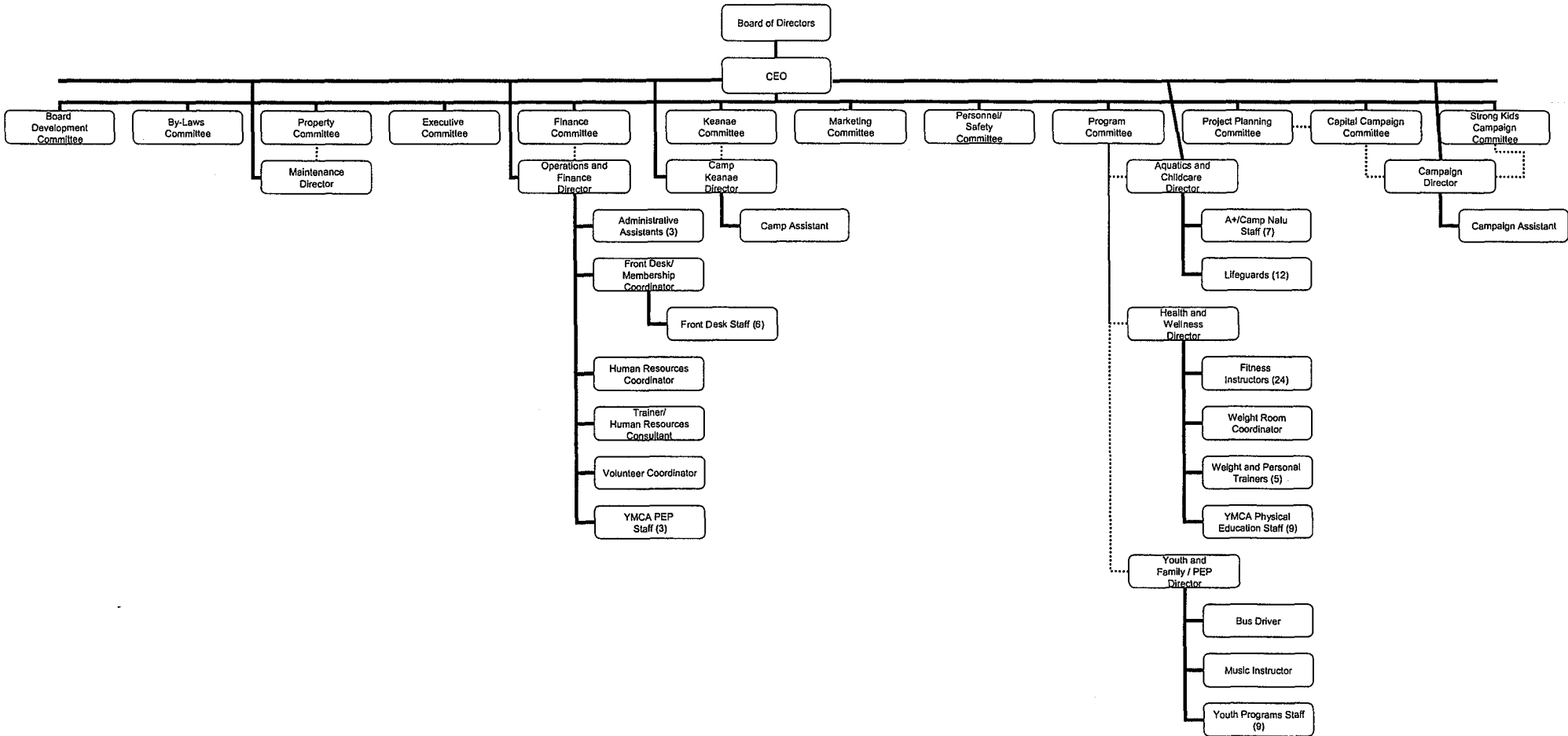
**Mike Morris,**

(Typed Name)

**President and CEO**

(Title)

# Maui Family YMCA 2009 Organizational Chart



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

App

Maui Family YMCA

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>H TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>1,000,000</b>	<b>3,743,620</b>	<b>1,256,380</b>	<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>1,000,000</b>	<b>3,743,620</b>	<b>1,256,380</b>	<b>0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Mike Morris	808-242-9007	
(b) Grants Received to Date	3,743,620		Phone	
(c) Private Funding	1,256,380		1/28/09	
(d)		Signature of Authorized Official		
		Date		
<b>TOTAL BUDGET</b>	<b>6,000,000</b>	Mike Morris, President and CEO		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Family YMCA

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
Not Applicable for Capital Improvement Project				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>0.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Family YMCA

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b> <span style="float: right;">Not Applicable for Capital Improvement Project</span>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Family YMCA

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	500000	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	300000	0	0	0	0	0
CONSTRUCTION	1500000	1443620	1000000	1256380	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>2300000</b>	<b>1443620</b>	<b>1,000,000</b>	<b>1,256,380</b>	<b>0</b>	<b>0</b>
<p><b>JUSTIFICATION/COMMENTS:</b> A total of \$3,743,620 has been raised to date which is over 50% of the construction costs. A GIA would ensure construction within the next 12 months.</p>						



House District : 13

Senate District: 6

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 87-C

For Legislature's Use Only

*rec'd*  
JAN 30 2009

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: DOH - HAWAII STATE DEPARTMENT OF HEALTH  
PROGRAM I.D. NO.:

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Moloka'i 'Ohana Health Care, Inc.

Dbas: Moloka'i Community Health Center

Street Address: 28 Kamoi St., Suite 600  
Kaunakakai, HI 96748

Mailing Address: P.O. Box 2040  
Kaunakakai, HI 96748

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: DESIREE PUHI, R.N.

Title: Executive Director

Phone: (808) 553-4505

Fax: (808) 553-3780

e-mail: dpuhi@molokaichc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MOLOKAI COMMUNITY HEALTH CENTER:  
RENOVATION, RETROFIT AND RELOCATION

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 1,000,000

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	\$	-----
FEDERAL	\$	-----
COUNTY	\$	-----
PRIVATE/OTHER	\$	962,500
<b>TOTAL</b>	<b>\$</b>	<b>962,500</b>

THE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

DESIREE PUHI, R.N., EXECUTIVE DIRECTOR

*ol/ma/ma*  
DATE SIGNED

AUTHORIZED SIGNATURE

NAME & TITLE

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.

Moloka'i 'Ohana Health Care, Inc. first opened its doors as the Moloka'i Community Health Center (hereafter referred to as "MCHC") in 2004. Since that time, MCHC has sought to fulfill its stated mission to *"promote and provide accessible comprehensive individual and community health care to the people of Moloka'i."* Although the majority of services provided constitute basic primary health care at best, such services nevertheless remain generally unattainable by the majority of the island residents due to their unique circumstances of poverty and geographic isolation. Because the majority of the population are considered socio-economically disadvantaged by most any statistical measure, the healthcare services provide by MCHC are both in demand and highly necessary.

MCHC addresses this community's health needs with an array of quality, cost-effective health care programs. In its current locale in the town of Kaunakakai, MCHC provides such services as:

- Primary health care, including prenatal, pediatric, adult, and general lab services;
- Behavioral health care including consultations, assessments, and treatments conducted by a licensed psychologist;
- Dental health services ranging from comprehensive dental exams to dental health and education programs;
- Pharmacy services, which provides discounted medications on a sliding fee scale; and
- Enabling services, which provide outreach and screening for public insurance benefits.

2. Goals and objectives related to this project.

Moloka'i 'Ohana Health Care, Inc. is requesting a \$1,000,000 capital grant from the State of Hawai'i to assist the Moloka'i Community Health Center (MCHC) in the planning, design, renovation and revitalization of a centralized and expanded home facility, which is to be sited on the grounds of the former Pau Hana Inn in Kaunakakai. MCHC is currently in the process of purchasing the aforementioned property from its present owners, and upon possession of title will be in the position to commence work immediately to convert and retrofit existing structures to the acceptable standards befitting of a modern health care clinic and facility.

Once renovations are completed and the facility is occupied, MCHC will become a holistic and comprehensive health care facility, a "one-stop shop" that would provide most all of its clientele's primary needs in one convenient and central locale. Those services not directly provided by MCHC will be met through the strategic recruitment of like-minded healthcare providers and community organizations, who will be encouraged to relocate to the new facility with favorable lease terms and arrangements that will both reflect and facilitate MCHC's mission of ensuring cost-effective health care delivery to the people of Moloka'i. In that regard, MCHC has already commenced initial discussions with Na Pu'uwai, the native Hawaiian health care organization that serves the Hawaiian community of Moloka'i and Lāna'i, to provide that agency with a convenient and suitable venue to service the island's approximately 4,500 Hawaiian and part-Hawaiian residents.

Renovation of the former Pau Hana Inn and subsequent agency relocation to that site will afford MCHC a timely, much-needed and long-overdue expansion of its current operations beyond its current constricted confines in several buildings throughout central Kaunakakai. Existing on-site structures offer ample room for ensuring quality health care delivery, and the 5.9-acre property further provides MCHC with significant opportunity for future expansion of facilities and services, as may be necessary for the host agency and / or its health care partners. These include fitness equipment, health education programming and nutritional services, such as a health food store where customers might obtain at reasonable cost those items and products not otherwise available on the island.

Of further tangible benefit to this economically-challenged Moloka'i community will be the partial alleviation of the island's chronic unemployment rate, initially through the renovation / relocation phase of this most worthy capital improvement project, and then with the creation of permanent, well-paid full-time and part-time professional positions with MCHC, its attendant health care providers and its supporting services for a significant number of Moloka'i residents. Of note, acquisition of the property alone would allow our organization to immediately create an estimated 12 skilled jobs.

Community health centers are well recognized as economic engines. A 2005 Hawaii Primary Care Association study estimated that Molokai Community Health Center contributed \$2 million to the island economy based on 1,180 patients and 11.6 employees. Our patient and employee numbers have more than doubled since that time.

The estimated total cost for the acquisition of the former Pau Hana Inn and its rehabilitation into a first-class community health center is approximately \$3.75 million. MCHC has already secured provisional financing from the U.S. Dept. of Agriculture and private sources to convey title of the property from its current owner, and the process has been initiated with the County of Maui Dept. of Planning to obtain all necessary zoning designations, variances and permits to commence work immediately on the project once title is secured. All funding obtained by MCHC from the State of Hawai'i will be directly committed to the facility's renovation and retrofit as a community health center.

3. State the public purpose and need to be served.

**At \$12,342 per household, the median per capita annual income of Moloka'i residents is well below the state and national average. They struggle daily with a myriad of socio-economic problems associated with a chronic lack of economic resources – high unemployment, dire poverty, chronic health problems and few opportunities for gainful employment or advancement. The prevailing socio-economic climate, already stressed, faces additional challenges with the recent and abrupt closure of Moloka'i Ranch, further contributing to the economic dislocation of more residents. The island's geographic and municipal isolation from the majority of Hawai'i citizens often results in a biennial shortfall of human and fiscal resources allocated at most all levels of government and the private sector.**

**It is therefore no small wonder that Moloka'i has been designated by the U.S. Dept. of Health and Human Services as both a "Medically Underserved Area" and "Health Professional Shortage Area." Even if most island residents could afford the sort of quality medical care that many others may take for granted in urban areas, service and delivery often prove problematic due to the perpetual shortage of trained medical professionals residing on Molokai. Those select residents with sufficient financial means to do so at least have the option of traveling to Honolulu for their medical care. There are far too many others who are not so fortunate.**

**Chronic health problems on Moloka'i include maternal and child health care risks, tooth decay, obesity, teen pregnancies, alcoholism and substance abuse, diabetes, asthma, heart disease, high blood pressure, and mental illness. Because such problems and concerns can be mitigated substantially in the community with improved availability of affordable preventative health care, MCHC's prospective expansion will greatly enhance the capacity of Molokai residents to access basic medical, dental and mental health services, and will contribute significantly to the collective health and welfare of the island's population.**

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

**Per the 2000 U.S. Census, there are approximately 7,200 persons residing on Moloka'i, with primary ancestry being native Hawaiian – at 62%, the island's largest ethnic demographic – Asian and Caucasian. A majority of the Asian population is ethnic Filipino. According the Kaiser Health Disparity Report released September 2008, Native Hawaiians and ethnic Filipinos are at higher risk for health complications than other ethnic groups. MCHC's target population consists of those individuals on Moloka'i whose household incomes fall substantially below minimum federal poverty guidelines. This number is estimated to be 56.4% of the population of Molokai, or some 4,093 residents, who live below the 200% federal threshold designated as poverty status.**

**5. Describe the geographic coverage.**

**Poverty, language difficulties, geographical isolation, lack of health insurance and the high cost of travel to Honolulu and Maui are the primary barriers to the access of comprehensive primary health care on Moloka'i. The island suffers from one of the lowest overall rankings in the state in terms of economic health, socio-economic stability, and food security. At 11.3%, its official unemployment rate is almost three times that of the State of Hawai'i in general. When one includes those residents categorized as "not employed", that is, neither**

employed nor in receipt of unemployment benefits, unemployment on Moloka'i can reasonably be estimated to exceed 19.5%.

While current statistics on the subject are presently unavailable, it is nevertheless reasonable to assume that the percentage of uninsured individuals residing on the island of Molokai will far exceed overall state levels, due to the combination of previously-discussed factors regarding poverty and unemployment. An estimated 38% of island residents currently live outside the usual social service network, and rely primarily on subsistence farming, hunting, and fishing for their livelihood. The closure over the past two decades of the island's largest employers, Dole Foods and Moloka'i Ranch, has forced many residents to take multiple part-time or seasonal jobs, and even these limited job opportunities are often without health benefits.

## 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;

**Contractor:**

The licensed general contractor overseeing the renovation and retrofit of the former Pau Hana Inn is George "Sandy" Stein of Pukalani, Maui (Gen. Cont. Lic. No. BC26257). A longtime Hawai'i resident, Mr. Stein founded and ran his own company in Honolulu, The Fiberglass Shop, which specialized in all forms of marine supply, repair and hull shaping, before moving to Maui in 1977 to supervise the construction of The Chart House restaurant in Kahului.

Mr. Stein subsequently remained on Maui, working for several firms for many years as partner, projects director and head estimator before branching out on his own in 2005 as a general contractor under the name Stein & Son, Inc. He specializes in the design / build technique of all aspects of construction, with 32 years of professional experience in the development of 36 large restaurants, 23 commercial projects and 52 private residences.

AS MCHC's construction managers, Stein & Son, Inc. has therefore proposed the following scope of work for the MCHC project at the site of the former Pau Hana Inn:

- Form a collaborative team of professionals to design facility to MCHC requirements and all requisite specifications and codes.
- Develop a preliminary budget and comprehensive master schedule.
- Prepare project requests for proposal for public dissemination and bid.
- Provide assistance in reviewing and analyzing all recipient bids from prospective sub-contractors.
- Ensure that design is both aesthetically successful and duly responsive to project goals
- Coordinate MCHC technology implementation strategy with construction plan optimum current and future performance.
- Assure that all sub-contractors and other participants understand fully the project's design and purpose.
- Monitor all progress to anticipate difficulties, resolve issues and ensure that project adheres to schedule.
- Assure that work site meets all requisite OSHA and DLIR standards for a safe work environment.
- Coordinate final stages of construction, including punch lists and certificate of occupancy.

**Architect:**

Francis E. Skowronski, A.I.A. (Hawai'i Lic. No. 4494) of Territorial Architects, Ltd. will be in charge of the planning and design of the former Pau Hana Inn site. A licensed professional architect in both Hawaii and Massachusetts since 1978, Mr. Skowronski initially specialized in custom home design in both Maui and Hawaii Counties, before expanding his firm to include planning and design commissions for multi-family residences, commercial projects, professional / institutional facilities and religious-based buildings. Recent commissions of note include the Blessed Damien Church Center (Kaunakakai), West Maui Youth Center (Lahaina), Kama'ole Shopping Center (Kihei), Kihei Lutheran Church, Seabury Hall Gymnasium (Makawao), and St. Theresa Roman Catholic Church (Kihei).

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

**The following is a general preliminary timeline for the renovation and rehabilitation of the former Pau Hana Inn in Kaunakakai, Molokai, which is to be the new home of the Molokai Community Health Center:**

**February 2, 2009**

- Shoreline survey, meets and bounds, pin placement and topographic map

**March 2, 2009**

- Assemble team to set design standards for master plan of first phase of construction.

**April 1, 2009**

- Develop preliminary design for first phase of construction, including:
  - ✓ Administration
  - ✓ Medical facilities
  - ✓ Behavioral health facilities
- Review preliminary design, implement design changes and additions
- Finalize preliminary design with corrections

**May 1, 2009**

- Shoreline Management Review and Assessment (SMA)

**July 1, 2009**

- Submit plans to Maui County Dept. of Planning for review and comments.

**October 1, 2009**

- Secure building permit.
- Perform construction of first phase of Molokai Community Health Center.

**January 1, 2010**

- Obtain certificate of occupancy
- Open to general public.

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; and

**MCHC has retained Stein & Son, Inc. of Pukalani, Maui to provide oversight of all phases and aspects of the project (see Subsections II.1 and II.2). MCHC executive staff will meet regularly with general contractor to keep abreast of progress, and ensure that any difficulties, both anticipated and unanticipated, will be resolved optimally to assure that project continues on schedule to a January 2010 opening.**

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.

**Success and achievement will be measured substantively by MCHC's ability to adhere to the prospective timeline regarding the acquisition, rehabilitation and re-opening of the former Pau Hana Inn property as the new Moloka'i Community Health Center.**



### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

**Please see information provided on all attached pages, pursuant to legislative directive.**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.

<b>Q1 FY 2009-10: July 1 – Sept 30, 2009</b>	<b>Q2 FY 2009-10: Oct 1 – Dec 31, 2009</b>	<b>Q3 FY 2009-10: Jan 1 – Mar 31, 2010</b>	<b>Q4 FY 2009-10: Apr 1 – June 30, 2010</b>	<b>FY 2009-10: Total Amount of Grant Expended</b>
\$250,000	\$500,000	\$250,000	\$ -----	\$1,000,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

**Moloka'i 'Ohana Health Care, Inc. has recently commenced an ambitious but achievable capital campaign to raise funds for the resurrection of the former Pau Hana Inn as the new home of the Moloka'i Community Health Center. Initial requests for capital grant funding will be made to the U.S. Dept. of Housing and Urban Development – Community Development Block Grant Program; the U.S. Dept. of Agriculture – Rural Development Program; Hawaii-based private foundations such as Cooke Foundation, Ltd., Atherton Family Foundation and the Harry & Jeanette Weinberg Foundation; corporate foundations such as Bank of Hawaii Foundation, First Hawaiian Bank Foundation and Thomas J. Long Foundation, and smaller family trusts and foundations which support community initiatives such as MCHC.**

## **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.

**Prior to its 2004 opening, MCHC applied for and received start-up funding from the Bureau of Primary Health Care under Section 330 of the federal Public Health Service Act. Since that time, the Moloka'i Community Health Center has quietly nurtured a well-regarded reputation for delivering quality and cost-effective health care to island residents most in need.**

**As the primary point of access for those residents, MCHC provides integrated medical and social services that emphasize both preventative health care and collaboration with other health and human service organizations whenever possible. Such services include prenatal, pediatric, adult, dental, behavioral health, nutrition, and family planning services; complemented by effective outreach, translation, transportation, and case management services.**

**To provide cost effective services to all patients and to meet the financial health care market demands faced today, a foundation for revenue generation has been developed. To generate revenue from insurance reimbursement, our facility and providers are participating members of Medicare, ACS Medicaid, Hawaii Medical Service Association (HMSA), Med-Quest, and other insurers qualified and authorized to offer and provide coverage under Hawai'i statute.**

**To date, MCHC is enrolled as an authorized provider of medical services under all insurance plans currently available to Moloka'i residents. MCHC has also received a Prospective Payment System rate of \$160.03 for medical services and \$140.63 for dental services. Additionally, MCHC contracts with Hawaii Primary Care Association in the Hawaii Immigrant Health Initiative to provide primary care services to uninsured. Revenue generated through insurance reimbursements assists in supplementing the care of the uninsured patients.**

**In summary, MCHC is able to provide cost effective services to uninsured and underinsured patients through higher insurance reimbursement rates, involvement with programs such as the Hawai'i immigrants Health Initiative and State of Hawai'i, Department of Health's Uninsured Program, reduced costs for lab and x-ray services, and reduced costs for prescription drugs through the 340b program. Further, as a matter of organizational policy, and as the need arises and funding for additional positions becomes available, MCHC will always look first to hire from within the Moloka'i community before going off-island to fulfill staffing requirements.**

**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.

**The Moloka'i Community Health Center is currently housed in a centrally located, ADA-compliant 4,000 sq. ft. building in the island's main town of Kaunakakai. Hours of operation are 8:00 AM to 5:00 PM, Monday through Friday.**

**Currently, MCHC facilities consist of a treatment room, three examination rooms, patient intake area and lab, counseling room, two dental examination rooms, a sterilization lab, space for digital dental radiology, two offices, waiting and reception area, and rapidly dwindling space for patient medical records. A pharmacy, Molokai Drugs, Inc. and the island's only dialysis center are also located in the same complex.**

**Although the base of potential patients is several thousand persons, current facilities are proving increasingly inadequate, and the tight limitations on space restrict the number of patients that MCHC can serve. MCHC is currently in the process of purchasing the site in Kaunakakai that once housed the Pau Hana Inn from its present owners, and upon conveyance of title will commence almost immediately the conversion and retrofit of existing structures to insure ADA compliance and the acceptable standards befitting of a modern health care clinic. Once renovations are completed and the facility is occupied, MCHC will become a holistic and comprehensive health care facility, a "one-stop shop" that would provide most all of its clientele's primary needs in one convenient and central locale.**

## 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.

The Molokai Community Health Center is administered by an executive director, who presides over a management team that includes a medical director, dental director, behavioral health director, financial manager, and at least one paraprofessional. Their activities are overseen by a governing Board of Directors comprised of nine members, all highly respected and recognized persons within the community, who are responsible both for the direction and vision of the organization, and for the development and establishment of organizational policy and objectives.

#### Executive Director:

Desiree Puhi, R.N., Executive Director of Moloka'i 'Ohana Health Care, Inc., dba Moloka'i Community Health Center, is responsible for the implementation of all policy directives of the board, as well as the recruitment and hiring of staff. Ms. Puhi was hired in July 2008 to carry out MCHC operations. A health care professional who has been recognized as one of the top 50 nurses in the State of Hawai'i, she has over 18 years of practical and administrative experience in health care systems management, including budgeting, program development, non-profit health care management, community development, fundraising and community involvement. A longtime island resident, Ms. Puhi is dedicated to serving the people of Moloka'i, and possesses a lifetime of knowledge and skills necessary to both achieve long-range organizational goals and objectives, and lead MCHC during this critical period of expansion and transition.

#### Chief Financial Officer:

Cyrus Siu, Chief Financial Officer of Moloka'i 'Ohana Health Care, Inc., has since October 2007 held full responsibility for the management and reporting of MOHC finances. Cyrus Siu was hired on October 22, 2007. He is comfortable with numerous types of budgets and project forecasting on department and corporate levels. Likewise, he has conducted project reviews with senior management and project managers on periodic basis to monitor actual performance against budgets and has participated in proposal and contract reviews and negotiations. Mr. Siu is familiar with fixed price, cost plus, time charge, and other types of contracts and has a knowledge base of Office of Management and Budget (OMB) Circulars relating to U. S. Government contracts and grants.

Mr. Siu's years of experience in the nonprofit arena has nurtured his ability to interact in multi-culture environment as well with all levels of corporate structure. User of computer based integrated accounting systems to include job cost, payroll, general ledger, planning, procurement, inquiry and report processing. Other areas of experience include cash

management, bank relations, management assistance, continuous quality improvement, risk management and operations.

**Medical Director:**

John Engle, M.D., supervises all aspects of the medical department's operation, including direct patient care, continuity of medical services, clinical policy development and employee management. He is a senior clinician with 28 years of post-residency experience in both public health and the private sector, including education and teaching, Dr. Engle has worked in the field of substance dependence treatment in both private facilities and for the U.S. Dept. of Veterans' Affairs, and has extensive experience in most all aspects of health care and administration.

**Dental Director:**

Ronald Bloy, D.D.S., oversees and implements the MCHC Dental program. The Dental Director is responsible for patient care, continuity of dental services, dental policy development, and employee management. A longtime resident of O'Neil, Nebraska, Dr. Bloy brings to Moloka'i over 19 years of personal care and experience as a primary dental practitioner for a small town. He is trained in all aspects of general dentistry including limited orthodontic work, and within the last couple of years was affiliated with hospital medical staff courtesy appointments and a hospital-based dentistry service for disabled/handicapped patients.

**Behavior Health Director:**

Darryl Salvador, Ph.D., has served MCHC in this capacity since 2006, and oversees all areas relating to the behavioral health clinical services, including the recommendation and implementation of all behavioral health policies and procedures, and the provision of behavioral health services and education to the people of Moloka'i.

**Family Support Services Director:**

Claire Iveson is directly responsible for providing leadership in all areas relating to family support services, case management and outreach services. She has extensive experience in the nonprofit arena and healthcare services on the island of Moloka'i.

**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.

Please 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 judgment. If applicable, please explain.

