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JAN 21 2009
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House District 32
Senate District 16

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

Log No: 1-0
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: Adult Friends for Youth
Dba: Same as above
Street Address: 3375 Koapaka Street, Ste. B290, Honolulu, HI 96819
Mailing Address: 3375 Koapaka Street, Ste. B290, Honolulu, HI 96819

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:
Name CYNTHIA EMOTO
Title Grantwriter / Communications Coordinator
Phone # 833-8775
Fax # 833-6469
e-mail afy@afyhawaii.com

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 #: [REDACTED]

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
YOUTH GANGS AND HIGH-RISK YOUTH PREVENTION AND INTERVENTION PROGRAM

7. AMOUNT OF STATE FUNDS REQUESTED:
FY 2009-2010 \$ 175,000

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE
[REDACTED]
AUTHORIZED SIGNATURE

DEBORAH L. K. SPENCER-CHUN, PRESIDENT & C.E.O.
NAME & TITLE
JANUARY 20, 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:

Adult Friends for Youth (AFY) has been providing therapeutic prevention and mental health programs for high-risk youth for 22 years. The mission of AFY, a 501(c)(3) non-profit tax exempt corporation, is to reduce and eliminate substance abuse, gang-related activities, and family dysfunction in an effort to *enhance the potential for all youth to achieve a rewarding life and become productive members of society.*

Initially established at the University of Hawaii School of Social Work in 1985 under a federal grant, AFY has been helping build stronger communities and safer schools by providing services to youth in need, receiving wide recognition from the community for its work with the highest-risk youth.

Staffed by 7 professional clinical staff at the master's degree or equivalent level and one program associate, AFY believes that no youth or child is beyond hope. AFY's therapeutic approach, *Redirectional Therapy*, has helped some of the highest-risk youth on Oahu, and its outreach services have focused on communities with some of the highest levels of critical youth issues, including drug use, unemployment, crime, poverty, gang involvement, teen pregnancy, and truancy, helping redirect their pent-up energy from destructive to constructive activities.

In addition to helping youth make better decisions and smoother transitions into adulthood, the agency also helps struggling teens achieve their high school diplomas and move on to higher education and/or careers, enhancing self-confidence, esteem, and teamwork capabilities.

In the past 22 years, AFY has gained a notable reputation for its overwhelming success in working with youth gangs and the highest-risk youth, integrating most members into society with a high school diploma in hand. AFY's outreach services are able to enhance the potential for achieving community goals, such as reducing extreme poverty, improving health and access to educational and other opportunities, and to enhance the quality of life for struggling families by accessing low-income minority youth at the grassroots. These are youth who believe they have no place in the dominant social system.

The group therapy approach, *Redirectional Therapy*, developed by AFY, has been applied to 40 gangs in Honolulu and has a success rate of approximately 80 percent. High-

risk youth and ex-gang members who have participated in AFY's programs have graduated from college, e.g., specializing in electrical engineering, welding, automotive mechanics/technology, or liberal arts. Some are now working as a pilot, social worker(s), office manager, sous chef, waiter, and/or entertainer; others have completed specialized apprenticeships and joined the work force as plumbers, sheet metal workers, and carpenters through the unions; and many are serving the state and country as proud members of the U.S. Air Force, Army, Navy, and Marines.

AFY is in a unique position to reach a youth population that most needs therapeutic guidance and solid role models. AFY has been successful for more than 20 years because its staff is trusted by the target population. It is the agency's hope to reach greater numbers of high-risk youth who are prone to destructive and addictive behaviors, before they settle into a lifelong pattern of neglect, despair, substance abuse, crime, and poverty. Should the need arise, AFY's parenting program is also prepared to help unexpected pregnancies and other young parenting issues.