**Former employee filed an EEOC complaint against Moloka'i 'Ohana Health Care, Inc., d.b.a. Moloka'i Community Health Center, in July 2008. Moloka'i 'Ohana Health Care, Inc. counsel contested that due to the number of employees at MCHC and date of submission of the complaint, the complaint is not covered by EEOC.**

### **B. Licensure or Accreditation**

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

**Moloka'i 'Ohana Health Care, Inc., dba Moloka'i Community Health Center, is fully accredited by both the U.S. Dept. of the Treasury – Internal Revenue Service and the State of Hawaii – Dept. of Commerce & Consumer Affairs as a not-for-profit organization.**

**MCHC facilities are licensed and accredited by all appropriate federal, state and professional agencies to ensure that its operations conform optimally to all relevant administrative, fiscal and program standards.**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

**Applicant:** Moloka'i 'Ohana Health Care, Inc. (dba Moloka'i Community Health Center)

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Other Funding Sources (b)</b>	<b>Prospective Fundraising (c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Land Acquisition		962,500	1,787,500	
10. Planning	50,000			
11. Design	50,000			
12. Construction	750,000			
13. Equipment and Furnishings	150,000			
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>1,000,000</b>	<b>962,500</b>	<b>1,787,500</b>	
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. OTHER</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,000,000</b>	<b>962,500</b>	<b>1,787,500</b>	
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Cyrus Siu, C.F.O. (808) 553-4500		
(b) Other Funding Sources	962,500	[Redacted] Phone		
(c) Prospective Fundraising	1,787,500	01/29/09 Date		
(d)		Signature of Authorized Official		
<b>TOTAL BUDGET</b>	<b>3,750,000</b>	Desiree Puhi, Executive Director Name and Title (Please type or print)		

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

**Applicant:** Moloka'i 'Ohana Health Care, Inc. (dba Moloka'i Comr

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
NOT APPLICABLE.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

**Applicant:** Moloka'i 'Ohana Health Care, Inc. (dba

**Period:** July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE.			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE.			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

**Applicant:** Moloka'i 'Ohana Health Care, Inc. (

**Period:** July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS			50000			
LAND ACQUISITION				962500	1787500	
DESIGN			50000			
CONSTRUCTION			750000			
EQUIPMENT			150000			
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>\$962,500</b>	<b>1,787,500</b>	
<b>JUSTIFICATION/COMMENTS:</b>						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

~~MOLOKA'I 'OHANA HEALTH CARE, Inc.~~  
(Typed Name of Individual or Organization)

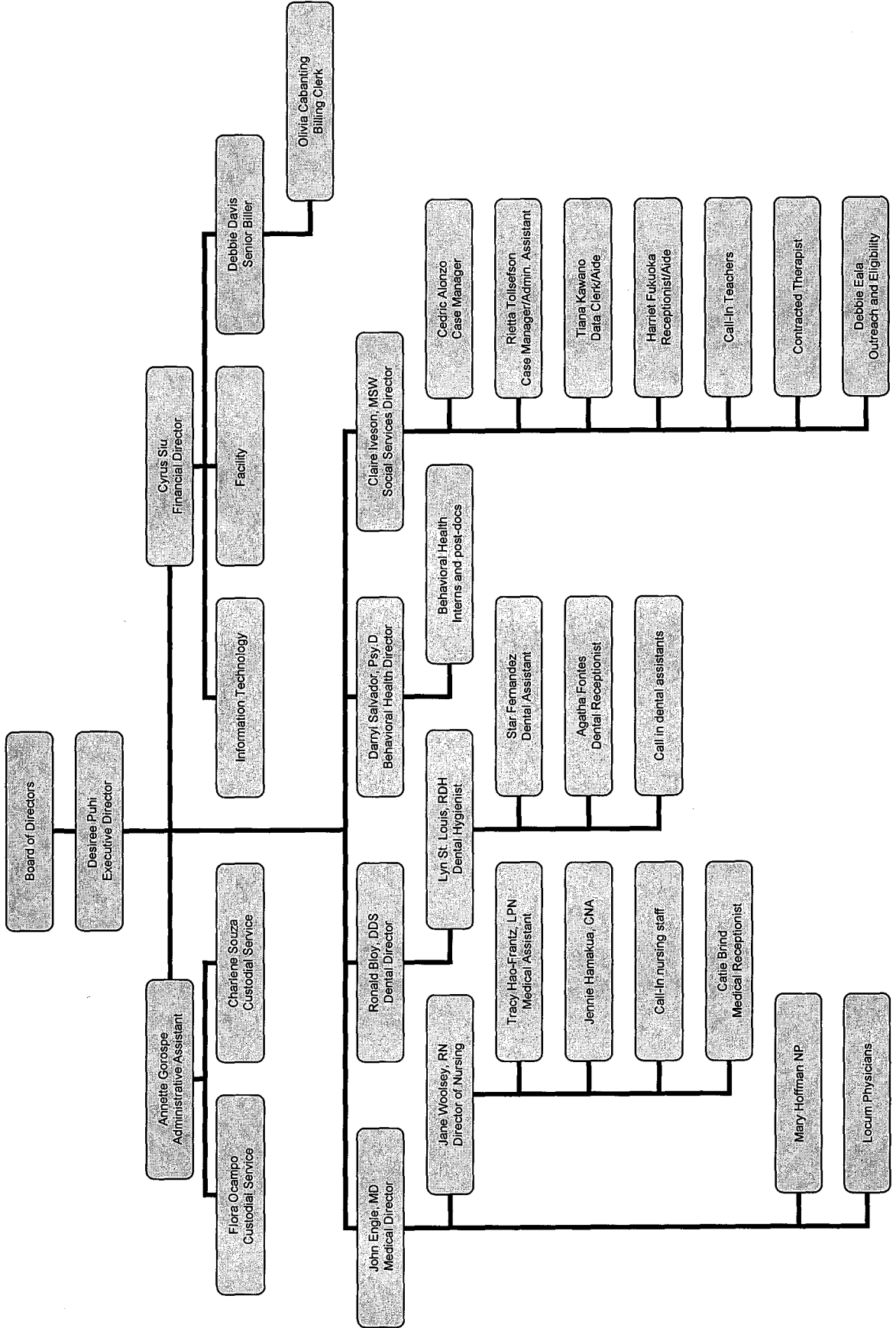
  
(Signature)

01/29/09  
(Date)

**DESIREE PUHI, R.N.**  
(Typed Name)

**EXECUTIVE DIRECTOR**  
(Title)

# Molokai Ohana Health Care, Inc. Organizational Chart



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 23 2007**

Employer Identification Number:

DLN:

MOLOKAI OHANA HEALTH CARE INC  
PO BOX 2040  
KAUNAKAKAI, HI 96793-0000

Contact Person:  
WINNIE W LEE ID# 31208  
Contact Telephone Number:  
(877) 829-5500  
Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated February 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

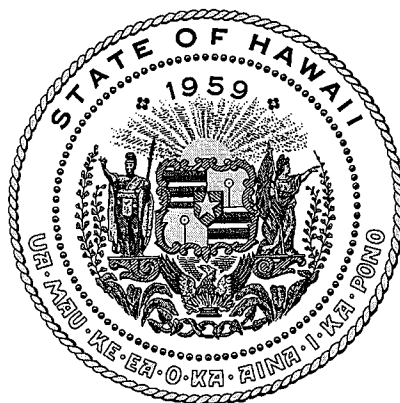
If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



## 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

MOLOKAI OHANA HEALTH CARE, INC.

was incorporated under the laws of Hawaii on 12/18/2002 ; 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 29, 2009



Director of Commerce and Consumer Affairs

House District 8

Senate District 4

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 88-C

For Legislature's Use Only

rec'd  
JAN 29 2009

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
NA LEO PULAMA o MAUI, INC.

Db/a:

Street Address: 103 S. High Street, Wailuku, HI 96793

Mailing Address: P.O. Box 1038, Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name C. KILI NAMAU'U

Title DIRECTOR

Phone # (808) 244-5676

Fax # (808) 244-0534

e-mail kili\_n@leoki.uhh.hawaii.edu

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**NA LEO PULAMA HAWAIIAN LANGUAGE  
PRESCHOOL AND FAMILY RESOURCE  
CENTER**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 2,000,000

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 \$ 2,000,000

FEDERAL \$ 400,000

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ 4,600,000

TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

HANALEI COLLEADO, PRESIDENT  
NAME & TITLE

1/28/09  
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;  
**Nā Leo Pūlama o Maui was organized in 1990 to coordinate the planning and development of a larger, permanent facility for the Pūnana Leo o Maui preschool program. A community-based planning process was initiated and by 1992 it had become apparent that in addition to the need for a larger preschool facility, Maui has a critical need for facility space to accommodate the growing number of Hawaiian-based organizations and activities. With the overall mission of revitalizing the Hawaiian culture through language, Nā Leo Pūlama o Maui expanded the original vision to support a wide range of Hawaiian-based community service programs through development of a multi-purpose language resource center.**

**To help ensure the orderly and efficient management of the development project, Nā Leo Pūlama o Maui will partner with Lokahi Pacific, an experienced community development agency with an established successful track record of completing the development of housing and community-related facilities. Lokahi Pacific is a private non-profit Hawaii corporation established in 1971 with the mission of improving the quality of life, both economically and socially, of low-income residents of Maui County and other rural Hawaii communities. Relying on partnerships with other non-profits, government agencies and private businesses, Lokahi Pacific has developed targeted programs and projects that focus on *community development*, through the development and management of affordable housing programs (special needs long-term rental housing, homeownership), community facilities development, and *economic development*, through small business lending programs and community development loan programs.**

**Lokahi Pacific shall act as the Fiscal Sponsor for Nā Leo Pūlama o Maui in receiving and expending the funds, coordinating all aspects of the development with Nā Leo Pūlama o Maui, completing the development of the facility and provide all the necessary reporting to respective funders.**

2. The goals and objectives related to the request;  
**The Nā Leo Pūlama o Maui Hawaiian Language Preschool and Family Resource Center will provide an appropriate permanent home for the expansion of the**



**Pūnana Leo o Maui preschool program, as well as after school programs for the Kula Kaiapuni Hawaiian immersion students and cultural and language classes for the community and family strengthening and kupuna support programs based on traditional Hawaiian cultural values.**

3. State the public purpose and need to be served;  
**Maui currently has inadequate facility space to meet the growing demand for Hawaiian-based cultural programs relating to primary and secondary education. The demand for the preschool programs provided by Pūnana Leo o Maui has resulted in 20-30 students being turned away each school year due to space limitations.**

**Pūnana Leo o Maui is an accredited preschool, one of 11 Hawaiian-language preschools in the State of Hawaii and is the only one of its kind on Maui. As an affiliate of the 'Aha Pūnana Leo it has been a leader in both the State and Nation in indigenous language revitalization for the past 20 years. The revitalization of the Hawaiian language in our keiki has led to the second renaissance in Hawaiian language fostering countless new song writers, scholars and leaders with an acute understanding of traditional cultural values while living and working in a global community.**

**Based on 1998 estimates (Native Hawaiian Data Book, 1998), the Hawaiian population on Maui totals 21,877 persons or over 10% of the total resident population. Since 1987 there has been a proliferation of Hawaiian community service agencies and programs on Maui and a resurgence in interest and appreciation for traditional Hawaiian culture in the entire community.**

4. Describe the target population to be served; and  
**The Pūnana Leo o Maui Hawaiian Immersion Preschool component of the project targets pre-school aged children (3 – 5 years old) on the island of Maui, from all ethnic backgrounds and ancestry. The Family Resource Center component of the project targets all members of the general public interested in family-oriented activities, services and programs that promote appreciation, respect and understanding of traditional Hawaiian culture.**
5. Describe the geographic coverage.  
**This project will serve residents the island of Maui. The proposed project site in Wailuku, is centrally located to promote accessibility for residents from all of Maui's communities. Historically, Pūnana Leo o Maui Hawaiian Immersion Preschool (which is located in Wailuku) has attracted families from all areas of Maui, including West Maui, Kihei, Upcountry and Ke'anae.**

## **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;  
**The Center, which incorporates traditional Hawaiian architectural styles with modern construction design, will consist of six interconnected, “hale-style” buildings on a landscaped 1.68 acre site in central Wailuku, Maui. In addition to over 8,000 square feet of interior space to accommodate 3 classrooms for the Pūnana Leo o Maui preschool and a multi-purpose community resource center, the complex includes a large outdoor gathering area, playground area, garden areas with native Hawaiian plants and a large paved parking lot with bus turn-arounds. A very unique feature of the project site, which was discovered during initial inspections, is an archaeologically significant pre-contact Hawaiian habitation site which will be preserved and maintained as an important part of the Center.**
  
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;  
**All pre-development activities have been completed and this project is ready for construction, subject only to securing the funding necessary to support the construction phase of the project. The estimated construction period is approximately 10 months and upon receipt of the funding commitments necessary to support construction, startup will be accomplished within 60 -90 days.**
  
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; and  
**This project will be accomplished in accordance with Best Practice Management Standards, with specific benchmarks established to gauge progress of construction and ensure that the project is accomplished within a reasonable period of time, in a cost-effective manner. Lokahi Pacific shall act as the Fiscal Sponsor for Nā Leo Pūlama o Maui in receiving and expending the funds, coordinating all aspects of the development with Nā Leo Pūlama o Maui, completing the development of the facility and provide all the necessary reporting to respective funders. Additionally, the construction contract will be bonded to provide clear time deadlines for accomplishing construction benchmarks and penalties for unreasonable delays. At the completion of the project, an audit of all project-related receipts and expenditures will be accomplished to ensure all funds are properly accounted for and funding agreements are satisfied and closed.**
  
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.  
**Measure(s) of Effectiveness:**
  - a) **Completion of project construction with 10 months of start date**  
**Indicator: Published certificate of completion – Occupancy Certificate**
  - b) **Completion of project within 5% of projected budget**  
**Indicator: Audited project financial statement (expenses = income)**

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **SEE ATTACHED**
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$750,000	\$750,000	\$250,000	\$2,000,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010. **SEE ATTACHED**

### 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.

**Nā Leo Pūlama o Maui**, the grassroots community-based organization spearheading this project, will partner with **Lokahi Pacific**, an experienced community development agency that has agreed to assume responsibility for administering and coordinating the development project (including construction).

**Lokahi Pacific** is a private non-profit Hawaii corporation established in 1971 with the mission of improving the quality of life, both economically and socially, of low-income residents of Maui County and other rural Hawaii communities. Relying on partnerships with other non-profits, government agencies and private businesses, Lokahi Pacific has developed targeted programs and projects that focus on *community development*, through the development and management of affordable housing programs (special needs long-term rental housing, homeownership) and community facilities development, and *economic development*, through small business lending programs and community development loan programs. **SEE ATTACHED LISTING OF PAST EXPERIENCE AND PROJECT DEVELOPMENTS FOR LOKAHI PACIFIC.**

#### 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.

**The purpose of this project is to develop appropriate facilities to accommodate the Pūnana Leo o Maui Hawaiian Immersion Preschool and its culture-based community programs. The Nā Leo Pūlama o Maui Hawaiian Immersion Preschool and Family Resource Center has been designed to comply with all ADA requirements to ensure equal and appropriate access to all facility spaces by persons with disabilities. SEE ATTACHED SITE AND ELEVATION PLANS.**

## **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.

**Lokahi Pacific will be responsible for administering and coordinating the completion of this development project. The current Lokahi Pacific staff is comprised of qualified individuals that have extensive experience in the development and management of housing and community facility projects in Maui County. The Executive Director, Kamaile Sombelon, has played a key role in the development of seven housing projects over the last several years and the Lokahi Pacific Housing Division, which is currently responsible for the ongoing management of these projects, is comprised of individuals with a diverse range of experience in property management. As an experienced development agency, Lokahi Pacific has established policies and procedures and implemented organizational systems to ensure the effective coordination of ongoing development activities and compliance with all requirements associated with each active project. Other key personnel include: Wyatt Brown (contoller), Vanessa Medeiros (Development Manager). SEE ATTACHED COPIES OF RESUMES FOR THESE KEY PERSONNEL.**

**One of the primary reasons for Lokahi's successful track record in housing and community development projects is an organizational commitment to maintaining a self-sustaining non-profit operation that is not dependent on grant funds or annual competitive service contracts. The fees and income generated from these projects are the primary sources of support for all Lokahi Pacific operations. To ensure long-term organizational viability, Lokahi Pacific focuses on addressing specific niches of markets in which the demand is projected to far exceed the supply for many years to come and the number of competing agencies providing similar programs or services has actually declined.**

### **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 Organizational Chart for Nā Leo Pūlama o Maui**  
**See attached Organizational Chart for Lokahi Pacific, Inc.**

## **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.

**Neither Nā Leo Pūlama o Maui , Inc. or Lokahi Pacific, Inc. are currently subject to any pending litigation or outstanding judgments.**

### **B. Licensure or Accreditation**

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

**NOT APPLICABLE**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: Na Leo Pulama o Maui, Inc.

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>OHA (b)</b>	<b>Weinberg Foundation (c)</b>	<b>USDA (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>2,000,000</b>	<b>2,500,000</b>	<b>2,100,000</b>	<b>400,000</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>2,000,000</b>	<b>2,500,000</b>	<b>2,100,000</b>	<b>400,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	2,000,000	Kamaile Sombelon - Lokahi Pacific (808) 242-5761		
(b) Office of Hawaiian Affairs	2,500,000	Name (Please type or print) Phone		
(c) Weinberg Foundation	2,100,000	Signature of Authorized Official Date		
(d) USDA	400,000	Date		
<b>TOTAL BUDGET</b>	<b>7,000,000</b>	Hanalei Colleado, President - Na Leo Pulama O Maui Name and Title (Please type or print)		

### BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Na Leo Pulama o Maui, Inc.

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
NOT APPLICABLE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Na Leo Pulama O Maui, Inc.

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				



**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: \_\_\_\_\_

Period: July 1, 2009 to June 30, 2010

<b>FUNDING AMOUNT REQUESTED</b>						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS				175,000		
LAND ACQUISITION						
DESIGN				125,000		
CONSTRUCTION			2,000,000	4,700,000		
EQUIPMENT						
<b>TOTAL:</b>			2,000,000	5,000,000		
<b>JUSTIFICATION/COMMENTS:</b>						

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

**NA LEO PULAMA o MAUI, INC**

(Typed Name of Individual or Organization)



(Signature)

**1/28/09**

(Date)

**Hanalei Colleado**

(Typed Name)

**PRESIDENT**

(Title)

**LOKAHI PACIFIC**  
**Past Experience and Project Developments**

**HOUSING – RENTALS**

1. Name of Project: Hale O Mana'o Lana Hou I (HUD Project)  
Project Address: 325 Mahalani Street, Wailuku, Hawaii 96793  
Date Project Started: 06/80 Date Completed: 06/82  
Total Grant/Loan Amount: \$562,000 Source: US Department of HUD  
Provide a brief description of project: (10) 2-bedroom shared rental units for the mentally disabled and (1) 2-bedroom Resident Manager unit.
  
2. Name of Project: Hale Lokahi Akahi (HUD Project)  
Project Address: 755 Makaala Drive, Wailuku, Hawaii 96793  
Date Project Started: 07/81 Date Completed: 07/83  
Total Grant/Loan Amount: \$1,531,800 Source: US Department of HUD  
Provide a brief description of project: (20) 1-bedroom units and (1) 2-bedroom unit for the physically disabled.
  
3. Name of Project: Hale Lokahi Elua  
Project Address: 2170 South Kihei Road, Kihei, Hawaii 96753  
Date Project Started: 07/91 Date Completed: 07/93  
Total Grant/Loan Amount: \$300,000 Source: County of Maui  
Provide a brief description of project: 8 low income rentals – (7) 1-bedroom units and 1 studio.
  
4. Name of Project: Kaho'okamamalu-HOME  
Project Address: 1944 Wells Street, Wailuku, Hawaii 96793  
Date Project Started: 11/96 Date Completed: 11/98  
Total Grant/Loan Amount: \$900,000 Source: HOME  
Provide a brief description of project: 10 low income rentals – (8) 1-bedroom units and (2) 2-bedroom units, 2 of which are handicap accessible units.

5. Name of Project: **Kaho'okamamalu – HUD**  
Project Address: **1950 Wells Street, Wailuku, Hawaii 96793**  
Date Project Started: **03/98** Date Completed: **03/00**  
Total Grant/Loan Amount: **\$1,200,000** Source: **Various**  
Provide a brief description of project: **10 apartment rentals for the physically  
handicap, (8) 1-bedroom units, (1) 2-bedroom unit and 1 studio**
6. Name of Project: **Hale O Mana'o Lana Hou II (HUD Project)**  
Project Address: **355 Mahalani Street, Wailuku, Hawaii 96793**  
Date Project Started: **08/02** Date Completed: **08/04**  
Total Grant/Loan Amount: **\$1,200,000** Source: **US Department of HUD**  
Provide a brief description of project: **(15) 1-bedroom rental units for the  
mentally disabled.**
7. Name of Project: **Harry & Jeanette Weinberg Pono Center (Housing)**  
Project Address: **62 Market Street, Wailuku, Hawaii 96793**  
Date Project Started: **09/04** Date Completed: **09/07**  
Total Grant/Loan Amount: **\$600,400** Source: **HOME**  
Provide a brief description of project: **(4) 1-bedroom apartments for low  
income rental, 1 of which is a handicap unit.**

## **HOUSING – OWNERSHIP**

8. Name of Project: **Lokahi Pacific Kuhua Subdivision (homeownership)**  
Project Address: **Lahaina, Maui, Hawaii**  
Date Project Started: **02/04** Date Completed: **01/06**  
Total Grant/Loan Amount: **\$3,000,000** Source: **Various**  
Provide a brief description of project: **(12) 3-bedroom single family homes for  
first-time homebuyers.**

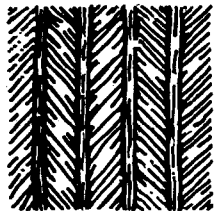
9. Name of Project: Kenolio Leilani Subdivision  
Project Address: Corner of Leilani and Kenolio, Kihei, Hawaii  
Date Project Started: 01/09 Date Completed: In Construction  
Total Grant/Loan Amount: \$1,050,400 Source: HOME  
Provide a brief description of project: (7) 3-bedroom/2-bath fee simple homes for very low income families earning 80% or less of the AMI.

## OTHER DEVELOPMENTS

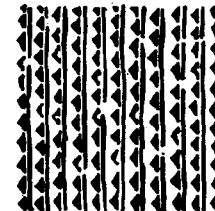
10. Name of Project: Harry & Jeanette Weinberg Building  
Project Address: 1935 Main Street, Wailuku, Hawaii 96793  
Date Project Started: 02/96 Date Completed: 09/98  
Total Grant/Loan Amount: \$2,300,000 Source: Various  
Provide a brief description of project: Provides desperately needed office space for three local non-profit agencies.

11. Name of Project: Harry & Jeanette Weinberg Pono Center (Economic Development)  
Project Address: 62 Market Street, Wailuku, Hawaii 96793  
Date Project Started: 09/04 Date Completed: 09/07  
Total Grant/Loan Amount: \$3,399,600 Source: Various  
Provide a brief description of project: Business incubator offices (8 offices for start-up businesses, commercial kitchen, training/conference room, retail (Café O Lei).

12. Name of Project: Kalaniana'ole Hall  
Project Address: 605 Maunaloa Highway, Kalamaula, Molokai, Hawaii  
Date Project Started: 06/08 Date Completed: In Construction  
Total Grant/Loan Amount: \$500,000 Source: OHA  
Provide a brief description of project: Restoration/rehabilitation and renovation of the historic Kalaniana'ole Hall.



Nā LEO PŪLAMA O MAUI, INC.  
**PŪNANA LEO O MAUI**  
 HAWAIIAN LANGUAGE PRESCHOOL  
 AND FAMILY RESOURCE CENTER  
 WAILUKU, MAUI, HAWAII  
 TMK: (2) 3-8-07 : 47



SYMBOLS	
	PROPERTY LINE
	SETBACK LINE
	NEW OR FINISHED CONTOURS
	EXISTING CONTOURS
	TOP OF WALL <i>TA 25.4</i>
	TOP OF CURB <i>TC 10.0</i>
	TOP OF PAVEMENT <i>TP 0.25</i>
	FRESH FLOOR ELEVATION <i>FFE 227</i>
	CEILING HEIGHT <i>CF</i>
	ROOM IDENTIFICATION <b>BATH</b>
	COLUMN LINE
	REVISION
	WALL OR PARTITION TYPE <b>U</b>
	WALL LINE <i>Shaded portion is side consistent</i>
	DOOR SYMBOL
	WINDOW SYMBOL
	INTERIOR ELEVATION INDICATOR
	WORK POINT, CONTROL POINT OR DATUM POINT
	BUILDING SECTION
	WALL SECTION
	DETAIL

Building Square Footage				
Building No.	Room	Enclosed	Lamal	Total
1	Multipurpose	1944.00	814.00	2858.00
2	Media Center	1063.00	417.00	1479.00
3	Admin. / Caf.	1613.00	2563.00	4176.00
4	General Classm.	1298.78	838.46	2137.24
5	Classm. 'A'	801.23	268.78	1070.01
6	Classm. 'B'	801.23	268.78	1070.01
7	Storage	383.27	69.00	452.27
8	Shower	325.33	345.53	670.86
9	Shower	325.33	345.53	670.86
Total Square Footage		8649.62	7249.52	15899.14

Project Data	
Building Code	1987 UBC with Maui County Amendments
T.M.K.	(2) 3-8-07 : 47
Facility Description	Preschool
Occupancy	E-3
Construction Type	V
Zoning	Public / Quasi - Public
Community Plan	Public / Quasi - Public
Maximum Allowable Building Height	35'-0"

Required On Site Parking	
Building No.	Parking Spaces
1	Multipurpose 1944.00 = 200 9.72
2	Media Center 1063.00 = 200 5.27
3	Admin./Caf. 1613.00 = 170 7.92
4	General Classm. 1298.78 = 135 6.27
5	Classm. 'A' 801.23 = 85 4.12
6	Classm. 'B' 801.23 = 85 4.12
7	Storage 383.27 = 40 1.92
8	Shower 325.33 = 34 1.62
9	Shower 325.33 = 34 1.62
Minimum Parking Spaces Required	
Loading Zone	
On Site Parking Provided	
Standard	18
Comped	3
Handicap/Van	2
Total Stalls	24

CONSULTANTS	
<b>OWNER</b>	Nā Leo Pūlama O Maui, Inc. P.O. Box 1038 Wailuku, HI 96793
<b>OWNER</b>	Phone 808 244-5878 Fax 808 244-0524 Attn: K8 Name'U, Exec. Dir.
<b>STRUCTURAL</b>	Tanikawa & Associates, Inc. 825 Berman St. Suite 309 Honolulu, HI 96813
<b>STRUCTURAL</b>	Phone 808 536-7892 Fax 808 537-9022 Attn: Tom Tanikawa S.E.
<b>MECHANICAL</b>	Propose Engineering Systems, Inc. 1314 So. King St. Suite 850 Honolulu, HI 96814
<b>MECHANICAL</b>	Phone 808 591-8115 Fax 808 590-0419 Attn: Arnold Propose P.E.
<b>ELECTRICAL</b>	Leung, Pang & Associates, Inc. 1100 Ward Ave. Suite 750 Honolulu, HI 96814
<b>ELECTRICAL</b>	Phone 808 622-1828 Fax 808 521-8518 Attn: Clayton Pang P.E.
<b>ARCHITECT:</b>	Maui Architectural Group, Inc. 2331 W. Main St. Wailuku, HI 96793
<b>ARCHITECT:</b>	Phone 808 244-0011 Fax 808 242-1776 Attn: David Landscap, Architect
<b>FOOD FACILITIES</b>	George Makarouno & Associates, Inc. 5836 Harding Ave. Honolulu, HI 96816
<b>FOOD FACILITIES</b>	Phone 808 736-4433 Fax 808 736-4433 Attn: Steve R. Hoyer, President
<b>LANDSCAPE</b>	Russell V. Quinn 44 S. Market St. Wailuku, HI 96793
<b>LANDSCAPE</b>	Phone 808 242-6803 Fax 808 244-0131 Attn: Russell Quinn, ASLA

**INDEX TO DRAWINGS**

Revision	Sheet No.	Description
1	1	Index to Drawings, Consultant List, Basis, So. Footages, Project Data & Symbols
<b>CIVIL</b>		
C-1	2	Construction Notes
C-2	3	Site Plan
C-3	4	Site Plan
C-4	5	Grading Plan
C-5	6	Grading & Sections
C-6	7	Details
<b>LANDSCAPE</b>		
L-1	8	Impaction Plan
L-2	9	Impaction Plan, Details & Notes
L-3	10	Impaction Details & Legend
L-4	11	Impaction Plan
L-5	12	Grading Details, Notes & Materials List

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A1.2	12	Site Details
A1.3	13	Site Details
A1.4	14	Site Details
A1.5	15	Street & Sign Elevations & Details
A2.1.1	16	Building Floor Plans 1/8"
A2.1.2	17	Building Step Plans 1/8"
A2.2	18	Building Reflected Ceiling Plans 1/8"
A2.3	19	Building Roof Plans 1/8"
A2.4	20	Building Sections 1/8"
A2.5	21	Building Sections 3/8"
A2.6	22	Building Exterior Elevations 1/8"
A2.7	23	Building Exterior Elevations 1/8"
A3.1.1	24	Building 1 - Detail Plan 1/4"
A3.1.2	25	Building 1 - Interior Elevations 1/4"
A3.1.3	26	Building 2 - Detail Plan 1/4"
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A3.2.1	28	Building 3 - Detail Plan & Interior Elevations 1/4"
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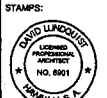
Revision	Sheet No.	Description
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**Issued Bid Set**



MAUI ARCHITECTURAL GROUP  
 INC.  
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 WAILUKU, MAUI, HAWAII 96793  
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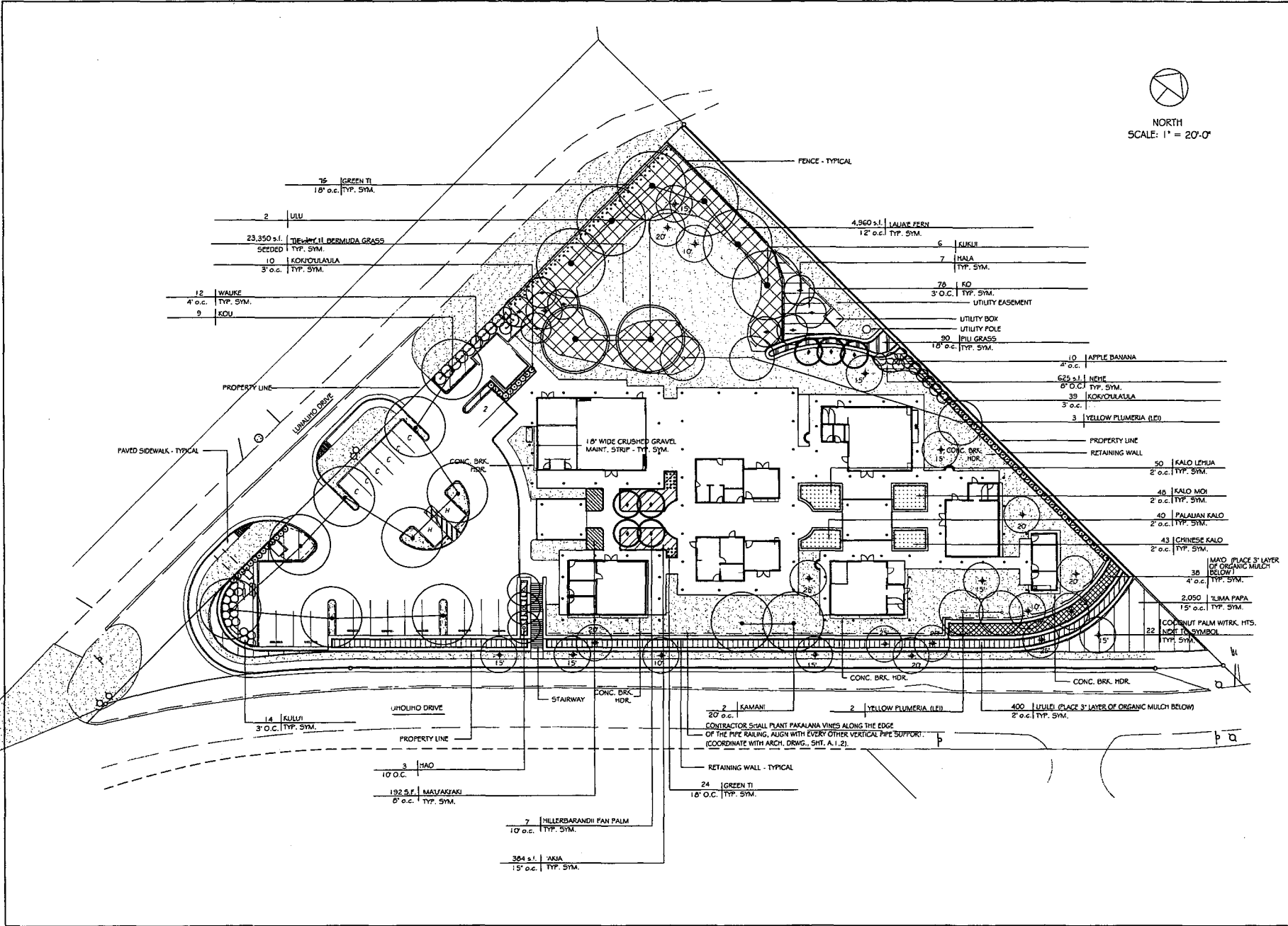
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Nā Leo Pūlama O Maui, Inc.  
 Pūnana Leo O Maui  
 Hawaiian Language Preschool  
 and Family Resource Center  
 Wailuku, Maui, Hawaii  
 TMK: (2) 3-8-07 : 47

Date: 08 OCT 01  
 Book: As Noted  
 Plan Name: 11 Wailuku.PLT  
 Job: 1399  
 Sheet Number:  
 T1



**MAUI ARCHITECTURAL GROUP INC.**  
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 WWW: MAGARCH.COM



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**RUSSEL Y. GUSHI**  
 LANDSCAPE ARCHITECT  
 14 SOUTH MARKET STREET  
 WAILUKU, MAUI, HAWAII 96793

**Na Leo Pulama O Maui's  
 Punana Leo O Maui**  
 Hawaiian Language Preschool  
 and Family Resource Center  
 Wailuku, Maui, Hawaii  
 THK (P) 3-8-07-47

Plan	Landscape Plan
Date	8 OCT 01
Notes	AS NOTED
Scale	
Sheet	L-4



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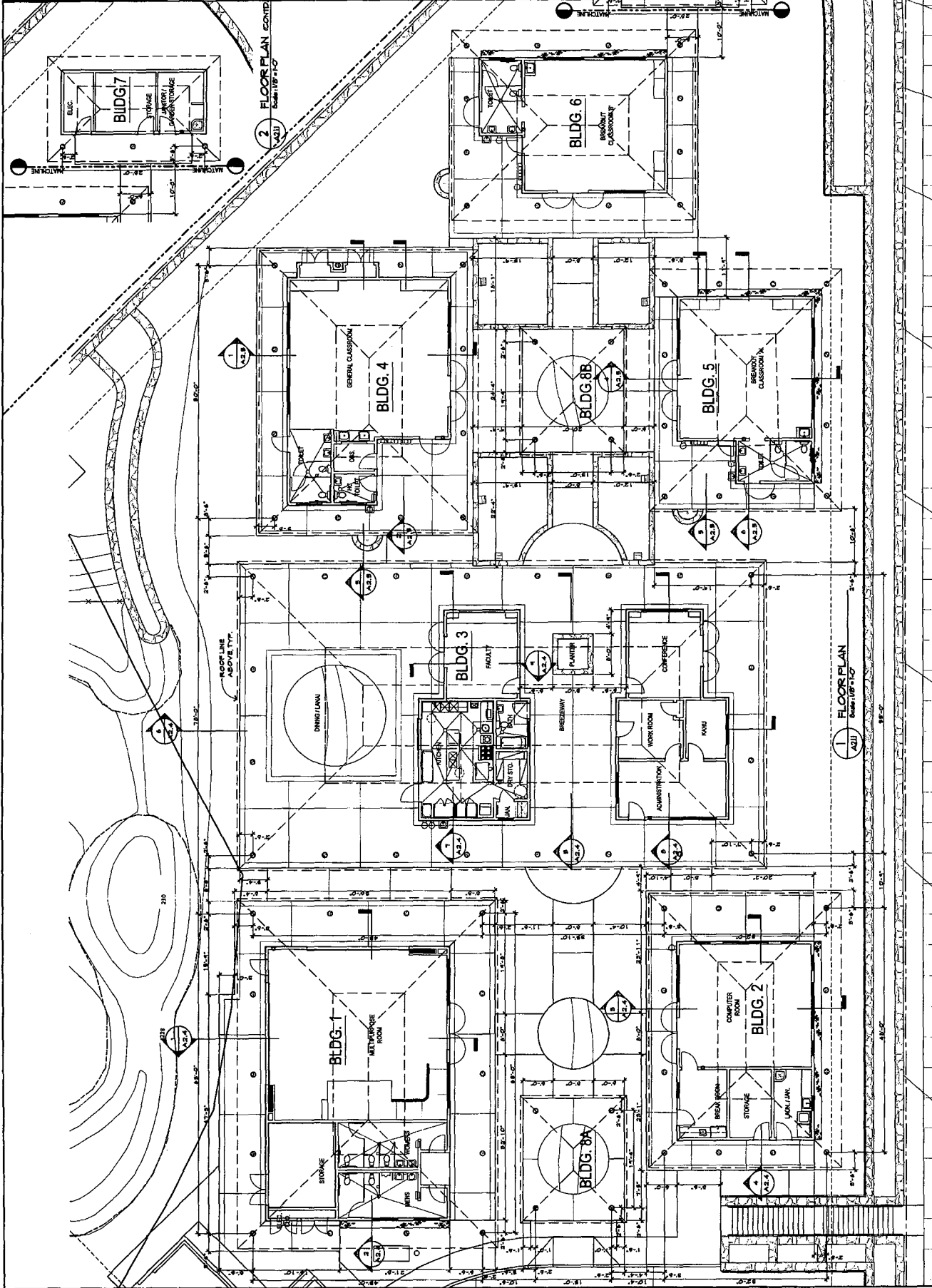
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 and Family Resource Center  
 Waipaho, Maui, Hawaii  
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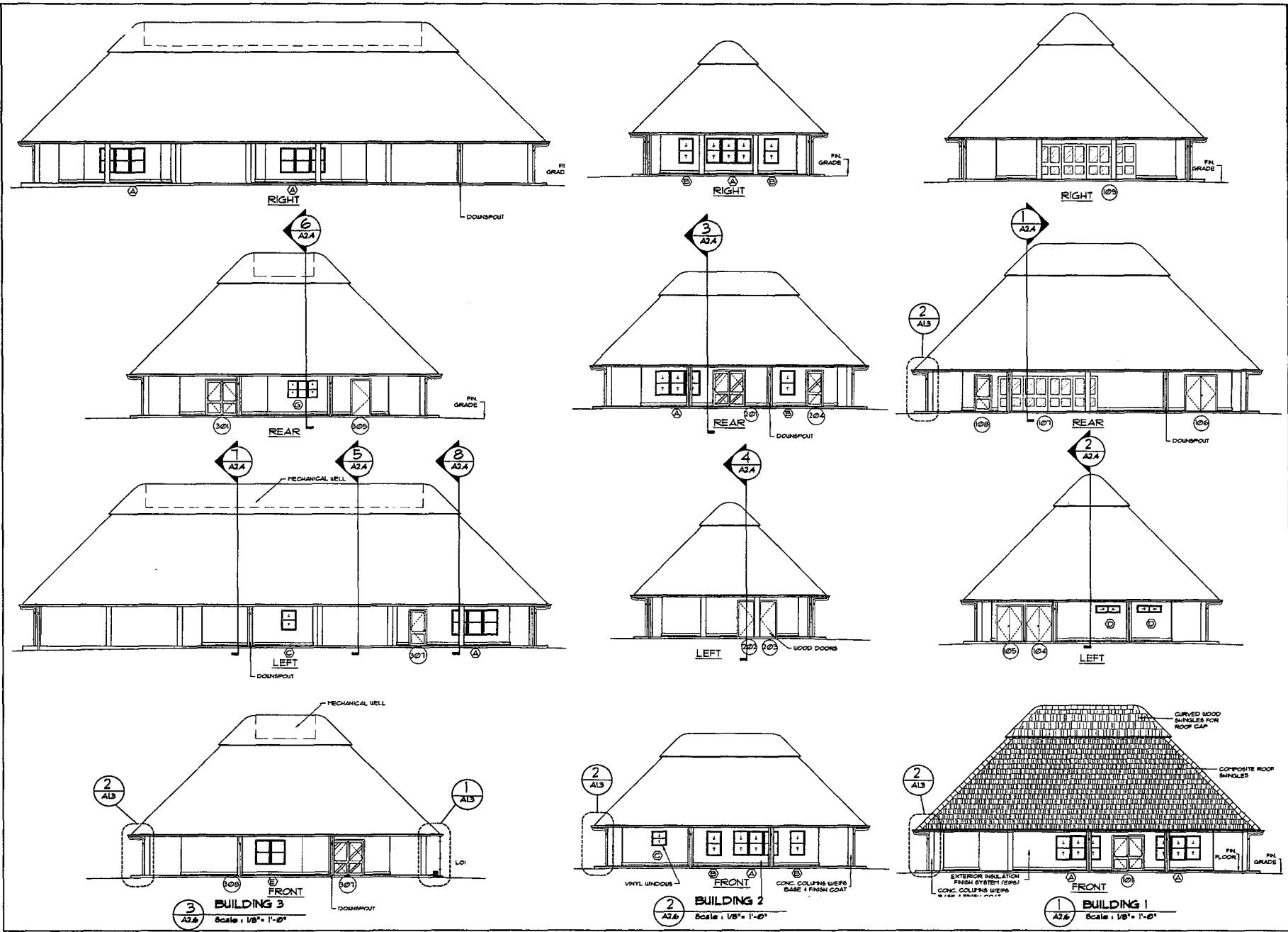
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08 OCT 01  
 1/8" = 1'-0"  
 1/8" = 1'-0"  
 1/8" = 1'-0"  
 1/8" = 1'-0"

**A2.1.1**







**BUILDING 3**  
Scale: 1/8" = 1'-0"

**BUILDING 2**  
Scale: 1/8" = 1'-0"

**BUILDING 1**  
Scale: 1/8" = 1'-0"



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THIS WORK WAS PROVIDED BY ME  
AS A PROFESSIONAL ARCHITECT  
CONTRACTOR OF THIS PROJECT  
I AM NOT PROVIDING ANY OTHER  
SERVICES TO THIS PROJECT  
DATE: 11/11/01  
TRAVIS LUNDBERG

**Nā Leo Pūlana O Maui's  
Pūnana Leo O Maui  
Hawaiian Language Preschool  
and Family Resource Center**  
Waikuku, Maui, Hawaii  
TKK (2) 13-8-07-47

EXTERIOR ELEVATIONS  
DATE: 8 OCT 01  
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PROJECT: 23-847 Ext Elev.dwg  
DRAWN BY: [blank]  
CHECKED BY: [blank]

**A.2.6**

**Sample of Completed Works (Grant & Technical Writing) - Vanessa A. Medeiros**

<b>HUD SECTION 202 (Elderly Housing)</b>		
<b>Project/Location</b>	<b>Type Work</b>	<b>Grant Award</b>
Hale Mahaolu Eha - Makawao Maui (1992); 40 units elderly	write grant & develop	@\$1.8 million
Hale Mahaolu Elima - Kahului, Maui (1993); 40 units elderly	write grant & develop	@\$5.0 million
Hale Mahaolu Elima II - Kahului, Maui (1994); 20 units elderly	write grant & develop	@\$2.0 million
Hale Mahaolu Home Pumehana II - Kaunakakai, Moloka'i (1995); 5 unit addition to 80-unit elderly facility	write grant & develop	@\$561,700
Hale Mahaolu Eono - Lahaina, Maui (1996); 10 units elderly	write grant	@\$1.1 million
Hale Mahaolu Eono II - Lahaina, Maui (1997); 5 units elderly	write grant	@\$561,700
Hale Mahaolu Eono III - Lahaina, Maui (1998); 5 units elderly	write grant	@\$600,000

<b>USDA Section 515</b>		
<b>Project/Location</b>	<b>Type Work</b>	<b>Grant Award</b>
Hale Kupuna O Lana'i - Lana'i (1996); 24 units elderly	write grant & develop	@\$1.0 million
Hale Mahaolu Eono - Lahaina, Maui (1999); 10 units elderly (First in Nation combination of HUD Sec 202 and USDA 515)	write grant	@\$1.6 million

<b>COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG)</b>		
<b>Project/Location</b>	<b>Type Work</b>	<b>Grant Award</b>
Adult Day Care Center [at Hale Mahaolu Elima, Kahului] (1996)	write grant & develop	@\$1.0 million
Community Hall [at Hale Kupuna O Lana' i] (1997)	write grant & develop	@\$1.0 million

<b>OTHER GRANTS</b>	
<b>Safe Communities of Maui - Speed Control (2000)</b> 1) Speed Awareness and Highway Safety; 2) Children at Play; 3) Safety Awareness	Amount Requested: @\$45,000
<b>Safe Communities of Maui - Occupant Protection (2000)</b> 1) Free Child Seat Safety Inspections; 2) Seatbelt Use Education and Awareness Campaign; 3) Child Seat Technician Training Program	Amount Requested: @\$45,000

<b>TECHNICAL WRITING</b>	
<b>First Time Homebuyer's Assistance Program</b> Program Guidelines between County and State; 2000	Lokahi Pacific, Inc.; County of Maui, Dept. of Housing & Human Concerns - Housing Division
<b>Economic Literacy Curriculum &amp; Workbook</b> To meet Federal funding requirements for Individual Develop Account Program; 2000	Alu Like, Inc. - Maui Office

<b>Department of Hawaiian Home Lands</b>	
<b>Visitor Counts</b>	Increased from avg of 1.0 per week in 2000 to avg of 7.6 per week in 2005
<b>Application Transactions</b>	Increased from avg of 2.0 per week in 2000 to avg of 11.2 per week in 2005

Nā Leo Pūlama o Maui

Board of Directors

Pūnana Leo o Maui

Keiki

Hui Mākua Officers  
Chair, Vice Chair/Treasurer  
Secretary, Alaka'i Ho'omau  
Three Community Members

Nā Leo Pūlama Staff

Kahu

Kili Namau'u

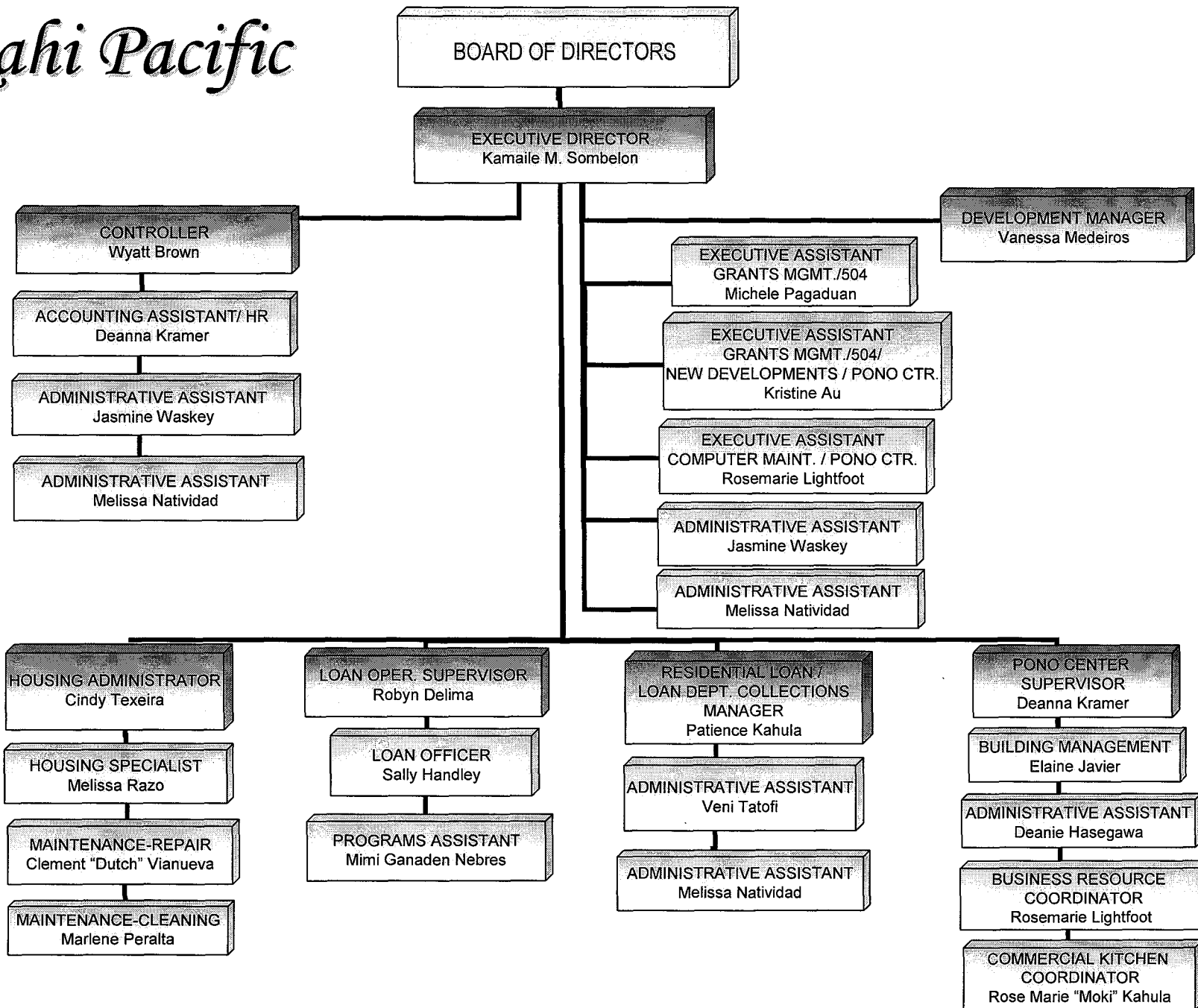
Hui Mākua

(30 families)

Nā Kumu

Ulu Kepani  
Emiko Joy  
Puanani Gilliland  
Ku'ikahi Nakagawa

# Lokahi Pacific



Revised  
11/07/08

House District \_\_\_\_\_

Senate District \_\_\_\_\_

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 14-0

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):

OFFICE OF THE ATTORNEY GENERAL

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): ATG 100

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Office of the Prosecuting Attorney for County of Hawaii

Dba:

Street Address:

c/o County of Hawaii  
655 Kilauea Avenue  
Hilo, HI 96720

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ANDREW LEVIN

Title Deputy Prosecuting Attorney

Phone # 808-934-3399

Fax # 808-961-8908

e-mail alevin@co.hawaii.hi.us

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FUNDING FOR CAREER CRIMINAL PROGRAM, MANDATED UNDER HRS, CHAPTER 845; AND VICTIM/WITNESS PROGRAM, MANDATED UNDER HRS, § 28-111

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 806,702 CCP  
\$ 262,480 V/W

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 \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

JAY T. KIMURA, PROSECUTING ATTORNEY  
NAME & TITLE

[REDACTED]  
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;

*Applicant is the Office of the Prosecuting Attorney of the County of Hawai'i.*

2. The goals and objectives related to the request;

*Please see attached Agreement and Application for Career Criminal Prosecution Program Grant for the current biennium, July 1, 2007 to June 30, 2009, and attached Agreement and Application for Victim-Witness Assistance Program Grant for same period (edited to delete confidential personnel information).*

3. State the public purpose and need to be served;

*Please see attached Agreement and Application for Career Criminal Prosecution Program Grant for the current biennium, July 1, 2007 to June 30, 2009, and attached Agreement and Application for Victim-Witness Assistance Program Grant for same period (edited to delete confidential personnel information).*

4. Describe the target population to be served; and

*Please see attached Agreement and Application for Career Criminal Prosecution Program Grant for the current biennium, July 1, 2007 to June 30, 2009, and attached Agreement and Application for Victim-Witness Assistance Program Grant for same period (edited to delete confidential personnel information).*

5. Describe the geographic coverage.

*County of Hawai'i.*

## 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;

*Please see attached Agreement and Application for Career Criminal Prosecution Program Grant for the current biennium, July 1, 2007 to June 30, 2009, and attached Agreement and Application for Victim-Witness Assistance Program Grant for same period (edited to delete confidential personnel information).*

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

*N/A*

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; and

*Please see attached Agreement and Application for Career Criminal Prosecution Program Grant for the current biennium, July 1, 2007 to June 30, 2009, and attached Agreement and Application for Victim-Witness Assistance Program Grant for same period (edited to delete confidential personnel information).*

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.