Adult Friends for Youth just wrapped up a year in which it was recognized as the ***Outstanding Community Mental Health Agency*** by Mental Health America of Hawaii for its "***pioneering therapeutic approach in the field.***" At its award ceremony honoring AFY, MHA wrote, "Troubled youth know they can depend on AFY to never give up on them, and we are honored to salute you for that commitment." AFY was also saluted by the Hawaii State Legislature's Keiki Caucus, McDonald's Restaurant, and Hawaii Children's Trust Fund for Hawaii's ***2008 Outstanding Advocate for Children and Youth Award***. Other awards in previous years include the 2006 proclamation by Governor Linda Lingle and Lt. Governor James R. Aiona, dedicating November 24 as ***Dr. Sid and Judie Rosen and Adult Friends for Youth Day for helping troubled youth realize their full potential to become productive and successful citizens of society***. Also in November 2006, the Hawaii Psychological Association awarded Adult Friends for Youth the ***Po'okela Award for excellence in promoting "educational achievement and offering a prescription of hope for significantly reducing poverty and destructive behaviors among youth gang members."***

2. The goals and objectives related to the request:

Youth violence and incarceration are critical issues facing today's society. The seeds of violence can often be traced to dysfunctional homes and families. If we are to break the cycle of family violence, it is of utmost importance to disseminate and promote healthy and sound skills among the violent or high-risk population. Here on O'ahu, many communities are pressed with urgent needs that are going unmet for troubled youth, often reeling under a heavy load of emotional issues in high-risk environments. Substance abuse is starting at an earlier age, as young as 8 we have found; pockets of youth violence are erupting with increasing frequency on and off campus; teen pregnancies and STDs; learning disabilities; growing state resources spent on incarceration; the rising number of young adults who can neither read nor write...these are signs that point to a bleak future.

During the past decade, AFY has worked with 40 youth gangs and provided group therapy and gang prevention services to ten schools. AFY's programs aim to halt the cycle of poverty, violence, abusive and destructive behaviors that are often passed on from generation to generation by working with the highest-risk youth from low-income, minority, and/or

immigrant families. These youth are often already involved in gang-related activities posing a danger to the community, if not to themselves. Lacking stable role models and trying to find their way through life on 'survivor mode,' they are one miss-step away from slipping into a world of crimes. These youth believe they have no place in the dominant social system. So-called "problem youth" may disappear from the school campus, but they will not go away. They will surface in other parts of the community, possibly with more potential than ever before to inflict damage and destruction.

The overall goals of AFY's program are:

- cessation of delinquent, violent, and criminal behaviors,
- improved school attendance and grades,
- high school graduation,
- reduction and elimination of alcohol and drug use,
- termination of gang activity,
- teen pregnancy prevention,
- promotion of healthy parenting skills among teen and young adult parents to halt the cycle of poverty and despair, and
- more stable and healthier schools and communities.

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

A recent spate of events indicates a whole new level of youth violence for Oahu. Two incidents occurred at Pearlridge Mall, a very public and busy center. The first confrontation occurred in the mall in November. The second took place on December 27th in the parking lot involving almost *100 youth* from the Kalihi, Waipahu, and Aiea communities. The huge fight never made it into the news, and thus, very few are aware that it even occurred. Weapons were involved, i.e., pellet guns, brass knuckles, and bats. AFY has observed the youth gang problem growing steadily with the potentiality of becoming a major threat to community health and safety.

At Farrington High School alone, there were at least 25 eruptions of on/off campus clashes and/or violent incidents in the seven months between June 2007 and January 2008 in which AFY was asked to intervene. In the past year, AFY has intervened in numerous youth incidents in Kalihi, with at least 15 mediations between rival youth groups/gangs. In some of the incidents, weapons were involved. Farrington school officials identified at least 21 gangs last fall at the school. There is genuine fear among some of the students of getting sucked into the violent conflicts. As AFY shifted more of its staff and attention to Kalihi, the situation in Waipahu, which had been more under control, began to deteriorate with outbreaks of fights among rival groups and shooting incidents. Catherine Payne, Farrington High School principal sounded a heads-up warning in 2006. "We have been seeing great recruitment going on with some of the gangs we thought had been completely extinguished."¹ She estimated that in a school of 2,500 students, as many as 300 are gang members.²

¹ Coble, L. (2006, September 29). Farrington educator says gangs are a growing problem. *KHON2*. Retrieved 9.29.06 from <http://khon.com/khon/print.cfm?sid=1214&storyID=15369>

² KGMB9 News. (2006, September 29). Retrieved 1.21. 07 from <http://kgmb9.com/kgmb/display.cfm?storyID=9280>

In 2008, Kapolei High School identified over 100 students as being at highest risk with behavioral issues, and 200 students as so-called ‘repeaters’ or students who failed to pass on to the next grade level and/or graduate. When an AFY program for gang prevention/high-risk youth meant for 10 students was launched in 2007, the number immediately swelled to 30, and the group had to be divided into two. School officials praised AFY for making a huge difference in reducing the fights on campus.