*Please see attached Agreement and Application for Career Criminal Prosecution Program Grant for the current biennium, July 1, 2007 to June 30, 2009, and attached Agreement and Application for Victim-Witness Assistance Program Grant for same period (edited to delete confidential personnel information).*



### 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 requests for the fiscal year 2009-2010.

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>	<i>Quarter 4</i>	<i>Total Grant</i>
<i>\$201,675</i>	<i>\$201,676</i>	<i>\$201,675</i>	<i>\$201,676</i>	<i>\$806,702 CCP</i>
<i>\$65,620</i>	<i>\$65,620</i>	<i>\$65,620</i>	<i>\$65,620</i>	<i>\$262,480 V/W</i>

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.

### 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.

*Please see attached Agreement and Application for Career Criminal Prosecution Program Grant for the current biennium, July 1, 2007 to June 30, 2009, and attached Agreement and Application for Victim-Witness Assistance Program Grant for same period (edited to delete confidential personnel information).*

#### 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.

*Applicant occupies newly renovated County offices at 655 Kilauea Avenue, Hilo. The facilities are in full compliance with ADA regulations.*

**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.

*Please see attached Agreement and Application for Career Criminal Prosecution Program Grant for the current biennium, July 1, 2007 to June 30, 2009, and attached Agreement and Application for Victim-Witness Assistance Program Grant for same period (edited to delete confidential personnel information).*

**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.

*N/A*

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

*N/A*

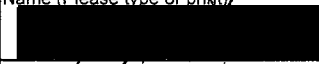
**B. Licensure or Accreditation**

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

*N/A*

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2009 to June 30, 2010)

Applicant: County of Hawai'i, Office of the Prosecuting Attorney

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	913,456			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	155,726			
<b>TOTAL PERSONNEL COST</b>	<b>1,069,182</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,069,182</b>			
<b>SOURCES OF FUNDING</b>		<b>Budget Prepared By:</b>		
(a) Total State Funds Requested	1,069,182	Nikor Lonokapu	808 - 961-0466	
(b) V/W 25% County Match	65,620	Name (Please type or print)	Phone	
(c)			1/27/09	
(d)		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>1,134,802</b>	JAY T. KIMURA, Prosecuting Attorney		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: County of Hawai'i, Office of the Prosecuting Attorney

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
Please see attached Agreement and Application for Career				\$ -
Criminal Prosecution Program Grant for the current biennium,				\$ -
July 1, 2007 to June 30, 2009, and attached Agreement and				\$ -
Application for Victim-Witness Assistance Program Grant for				\$ -
same period (edited to delete confidential personnel				\$ -
information).				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: County of Hawai'i, Office of the Prosecuting Attorney

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
<b>None</b>			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
<b>None</b>			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: County of Hawai'i, Office of the Prosecuting Attorney

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	<b>None</b>					
LAND ACQUISITION	<b>None</b>					
DESIGN	<b>None</b>					
CONSTRUCTION	<b>None</b>					
EQUIPMENT	<b>None</b>					
<b>TOTAL:</b>	<b>None</b>					
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII 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, Hawaii 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Office of the Prosecuting Attorney, County of Hawai'i

(Typed Name of Individual or Organization)

\_\_\_\_\_

(Signature)

1/27/09

(Date)

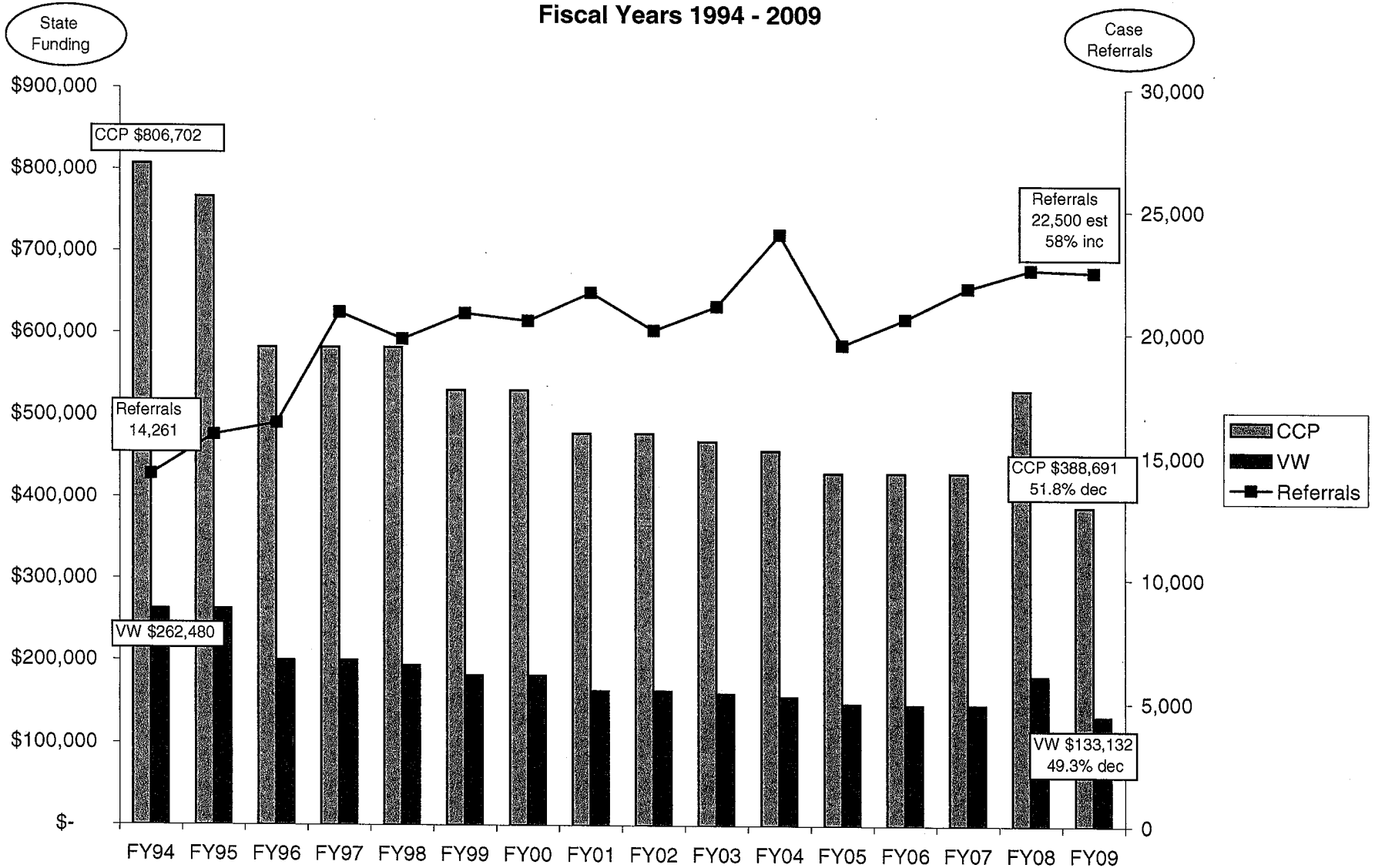
\_\_\_\_\_  
JAY T. KIMURA

(Typed Name)

\_\_\_\_\_  
Prosecuting Attorney

(Title)

### Hawaii County CCP and VW Funding Fiscal Years 1994 - 2009





CONTRACT NO. 08-CCP-04

AGREEMENT

CAREER CRIMINAL PROSECUTION PROGRAM

This Agreement, dated SEP 25 2007, by and between the Department of the Attorney General, State of Hawaii, by and through the Attorney General, hereinafter referred to as the "Department," and the County of Hawaii for its Office of the Prosecuting Attorney, hereinafter referred to as the "County",

W I T N E S S E T H:

WHEREAS, Chapter 845, Hawaii Revised Statutes, establishes a career criminal prosecution program and authorizes the Department to administer the program, develop a plan of financial and technical assistance for prosecuting attorneys' offices, direct the program, and allocate and award funds to counties in which career criminal prosecution units are established in substantial compliance with the policies and criteria established by the Attorney General;

WHEREAS, the Attorney General has developed such a program entitled the "Hawaii Career Criminal Prosecution Program" (HCCPP);

WHEREAS, the County by submitting to the Department its Application for Career Criminal Prosecution Program Grant (hereinafter "Application for Grant"), has applied to the Department for a grant of funds to be used for career criminal prosecutions; and

WHEREAS, the Department has reviewed, evaluated, and approved the County's Application for Grant;

NOW THEREFORE, the parties hereto mutually agree as follows:

A. SCOPE OF SERVICES

The County agrees to utilize the funds provided to it under this Agreement in accordance with the provisions of Chapter 845, Hawaii Revised Statutes, and the Policies and Criteria of the Hawaii Career Criminal Prosecution Program (hereinafter "Policies and Criteria"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, to provide the services described in the Policies and Criteria and the Application for Grant, a copy of which is attached hereto as Exhibit "B" and incorporated herein by reference.

B. PERFORMANCE REQUIREMENTS

1. The County shall comply with the performance and reporting requirements set forth in the Policies and Criteria.
2. Upon request of the Department, representatives of the County shall meet with representatives of the Department to discuss the services performed hereunder.
3. The County shall maintain accounting procedures and practices in accordance with generally accepted governmental accounting principles and shall maintain books, records, documents and other evidence which sufficiently and properly reflect all County's performance under this Agreement. The books, records, and documents shall be subject at all reasonable times to inspection, review, or audit by the Department, or by any duly authorized agent or representative of the Department.
4. The County shall retain for a minimum period of three years and

permit the Department, or any duly authorized agent or representative of the Department, to inspect and have access to any documents, papers, books, records, and other evidence which are pertinent to this Agreement and which are necessary to enable the Department, or any duly authorized agent or representative of the Department, to conduct surveys, audits, and examinations of the County's performance under this Agreement.

5. No funds provided under this Agreement shall be used to pay for any construction costs without the prior written approval of the Department.

6. All nonexpendable personal property purchased with grant funds shall be used solely for HCCPP purposes, unless otherwise approved by the Department.

7. In the event that the County obtains any of the goods or services described in the budget, which is part of the Application for Grant, at no cost, or at a reduced cost, or achieves other cost savings during the term of this Agreement, the County shall report such savings to the Department and expend such savings solely for HCCPP purposes, in a manner approved in writing by the Department.

8. County shall submit quarterly financial reports twenty (20) calendar days after the end of each calendar quarter.

9. County shall submit semi-annual statistical performance reports on a form approved by Department. The report for the period July 1 through December 31 is due 31 days after the end of the reporting period. The report for the period January 1 through June 30, and a cumulative fiscal year report (July 1 through June 30)

are due 31 days after the end of the reporting period.

C. PERIOD OF AGREEMENT

This agreement shall commence on July 1, 2007 and terminate on June 30, 2009, unless sooner terminated as hereinafter provided in Section J or if funds are not available for expenditure; provided that the County shall remain obligated to provide the last cumulative fiscal year report as provided above, even though the term has expired.

D. SUBCONTRACTS AND ASSIGNMENTS

None of the work or services covered by this Agreement shall be subcontracted or assigned without the prior written approval of the Department.

E. SERVICES AS INDEPENDENT CONTRACTOR

In the performance of services required under this Agreement, the County shall be an independent contractor with the authority to control and direct the performance and details of the work and services required under this Agreement; however, the Department shall have a general right to inspect work in progress to determine whether the work is being performed by the County in accordance with the provisions of this Agreement.

F. COMPENSATION

Subject to the continuing availability of funds, the Department agrees to pay the County for services satisfactorily performed under this Agreement, a sum not to exceed five hundred thirty thousand nine hundred twenty nine dollars (\$ 530,929.00)

for fiscal year July 1, 2007 to June 30, 2008 and a sum not to exceed five hundred thirty thousand nine hundred twenty nine dollars (\$ 530,929.00) for fiscal year July 1, 2008 to June 30, 2009. Such amounts represent all compensation to be made available to the County in exchange for the services it provides and the materials, supplies, equipment, overhead, taxes, and other incidentals and operating expenses it incurs under this Agreement.

G. METHOD OF PAYMENT

1. It is understood by the County that the funds appropriated to the Department for purposes of this Agreement are subject to the allotment system contained in Chapter 37, Hawaii Revised Statutes, and consequently may be reduced by the State Director of Finance in the event of a shortfall in state revenues.

2. Payments to the County shall be made in accordance with and subject to the following provisions:

a. Upon request by the County in a form acceptable to Department, payment shall be made in a minimum of two installments per year. County may request up to ninety percent (90%) of available funds in the first installment. The final ten percent (10%) of funds may be requested by County after receipt by Department of the first of County's semi-annual statistical performance reports.

b. The budget for fiscal year July 1, 2007- June 30, 2008 is attached hereto as part of Exhibit "B" and incorporated herein by reference. On or before May 15, 2008, or when otherwise designated by Department, the County shall submit to Department its program budget for fiscal year July 1, 2008 - June 30, 2009 for

review and approval by the Department.

c. If at any time during the term of this Agreement, the Department discovers that the County has expended funds received under this Agreement for purposes or services that are not allowed under this Agreement, the Department shall request that the County use other funds for said purposes or services. In the event that the County refuses to comply with said request, the Department may deduct an amount equivalent to the unallowable expenses from the next payable installment or may withhold payment of the amount of moneys equivalent to the questioned expenditure until later resolution of the discrepancy by audit or other means, or, if payment of the last installment has already been made, require that an equivalent amount of moneys be refunded to the Department.

d. All payments shall be made in accordance with and subject to Chapter 40, Hawaii Revised Statutes, which specifies the accounting procedures and controls applicable to payments out of the treasury of the State of Hawaii.

H. CONFIDENTIAL MATERIAL

All parties agree to comply with all applicable federal, state, or county laws or rules governing confidentiality of material prepared or assembled under this Agreement.

I. MODIFICATION OF AGREEMENT

Any modification, alteration, or change to this Agreement other than to the "Application For Grant" (attached hereto as part of Exhibit "B") or to the period

during which this Agreement is in effect in Section C, including increases (subject to the availability of funds) or decreases in the amount of compensation, shall be reduced to a written supplemental agreement and executed by County and the Attorney General or the Attorney General's designee. Modifications, alterations or changes to provisions of the "Application For Grant" may be requested by County, approved by the Administrator of the Crime Prevention and Justice Assistance Division or the Administrator's designee on Department's behalf, and made by substituting or inserting the revisions in Exhibit "B." Modifications, alterations or changes to the period during which this Agreement is in effect may be requested in writing by County or Department, up to forty five (45) days before the Agreement would otherwise terminate, and shall be effective as of the date approved by the Administrator of the Crime Prevention and Justice Assistance Division or the Administrator's designee (if requested by County) or County (if requested by Department) and made by attaching a party's written request with the other party's written approval thereon to this Agreement.

J. TERMINATION OF AGREEMENT

If, for any reason, the County fails to satisfactorily fulfill in a timely or proper manner its obligations under this Agreement, or if the County breaches any of the promises, terms, or conditions of this Agreement and, having been given reasonable notice of and opportunity to cure any such default, fails to take satisfactory corrective action within a reasonable time specified by the Department, the Department shall have the right to terminate this Agreement by giving written notice to the County of such termination thirty (30) calendar days before the effective date of such termination.

In the event of termination, the County shall be entitled to receive only such compensation as shall have been satisfactorily earned prior to the effective date of termination. The Department shall determine the amount of work satisfactorily completed and the amount of compensation satisfactorily earned.

K. WAIVER

It is expressly understood and agreed that no waiver granted by the Department on account of any violation of any covenant, term or condition of this agreement shall constitute or be construed in any manner as a waiver of the covenant, term, or condition or the right to enforce the same as to any other further violation.

L. NONDISCRIMINATION

County will comply with the non-discrimination requirements: Title VI of the Civil Rights Act of 1964 (with respect to race, sex, religion, creed, national origin), Title VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973 (handicap), as amended, Title IX of the Education Amendments of 1972 (race, sex, religion, creed, national origin), the Age Discrimination Act of 1975 (age), Executive Order 12138, 44 C.F.R. 29637 (affirmative action for women's business), the United States Department of Justice Non-Discrimination Regulations, 28 C.F.R., Part 42, Subparts C, D, E and G, the Americans with Disabilities Act of 1990 42 U.S.C. §§ 12101 et seq., and the Hawaii State Fair Employment Practices Act, Chapter 378, Hawaii Revised Statutes.



IN WITNESS WHEREOF, the parties hereto have executed this

Agreement effective as of the date first above written.

DEPARTMENT OF THE ATTORNEY GENERAL  
STATE OF HAWAII ("DEPARTMENT")

Approved as to Form:

[Redacted Signature]

Deputy Attorney General

By: [Redacted Signature]

Its Attorney General

Date: SEP 25 2007

COUNTY OF HAWAII  
("COUNTY")

By: [Redacted Signature]

DIXIE KAETSU

for Its Mayor  
Date: SEP 14 2007

By: [Redacted Signature]

Its Director of Finance

App [Redacted Signature] and Legality:

[Redacted Signature]

Deputy Corporation Counsel/County Attorney

Approval Recommended:

[Redacted Signature]

Prosecuting Attorney for the County

05/07

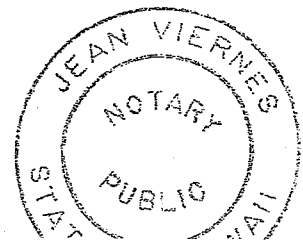
STATE OF HAWAII            )  
  ) SS.  
COUNTY OF HAWAII        )

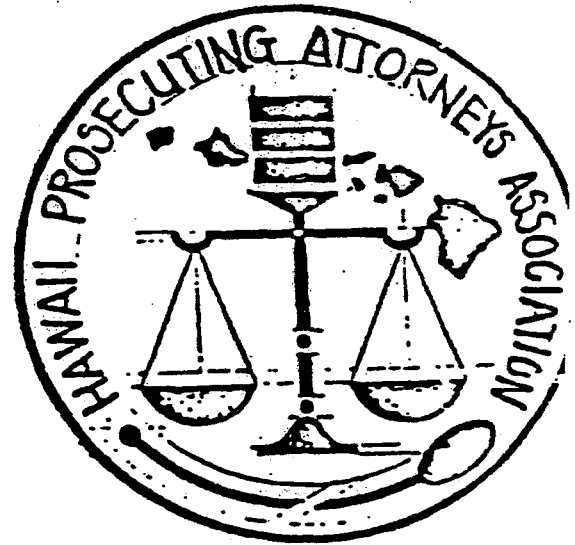
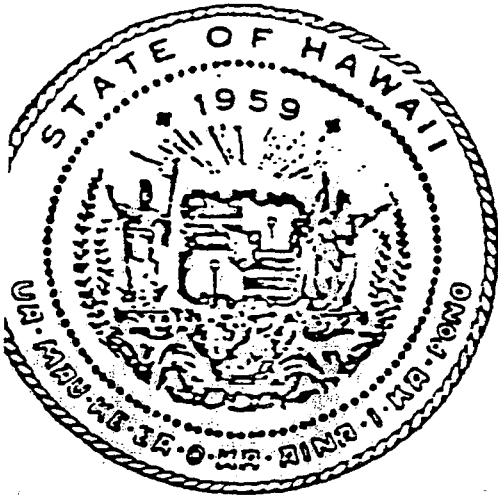
On September 14, 2007, before me personally appeared DIXIE KAETSU, to me personally known, who, being by me duly sworn, did say that DIXIE KAETSU is the Managing Director of the County of Hawaii, a municipal corporation of the State of Hawaii; that the seal affixed to the foregoing instrument is the corporate seal of said County of Hawaii; that the foregoing instrument was signed and sealed in behalf of the County of Hawaii by authority given to said Mayor of the County of Hawaii by Section 5-1.3(g) of the County Charter, County of Hawaii (2000), as amended, and assigned by the Mayor to the Managing Director pursuant to Section 6-1.3(h) of the County Charter; and said DIXIE KAETSU acknowledged said instrument to be the free act and deed of said County of Hawaii.

[REDACTED]

JEAN VIERNES  
Notary Public, State of Hawaii

My commission expires: 11/1/2009





Adopted by the Attorney General and the County Prosecuting Attorneys of the State of Hawaii, pursuant to chapter 845, Hawaii Revised Statutes, and revised October 1980 and October 1985.

POLICIES AND CRITERIA

HAWAII CAREER CRIMINAL PROSECUTION PROGRAM

I

ESTABLISHMENT OF  
HAWAII CAREER CRIMINAL PROSECUTION PROGRAM (HCCPP)

Chapter 845, Hawaii Revised Statutes, established a statewide career criminal prosecution program, "whose purpose shall be the investigation and prosecution of those persons identified as habitual or career criminals." The Department of the Attorney General is responsible, by the statutory provision, for administering the program and developing a plan of financial and technical assistance for prosecuting attorneys' offices. Further, the Attorney General is responsible for directing the program and may allocate and award funds to counties in which career criminal prosecution units are established, in substantial compliance with the Policies and Criteria established by the Attorney General.

II

CONCEPT

The purpose of these Policies and Criteria for the HCCPP is to establish guidelines from which each county prosecuting attorney can implement a career criminal prosecution unit. The HCCPP is conceptually based upon the

establishment of a highly skilled prosecutorial unit within each county prosecuting attorney's office. The HCCPP unit shall focus its efforts on investigating and prosecuting those persons who are identified as career criminals. Criteria established by Chapter 845, Hawaii Revised Statutes, shall serve to identify the career criminal. Once a determination is made that the unit will undertake a case, the HCCPP unit will handle all matters relating to the case, e.g., bail hearings, preliminary hearings, grand jury, arraignments, all pretrial motions, trial, appeals, and, finally, sentencing hearings. The foregoing method assures a continuity and quality of effort now perhaps lacking in most prosecutorial offices because of existing caseload. Another desirable feature of the program is the envisioned close coordination between and among agencies within the criminal justice system.

These special units will consist of experienced prosecutors who are willing to expend the long hours and hard work necessary to successfully prosecute the career criminal. It will be necessary to compensate members of these units adequately, not only to attract talented people, but also to engender reasonable periods of tenure for the development of expertise and continuity of effort.

The Department of the Attorney General shall administer the program and has developed a plan of financial and technical assistance for prosecuting attorneys' offices.

Further, the Attorney General shall monitor the expenditure of funds to counties in which career criminal prosecution units are established to assure compliance with Section 845, Hawaii Revised Statutes, and with the policies and program plan established by the Attorney General.

### III

#### OPERATIONS

The HCCPP shall be operated with a view towards quickly identifying, prosecuting, and convicting those persons who make a career of crime, and, moreover, to seek sentences of these career criminals which will meaningfully guarantee members of the community their right of security and protection. The right of the people to be secure is no less important than any other rights guaranteed by our Constitution, and we in law enforcement must strive to provide the people of our communities with the safety they deserve.

The prosecutors' focus, therefore, is on the offender and not simply the crime. Career criminals do not distinguish between the types of crimes they commit.

As indicated, once the offender has been identified as a career criminal, his case is prosecuted by the same attorney from arrest to disposition. This is often referred to as vertical, as opposed to horizontal, prosecution. The same prosecutor represents the State at pretrial proceedings, trial,

sentencing, appeal and even at all post-conviction hearings. Vertical representation will provide swift and effective prosecution of the career criminal. Personal contact between the same deputy prosecuting attorney and victims and witnesses throughout the various stages of prosecution will create a good working relationship and will greatly enhance prosecution effectiveness. The deputy is aware, at all times, of all facets of the case, including witness, victim, or evidence problems, and everything that has happened in the case from arrest to disposition. Vertical prosecution will also allow great success in the handling of appeals. Again, the prosecuting attorney knows of problems that occurred during the trial, knows the reasoning of the trial court for its ruling, and is better able to provide to the appellate court insight into the problems of the case and the reasons for the rulings at the trial level.