For the past two decades, Adult Friends for Youth has been highly effective and instrumental in keeping Oahu’s youth gangs from multiplying and preventing violent gang activities from spiraling out of control. With the economy heading south, AFY fears that youth issues, many involving low-income and minority populations, will spiral downward without prompt action and intervention. This proposal presents an in-community prevention and rehabilitation program for very high-risk youth and young adults, using new knowledge developed in Hawaii, that is an effective low-cost alternative to building new prisons. The communities served will benefit from reduced drug and alcohol use, and a reduction in crime and delinquency. Schools will become safer and healthier places to learn. These predictions are based on the agency’s experience in Kalihi where the community, and particularly Kalakaua Middle School and Farrington High School, saw a significant reduction in gang activity from 1996 – 2002. Unfortunately, due to the elimination of state funding for services to high-risk youth from 1998 through 2006, gangs began to show a revival from 2002 to the present, especially at Waipahu and Farrington High Schools.

4. Describe the target population to be served:

AFY proposes to apply its special knowledge and skills by continuing to reach out to low-income minority youth (ages 11 – 22 or young adulthood) who are at very high risk for crime, violence, and abuse. This population tends not to avail itself of services where it must reach out to the service. Therefore, AFY proposes to take its services to them.

The target population consists of alienated and aggressive youth, many of whom are in gangs and using drugs, who are dangerous to other students, the community at large, and to themselves.

5. Describe the geographic coverage:

AFY finds the urgent need to provide outreach services in Honolulu (notably Kalihi) and Leeward Oahu (including Waipahu, Ewa Beach, Kapolei, and the Waianae Coast) to halt the poverty, drug-alcohol use, dysfunctional family relations and abuse, violence, and poor academic performance that are often passed on from generation to generation. In most cases, youth from low-income, minority, and high-risk environment/backgrounds want to find that path to a better life when provided with stable role models, guidance, and options.

Statistics indicate a pressing need to reach out to the troubled youth of Leeward Coast communities. According to the Center on the Family’s Leeward Coast Community Profile³, “Leeward Coast teens have the highest rate on O’ahu and second highest rate in the State for

³ LEEWARD COAST Community Profile Wai’anae, Nānākuli: State Incentive Grant for Substance Abuse Prevention among Hawaii’s Youth. Center on the Family, College of Tropical Agriculture and Human Resources, University of Hawai’i, Mānoa.

early initiation of problem behaviors...” The same report identifies multiple risks at home: “This community has the highest rate Statewide of both child abuse and arrests for family offense, and the second highest rate for sibling history of anti-social behaviors. The rate of family risk on the Leeward Coast is higher than the Statewide average on every measure...”

Anger, at what appears to be a hopeless situation, is building among many young people. It is a matter of urgency to reach them before helplessness sets in and their anger turns to violence. AFY already maintains close collaborative relations with the public schools in these areas.

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;

Working in collaboration with the State Department of Education, AFY’s clinical staff identifies children and youth (ages 11-22) with high-risk gang behaviors, such as violence, truancy, drug or substance dependency, or group fights. After initiating communications, clinical staff work to establish a relationship of trust, becoming knowledgeable of their environment and issues, meeting their families, and organizing the children/youth into therapeutic groups (if they are not already engaged in natural friendship groups). Gang members and high-risk youth participating in AFY’s group counseling/therapy sessions and programs have experienced a high school graduation rate of 80% (compared to 20% in 1990).

AFY uses an effective replicable pediatric therapy approach, *Redirectional Therapy*⁴, which has been tested and refined for 17 years, to combat negative youth behaviors, such as violence, drugs, crime, teen pregnancy, family dysfunction, learning disabilities, and other anti-social behaviors, both on and outside of the campus. Following two decades of experience with at-risk youth, AFY has found that the application of *Redirectional Therapy* has been overwhelmingly successful in helping them to become constructive people with a bright future. Most of its clients have progressed from angry, violent, and anti-social people to individuals who are participatory, enterprising, and law-abiding, who have graduated from high school and gone on to higher education, the military, and successful employment.

Groups meet for therapeutic counseling sessions once a week, in addition to individual conferences, collateral contacts with school officials, parents, employers, police, etc. for a total of 8 hours/group per week. Children and youth groups are continuously engaged in activities aimed at replacing destructive behaviors with constructive, socially acceptable behaviors. In-depth sessions (both individually and in groups) are held to break

⁴ Rosen, S. M., Hingano, P. V., & Spencer, D. L. K. (1996). *Toward a Gang Solution: The Redirectional Method*. Tulsa, OK: National Resource Center for Youth Services, The University of Oklahoma.

the cycle of negative behaviors, including substance abuse and violence that may exist in their circles of friends and families. Opportunities are also provided to expose youth to new and positive experiences, including field trips, social activities, recreation and sports, education, community service (such as graffiti wipeouts, voter registration, and visits to senior care homes), exploring employment and career possibilities, and culture – all activities that steer attention away from negative, anti-social, or violent activities. Services are coordinated with school officials, teachers, family members and community leaders to provide the most effective services tailored to help the at-risk children and youth adopt positive and socially acceptable behaviors.

AFY helps school dropouts obtain a high school diploma through its *Clinical Competency-Based Alternative Education program*. (The graduation rate for students who entered the program in January 2007 and completed it in August was 91%. Farrington Adult Community School administers testing and grading, and confers diplomas. The program uses the Department of Education’s Adult Community School curriculum.)

The agency also provides cultural experiences to youth, and athletics are emphasized as an outlet for pent-up energy and as a diversion from the monotony of “just hanging out in neighborhoods,” offering a chance to take part in an out-of-school team activity. AFY’s *7-a-Side International Rugby Tournament* has grown into a premier annual tournament. The safe, speedy, and great spectator sport has drawn both boys’ and girls’ teams from as far away as Canada, New Zealand, and Pennsylvania, playing with local teams from the Big Island, Maui, Kalihi, Radford, Waipahu, Laie, and Kahuku.

By helping youth establish an awareness of their potentialities, AFY’s two decades of field work have found that not only do they give up destructive behaviors as a way of life, but they also give up substance abuse. This is the population who desperately need guidance, before they become entrapped in the web of violence and hard core criminals.

Below are just a few examples taken from AFY’s 2008 group therapeutic sessions with the highest-risk youth:

- There were some weapons issues that came up during a group session in Kalihi. In late August, youth X got into a conflict with other youth from Aiea. They flashed a gun at him, and the following day, they came to hunt him down at FHS, this time taking out a knife. Youth X told them he didn’t want to fight, and they backed down. When asked why he didn’t report to HPD, he said that nothing happened in the past. If felt that if they press charges, nothing happens; but if other people press charges against them, the wheels of justice turn faster and things happen quickly. Youth X felt he would rather retaliate than go through HPD. In another incident, on the first day of school, another group from Kalihi pulled a gun against youth Z, who participates in AFY’s program. The general consensus of the group members was: “Everybody got guns, should we get one too?” AFY’s clinical staff discussed scenarios, various consequences, and options to resolve the problem, and began asking “why?” At the end of the session, the participants concluded that it was not a good idea to go out and get guns.
- There was an incident on campus when most of the students went after one African-American student. Students X and Y stepped in, giving school security

assistance by pushing the other students away to protect the victim. Youth of this particular Kapolei group present themselves well on campus. They haven't gotten into any trouble with the teachers, staff and other students. AFY clinical staff still keeps in touch with members who graduated earlier this year, helping them join the work force. The feedback that staff got from them was rewarding.