The criterial to determine career criminals shall be submitted to the police to permit early identification. This permits the prosecutor to complete his evaluation while the details are still fresh in the minds of the witnesses and police. It enables the prosecutor to immediately prepare those cases which can be prosecuted as career criminal and to quickly refer to normal procedures those cases which cannot. Once identified as a career criminal, or where several individuals are involved and one of them is identified as a career criminal, the intake prosecutor transmits the case to the

career criminal prosecution unit where a career criminal prosecutor is assigned the case as soon as possible. That prosecutor will immediately begin handling the case through every phase of the proceeding.<sup>1/</sup>

#### IV

#### GOAL

Conviction and incarceration of those designated career criminals.

#### V

#### OBJECTIVES

##### A. Operational

1. Incarceration of the career criminal at all stages of the criminal justice process.
2. Conviction on the most serious charge, whether by plea or trial.
3. Expedited processing of cases in the criminal justice system.
4. Maximum incarceration of convicted career criminals.

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<sup>1/</sup> Where an individual is identified as a career criminal at a later stage of the process, the case would then be transmitted to the career criminal prosecution unit for assignment to a career criminal prosecutor.



B. Administrative

1. Establishment of training programs for members of the units.
2. Establishment of procedural manuals that are to be maintained and reviewed yearly.
3. Establishment of periodic meetings and procedures to exchange ideas, techniques, and names of targeted individuals among the units.
4. Development of a computer-based system of tracking and identifying career criminals.
5. Establishment of periodic and uniform compilation of unit statistics.

VI

POLICIES

- A. Vertical prosecution will be utilized to process career criminal cases.
- B. Cooperation with police and other law enforcement agencies.
- C. Use of experienced prosecutors and investigators whenever possible.
- D. Statewide cooperation between criminal units.
- E. Independence of career criminal units to allow flexibility to meet individual county needs.
- F. Limited plea bargaining when the end of justice will be served.

G. Expedited case processing.

1. Early identification of the career criminal.
2. Reduced caseloads per prosecutor.

H. Opposition to parole, probation, and pretrial release where there is a realistic chance of success.

I. Increased sentencing efforts to incarcerate the career criminal.

J. Strong legislative lobbying efforts.

K. Public education of the efforts of the career criminal units.

## VII

### UNIFORM CRITERIAL FOR IDENTIFYING THE CAREER CRIMINAL

Time saved at the front end of a case usually means a speedier disposition. It follows, therefore, that early identification by the police and prosecutor of the career criminal is important. The measure of a defendant's proclivity to crime can best be attested to by the history of his arrests and convictions.

Chapter 845, Hawaii Revised Statutes, adopts the criteria for the determination of career criminals. Section 845-3, Hawaii Revised Statutes, as amended by Act 166, 1980 Hawaii Sess. Laws 275, provides as follows:

§ 845-3 Persons subject to career criminal

prosecution efforts. (a) An individual shall be the subject of career criminal prosecution efforts if he falls into categories 1, 2, or 3 in subsection (b) and may be the subject of career criminal prosecution efforts if he falls into any other category of subsection (b).

(b) Subject to the restrictions in subsection (a), career criminal prosecution applies to an individual who:

- (1) Has had two or more felony convictions within the last five years.
- (2) Has had one or more felony and two or more misdemeanor convictions and/or arrests within the last three years. Misdemeanors will be limited to prostitution, theft II and place to keep firearm.
- (3) Is convicted and/or arrested for the offense of "felon in possession of a firearm" within the last five years.
- (4) Is on parole.
- (5) Is on probation.
- (6) Is on bond awaiting an appeal.
- (7) Is on bond awaiting trial.
- (8) Is known or suspected to be an associate of organized crime.

- (9) Is known or suspected of recurring or ongoing criminal activity.
- (10) Has no adult record but who has an extensive juvenile record.
- (11) Is a juvenile with an extensive record who has been waived to the Circuit Court for trial.

### VIII

#### ORGANIZATION AND PERSONNEL

The State of Hawaii is divided into four judicial circuits with each county comprising one circuit and each county having a prosecuting attorney with authority to prosecute crimes committed within his jurisdiction. The Attorney General has statewide authority to prosecute offenders against the laws of the State.

To establish career criminal prosecution units outside the office of each county prosecutor would prove wasteful as each county has an existing organization and office procedures which can, with the assistance of state funding, absorb the special unit into the existing system. Therefore, the Attorney General will monitor and evaluate the expenditure of state funds granted under this program. It will be the primary responsibility of each county prosecutor to implement, in accordance with program guidelines, a career criminal prosecution unit within the prosecutor's office and successfully prosecute the career criminal.

The Hawaii Prosecuting Attorneys Association, which meets regularly, will exchange ideas and discuss the efforts of all county, state, and federal officials in combatting crime, and, in particular, the career criminal.

This program envisions the cooperation between county, state, and federal governments in accomplishing the HCCPP goals of the successful prosecution of the career criminal.

## IX

### FUNDING OF UNITS

Funding for financial and technical assistance for the implementation of HCCPP units established by the prosecuting attorneys' offices shall be contingent upon annual legislative appropriations to the Department of the Attorney General for said purposes.

Requests for state funding under this program shall be submitted by each county on an HCCPP Application for Grant form. Upon approval of the application, a contract will be entered into between the Attorney General and the county. Funding will be released on a semi-annual basis.

## REPORTING REQUIREMENTS

Each county program shall submit to the Attorney General, on a semi-annual basis, information and statistical data relative to HCCPP activities engaged in during the six-month reporting period. Such information and data shall include but not be limited to: number of pending cases at the start of each reporting period; number of career criminal cases opened; numbers of indictments returned, preliminary hearings held, and complaints filed; total caseload; total cases disposed of and nature of disposition; total cases dismissed by prosecution, by court before trial, and by acquittal; total cases in which a defendant was convicted as charged by plea and after trial; total cases in which a defendant was convicted by plea or trial to a lesser offense; percentage of trials won; dispositions of convictions (number of incarcerations, percentage of incarcerations to total, number of incarcerations to community correctional facilities; number of cases sentenced to prison terms; numbers of cases sentenced to regular terms, extended terms, and probations; number of cases allowed to enter a deferred-acceptance-of-guilty plea; total number of pending cases at the end of the reporting period; and total number of warrants outstanding.

HAWAII CAREER CRIMINAL PROSECUTION PROGRAM STATISTICS

Period: \_\_\_\_\_, 19\_\_ to \_\_\_\_\_, 19\_\_

	<u>Defendants</u>	<u>Counts</u>
ding (from the last reporting period)	_____	_____
es referred and screened	_____	_____
al cases rejected	_____	_____
al cases opened during period	_____	_____
by:		
Complaint	_____	_____
Preliminary hearing	_____	_____
Indictment	_____	_____
tal Dispositions	_____	_____
Total dismissed	_____	_____
by prosecution	_____	_____
partial dismissals	_____	_____
by court, prior to trial	_____	_____
partial dismissals	_____	_____
Total acquitted	_____	_____
partial acquittals	_____	_____
Total convicted	_____	_____
by plea	_____	_____
as charged*	_____	_____
to lesser charge*	_____	_____
by trial	_____	_____
as charged*	_____	_____
of lesser charge*	_____	_____
Dispositions of Convictions		
Probation with jail term	_____	_____
Probation with no incarceration	_____	_____
Prison - regular term	_____	_____
Prison - enhanced term	_____	_____
DAG/DANC	_____	_____
Total Probation Revocations Filed	_____	_____
Revoked	_____	_____
Denied/withdrawn	_____	_____
Total Pending at end of period	_____	_____
Outstanding warrants	_____	_____
Pending indictment	_____	_____
Pending trial	_____	_____
Pending sentencing	_____	_____
Total cases on appeal	_____	_____

\* For Dept. of AG use only

CAREER CRIMINAL PROSECUTION PROGRAM STATISTICS  
Definitions

Period (of reporting)

Report periods are January 1 through June 30

July 1 through December 31.

Statistical reports due to RCD by 2nd week at the close of the period.

Defendants

the individuals accused/charged with felonies and related misdemeanor offenses.

Counts

the number of offenses an individual is charged with.

Pending from the last reporting period

the number of cases with no dispositions reported from the last statistical report (pending at end of the period).

Cases referred and screened

the number of police reports reviewed by the Career Criminal unit during the period.

Cases rejected

police reports reviewed and rejected during the period; also those cases rejected after a case is opened but prior to the commencement of prosecution.

Total cases opened during the period

Complaint: complaints filed; includes waiver of indictment after indictment and preliminary hearing

Preliminary hearing: self-explanatory

Indictment: self-explanatory

Total dispositions

disposition of cases carried over from previous reporting period and those opened during the current reporting period. The total should reflect the dispositions of those dismissed, acquitted, and convicted.

Total dismissed by prosecution

number of individuals whose cases were totally dismissed, and number of counts dismissed by the government after prosecution commenced.

Total dismissed by prosecution, partial dismissal

number of counts which were dismissed (for cases which not all counts were dismissed by prosecution).

Total dismissed by court, prior to trial

number of individuals whose cases were totally dismissed; includes Grand Jury indictments, and the number of counts dismissed by the court after prosecution.



1 dismissed by court prior to trial, partial dismissal  
number of counts which were dismissed (for cases which not all  
counts were dismissed by court)

1 acquitted  
number of individuals whose cases were totally acquitted, and  
the number of counts resulting in acquittal.

al acquitted, partial acquittal  
number of counts which were acquitted (for cases which not all  
counts were acquitted).

al convicted  
Self-explanatory

by plea - self-explanatory

by trial - self-explanatory

as charged - self-explanatory; counts only  
to lesser charge - self-explanatory; counts only

spositions of Convictions (individuals only)

Probation with no incarceration - includes adverse  
modifications to probation

Probation with jail term - probation with a jail term of 12  
months or less

Prison, regular term - self-explanatory

Prison, enhanced term - includes mandatory minimum and  
extended term, and consecutive term

DAG/DANC - DAG and DANC pleas, with or without incarceration

evocations of Probation Filed

Revoked - probation revoked

Denied/Withdrawal - includes both instances when probation  
revocation is denied or withdrawn

otal Pending at end of period - the number of defendants/counts  
ith no disposition at end of the reporting period

Outstanding warrants - self-explanatory

Pending trial - self-explanatory

Pending sentencing - self-explanatory

Pending indictment - includes screening of cases

total cases on appeal - self-explanatory

NOTE: Only felony and misdemeanors related to the felony cases are  
to be reported on this sheet. Misdemeanor cases (district  
court) are to be reported separately.

Submit Original  
and two (2) copies

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division  
235 South Beretania Street, Suite 401  
Honolulu, Hawaii 96813

APPLICATION FOR

Career Criminal Prosecution Program Grant

PART I - TITLE PAGE

- A. PROJECT TITLE CAREER CRIMINAL PROGRAM
- B. APPLICANT AGENCY OFFICE OF THE PROSECUTING ATTORNEY
- C. ADDRESS 34 RAINBOW DRIVE  
HILO, HI 96720
- D. PROJECT DURATION From: JULY 1, 2007 To: June 30, 2009
- E. TOTAL FUNDS REQUESTED: \$530,929
- F. PROJECT DIRECTOR  
Name JAY T. KIMURA Title PROSECUTING ATTORNEY  
Tel. No. (808) 961-0466 Fax No. (808) 961-8908
- G. FINANCIAL OFFICER  
Name REID H. SEWAKE Title ACCOUNTANT II  
Tel. No. (808) 961-0466 Fax No. (808) 961-8908

FOR AGENCY USE

Date Received AUG 16 2007 Project No. 08-CCP-04  
CPJAD/CCP Form 1 (7/97)

EXHIBIT B

PART II – PROGRAM DESCRIPTION

A. The Career Criminal Prosecution Program of the Office of the Prosecuting Attorney, County of Hawaii, follows the Hawaii Prosecuting Attorneys' Association *Policies and Criteria – Hawaii Career Criminal Prosecution Program* as its primary program description. (See attachment A.) The Office prosecutes as career criminals those persons who fall within the categories set forth in the Hawaii Revised Statutes, Section 845-3. The major goal of the program is to quickly identify, prosecute, and convict those who make a career of crime.

The Hawaii County Career Criminal Program has demonstrated its effectiveness since the statutory creation of the Career Criminal Program twenty eight years ago. The Career Criminal Program has held back an escalation of the crime rate through early identification and vigorous prosecution of career criminals.

Unfortunately, bad economic times have forced the State to cut CCP personnel and to disallow essential budget items funded under previous grant applications. The Attorney General's budget funds fewer personnel than the original grant from twenty six years ago. This dramatic reduction is from a budget of \$732,997.00 in 1991-1992, to \$530,919 in fiscal year 2008.

Essential disallowed budget items not covered by the State include: 1) travel for investigations, interviews, hearings and meetings; 2) transcript and witness fees; 3) supplies; 4) telephone; 5) equipment repairs; 6) training; 7) mileage, books and legal research fees.

From January 1, 2007 through June 30, 2007, the program had the following accomplishments:

	<u>Felonies</u>	<u>Misdemeanors</u>
Cases referred and screened	212	378
Counts referred:	734	544
Cases opened:	186	486
Pending:	--	--
Convictions:		
Plea	138	325
Trial	3	6

- B. The County of Hawaii's Career Criminal Program will continue to identify and vigorously pursue prosecution of career criminals, and focus on violent felons to be incarcerated for extended terms for the protection of the community. Early identification of career criminals and vigorous prosecution with incarceration for misdemeanors. We intend to increase our efforts to identify repeat property crime defendants through our relationship with the Hawaii County Police Department.

The Supervising Deputy Prosecutors, with the approval of the Prosecuting Attorney and the First Deputy Prosecuting Attorney, make the assignment of deputies to the CCP unit. One deputy is assigned to Kona, the other deputies operate out of Hilo. One of these deputies also functions as the unit supervisor. These deputies are among the Office's more experienced attorneys ranging from six to twenty-seven years of experience. CCP cases are complex and challenging, and those assigned to handle them are among the best in the Office. Because State funding is inadequate to compensate these deputies appropriate for their experience level, CCP funds are used for lower paid deputies. This "switching" arrangement was approved in a letter dated September 3, 1992 in an Attorney General opinion. In spite of "switching" deputy positions State funding has been inadequate to fund all of the assigned CCP deputy positions. In order to maximize CCP funds, an investigator position has been unfunded, a deputy position reassigned, positions have been kept vacant and the County has been paying for fringe benefits. In addition, deputy and clerical turnover has provided further cost savings. We have filled other positions over CCP positions to conserve funds. With all County funded deputy positions currently filled, we have been actively recruiting for three vacant CCP deputy positions and a clerical position. Two deputies will be starting within a month in Hilo. Kona recruitment is ongoing.

The CCP unit prosecutes cases dealing with the full spectrum of types of crime, from drug offenses, burglaries and thefts, to sexual assaults and homicides. There is no established pattern that a particular type of crime is restricted to CCP defendants.

- C. The CCP project is divided between felony and misdemeanor prosecutions in both the East and West Hawaii offices. A case is intaken into the Prosecuting Attorney's office and reviewed whether it fits the CCP criteria. Any questionable cases are reviewed by the supervisor.

After the case is reviewed for CCP criteria, the case is referred to an experienced Deputy Prosecuting Attorney for screening. The screener reviews the case for legal sufficiency and schedules an appropriate event; either closing the case or scheduling the case for grand jury presentation. After indictment the case is then assigned to the appropriate Deputy Prosecuting Attorney. After screening and charging felony CCP cases are assigned for vertical prosecution by the supervising attorney.

The County's largest geographical size places an additional strain on the prosecutors and investigators. More time, energy and resources are needed to appear in country courts, to investigate remote crime scenes, and to interview victims and witnesses who live in country districts. Further, supervision of personnel who are in two offices separated by a two and a half hour drive can be problematic.

The HPAA *Policies and Criteria – Hawaii Career Criminal Prosecution Program* indicates that “we in law enforcement must strive to provide the people of our communities with safety they deserve.” The funding provided by the State through the Attorney General for Hawaii's Career Criminal Program helps to provide some security for the people of Hawaii County by handling Career Criminals quickly with vigorous prosecution. However, unless and until CCP funding stabilizes, the future effectiveness of the statutory Career Criminal Program is undermined. Year-to-year funding without operating expenses places overwhelming stress on an already fragile criminal justice response.

Hopefully, better economic time and executive priority to the Career Criminal Program will stabilize the funding and success of the program.

- D. The team responsible for the prosecution of defendants identified as meeting the CCP criteria is as follows:

ATTORNEYS:

[REDACTED] Felony Prosecutor (21 years experience). [REDACTED]

[REDACTED] Felony Prosecutor (16 years experience). [REDACTED]

[REDACTED] Felony Prosecutor (12 years experience). [REDACTED]

[REDACTED] Felony Prosecutor (22 years experience). [REDACTED]

[REDACTED] Felony Prosecutor (10 years experience). [REDACTED]

SUPPORT STAFF:

[REDACTED] Legal Assistant II [REDACTED]

[REDACTED] Investigator V [REDACTED]  
[REDACTED] Legal Clerk IV. [REDACTED]  
[REDACTED] Legal Clerk III. [REDACTED]  
[REDACTED] Legal Clerk III [REDACTED]  
[REDACTED] Legal Clerk II. [REDACTED]  
[REDACTED] Clerk III. [REDACTED]  
[REDACTED] Investigator [REDACTED]

E. Our supervisors are responsible for quality control of the prosecutions for career criminals. Supervisors have monthly meeting with attorneys to discuss caseload and questions regarding the prosecution of CCP cases. All sentencings in felony cases, including CCP cases, are reviewed by the Supervising Prosecutor and then the First Deputy Prosecuting Attorney for compliance with office policy.

A Supervisor, in conjunction with our computer analyst, runs reports from our case tracking system of defendants designated as CCP and analyzes the data from those reports to evaluate the effectiveness of the program.

This statistical analysis is coupled with the case review conducted with the attorneys by the supervising team and subsequent review by the First Deputy Prosecuting Attorney to assure the goals of the program are being met.

PART III  
BUDGET DETAIL

	<u>COST ELEMENT</u>	<u>PROJECT TOTAL</u>
A. SALARIES AND WAGES		
<u>POSITION</u>	<u>MONTHLY SALARY</u>	<u>ANNUAL SALARY</u>
Deputy Prosecuting Attorney	[REDACTED]	[REDACTED]
Deputy Prosecuting Attorney	[REDACTED]	[REDACTED]
Deputy Prosecuting Attorney	[REDACTED]	[REDACTED]
Deputy Prosecuting Attorney	[REDACTED]	[REDACTED]
Deputy Prosecuting Attorney	[REDACTED]	[REDACTED]
Investigator V	[REDACTED]	[REDACTED]
Investigator V (Vacant)	[REDACTED]	[REDACTED]
Legal Assistant II	[REDACTED]	[REDACTED]
Legal Clerk IV	[REDACTED]	[REDACTED]
Legal Clerk III	[REDACTED]	[REDACTED]
Legal Clerk III	[REDACTED]	[REDACTED]
Legal Clerk II	[REDACTED]	[REDACTED]
Clerk III	[REDACTED]	[REDACTED]
SUB-TOTAL	\$	745,771
Employee Benefits @ 24.32%		181,372
Medical/Insurance	\$	<u>34,207</u>
TOTAL-SALARIES AND WAGES	\$	<u>961,350 *</u>
* Project will pay up to grant total of:	\$	530,929
Shortfall is \$430,421		

BUDGET DETAIL - 7-1-07 - 6-30-08 (cont'd.)

	<u>COST ELEMENT</u>	<u>PROJECT TOTAL</u>
B.	CONSULTANTS	\$ -
C.	TRANSPORTATION & SUBSISTENCE	\$ -
D.	OFFICE SUPPLIES, POSTAGE, PRINTING, ETC.	\$ -
E.	FACILITIES, OFFICE SPACE, UTILITIES, EQUIPMENT RENTAL	\$ -
F.	EQUIPMENT	\$ -
G.	OTHER COSTS	\$ -
	TOTAL PROJECT COSTS	\$ 530,929



BUDGET EXPLANATION

Funds will be utilized to pay for position salaries.

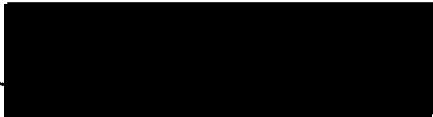
PART IV - ACCEPTANCE OF CONDITIONS

The undersigned agrees, on behalf of the applicant agency that:

1. Any grant awarded pursuant to this application shall be subject to and will be administered in conformity with (i) Chapter 845 Hawaii Revised Statutes; (ii) Policies and Criteria of the Hawaii Career Criminal Prosecution Program; (iii) any special conditions contained in the grant award; (iv) general and fiscal regulations of the Department of the Attorney General.
2. Any grant received as a result of this application may be terminated, or fund payment may be discontinued, by the Department of the Attorney General when it finds a substantial failure to comply with the foregoing provisions, the application obligations, or for non-availability of funds.

SUBMITTED BY:

SIGNATURE



DATE

8/15/07

NAME

JAY T. KIMURA

TITLE

PROSECUTING ATTORNEY

AGREEMENT

VICTIM-WITNESS ASSISTANCE PROGRAM

This Agreement, dated SEP 24 2007, by and between the Department of the Attorney General, State of Hawaii, by and through the Attorney General, hereinafter referred to as the "Department," and the County of Hawaii for its Office of the Prosecuting Attorney, hereinafter referred to as the "County",

WITNESSETH:

WHEREAS, Section 28-111, Hawaii Revised Statutes, establishes the Victim-Witness Assistance Program (hereinafter referred to as the "Program") in the Department to provide information, assistance, and support services to the victims of and witnesses to crimes committed in the State of Hawaii and authorizes the Attorney General to allocate and award appropriated funds to counties whose victim-witness assistance units are in substantial compliance with the established policies and criteria of the Program;

WHEREAS, the victim-witness assistance unit of the County of Hawaii has certified that its victim-witness assistance unit is in substantial compliance with the policies and criteria of the program;

WHEREAS, Section 28-111, Hawaii Revised Statutes, requires that the receipt of any funds appropriated to a county victim-witness assistance unit by the

Legislature shall be conditioned upon the county providing a minimum of twenty five percent (25%) of the sum appropriated by the Legislature for that county's victim-witness assistance unit (said amount is hereinafter referred to as the "county match"); and,

WHEREAS, the county has agreed to provide the required county match for fiscal years 2007-2008 and 2008-2009;

NOW, THEREFORE, the parties hereto mutually agree as follows:

A. SCOPE OF SERVICES

The County agrees to use the funds provided to it under this Agreement in accordance with Section 28-111, Hawaii Revised Statutes, to provide the services described in its Application for Victim-Witness Assistance Program Funds, (hereinafter the "Application") including the Program Guidelines attached to the Application, which Application is attached hereto as Exhibit "A" and incorporated herein by reference.

B. PERFORMANCE REQUIREMENTS

1. The County shall comply with the performance and reporting requirements set forth in its Application and the Program Guidelines.

2. Upon request of the Department, representatives of the County shall meet with representatives of the Department to discuss the services performed hereunder.

3. The County shall maintain accounting procedures and practices in accordance with generally accepted governmental accounting principles and shall maintain books, records, documents and other evidence which sufficiently and properly

reflect all direct and indirect expenditures of any nature related to the County's performance under this Agreement. The books, records, and documents shall be subject at all reasonable times to inspection, review, or audit by the Department, or by any duly authorized agent or representative of the Department.

4. The County shall retain for a minimum period of three years and permit the Department, or any duly authorized agent or representative of the Department, to inspect and have access to any documents, papers, books, records, and other evidence which are pertinent to this Agreement and which are necessary to enable the Department, or any duly authorized agent or representative of the Department, to conduct surveys, audits, and examinations of the County's performance under this Agreement.

5. No funds provided under this Agreement shall be used to pay for any construction costs.

6. All nonexpendable personal property purchased with grant funds shall be used solely for Program purposes, unless otherwise approved by the Department.

7. In the event that the County obtains any of the goods or services described in the budget which is part of the Application at no cost, or at a reduced cost, or achieves other cost savings during the term of this Agreement, the County shall report such savings to the Department and expend such savings solely for victim-witness assistance in a manner approved in writing by the Department.

8. County shall submit quarterly financial reports twenty (20)

calendar days after the end of each calendar quarter.

9. County shall submit semi-annual statistical performance reports on a form approved by Department. The report for the period July 1 through December 31 is due 31 days after the end of the reporting period. The report for the period January 1 through June 30, and a cumulative fiscal year report (July 1 through June 30) are due 31 days after the end of the reporting period.

C. PERIOD OF AGREEMENT

This agreement shall commence on July 1, 2007 and terminate on June 30, 2009, unless sooner terminated as hereinafter provided in Section J or if funds are not available for expenditure; provided that the County shall remain obligated to provide the last cumulative fiscal year report as provided above, even though the term has expired.

D. SUBCONTRACTS AND ASSIGNMENTS

None of the work or services covered by this Agreement shall be subcontracted or assigned without the prior written approval of the Department.

E. SERVICES AS INDEPENDENT CONTRACTOR

In the performance of services required under this Agreement, the County shall be an independent contractor with the authority to control and direct the performance and details of the work and services required under this Agreement; however, the Department shall have a general right to inspect work in progress to determine whether the work is being performed by the County in accordance with the provisions of this Agreement.