- Last year, one Kalihi student was doing poorly in school, getting mostly F's, facing DH, doing drugs, and causing grief to her grandmother. After AFY picked her up, this student has now been getting mostly B's, hanging out with new friends. She has stopped using drugs, quit stealing, no longer faces DH, and she has regained her grandmother's trust.
- Many youth from the groups under one Federal contract (from the geographic areas of Kalihi, Kapolei, Waipahu, and Waianae) chose to take part in AFY's Youth Basketball Tournament that was sponsored by Project Safe Neighborhoods and YMCA in September. Ninety-three participating youth had a chance to hear what an agent from the Bureau of Alcohol, Tobacco, Firearms and Explosives had to share.
- AFY was able to intervene and prevent a potentially explosive situation involving 38 youth. Earlier on May Day, a group from Mayor Wright came to Farrington High School and started a big commotion. All the groups AFY works with at Farrington risked getting "sucked in" to the conflict. Three of AFY's clinical staff who received word of the simmering tensions responded immediately, and over the weeks and months met repeatedly to defuse the conflict. In fact, one of the members of an FHS gang was the first to call AFY's clinical staff to alert him of an incident. Since then, grades in two of the FHS groups have improved tremendously. Several of the FHS groups are now getting along so well, they play basketball together and can shake hands with one another. Because many members of the family get involved, often as a result of perceived ethnic divisions, differences, and issues, even seemingly small issues can suddenly turn nasty and violent. It is in these situations, that AFY has been repeatedly called to intervene and prevent violence, by both school officials, students, and family members. In Kapolei, it has been reported that violence has decreased significantly among members that AFY has been working with.

Adult Friends for Youth's experience with young people confirms the widely held view that illegal drugs are a pernicious community problem. There can be no doubt that drugs contribute to the downward spiral of hopelessness and despair felt by many low-income minority youth. If ignored, the impact of drugs not only on these young people, but, subsequently, on their children and the community will be felt long into the future.

Out of 42 students AFY has been working with in the last quarter of 2007, 19 youth reported cessation of drug use since participating in AFY's program; 37 reported an increased awareness of the dangers of ATOD use; 20 reported reduced drug-use; and 29 reported drinking less alcohol. Many of these troubled students come from homes where drug

are a powerful influence in their lives, with one or both parents into regular use or addiction. Clearly, anyone talking about parental responsibility in the lives of these youth is talking nonsense, since the sad fact is that abuse and drugs are a constant in most of their families, and criminal activities are not unusual. The hope for these young people lies in the socializing and therapeutic alternative that AFY can provide.

There is no short term solution for the problems that these students present. Persistence will be required for long-term behavioral changes to occur. Progress in some cases is already in evidence. Unfortunately, society is always looking for the quick fix, and funding for the hard and difficult work required for change is almost nonexistent. Comments in one survey of 48 respondents are revealing about how AFY helped them:

- Got me to concentrate in school;
- It helped me for stop doing bad things;
- It keep me away from trouble;
- This program have taught me a lot. I've learned how to solve my problems by talking instead of fighting;
- It made me realize I don't need to do certain things to make one happy, or have fun for eg., I don't need to drink to have fun;
- It help me feel better about myself & change my attitude in and outside of school;
- It made me able to speak out more and to share my thoughts, like the activity about releasing our fears;
- They change me by telling stuff to me like helping me with my problems;
- Yes, I stopped vandalizing;
- It change me because I stopped getting into fights and to trouble;
- I am more calm, I don't get mad fast anymore. no problems;
- They show us how we could do better and a better future;
- It made some of our self-esteem's not drop like mines because it made me think of other people like trying to help them out and making friends;

Among other things, AFY's programs provide them with opportunities to have fun by exploring new positive experiences, to talk about any subject without being judged or lectured to, to reflect on their lives, and to enjoy the luxury of having someone really listen to them. Preventive measures aimed at building resiliency among high-risk students and teaching our children to be safe, to make better choices, to be respectful of others can spare them the pain and suffering of substance-abuse, crime, and/or violence, while reducing the rising costs of incarceration.

AFY currently enables approximately 300 troubled youths a week to receive help to free themselves from high-risk behaviors. Additional funding will allow the agency to work with the high-risk population of youth living in low-income communities who are now virtually ignored. Without help, they will only sink further into hopelessness, frustration, anger and ultimately violence. Many troubled youth are desperate, seeking to improve their lives. When left unsupervised, they can easily be seduced toward a life of destructive and negative behaviors, but when exposed to well-guided supervision by solid role models who provide positive therapeutic interaction and mental health services, they can be prompted to adopt positive behaviors, rising above the despair and hopelessness of their negative environment.