F. COMPENSATION

Subject to the continuing availability of funds, and contingent upon the County's providing the requisite county match of forty five thousand four hundred sixty dollars (\$45,460.00) for the fiscal year July 1, 2007 to June 30, 2008, and the county match of forty five thousand four hundred sixty dollars (\$45,460.00) for the fiscal year July 1, 2008 to June 30, 2009, the Department agrees to pay the County for services satisfactorily performed under this Agreement, a sum not to exceed one hundred eighty one thousand eight hundred thirty nine dollars (\$181,839.00) for services performed during fiscal year July 1, 2007 to June 30, 2008, and one hundred eighty one thousand eight hundred thirty nine dollars (\$181,839.00) for services performed during fiscal year July 1, 2008 to June 30, 2009. Such amounts represent the total maximum compensation to be made available to the County in exchange for the services it provides and the materials, supplies, equipment, overhead, taxes, and other incidentals and operating expenses it incurs under this Agreement, provided the requisite county match is provided for each year during the term of this Agreement.

G. METHOD OF PAYMENT

1. It is understood by the County that the funds appropriated to the Department for purposes of this Agreement are subject to the allotment system contained in Chapter 37, Hawaii Revised Statutes, and consequently may be reduced by the State Director of Finance in the event of a shortfall in state revenues.

2. Payments to the County shall be made in accordance with and

subject to the following provisions:

a. Upon request by the County in a form acceptable to Department, payment shall be made in a minimum of two installments per year. County may request up to ninety percent (90%) of available funds in the first installment. The final ten percent (10%) of funds may be requested by County after receipt by Department of the first of County's semi-annual statistical performance reports.

b. The budget for fiscal year July 1, 2007 to June 30, 2008 is attached hereto as part of Exhibit "A" and incorporated herein by reference. On or before May 15, 2008, or when otherwise designated by Department, the County shall submit to the Department its program budget for the fiscal year July 1, 2008 to June 30, 2009 for review and approval by the Department. However, for each fiscal year covered by the Agreement, payments shall not commence until the Department has received from the County a certificate from the County's Director of Finance, certifying that there is an available unexpended appropriation sufficient to cover the County's county match obligations under this Agreement.

c. If at any time during the term of this Agreement, the Department discovers that the County has expended funds received under this Agreement for purposes or services that are not allowed under this Agreement, the Department shall request that the County use other funds for said purposes or services. In the event that the County refuses to comply with said request, the Department may deduct an amount equivalent to the unallowable expenses from the next payable installment or may withhold payment of the amount of moneys equivalent to the



questioned expenditure until later resolution of the discrepancy by audit or other means, or, if payment of the last installment has already been made, require that an equivalent amount of moneys be refunded to the Department.

d. All payments shall be made in accordance with and subject to Chapter 40, Hawaii Revised Statutes, which specifies the accounting procedures and controls applicable to payments out of the treasury of the State of Hawaii.

H. CONFIDENTIAL MATERIAL

All parties agree to comply with all applicable federal, state, or county laws or rules governing confidentiality of material prepared or assembled under this Agreement.

I. MODIFICATION OF AGREEMENT

Any modification, alteration, or change to this Agreement other than to the "Application For Grant" (attached hereto as part of Exhibit "A") or to the period during which this Agreement is in effect in Section C, including increases (subject to the availability of funds) or decreases in the amount of compensation, shall be reduced to a written supplemental agreement and executed by County and the Attorney General or the Attorney General's designee. Modifications, alterations or changes to provisions of the "Application For Grant" may be requested by County, approved by the Administrator of the Crime Prevention and Justice Assistance Division or the Administrator's designee on Department's behalf, and made by substituting or inserting the revisions in Exhibit "A." Modifications, alterations or changes to the period during which this Agreement is

in effect may be requested in writing by County or Department, up to forty five (45) days before the Agreement would otherwise terminate, and shall be effective as of the date approved by the Administrator of the Crime Prevention and Justice Assistance Division or the Administrator's designee (if requested by County) or County (if requested by Department) and made by attaching a party's written request with the other party's written approval thereon to this Agreement.

J. TERMINATION OF AGREEMENT

If, for any reason, the County fails to satisfactorily fulfill in a timely or proper manner its obligations under this Agreement, or if the County breaches any of the promises, terms, or conditions of this Agreement and, having been given reasonable notice of and opportunity to cure any such default, fails to take satisfactory corrective action within a reasonable time specified by the Department, the Department shall have the right to terminate this Agreement by giving written notice to the County of such termination thirty (30) calendar days before the effective date of such termination.

In the event of termination, the County shall be entitled to receive only such compensation as shall have been satisfactorily earned prior to the effective date of termination. The Department shall determine the amount of work satisfactorily completed and the amount of compensation satisfactorily earned.

K. WAIVER

It is expressly understood and agreed that no waiver granted by the Department on account of any violation of any covenant, term or condition of this Agreement shall constitute or be construed in any manner as a waiver of the covenant,

term, or condition or the right to enforce the same as to any other further violation.

L. NONDISCRIMINATION

County will comply with the non-discrimination requirements: Title VI of the Civil Rights Act of 1964 (with respect to race, sex, religion, creed, national origin), Title VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973 (handicap), as amended, Title IX of the Education Amendments of 1972 (race, sex, religion, creed, national origin), the Age Discrimination Act of 1975 (age), Executive Order 12138, 44 C.F.R. 29637 (affirmative action for women's business), the United States Department of Justice Non-Discrimination Regulations, 28 C.F.R., Part 42, Subparts C, D, E and G, the Americans with Disabilities Act of 1990 42 U.S.C. §§ 12101 et seq., and the Hawaii State Fair Employment Practices Act, Chapter 378, Hawaii Revised Statutes.

IN WITNESS WHEREOF, the parties hereto have executed this

Agreement effective as of the date first above written.

DEPARTMENT OF THE ATTORNEY GENERAL  
STATE OF HAWAII ("DEPARTMENT")

Approved as to Form:

*David Gruber*  
Deputy Attorney General

By: [Redacted]  
Its Attorney General  
Date: SEP 24 2007

COUNTY OF HAWAII  
("COUNTY")

By: [Redacted]  
Its Managing Director

f Its Mayor  
Date: AUG 29 2007

Approved as to Availability of Funds  
in the amounts and for the purposes  
set forth herein.

By: [Redacted]  
Its Director of Finance

APPROVED AS TO FORM AND LEGALITY:

[Redacted]  
Deputy Corporation Counsel/County Attorney

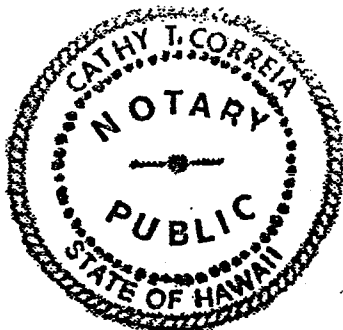
APPROVAL RECOMMENDED:

[Redacted]  
Prosecuting Attorney for the County

05/07

STATE OF HAWAII        )  
                                  ) SS.  
COUNTY OF HAWAII    )

On August 29, 2007, before me personally appeared DIXIE KAETSU, to me personally known, who, being by me duly sworn, did say that DIXIE KAETSU is the Managing Director of the County of Hawaii, a municipal corporation of the State of Hawaii; that the seal affixed to the foregoing instrument is the corporate seal of said County of Hawaii; that the foregoing instrument was signed and sealed in behalf of the County of Hawaii by authority given to said Mayor of the County of Hawaii by Section 5-1.3(g) of the County Charter, County of Hawaii (2000), as amended, and assigned by the Mayor to the Managing Director pursuant to Section 6-1.3(h) of the County Charter; and said DIXIE KAETSU acknowledged said instrument to be the free act and deed of said County of Hawaii.



CATHY T. CORREIA  
Notary Public, State of Hawaii

My commission expires: 10/13/2010

Submit original  
and two (2) copies

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division  
235 South Beretania Street, Suite 401  
Honolulu, Hawaii 96813

APPLICATION FOR

Victim-Witness Assistance Program Grant

PART I - TITLE PAGE

- A. PROJECT TITLE: Victim/Witness Assistance Program
- B. APPLICANT AGENCY: Office of the Prosecuting Attorney
- C. ADDRESS: 34 Rainbow Drive, Hilo, Hawaii 96720
- D. PROJECT DURATION From: July 1, 2007 To: June 30, 2009
- E. TOTAL PROJECT COSTS:

<u>Source of Funds</u>	<u>Amount</u>
State	\$181,839
County Match (25%)	\$ 45,460
<b>TOTAL</b>	<b>\$227,299</b>

F. PROJECT DIRECTOR

Name: Jay Kimura Title: Prosecuting Attorney

Tel. No. 961-0466 Fax No. 961-8908

G. FINANCIAL OFFICER

Name: Reid Sewake Title: Accountant

Tel. No. 961-0466 Fax No. 934-3517

FOR AGENCY USE

Date Received \_\_\_\_\_ Project No. \_\_\_\_\_

## PART II – DESCRIPTION OF PROJECT

The Victim/Witness Assistance Unit in the Office of the Prosecuting Attorney provides support, information, advocacy and referral services to victims and witnesses of crime. Services are available to victims of all types of crime, and contact can be as early as the day of the incident and could be maintained through sentencing and beyond. Eligibility for assistance is not dependent on a police report or a particular disposition of the criminal case.

### A. PROGRAM SERVICES

The Unit began in August 1976 as the Justice for Victims Program. One counselor assisted 47 victims of felony violent crimes in the first six months of the program. By contrast, during the first six months of 2007, the Unit staff of 8 counselors, 3 clerical and 1 coordinator provided services to 2,542 victims, 55 secondary victims, 552 witnesses and 262 others, totaling 3,411 persons assisted. Crimes ranged from petty misdemeanors to Class A felonies and included offenses against both property and person.

#### Education and Information:

**Education:** During the 06/07 fiscal year, Unit personnel provided in-service training to two recruit classes, three multidisciplinary sessions, and two community events. Staff also joined the prosecutor on a radio program, helped at two Keiki ID events and participated in a Career Pathways day for high school students and a community resource fair. Information about the Victim Assistance Program were provided at most of the events. The program phone number is included in several County resource directories and in the white pages of the phone book. **Information** is provided to victims about court procedures, legal terminology, roles within the system, victim rights, witness fees, crime victim compensation and other available resources, Victim Assistance Program services.

Victim and Witness Support Services include but are not limited to the following:

**Outreach** to victims of violent crimes when their case is referred to the prosecutor's office. Upon intake, cases are automatically assigned to a counselor.

**Advocacy** on behalf of victim.

**Notification** of case and defendant status, progress of a case, court appearances, plea offers, continuances, dispositions, etc.

**Support** in the courtroom and during interviews. Arrange for security and protection to address safety concerns, advocate at parole hearings, assist with victim impact statements and requests for notification per Act 184, input for bail studies, provide **crisis counseling**.

**Referrals** to community service agencies as needed or as requested.

**Transportation:** coordinate or provide ground transportation to court or interviews with deputies, coordinate returning witnesses from out of district or off island.

**Return of evidence:** assist with obtaining personal property seized as evidence when no longer needed for prosecution.

**Child care:** coordinate babysitting services while parents are testifying in court or being interviewed.

**Employer intercession:** advocate on behalf of the victim/witness with the employer by explaining the criminal justice system and the role of the witness.

#### Financial Remuneration

**Emergency assistance:** coordinate provision of emergency food, shelter and clothing, travel for safety reasons, assist with restraining orders, repairs.

**Creditor intercession:** advocate to creditors on behalf of the victim by explaining the Crime Victims Compensation Commission process or victim's other options for remuneration.

**Restitution:** Assist with compiling documentation and submitting records to support restitution claims, assist in determining value, follow up with probation officers when non-payment occurs.

**Assistance with filing for Crime Victim compensation,** present information on options for financial remuneration.

#### Assistance to deputy prosecutors

Check on service of subpoenas for trials, preliminary and grand jury hearings as requested.

Organize witnesses during trials if large numbers are called. Ensure that witnesses are processed for witness fees.

Assess victims' concerns and support ability to follow through with prosecution. Be available as contact person for victim/witness to allow DPA to focus on case work.

Assist with locating witnesses in emergency situations.

Schedule and cancel victims/witnesses for interviews, hearings.

For grand jury hearings: contact witnesses to determine availability, monitor service of subpoenas, coordinate witnesses and answer questions, sign witnesses up for witness fees, inform clerical person of true bill/no bill to expedite returns to court.

#### B. PURPOSE OF FUNDING

State funding allows the program to fund staff to continue providing services to victims, witnesses, and others as outlined in the guidelines. The Victim Counselors are responsible for providing direct services to crime victims, witnesses, and significant others. The clerical staff take calls from victims and the public, make referrals as



appropriate to a counselor or another agency, open files, input statistical data, obtain copies of police reports and medical reports, draft standard letters, make travel arrangements for witnesses.

### C. PROGRAM ORGANIZATION AND MANAGEMENT

The Victim/Witness Assistance Program is a unit of the Office of the Prosecuting Attorney. The project director is the Prosecuting Attorney. Responsible for the day to day operation is the program coordinator who is directly accountable to the First Deputy Prosecuting Attorney. The counselors and clerical staff are responsible to the program coordinator. The project director shall report to the appropriate authority as prescribed.

### D. PERSONNEL

The Victim/Witness Assistance Program maintains staff within the two county Prosecutor's offices to provide services to the entire island of Hawaii. This 07/09 grant will cover salaries and part of the fringes for 2 FTE counselors and 1 clerical. Several positions have had to be switched to other funding sources because of the many cuts to the state grant. Other positions are vacant pending an increase in funding sources. The Program also utilizes student interns from the local college and volunteers to assist the staff with updating, coding, statistical input and other duties relating to the caseloads. Funding for staff is paramount in delivery of services to crime victims in our community.

Resumes for state funded personnel and the county match position are attached.

### E. PARTICIPATING AGENCIES

1. Criminal Justice Agencies: court, prosecutors, probation and parole staff.
2. Department of Health Counseling Centers
3. Department of Human Services
4. Legal Aid Society
5. Department of Labor
6. Police Department
7. Crime Victim Compensation Commission
8. Department of Vocational Rehabilitation
9. Turning Point for Families

10. Sex Abuse Victim Empowerment
11. County and Federal Victim/Witness Assistance Units
12. Alternatives to Violence
13. Salvation Army
14. Mental health and substance abuse providers
15. Various local hotels
16. 700 Club and other church groups
17. Veteran's Administration
18. Intake Service Center
19. Mediation Centers
20. Mothers Against Drunk Driving
21. Department of Accounting and General Services
22. Hilo Interim Home
23. Department of Public Safety
24. Child and Family Service
25. Children's Justice Centers

#### **F. EVALUATION METHODOLOGY**

Data will be collected from case files to reflect services rendered, number of people served by type of crime, and client category.

PART III - BUDGET DETAIL

COST ELEMENT PROJECT TOTAL

A. SALARIES AND WAGES

<u>POSITION</u>	<u>MONTHLY</u> <u>ANNUAL</u>
V/W COUNSELOR II, [REDACTED]	[REDACTED]
V/W COUNSELOR II, [REDACTED]	[REDACTED]
V/W COUNSELOR II, [REDACTED]	[REDACTED]
V/W COUNSELOR I, [REDACTED]	[REDACTED]
V/W COUNSELOR I, [REDACTED]	[REDACTED]
SR CLERK STENO, [REDACTED]	[REDACTED]
LEGAL CLERK I, [REDACTED]	[REDACTED]
CLERK III, [REDACTED]	[REDACTED]
SUBTOTAL	203,763.50
Employee Fringes @ 25.20%	51,348.00
TOTAL --SALARIES AND WAGES	255,112.00
VICTIM WITNESS GRANT	227,299
SHORTFALL	27,813

C. BUDGET EXPLANATION

Positions, monthly and annual salaries covered by the State funds are listed.

Fringes estimated at 25.2% includes medical and insurance. Actual fringe rates vary per employee depending on options selected.

Copy of County fringe rate schedule for 07-08 is not available at this time.

D. VICTIM-WITNESS MATCHING FUNDS

PLEASE DETAIL THE EXPENDITURE PLAN FOR THE COUNTY MATCHING FUNDS:

The 25% match requirement from the County of Hawaii is committed in the form of salary and fringes for County funded VAU personnel. The \$45,460 match amount is represented by a portion of the County funded Kona Victim Assistance Counselor II's salary. The VAC II provides direct services to victims and witnesses of crime.

POSITION	MONTHLY	ANNUAL
VW COUNSELOR II, [REDACTED]		
TOTAL MATCH REQUIRED		\$45,460

PART IV - ACCEPTANCE OF CONDITIONS

The undersigned agrees, on behalf of the applicant agency that:

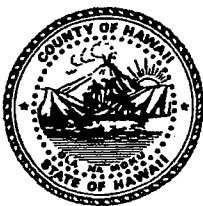
1. Any grant awarded pursuant to this application shall be subject to and will be administered in conformity with (i) Section 28-111 Hawaii Revised Statutes; (ii) Victim-Witness Assistance Program Guidelines; (iii) any special conditions contained in the grant award; (iv) general and fiscal regulations of the Department of the Attorney General.
2. Any grant received as a result of this application may be terminated, or fund payment may be discontinued, by the Department of the Attorney General when it finds a substantial failure to comply with the foregoing provisions, the application obligations, or for non-availability of funds.

SUBMITTED BY:

SIGNATURE Jay T. Kimura DATE 1/26/07

NAME JAY T. KIMURA TITLE PROSECUTING ATTORNEY

Harry Kim  
Mayor



William Takaba  
Director

Nancy E. Crawford  
Deputy Director

## County of Hawaii

### Finance Department

25 Aupuni Street, Room 118 • Hilo, Hawaii 96720  
(808) 961-8234 • Fax (808) 961-8248


July 17, 2007

RE: VICTIM/WITNESS ASSISTANCE PROGRAM  
COUNTY OF HAWAI'I IN-KIND MATCH

#### SALARIES AND WAGES

Victim/Witness Counselor.....\$45,460

Approved as to Availability of Funds  
In the amounts and for the purposes  
set forth herein.

  
WILLIAM TAKABA  
Director of Finance

House District 5

Senate District 2

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

Log No: 101-C

For Legislature's Use Only

*rec'd*  
JAN 27 2009  
*gm*

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): Health

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): HTH580

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
**Volcano Health Collaborative**

Dba:

Street Address: 19-3975 Laukapu St., Volcano, HI 96785

Mailing Address: PO Box 183, Volcano, HI 96785

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Richard Behenna/Robin Coonen

Title President/VP

Phone # 808-985-7408/808-985-7059

Fax # 866-756-1062

e-mail info@volcanohealth.org

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Capital Funding for a Greater Volcano Health Center

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 250,000  
FY 2010-2011 \$ 250,000

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 \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

Robin Coonen, Vice President  
NAME & TITLE

Jan 23, 2009  
DATE SIGNED

# Application for Grants and Subsidies

## 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 Volcano Health Collaborative is an all-volunteer organization incorporated in January 2005 to improve the health status of residents of the Greater Volcano area by increasing access to quality, affordable medical, dental and associated health care. The organization is an independent, federal and state recognized 501(c)(3) non-profit. The Volcano Health Collaborative's mission is broad in order to address the diverse and changing needs of the community. Funding is sought for specific projects that improve health care for the Greater Volcano community.<sup>1</sup>

Our current activities focus on:

- Community awareness and health education
  - Established "Health Sunday" with blood pressure screening, blood sugar testing and health counseling on the last Sunday of each month at the Volcano Farmers' Market
  - Organizing health briefings for the community
  - Established a website with local, regional and national health information at [www.volcanohealth.org](http://www.volcanohealth.org).
- Disaster preparedness
  - Collaborated with the County of Hawai'i to provide two CERT training sessions for Greater Volcano residents
  - Established Volcano CERT
  - Coordinating 30 CERT volunteers in disaster preparedness organization and activities
- Creation of a permanent health care facility in Greater Volcano to serve the upper Puna and northern Kau Districts – The Greater Volcano Health Center. Over a thousand hours of in-kind volunteer effort were delivered on behalf of this project including the development of:
  - Initial Community Needs Assessment, completed - 2006<sup>2</sup>
  - Findings and Recommendations, completed – 2007<sup>3</sup>
    - Criteria for Site Evaluation
    - Structure and Mode of Service Delivery
  - Business Plan development and implementation

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<sup>1</sup> Includes Puna-Mauka and a small portion of Ka'u districts of the Big Island

<sup>2</sup> Available at [www.volcanohealth.org](http://www.volcanohealth.org)

<sup>3</sup> Available at [www.volcanohealth.org](http://www.volcanohealth.org)



- Site identification and negotiations with current landowners – 2008-09
- Involvement in the Puna Community Development Plan Process and the subsequent inclusion of rural primary care services as a priority in the final Plan.

The Volcano Health Collaborative applied for and was appropriated a \$250,000 capital grant last fiscal year. We are currently in the process of working to have these funds released.

2. The goals and objectives related to the request;

Goal: To establish a high quality, accessible, health center in the Greater Volcano area to provide primary medical, dental and related care to the approximately 6,000 residents. Provide community benefit by creating immediate jobs during the construction phase as well as long-term employment for residents in the health center.

Objective 1: Identify and secure a suitable location for health center

Objective 2: Conduct architectural and engineering work leading to viable construction plans for health center

Objective 3: Contingent on available funding, after Objectives 1 and 2 are complete, conduct site preparation for health center<sup>4</sup>

3. State the public purpose and need to be served;

During the past six years, the population of Volcano Village on the island of Hawai'i and its several surrounding subdivisions, such as Cymbidium Acres, the Golf Course, 'Ohia Estates, Royal Hawaiian Estates, Fern Forest, Eden Roc and Hawaiian Orchid Island Estates, have experienced explosive growth from a total population of about 2,800 persons in the year 2000, to over double that now. The subdivisions, while having prestigious names, have minimal infrastructure and do not have public water and sewer. Some do not have electricity or paved roads.

Presently, the closest medical emergency care is located at Hilo Hospital, 26 miles and 4,000 feet downhill in one direction or about the same distance in the other direction to small, rural Pahala Hospital. The closest primary medical care is located at Bay Clinic in Kea'au, 20 miles away. Recent newspaper accounts indicate that there is no family practice in East Hawai'i that is currently accepting new patients and that we are close to a time when the present physician base will significantly decrease, due to retirements.<sup>5</sup>

Dental care, when available, is provided by private dentists in Hilo. However, the entire island is a federally designated dental shortage area. Bay Clinic's dental services are at full capacity and new patients are generally not being accepted. There are no laboratory or pharmacy facilities in the vicinity. Thus, people needing medical

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<sup>4</sup> A subsequent set of objectives will include the actual construction and operation of a health center. These objectives are not included in this Grant-In-Aid application.

<sup>5</sup> Aging physician population in East Hawai'i – Lynda M. Dolan MD, Chief of Staff, Hilo Medical Center "Access to Healthcare in East Hawaii – Patient Care Crisis", 2006 and "All family practices are closed to new patients in the Hilo area." Dr. Christopher Linden as quoted in the Honolulu Star Bulletin, September 27, 2006.

or dental care, or who simply need to get a prescription filled or blood drawn for a laboratory test, must generally go to Hilo.<sup>6</sup>

Discussions with the Bay Clinic indicate that they are aware of the need for services in Greater Volcano but do not currently have capacity to open a new facility to improve access to care for area residents.

The public purpose and need are also addressed by the Hawai'i Health Performance Plan. This request, its method of development and its goals and objectives are strongly supported by that plan, excerpts of which are included in the Appendix. Additionally, the recently adopted Puna Community Development Plan indicates the development of rural primary health care centers is a priority. (See Appendix.)

Community benefits of this capital grant request will go beyond health care. There will also be economic benefit to the area, increasing jobs and income for the county and the state. During site development and health center construction there will be jobs generated in the construction industry. Longer term, the health center's need for physician, nursing and related staff will provide employment opportunities.

4. Describe the target population to be served; and

Greater Volcano is a small, but growing, rural community 26 miles from East Hawai'i's main commercial city of Hilo. Limited bus service runs from Greater Volcano communities to Hilo. Both physical distance and limited transportation options create isolation from services common in urban areas.

The current population is approximately 6,000 and expected to continue the rapid growth seen over the last five years. The 2000 Census reports that there were 3,162 residents living in Greater Volcano (Census Defined Places Volcano, Fern Forest, Eden Roc) at that time. Studies indicate that the population had increased to about 4,500 in 2007 and will grow to almost 8,000 by 2030.<sup>7</sup>

Distance to services increases barriers to care for all of our residents. Additional challenges are faced by our low income, elderly and disabled residents who have greater difficulty overcoming distance barriers. According to the 2000 Census, data for the three Census Defined Places which make up the Greater Volcano area show that 51% of households are "low or moderate" income<sup>8</sup>. Census data also shows 17% of our residents are disabled and 12% are over 62 years of age. These statistics support what we hear from the community and indicate that a significant number of our residents face greater barriers to care.

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<sup>6</sup> Recently, a pharmacy has opened in Kea'au.

<sup>7</sup> Hawai'i County Puna Circulation Plan, November 2005.

<sup>8</sup> As defined by County of Hawai'i Office of Housing and Community Development and Housing and Urban Development (HUD).

Through our needs assessment we found some common themes. Residents struggle to keep existing doctors and find new ones. Transportation to get to services is a considerable burden and adds to the already substantial cost of health care. Some residents are not overcoming these obstacles and are not receiving adequate care. Emergency services are used for non-emergency situations when appointments and transportation seem out of reach. Overall, we heard that the community has an existing and increasing need for high quality, accessible health services.