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

Under the *Youth Gangs and High-Risk Youth Prevention and Intervention Program*, AFY’s primary objective is to work with a minimum of 50 very highest-risk students (mostly youth gangs members) on Oahu to reduce destructive and violent behaviors and replace negative behaviors with more socially acceptable behaviors. Start date and completion date will hinge on the program’s “notice-to-proceed” contract agreement.

AFY is focused on the clients’ needs, and not on serving the agency’s needs. AFY meets clients at their level. Troubled youth know that AFY serves their best interests, and their trust is based on the perception that, at AFY, they are treated as individuals who matter. Clinical staff are on 24-hour call so that youth can contact them in times of pressing situations (i.e., a possible fight brewing with other rival gangs, possibly violent confrontations with parents, girlfriends and/or boyfriends, etc.). Staff go out of their way to prevent violent conflicts and get the youth out of intensely emotional situations. Youth know that they can call staff at all times, but they have never abused this privilege and have always been respectful to staff. It is part of the learning process by which they become keenly aware that consequences follow whatever course of action they choose.

AFY’s proposed 12-month timeline for its Group Therapy Program (GTP):

Months 1 – 3	Preparation involves working with schools, identifying students with high-risk behaviors, such as violence, truancy, drug or substance dependency, and gang involvement. Initiate communications and start ‘connecting’ with 50 high-risk youth (divided into groups); conduct discussions with individuals and group members to become familiar with their issues and establish a relationship of trust; groups begin to meet for therapeutic and educational sessions.
Months 4 – 6	Continuous engagement of the high-risk youth groups in therapeutic intervention/prevention services and activities aimed at replacing destructive behaviors with constructive, socially acceptable behaviors.
Months 6 – 11	In-depth sessions (both individually and in groups) are conducted aimed at helping break the cycle of drug abuse, violence, or abuse that may exist in their circles of friends and families. All programs ongoing throughout the 12-month program duration.
Months 7 – 11	As part of the group sessions, conduct activities in which groups can engage in new experiences, including field trips, social activities, recreation and sports, education, employment and careers, culture and religion, community service – all activities that steer attention away from negative, anti-social, or violent activities.
Month	Year end project evaluation and final report.

It should be noted that services to youth in gangs and school groups are indeterminate. They continue as long as there is mutual agreement that they are needed. The agency does not unilaterally terminate clients except in the most extraordinary circumstances. It is common for service to gangs to be provided for two or more years. During the initial year of service, relationships and trust are established. It is a period during which food and activities are provided to the client, and acceptance, regardless of past or current behavior is also provided. Problems and needs are explored as they emerge, and approaches to resolving issues are developed. The beginning for service is intake, derived either from referrals for school groups or through outreach with gangs.

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

Evaluation, measures, and assessment instruments to be used to determine changes in behaviors and attitudes: Outcomes for gang and school therapy groups will be measured through oral and written self-reporting, school records and reports, a baseline study, and through on-going staff assessments that are reported in written records for each group and individual session. Staff also meet at least bi-weekly to discuss client progress. Annual all-day or multi-day retreats are held to discuss issues in depth and to plan future work.

The analytical process is continuous. The increased clarity generated by this process led to writing the book, *Toward a Gang Solution: The Redirectional Method*, in 1996. This is still the only published book on a replicable gang methodology in the United States.

Both financial and program services are continuously monitored and evaluated. Quarterly financial reports are submitted and annual audits are conducted by the accounting firm of Carr, Gouveia and Associates, CPAs, Inc. The annual audits are formally presented to the AFY Board of Directors by the CPA firm at a meeting called for that purpose.

Improving results and training for staff: In recent years, growing demand for more services has been outpacing the agency's funding. Working with the very high-risk youth population entails specialized skills that go beyond textbooks. Finding personnel with the required qualifications and character to defuse what could easily turn into dangerous or violent situations is a challenge. New staff will be trained in the *Redirectional Method* as funds become available. Training includes study of the method, beginning with the book, *Toward a Gang Solution: The Redirectional Method*, supervision by senior staff, "shadowing" veteran staff in the field, assisting in counseling sessions, and participating in staff seminars. When training has progressed sufficiently, as determined by the President and Chief Executive Officer, new staff will be assigned groups and clients of their own.