Some key themes we heard from the community in our needs assessment were:

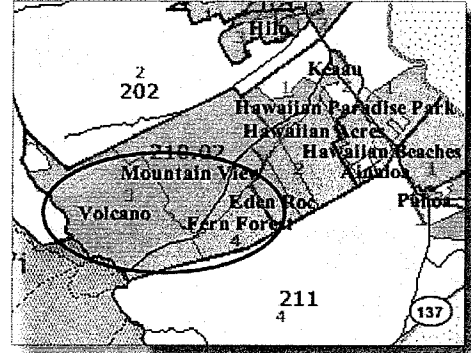
- ❖ Long-time residents are losing care as their doctors retire or leave the community. Newer residents are struggling to find primary care providers. This is a problem even for those seeking care in Hilo. As the Hawai'i Medical Association President stated, "In Hilo, you can't get a primary care doctor. Everyone there is booked and not taking new patients."<sup>9</sup> We heard that people have called the full list of HMSA family practice physicians only to hear that none of them are taking new patients.
- ❖ There is a desire for both family and urgent care with improved access to prescriptions. Respondents to our survey indicated difficulty in getting prescriptions and laboratory tests they needed, as well as getting appointments with both physicians and dentists.
- ❖ Arranging transportation to Hilo for health services is a significant burden. This can be particularly difficult for those without transportation, who work in Greater Volcano, and who are elderly or disabled. We talked to elderly residents who said they are not fit to drive such a distance safely, but continue to make the drive to Hilo for simple services like blood pressure testing, laboratory work or prescription updates. The drive puts them and other community members at risk, but the only existing alternative is to avoid the care they need. Limited public transportation and the lack of alternative routes mean that travel times will continue to lengthen as population increases cause higher levels of traffic congestion.
- ❖ The increasing cost of driving adds to the financial burden of health care for those with available transportation and hinders access for those without.
- ❖ Calling 9-1-1 for non-emergency issues is an appealing option, given the time to reach services, challenges of transportation, and shortage of doctors. Nine percent of respondents to our survey indicated that they used emergency services as their primary medical care. This expensive option significantly contributes to increasing health care costs for everyone.
- ❖ There is concern that some residents are not receiving adequate care because of the distance to services. This is a problem in both emergency situations, where time is of the essence, and for primary care, when residents may avoid or postpone treatment because of the difficulties in reaching their health care provider.

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<sup>9</sup> Helen Altonn. (2007 June 17). Doctor shortage belies top ranking. *Honolulu Star Bulletin*. Retrieved July 24, 2007 from [www.starbulletin.com](http://www.starbulletin.com)

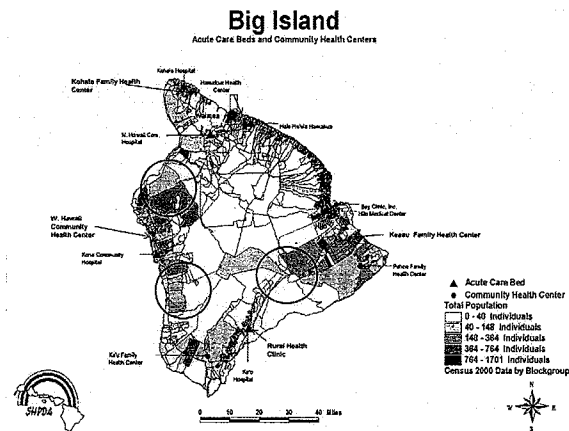
5. Describe the geographic coverage.

The primary patient service area for the health clinic will come from the communities of Greater Volcano. Located on Hawai'i Island and encompassing portions of both Puna and Ka'u districts, Greater Volcano is approximately 26 miles and 4,000 feet upslope from Hilo, the main commercial city of East Hawai'i. More specifically, this area is defined as the area from Hirano store in Glenwood through the Volcano Golf Course community encompassing Census Defined Places Volcano, Fern Forest and Eden Roc. Both physical distance and limited transportation options create isolation from services common in urban areas.



Both Puna and K'au, the two districts encompassing Greater Volcano, are federally designated Medically Underserved Areas (MUAs) and Health Professional Shortage Areas (HPSAs) for primary care, dental care and mental health.<sup>10</sup>

The distribution of Community Health Centers on Hawai'i Island shows that Greater Volcano is an area isolated from a Health Center. Greater Volcano has been identified as one of the three key underserved areas on Hawai'i Island.<sup>11 12</sup>



Additionally, we anticipate that the Greater Volcano Health Center will provide some urgent care for the approximately 2 million annual visitors to Hawai'i Volcanoes National Park (HVNP), who now often must go to either Hilo or Ka'u emergency rooms for care, creating additional demand on an already burdened emergency care system. The bulk of the area served is in Census Tract 210.02, as shown in the map.

<sup>10</sup> Health Trends in Hawai'i. Underserved Areas, [http://www.healthtrends.org/underserved\\_areas.gif.aspx](http://www.healthtrends.org/underserved_areas.gif.aspx).

<sup>11</sup> Hunt, Susan. "Medical Facilities / Technology Shortages Presentation: Ambulatory & Rural Care." Hawai'i Island Healthcare Conference. County of Hawai'i. Waikoloa Beach Marriott Hotel, Waikoloa. 1 December 2007.

<sup>12</sup> It should be noted that although Volcano is within the service area of Bay Clinic, that clinic does not have adequate capacity to meet the need for either medical or dental services.

## 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;  
 The scope of this request is for capital funding for a health center in Greater Volcano. The capital phase starts with securing a specific property and contracting of an architect to develop the technical drawings for the facility. Concurrent with this, we will bring on an experienced construction manager to oversee the overall building project and obtain needed zoning or special use permissions. Site preparation including tasks such as grading for building and parking areas, septic preparation, and appropriate road access, will follow, as funding permits. Construction of the health clinic facility will be completed by appropriately licensed tradespeople.
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

	FY09-10	FY10-11	FY11-12
Finalize community design input	X		
Secure site	X		
Address zoning issues as appropriate	X	X	
Develop technical drawings, permitting	X	X	
Site preparation	X	X	
Construction		X	X
Equipment procurement			X
Staffing			X
Begin operations			X

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; and

This is a capital funding request. Quality will be assured through the design of structures that meet all applicable zoning and land use requirements of the County of Hawai‘i. The project will be overseen by the Board of Directors who have significant experience in fiscal accountability and project management.

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.

Effectiveness shall be measured by the successful identification, securing and completion of design specifications for the Greater Volcano Health Center.

**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 2009-2010.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$50,000	\$100,000	\$250,000

**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.

The Volcano Health Collaborative is an all-volunteer organization. If this Grant-in-Aid request for capital funding is approved, it will use qualified and licensed architects, engineers and other professionals to accomplish the task of designing a health center.

**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.

This application is to fund the early stages of building a health center that is based on the needs voiced by the Greater Volcano community. Funds will be used for acquisition, engineering and design, and site preparation. Any remaining funds will be applied to construction costs.

The location of the facility will be based on criteria reflecting the priorities of the community. Criteria include:

- Ease of access to the residents of Greater Volcano;
- Maintains traffic flow primarily on artery streets;
- Has minimal intrusion into densely residential areas;
- Is able to consider environmental impact in development;
- Generally has positive community perception;
- Has potential for co-location or close proximity to a future senior living facility;
- Has current or potential zoning for health services; and,
- Is eligible for needed funding.

The health center will provide primary medical and dental care as well as periodic specialist care. The planned facility will include the following:

- A full-time family care physician and supporting staff;
- A full-time dentist and supporting staff;
- Contractual services as required for Physical/Occupational Therapy, Chiropractic services, Alternative Health Care, and other specialists;
- Blood drawing services and lab pickup;
- Radiological services, including initial reading by on-site physician and subsequent reading by certified radiologists.
- Telemedicine capability with a preferred Medical Center, including radiological readings;
- Telepharmacy capability. Commonly prescribed medicines could be kept on hand plus additional prescription medications ordered via a telepharmacy network and delivered to the medical clinic or to the patient's home; and,
- Space for health and patient education programs
- A referral network for in-home caregiver services and Certified Nurse Assistants.

The facility will meet relevant building standards, including ADA accessibility requirements. If feasible, we would also like it to meet standards for an emergency shelter, as the nearest certified shelter is in Mountain View, about a fifteen mile drive along a highway that could well be closed due to fallen trees in the case of a major storm.

**V. Personnel: Project Organization and Staffing**

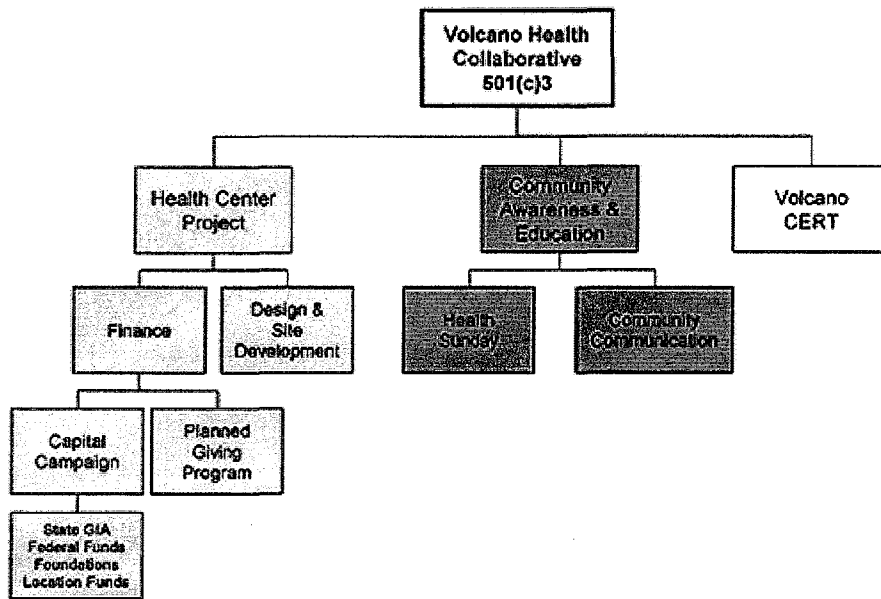
**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

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.

Not applicable for this capital funding request. Staffing will be addressed in subsequent plans.

**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.





**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.

Not Applicable

**B. Licensure or Accreditation**

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

Not Applicable

### BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Volcano Health Collaborative

BUDGET CATEGORIES	Total State Funds Requested (a)	Trusts & Foundations (b)	Local Fundraising (c)	Federal Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	250,000	50,000	50,000	200,000
<b>TOTAL (A+B+C+D+E)</b>	<b>250,000</b>	<b>50,000</b>	<b>50,000</b>	<b>200,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	250,000	<i>Richard Behenna</i> 8089857408 Name (Please type or print)      Phone		
(b) Trusts & Foundations	50,000	[Redacted]      [Redacted] [Redacted]      [Redacted] Name and Title (Please type or print)      Date		
(c) Local Fundraising	50,000	[Redacted]      [Redacted] [Redacted]      [Redacted] Name and Title (Please type or print)      Date		
(d) Federal Funds Requested	200,000	[Redacted]      [Redacted] [Redacted]      [Redacted] Name and Title (Please type or print)      Date		
<b>TOTAL REVENUE</b>	<b>550,000</b>	<i>Robin Coenen, Vice President</i> Name and Title (Please type or print)		

Applicant: Volcano Health Collaborative

Period: July 1, 2009 to June 30, 2011

<b>FUNDING AMOUNT REQUESTED</b>						
<b>TOTAL PROJECT COST</b>	<b>ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS</b>		<b>STATE FUNDS REQUESTED</b>		<b>FUNDING REQUIRED IN SUCCEEDING YEARS</b>	
	<b>FY: 2006-2007</b>	<b>FY:2008-2009</b>	<b>FY:2009-2010</b>	<b>FY:2010-2011</b>	<b>FY:2010-2011</b>	<b>FY2011-2012</b>
PLANS						
LAND ACQUISITION		200,000	200,000			
DESIGN		50,000	50,000			
CONSTRUCTION				200,000		
EQUIPMENT				50,000	50,000	
<b>TOTAL:</b>		<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>50,000</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						
Funding amounts are state funds only. The amount requested for FT 2008-2009 is the amount listed in column (a) on page 4 - "Budget Request by Source of Funds".						

Note: Other financial forms are not applicable as this is a capital grant application. At the present time we are applying for the release of the FY2008-9 capital grant in aid. Should those funds not be released, we will utilize this GIA for capital expenses.

**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.

Volcano Health Collaborative

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



(Signature)

Robin Coonen

\_\_\_\_\_  
(Typed Name)

Jan 23, 2009  
(Date)

Vice President

\_\_\_\_\_  
(Title)

## APPENDIX I

### EXTRACT: Hawai'i Health Performance Plan

The focus for a community's wellness is education and prevention, access to primary care, sharing secondary and tertiary care, and access to chronic disease management. Primary health care is basic general health care. ... Primary health care should be the first priority, and should be available with reasonable access for all communities.<sup>13</sup>

#### **F. What are the critical elements of a health care delivery system?**

Well-functioning health care delivery addresses: access to care, continuity of care, constituent participation, resource management/ cost-containment, and quality management. The following are the key critical elements that keep health care delivery responsive to community needs and industry standards.

**1. Access.** Access to appropriate, culturally sensitive care—from preventive and primary care to tertiary care and disease management—in the most comprehensive practical model possible, given the population's size, needs, and resources, is a high priority. Equitable, effective and efficient access is achieved through an adequate availability of quality health care that is reasonable in cost, with priority given to those services that benefit the majority of the residents and that are cost-effective.

**2. Quality Management.** Health care providers and organizations are committed to high standards of quality and professional ethics and to the principle that patients come first. The use of clinical benchmarks (best practices) and patient satisfaction surveys along with contributions towards improving the community's health status as seen via the performance outcome measures in the following chapters are indicators of a community's health delivery system's quality management.

**3. Cost-Effectiveness.** Our limited health care resources are allocated for the most cost-effective and necessary services. Cost-effectiveness incorporates the assurance that good quality of care standards will be maintained. Where feasible, resources should be directed to programs and services that prevent illness and intervene in the early stages of disease. Determination of effectiveness is based in part on the principal health status indicators contained in the following chapters. It also encourages the appropriate use of outpatient treatment modalities, community-based services, mid-level practitioners and midwives, contemporary reimbursement programs, and conversion of underutilized existing facilities to uses that can serve a demonstrated need in the greater majority of the population.

**4. Continuity of Care.** Seamless continuity of care (the right care, at the right time, in the right setting) is promoted and facilitated via the integration of care providers in the community. This means that each individual health care facility and/or practitioner acknowledges that they are just one member of the larger continuum of health services available in the community and thereby works in concert with other care providers to improve the overall health status of the community.

**5. Constituent Participation.** Communities—composed of consumers and care providers—work together in defining, assessing and evaluating health care services, health care development, and community health education initiatives in their geo-graphic area.<sup>14</sup>

#### **H. Hawai'i County Subarea Values and Priorities**

**1. Values.** The selected values that are considered essential to the design of a comprehensive, responsive, accessible and cost-effective quality health care system for the Hawai'i County Subarea Health Planning Region include the following:

##### **Community Participation**

Input from all stakeholders to produce a system which is truly community based.

<sup>13</sup> State Health Planning and Development Agency, *Hawai'i Health Performance Plan pII-2 Vision and Guiding Principles: What are the basic principles for a health care delivery system?* <http://www.state.hi.us/health/shpda/shvision.pdf>

<sup>14</sup> State Health Planning and Development Agency, *Hawai'i Health Performance Plan pII-3A Vision and Guiding Principles* <http://www.state.hi.us/health/shpda/shvision.pdf>

**Accessible/Affordable/Timely**

Accessible in every way: financially affordable, with primary care and emergency services available in every geographic area and community on a timely basis.

**Quality of Care**

As measured by medically valid outcomes of care delivered, ethical practices, and professional standards of care.

**Needs-based**

As determined by stakeholder input.

**Cost-effective outcomes**

Cost-effective outcomes drive the system, which is characterized by responsible patient care management of financially viable organizations.

**Competent, safe**

Derives from technical expertise across all areas including specialty services from the provider, and from patient responsibility on the part of the consumer

**A collaborative approach**

Includes a partnership between provider and patient as well as among providers to produce integration of unduplicated services

**A healing environment**

Supportive of patient choices through a holistic approach which is friendly, caring, spiritually sensitive, and culturally and geographically appropriate.

**Consumer education** Focused on prevention and healthy life-style.

**Prevention services** Supported by insurance reimbursement

**2. Priorities.** The recommended regional priorities for modifying or adding to the health care delivery system for the Hawai'i County Subarea Health Planning region include:

**a. Most Critical Need areas overall.** Quality care, and adequate transportation.

**b. Most Urgent Chapter area.** Mental Health/Substance Abuse (Behavioral Health).

**c. A Corollary of "a." above.** Increased primary care services, and emergency response services in remote areas.

**d. Position Statement.** The summary of the January 20, 1998 planning meeting (see Gaps/Critical Services/Plans below) should be considered a position statement on Big Island health needs.

**e. High Priority.** Hawaii County SAC places a high priority on collaborative planning activities which will lead to improved rural access to health care.

**3. Perceived Gaps in Services:3. Perceived Gaps in Services:**

**a. Transportation.** Lack of public transportation and a good road system to serve populations scattered over wide distances.

**b. Health Care Financing.** Lack of funding for health services in general, and broader insurance coverage; and better institutional management of available funds.

**c. Specialist services.** Including neurosurgery, pediatrics, psychiatry, dental, invasive cardiology, oncology, and allied support services such as dietary, pharmacy, occupational and physical therapy, and social work.

**d. Outreach Programs.** Should be community-based and island-wide in scope, providing services for:

· Elderly, including home health, nutrition, dental, respite care, and assisted living facilities and residences, to prevent institutionalization;

· Family, including support for all victims of domestic violence; family planning, and services for pregnant teens and young mothers; all behavioral health needs; and · School Health programs for mental health, substance abuse and teen pregnancy.

**e. Behavioral Health.** Including treatment beds for adolescents island-wide; stepdown services; drug treatment services including detox, especially in rural areas; crisis intervention and residential psychiatric services for both children and adults.

**f. Health Education and Promotion.** Including prevention services for children, young mothers, adolescents and the elderly; affordable training opportunities for health professionals; and general public information to dispel misconceptions and advertise available services.

**g. Integration of services.** Island-wide, including:

- Collaboration/communication between systems, and between providers regarding priority-setting and decision-making;
- Adequate consumer involvement in health care planning;
- Consistency within and between programs and systems, both public and private;
- Less dominance by State services, more competition from the private sector; and
- Equitable geographic distribution of services.

- 4. Critical and Essential Services.** These services must be accessible and affordable to all:
- a. Transportation.** Adequate, timely access from all areas providing door-to-door service.
  - b. Adequate Acute Care.** Beds available in Kona, Waimea, Hilo.
  - c. Level I Trauma.** Emergency care, emergency response.
  - d. Diagnostic Services.** Radiology/imaging, laboratory, telemedicine.
  - e. Specialty Care.** Cardiology, urology, pediatrics, OB/GYN, neurology/neurosurgery, psychiatry.
  - f. Ancillary Care.** Dental (fluoridate drinking water), eye and hearing services, nutrition services, rehabilitation—OT and PT, native and alternative approaches to healing.
  - g. Elder Care.** (community) adequate facilities for long term care, home care, assisted living, day care, and affordable respite care.
  - h. Behavioral Health.** Mental health, substance abuse, island-wide inpatient psychiatric crisis beds for children, adolescents and adults; transportation to/from treatment; strong case management and coordination of care.
  - i. Public Health Services.** Maintain/improve infrastructure including water, sewer and vector control; monitor environmental health including air, water and land; public health nursing services.
  - j. Adolescent health.** Family planning, birth control; suicide prevention; substance abuse; centralized services for children and families.
  - k. Health Insurance.** Catastrophic coverage for “gap” group; broader coverage for low-income groups.
  - l. Telecommunications.** Available to all communities.
  - m. Other.** Services for the homeless and disabled; hospice; preventive and educational information programs; social health, involving job/economy, education, community.

## APPENDIX 2

### FINAL PUNA COMMUNITY DEVELOPMENT PLAN *(Excerpt)*

September 2008

#### 3.3 SOCIAL SERVICES AND HOUSING

Social services include not only programs to provide assistance to special needs populations, but also health and medical facilities to serve the entire community. "Medical facilities", in this instance, does not apply to County emergency paramedical services, which are covered in the following Section 3.4. With a growing population, Puna clearly needs more social and health care services within the district. Yet, there are two major challenges to making them accessible to residents:

- As a rural area with a rudimentary transportation system and dispersed population, it is difficult for residents in need to reach the services; and
- Puna's high percentage of low-income residents tends to increase the need for social services, yet discourages private health care providers from locating in Puna due to insurance issues.

Schools are also an important social resource, serving not only as educational institutions, but also as de facto community centers and recreation areas in rural areas where few other venues are available for meetings, events and organized or informal sports. Unfortunately, current policies of the Department of Education (DOE) do not favor smaller schools at dispersed locations, which would enable them to be more conveniently accessed by walking, bicycling, or at least a shorter vehicle trip. Also, the availability of school facilities after hours for community activities varies at the discretion of the school principal. Although County influence over public education and school facilities is quite limited, the Puna Community Development Plan can try to influence changes in DOE policies to better integrate schools within the fabric of Puna's communities.

As mentioned above, Puna has a high percentage of lower-income residents, and the district is regarded as place of opportunity for affordable housing. The subdivision lots offer some of the lowest-price sites in Hawai'i for owner-built housing. Approximately 85 percent of the island's Section 8 low-income rental housing certificate holders are Puna residents. Nevertheless, there are still many residents without adequate housing, and opportunities for retaining and expanding the stock of affordable housing are narrowing as land values rise in Puna and government housing subsidies shrink. New approaches are needed to respond to this challenge, such as stimulating the development of multi-family, self-help, and congregate housing.

##### 3.3.1 Goals

- a. Puna residents have improved access to emergency and primary medical care and preventive public health programs.
- b. Substance abuse, domestic violence and other social problems are reduced.
- c. Puna residents have increased access to assistance programs to develop, repair or rent affordable housing.
- d. Programs are available to assist those seeking housing in Puna.
- e. Public education is better integrated into Puna's communities.

##### 3.3.2 Objectives

- a. Seek additional locations for medical/substance abuse/senior home care treatment facilities in both lower and upper Puna.
- b. Provide effective and readily accessible substance abuse treatment and prevention services within Puna.
- c. Provide transitional shelter and programs to assist homeless Puna residents in moving toward self-sufficient status.
- d. Support initiatives by DHHL to develop appropriate projects for housing and job opportunities for Native Hawaiians in Puna.
- e. Increase the availability of accessible and affordable housing through self-help programs, government assistance and innovative housing tenure arrangements, such as co-housing, limited equity cooperatives, and community land trusts.
- f. Increase opportunity for community involvement in public education.
- g. Urge the State to locate its community facilities, such as public schools, in designated village/town centers, and to design them in conformance to the criteria applicable to the type of village/town center at that location.



House District 15

Senate District 7

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 105-0

rec'd  
JAN 30 2009

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Women In Need

Dbn:

Street Address: 2978 Haleko Road Lihue, HI 96766

Mailing Address: PO Box 414, Waimanalo, HI 96795

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MARY SCOTT-LAU

Title Executive Director

Phone # (808) 258-5706

Fax # (808) 259-6679

e-mail winhi@hawaiiintel.net

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

WOMEN IN NEED BRIDGE TO SUCCESS TRANSITIONAL HOUSE KAUAI

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 50,000

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ 22,500

PRIVATE/OTHER \$ 25,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

MARY SCOTT-LAU, EXECUTIVE DIRECTOR

NAME & TITLE

1/29/08  
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;

Women In Need (WIN) is a 501(C) 3 nonprofit organization unique to Hawai'i in the fact that we take a holistic approach intended to enhance supportive housing by providing services to assist persons and families experiencing homelessness in their transition from homelessness to independent living. WIN is the project sponsor of the Family Resource Center. Founded in 1996 to fill the need for basic life skills instruction for women, WIN has grown into a multi-function organization serving men, women, and children. We have been an active member of Partners in Care since that coordinating body began meeting in 1997 and have extensive experience in working with the homeless.

WIN's mission is to empower families at risk by helping them develop the basic tools and skills of personal development and self-sufficiency to become independent and productive members of our community- living in safe and stable environments, and in healthy relationships.

WIN uses a holistic approach by treating the whole family and situation, not just one problem. The Executive Director, Mary Scott-Lau, has an extensive background in providing classes for a variety of organizations. Currently she is an active member on the Women's Prison Advisory Board. Proudly, Women in Need's domestic violence program is one of the only two programs in the state that is recognized by the Hawaii Paroling Authority. The strengths of this organization are in its leadership. The Executive Director not only empowers her clients, she develops leaders in her organization which help her staff provide better services to the clients. The organization lives its mission. Other strengths include being versatile – changing with the needs of the clients and the community.

WIN provides stabilizing classes in parenting, domestic violence/anger management, self-esteem, computer skills, job readiness, and basic life skills to women, men and children in transition or at risk, as well as referrals and case management. We offer classes in addiction recovery for adults and substance

addiction awareness and prevention for children, domestic violence counseling and group support. The majority of our clients have been lifelong victims to domestic violence and drug addiction.

WIN opened its first Bridge to Success Transitional Home in Waianae in August 2007 and our second home Bridge to Success Family Home in Kaneohe in February 2008. ***In August 2008, we opened two more homes in Lihue, Kauai. WIN Bridge to Success Program provides a safe, nurturing, and supportive transitional living for women and their children.*** The most important lessons we learned are to do consistent random Urine Assessments, and to pair each client with their individual case manager according to personality traits and ongoing parenting classes are a must.

2. The goals and objectives related to the request;

The purpose of the program is to eliminate the threat of chronic homelessness. Residents of the home are encouraged to look at their stay as an opportunity to create a better future for themselves and their families. ***Grant In Aid Funds will be used for case management, rent, utilities, staff training and insurance for WIN Bridge to Success Kauai.*** Participants through the case management will learn to set specific life goals and skills to begin to achieve them within one to two years. We will provide participants with the resources and support they need to: Strengthen families; build self-esteem; strong work ethic; and become self-sufficient.

At the heart of Women In Need is the belief that to end recidivism and homelessness, at least three things are necessary: First, those who find themselves homeless must have access to incomes adequate to meet their basic needs. Second, many of the homeless need help to overcome circumstances in their lives that prevent them from living independently. Third, those who are currently homeless must be able to obtain affordable, permanent housing. With increased advocacy and safe and transitional housing, WIN will provide the link necessary for our target population to obtain the tools they need to succeed.

***All of the homeless or at risk of being homeless women who receive the services offered by WIN will be receiving tools they can use now — and throughout their lives — to increase their incomes, live more independently, obtain and remain in permanent housing, and improve the quality of their lives. The services Women In Need will deliver to participants will assist them to increase their income and/or self-sufficiency, become more actively independent, and break free from homelessness.***

3. State the public purpose and need to be served;

From the County of Kaua'i's web-site: "Kaua'i is known world-wide as a beautiful and popular tropical resort destination. But like a growing number of

American communities, Kaua`i has a serious and mounting drug problem that affects many aspects of our lives. A few statistics and anecdotal data provide a snapshot of the drug problem on Kaua`i.

- 80-90% of all crimes committed on Kaua`i are drug-related.
- Of the island's population of 58,463, 1,085 adults and 195 adolescents receive some level of treatment for drug abuse each year.
- Over 17% of adolescents report exposure to illicit drug use in school and community.
- About 750 individuals who are on probation, parole, drug court, or awaiting sentencing need help to re-integrate into the community, but services are fragmented or not available.

Domestic violence and substance abuse are two of the most critical issues facing Hawaii today. These usually go hand in hand. The Domestic Violence Clearinghouse reports that in 1998 and 1999 they had 16,000 callers to the hotline. In 2001-2002, the number increased to 34,000. That's 34,000 calls from desperate individuals. Each year, approximately 4,000 American women die as a result of domestic violence. According to a study by the American Medical Association, 22 to 35 percent of all female emergency room patients receive treatment for injuries or symptoms related to ongoing abuse.

According to the Prevention Resource Center of the Coalition For a Drug-Free Hawaii: Every dollar spent on treatment leads to a \$7.46 reduction in crime-related spending and lost productivity; and prevention also reduces drug-related crimes and accidents, criminal justice and medical costs, and a lot of pain and suffering.

According to DrugFreeHawaii.org:

- A much greater proportion of students are using alcohol, tobacco, and other drugs on a monthly and daily basis than in previous years.
- Alcohol is still the most prevalent substance used by youth in 1996. By grade six, 29.8% have used; by eighth grade 54 % have used; and about three-quarters of tenth and twelfth graders report use of alcohol.
- It is estimated that 9.8% of Hawaii's sixth to twelfth grade students need treatment for alcohol and/or drug abuse.
- In 1997, 41% of Hawaii's high school students were offered an illegal drug on school property within the last 12 months.

In addition to those statistics on substance abuse, "children who witness domestic violence may also learn to believe "that violence and subordination are intrinsic to all relationships," and especially that women are normally subordinate to men. Behavioral symptoms they exhibit include inability to concentrate in school, learning disabilities, violence and aggressiveness, and stress-related physical symptoms. Children who witness abuse are 50 times more likely to abuse alcohol and drugs, and six times more likely to commit suicide than children in the

general population.” *Jann Jackson, "Intervention with Children Who Have Witnessed Abuse" (handout from Courts and Communities Confronting Violence in the Family conference) (1993), at 5-6.*

The 1999 Homeless Needs Assessment Study, prepared for government housing agencies in Hawai`i, contains data showing the incidence of chronic substance addiction is high, as is domestic violence. The study notes that the number of homeless who lack basic skills — ranging from life skills through illiteracy to applying and interviewing for employment — are increasing, and that the growing use of computers is giving rise to a “new” type of illiteracy. The need for housing — along with access to the supportive services necessary to bring stability back into their lives — is primary for both the sheltered and unsheltered homeless.

The incidence of substance abuse and domestic violence is growing; and these abuses are passed on from generation to generation. ***This project will focus on strengthening the women’s ability to move towards self-sufficiency, reunite her family and the youth’s ability to break free from this cycle.***

Unlike traditional shelters, WIN Bridge to Success provides a holistic solution to the growing problem of chronic poverty and homelessness through a variety of practical and emotional support services, which empower women and give them the skills they need to support themselves and their children. Immediate benefits to the community are that we are sheltering women in recovery and/or homeless. The long-term benefits are that we are molding productive members of the community.

4. Describe the target population to be served; and

The population has been identified as individuals who are transitioning out of domestic violence shelters and substance abuse treatment facilities as well as others who are homeless or are at high risk for homelessness. WIN's primary focus is to service the homeless and low-income population; however it is not limited to just these families and individuals.

A majority of our clients have experience with homelessness, drug addiction, and/or domestic violence. They also fall into the category of low income. Our clients are considered sheltered or unsheltered homeless. Many are court ordered to take our classes. WIN is aware that dysfunction and misfortune do not single out any one economic, ethnic or social group.

By providing more comprehensive case management services, WIN will help mitigate the costs and violence imposed on the Ohana of Kaua`i by encouraging family harmony, restoration and reunification and facilitating successful integration for our clients into society as productive citizens ultimately breaking the destructive cycle of abuse (substance and domestic violence) and improving

safety for all. This includes lessening the social and financial burdens imposed on public resources.

5. Describe the geographic coverage.

Island of Kauai, WIN's transitional home and office are located in Lihue.

## 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;

***Grant In Aid Funds will be used for case management, rent, utilities, staff training and insurance for WIN Bridge to Success Kauai.*** On the island of Kauai there is no other agency that offers clean and sober structured living to Women and their children. There is also only one other agency that teaches Anger Management/Domestic Violence Courses which the courts recognize and the waitlist is about 6 months, so there is an immediate need.

Women In Need will provide 2 safe and supportive transitional homes with extensive case management to individual women and women with children. The aim of these services is to improve or enhance their independent living skills to increase their ability to sustain permanent housing. The funds requested will be used for the WIN Bridge to Success Transitional Home Kauai.

WIN will serve at least 10 single women and 5 women and their children. Ninety percent or more of the persons served will be low-and moderate-income persons (persons/households that earn no more than 80% of the median).

Project participants will initially determine the type of services they wish to receive. After they have begun receiving the services they have requested, their additional supportive services needs will be regularly assessed and tracked through one-on-one case management meetings conducted by Women In Need. At those meetings, whatever additional services are determined to be necessary will be recommended to the participant.

Participants who request services in the following areas will be suggested to attend the appropriate sessions:

- Basic Life Skills
- Parenting

- Domestic Violence Anger Management
- Drug and substance addiction awareness and prevention for children
- Addiction recovery for adults
- Domestic violence counseling and group support
- Basic Computer skills

Through the life skills training, participants will receive useful tools to improve their personal situations, ranging from parenting and personal development skills, through money management techniques. The drug and substance addiction awareness and prevention classes for children will serve to prevent homeless children from becoming future victims of addiction, while the addiction recovery counseling will help adults who have not been as lucky but are nevertheless taking steps to free themselves from their addictions. The domestic violence counseling and support groups will be invaluable for those who require help to extricate themselves from abusive relationships.

By focusing on one or more of these areas in their personal lives, participants will gain skills that will serve them well both in terms of living independently throughout the rest of their lives and in making lifestyle changes that have an excellent chance of leading to potentially higher incomes and improvements in their housing situations.

We will also help them establish the resources they need, such as welfare, schooling, food stamps, and of course the main goal: self-sufficiency. WIN will also work with the immediate and extended family of each woman to help rebuild broken relationship and establish new one using the "Ohana Conferencing" model. An after care plan will be in place to recommend additional treatment for substance abuse if needed, AA/NA meetings, and schedules and most important a support system of people set in place.

Finally, throughout the participants' needs will be regularly assessed by a case manager in order to ensure they are receiving all the services that are available to aid them in their progress out of homelessness. Case Managers will also coordinate services through a network of community organizations that provide participants with the resources they need to solve the problems they face.

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

The time line will be one year from release of Grant In Aid funds. Approximately July1, 2009- June 30, 2010.

The following is a timetable to assist the women in their progress.

WIN House Timeline

Name: \_\_\_\_\_ Entry Date: \_\_\_\_\_

- 1 month  Birth Certificate
- State Identification
- Social Security Card
- Bus Pass

- 2 month  Get a sponsor with at less 2 yrs of sobriety
- 10 name and phone numbers with at less 1 yr. sobriety

1.	_____	No. _____	Clean Time _____
2.	_____	No. _____	Clean Time _____
3.	_____	No. _____	Clean Time _____
4.	_____	No. _____	Clean Time _____
5.	_____	No. _____	Clean Time _____
6.	_____	No. _____	Clean Time _____
7.	_____	No. _____	Clean Time _____
8.	_____	No. _____	Clean Time _____
9.	_____	No. _____	Clean Time _____
10.	_____	No. _____	Clean Time _____

3 month  Start looking for a JOB

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact Name & No. \_\_\_\_\_  
 Position applying for: \_\_\_\_\_

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact Name & No. \_\_\_\_\_  
 Position applying for: \_\_\_\_\_

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact Name & No. \_\_\_\_\_  
 Position applying for: \_\_\_\_\_

- 3 to 4 month  Apply for Low to Moderate Income Housing
- Section 8 Housing

3 to 6 month  Budgeting . . . school / vocational

6 month  Credit Report

9 month  Start paying old bills

12 month  Re-Evaluation

18 month  Follow Up on Housing / Section 8 Application



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; and

WIN conducts both process and outcome evaluations on various aspects of the organization. This will ensure that our programs are meeting objectives and that a record of progress, successes and failures is maintained to improve future classes. WIN continues to make a difference in breaking the cycle of domestic violence and substance abuse. To assure these results we offer service plans, consistent case management, outreach if and when necessary, and most importantly providing ongoing assistance to clients.

In addition to in-house evaluations, WIN will have an outsourced audit by an independent company of the financial records.

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.

Expected results:

Bridge to Success participants learn to set specific life goals and find ways to achieve them within one to two years. We will provide participants with the resources and support they need to

- Create goals and follow a service plan to reach self-sufficiency
- Create healthy relationships
- Build self-esteem and a strong work ethic

The main indicator of success is that the women do not return to their negative lifestyles and/or to prison. However, this is just the first step. In addition to staying clean, sober, and out of jail, the project will be determined successful by women entering or returning to school or to work, working through the destructive patterns, and becoming self-sufficient. The proposed project will serve women. However, by making the change in these women's lives we indirectly can affect many more. First the change in the women, then next the change is in her family and friends, which ultimately can have a tremendous effect on our community. The ongoing monitoring of WIN Bridge to Success staff will be conducted by Mary Scott-Lau, Executive Director and quarterly trainings will be performed by Monique Temblor-Lee (WIN Family Resource Center Office Manager).

WIN's Bridge to Success Transitional Home Program will follow any agency measurement requirements necessary, will employ use of a survey similar to the GPRA's<sup>1</sup> at baseline, exit, and follow up periods with each client and will collect and compile performance relevant data points, such as these:

- Number of clients completing treatment
- Employment status at follow-up
- Living arrangements at follow-up
- Number of clients receiving substance abuse treatment since discharge.
- Number of clients currently in substance abuse treatment
- Frequency of use thirty- (30, 60, 90, 365) days after exit.

With the data collected WIN will use the information to analyze what is working and what can be improved upon. WIN puts the needs of the clients first and foremost at the top of its priorities. Our mission is to do everything we can to guide individuals back into the community as positive contributors, to reduce recidivism and to encourage family harmony, restoration and reunification. We want to create an environment for our children to grow up in a wholesome place rather than one from hurt and abandonment.

The Self-Sufficiency Assessment Table below is used to measure a client's progress:

Developmental Domain	1 In Crisis	2 Vulnerable	3 Stable	4 Safe	5 Thriving
Housing/ Food	Homeless, eviction or cut-off notice. No food and at risk for malnutrition	In arrears, but no notice. Temporary housing. Food inadequate for nutritional needs.	Housing affordable with subsidy. Relies on assistance for basic nutritional needs.	Housing affordable and satisfactory without subsidy. Daily well-balanced meals with assistance.	Safe, affordable housing of choice without subsidy. Well-balanced meals without assistance.
Income/Assets	No income, savings or assets. No marketable skills, unemployed.	Temporary or part-time job, income inadequate for basic needs. Poor credit.	Underemployed inadequate benefits. Limited career advancement opportunities.	Full-time employment, inadequate benefits. Debt within limits.	Permanent, sustaining employment with benefits. Savings account Good credit.
Education/Skills	No GED, lack basic skills, functionally illiterate. No commitment to learning.	Working to attain GED or improve literacy Recognizes value of education, skills	H.S. Diploma or GED. Marketable skills.	Actively pursuing post-secondary education or training.	Has attained post-secondary education or training. Positive attitude toward learning.

<sup>1</sup> Government Performance and /Results Act (GPRA) Client Outcome Measures for Discretionary Programs.

Environment	No childcare, transportation, or access to health care.	Transportation unreliable, child care and health care unreliable or unaffordable	Limited childcare and transportation, depends on Medicaid and other subsidies.	Transportation to meet basic needs. Access to health care and childcare.	Transportation, childcare, health care of choice without subsidy.
Relationships	No supportive system. Socially isolated. No communication, social skills. Frequent conflicts.	Little or no interaction with family. Limited social network. Unable to form friendships.	Some support from family and friends. Some community concern and awareness.	Physically safe and emotionally secure. Supportive relationships free from conflict. Family unit evident.	Strong supportive network and positive family identity. Actively involved and stakeholder in community.
Personal Attributes	Severe emotional, behavior dysfunctions. Low self-esteem, negative attitude, unethical behaviors.	Moderate dysfunction, low self-esteem, lack motivation and takes little responsibility for own actions.	Interventions in place to change behaviors. Learning to set realistic goals.	Good self-esteem, appropriate behaviors, sets realistic goals, resolves conflicts effectively.	Exemplary work ethic, positive attitude high self-esteem good sense of humor, integrity ethical behavior. Sets and achieves goals.

### 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
\$12,500	\$12,500	\$12,500	\$12,500	\$50,000

### 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.

WIN is unique in the fact that we have already identified the population; and we are currently working with them and networking with community partners and resources; thus forming a solid foundation for trust and change. We are active in the community and coordinate services with various providers. We have offered assistance and worked with the following Government Agencies: Kauai Drug Court, Adult Client Probation Services Fifth Circuit Court, Child and Family Services, and have participated with the Joint Treatment and Integration meetings with the Anti-Drug Coordinator Mayor's Office Theresa Koki.

The Executive Director of WIN, Mary Scott Lau has an extensive background in substance abuse counseling, domestic violence prevention training, advertising, and marketing. As a result, WIN and Lau are extremely qualified. WIN has been providing supportive services for since 1996 successfully reaching out to those in need. In addition, to supportive services we now have 2 transitional homes on Oahu and 2 on Kauai. We have a reputation of success and commitment to helping the communities of Hawaii.

WIN currently manages several governmental and private foundation grants ; and on Kauai we are receiving monies from Kauai Drug Court, Wilcox Foundation. In addition to those grants we currently have a grant with the C&C of Honolulu for \$200,000 contract CT-DCS-00900095; DHS-05-POS-2186 with Child & Family Service; HPHA, and local foundations. WIN is in compliance with all grant-making entities.

Contract CT-DCS-0700072 from the City and County of Honolulu for \$200,000 finished in September 2008.

WIN finished contract (No. F-61937) with the City and County of Honolulu for \$50,000 of federal funds from the Community Development Block Grant program of the U.S. Department of Housing and Urban Development. The contract ran from Sept. 19, 2006 to Sept. 19, 2007.

WIN had contract DHS-05-POS-2186 with Blueprint for Change for \$216,666.67 of state funds from the Department of Human Services. The contract ran from November 1, 2005 to November 30, 2006. Contract DHS-05-POS-2186 continued with Child and Family Services for \$133,333.36 of state funds from the Department of Human Services. The contract runs from December 1, 2005 July 31, 2007.

WIN began using the HMIS database system in October 2007 with the contract from Hawaii Public Housing Authority.

We collaborate with other agencies such as Drug Court- refers clients to our home and classes. Hope, Help and Healing Kauai – we refer our clients who need drug

assessment to them. Adult Client Probation Services of the 5th Circuit Court – refer clients to us. YWCA – they refer clients to us and provide donations.

**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.

Existing County Zone residential

b. Existing General Plan land use pattern designation for the area residential

c. State land use classification residential

d. Road access (private, county, state, federal) county road

e. Water service Kauai Board of Water Supply

f. Sewer service County of Kauai

g. Electrical service Kauai Utility Island Co Op

Site Description.

a. Land Area .1681 acres

b. Building Size & Description Total square footage of buildings is 3048. Unit A & B are Two 3 bedroom, 2 bath homes that are utilized for transitional housing located on the same lot.

c. Located in flood zone? [ ] Yes [x] No

All class room settings and transitional homes are on the first floor and are wheel chair accessible.

**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.

Our staff is trained to work with substance abuse and the homeless. WIN uses a holistic approach by treating the whole family and situation, not just one problem.

Mary Scott-Lau, (Executive Director of WIN) has an extensive background in providing classes for a variety of organizations. (AmeriCorps, Department of Public Safety, Windward Spouse Abuse Shelter, Women's Way and numerous other facilities) Currently she is an active member on the Women's Prison Advisory Board. Proudly Women in Need's, domestic violence program is one of the only two programs in the state that is certified by the Hawaii Paroling Authority.

Kimberly Cummings – Kauai Program Director – will provide case management and outreach; conduct classes in domestic violence/ anger management, parenting and life skills. coordinate employment and housing placements for participants with employers, homeless shelters, and low-income housing providers in the community. Duties include preparing curriculum for all courses, providing service plans and assessments for clients, facilitating Courses, and providing administrative direction.

WIN will also hire an additional case manager with the following duties and qualifications:

#### Case Manager

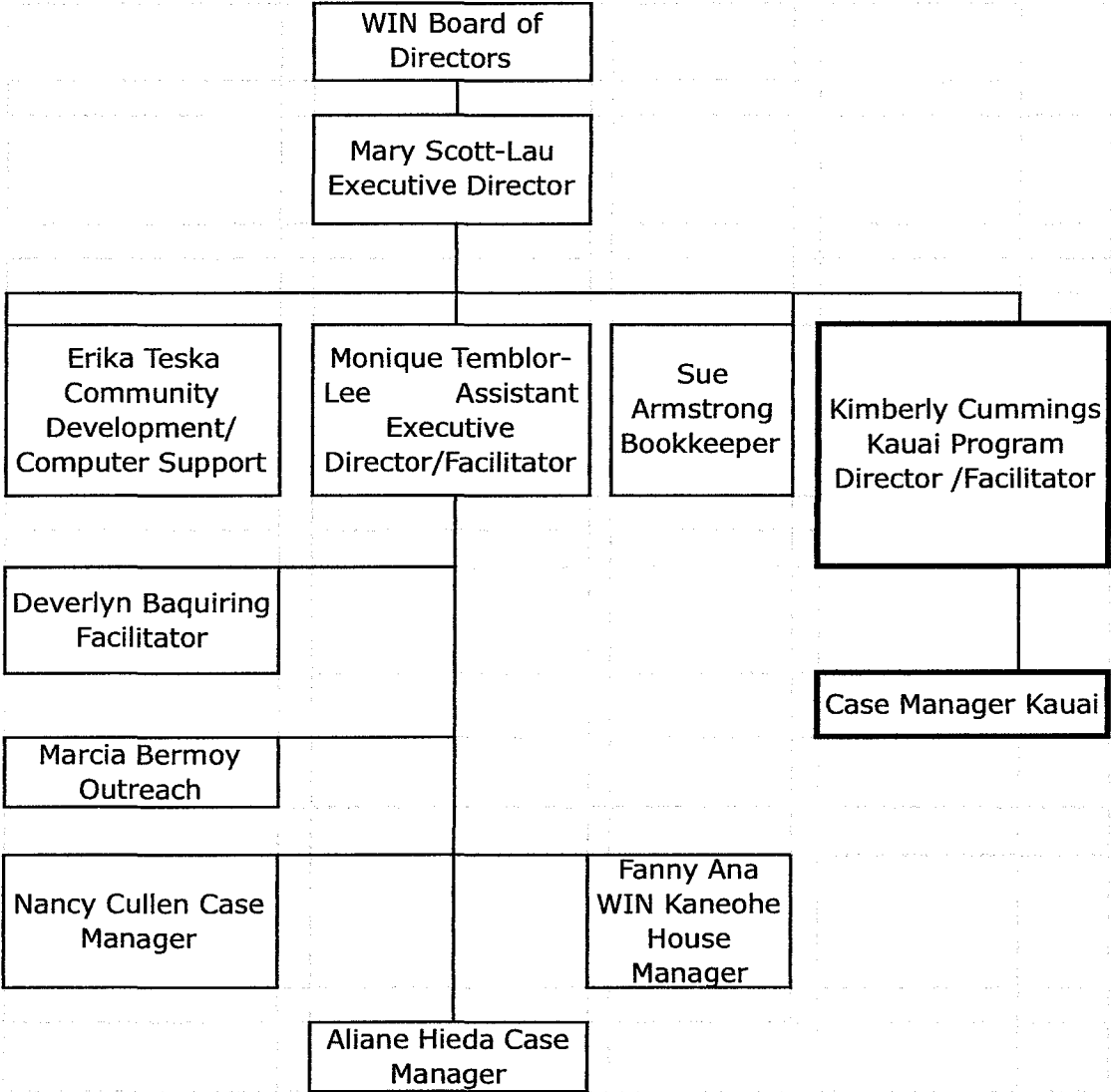
The Case Manager works with the client to develop appropriate service plans and goals. Provides on-going assessment and support. Assists the client to utilize community resources to meet individual needs; also works with clients to identify their skills and abilities to promote personal growth. Job responsibilities include: Create with client a plan to achieve their goals. Work with team to ensure goals are met; Advocate on behalf of the client (public aid, social security, home services, etc. and make referrals as necessary. Maintain proper records on case management and/or other activities. All records should include follow-up. Attend all required training to ensure individual and professional growth.

Requirements Education: High School Diploma or equivalent. Experience: Minimum of one year experience working with homeless and/or low and mixed-income populations in addition to experience in child welfare, family work, and substance abuse; have an understanding of low-income and homeless individuals and their specific needs. Knowledge of crisis prevention, intervention, and resolution techniques; should be able to match such techniques to particular circumstances and individuals. An equivalent combination of experience, education, and/or training may be approved.

Abilities: Strong organizational skills. Strong verbal, written, and communication skills. Ability to handle potentially volatile situations; conflict mediation and negotiation. Basic computer skills including Microsoft Word, Excel, and Outlook. Demonstrate clear, professional boundaries. Work in a team environment and act in a professional manner. Achieve expected results with clients. Understand and commit to the Mission and Values of Women In Need.

**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.



**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.

Women In Need is free from any litigation pending or otherwise.

**B. Licensure or Accreditation**

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



## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2009 to June 30, 2010)

Applicant: Women In Need

BUDGET CATEGORIES	Total State Funds Requested (a)	Kauai Drug Court (b)	CDBG Kauai (c)	Program Fees Grants/Donations (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				3,600
2. Insurance	1,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	12,000	22,500	13,500	
5. Staff Training	1,500			
6. Supplies				3,600
7. Telecommunication				
8. Utilities	10,000		5,000	6,240
9. Professional services	25,500		11,500	24,200
10 Outreach Activities				4,000
11 Training materials for clients				1,500
12 Client Savings				5,000
13 Maintenance/Repair				750
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>50,000</b>	<b>22,500</b>	<b>30,000</b>	<b>48,890</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>50,000</b>	<b>22,500</b>	<b>30,000</b>	<b>48,890</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Mary Scott-Lau (808) 258-5706		
(b) Kauai Drug Court	22,500	Name (Please type or print) Phone		
(c) CDBG Kauai	30,000	[Redacted Signature] 1/29/09		
(d) Program Fees/Grants/donations	48,890	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>151,390</b>	Mary Scott-Lau, Executive Director Name and Title (Please type or print)		

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: Women In Need

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Kauai Program Director/Facilitator/Case Manager	FT	\$43,200.00	40.00%	\$ 17,280.00
Case Manager	FT	\$18,000.00	45.67%	\$ 8,220.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>25,500.00</b>

JUSTIFICATION/COMMENTS:

Page 5  
Application for Grants and Subsidies

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b><i>Not Applicable</i></b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Women In Need

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
	PLANS					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						
<p><b><i>Not Applicable- the funds rquested are for case management, rent, utilities, insurance and staff training - not plans, land acquisition, design, constuction or equip.</i></b></p>						

**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 ensuring 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.

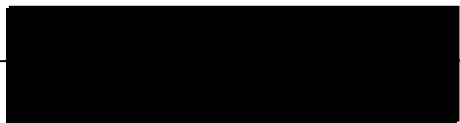
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Women In Need  
(Typed Name of Individual or Organization)



Mary Scott-Lau  
(Typed Name)

1/29/09  
(Date)

Executive Director  
(Title)