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.

Performance Targets to Raise Protective Factors:

- Prevent destructive activities, such as gang fights, graffiti, drugs, and crime by redirecting youth from risky behaviors, such as truancy, delinquency, and violence
- Provide a “safe” place to gather
- Improve school attendance and grades
- Develop responsible and democratic decision-making skills
- Promote problem-solving and self-determination that leads to constructive and rewarding outcomes and acceptance of own responsibility
- Work on personal issues to resolve angry, violent and other destructive emotions
- Nurture feelings of well-being and accomplishment and help vulnerable youth gain confidence and improve self esteem
- Promote a healthy, rewarding, and law-abiding lifestyle

Milestones to gauge effectiveness (following one year of service):

- 50 youth participate in program
- 50% of participants attend at least 75% of group sessions
- 100% of youth participate in baseline survey
- 25% of youth report reduced drug and alcohol use
- 25% of youth reduce destructive behaviors
- 75% of youth will not experience school arrests, suspensions, and expulsions
- 50% of youth will maintain or improve their current level of academic achievement
- 75% of youth will report increased awareness of the dangers of ATOD (alcohol, tobacco and other drugs) use

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
\$43,750	\$43,750	\$43,750	\$43,750	\$175,000

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

At this moment in time, AFY is not aware of other sources of funding that will be available for FY 2009-2010. An application for the City and County's FY 2010 CDBG funds was submitted in 2008, but to date, no notification has been received.

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.

Over the past 22 years, AFY has been widely recognized for its outstanding results in working with the highest risk youth. In addition to the four awards mentioned earlier (*Outstanding Community Mental Health Agency* by Mental Health America of Hawaii; Hawaii's *2008 Outstanding Advocate for Children and Youth Award* by the Hawaii State Legislature's Keiki Caucus, McDonald's Restaurant, and Hawaii Children's Trust Fund; the 2006 proclamation by Governor Linda Lingle and Lt. Governor James R. Aiona, dedicating November 24 as *Dr. Sid and Judie Rosen and Adult Friends for Youth Day*; the *Po'okela Award for excellence in promoting "educational achievement and offering a prescription of hope for significantly reducing poverty and destructive behaviors among youth gang members"* from the Hawaii Psychological Association in November 2006) AFY has been recognized by/for:

- the Hawaii State Board of Education and Hawaii Department of Education in December 2007 with the *Partnership in Education Award for Outstanding Contributions to Hawaii Public Schools*;
- the Honolulu City Council on December 13, 2006, for 20 years of cutting-edge youth and parenting services;
- for reaching hundreds of children and their families in partnership with the New Hope Christian Fellowships Prison Ministry in April 2006,
- the State Department of Transportation's Certificate of Appreciation in January 2002;
- 1997 Erase the Hate USA Network Award of Oceanic Cable's Hawaii Honor Roll;
- the State Judiciary's Certificate of Recognition as a concerned community organization in September 1997;
- Honolulu City and County's Certificate of Merit in May 1996, for exemplary service to improve the quality of life of Honolulu's youth;
- Former Mayor Jeremy Harris proclaimed November 25th as Adult Friends for Youth Day in 1994;
- Freedoms Foundation at Valley Forge Medal in 1991;

- The Child Welfare League of America in May 1991, for outstanding leadership contribution and dedicated service to children, youths, and their families;
- RLDS Zionic Peace Award from Reorganized Latter Day Saints in 1990;
- Honolulu City and County’s Certificate of Merit in April 1990, for early identification of youth who are alienated from school and their families, and for AFY’s response system that provides a much needed service to the community for these children;
- And West Honolulu Rotary’s Strength through Diversity Award; *Mahalo* recognition from Rotary Club of Metropolitan Honolulu.

Adult Friends for Youth has been providing youth gang and school therapy services since 1989, and has worked with 40 youth gangs and/or highest-risk youth groups during that time. Gangs/groups served include:

Junior Sons of Samoa	Peewees SOS	Baby Gangsters SOS
Young Original Bloods	Halawa Mobs	KVH Young Boys
INR	Fobmob	Sisters of Kuhio
Baby Hawaii Brothers	Pinoy Boys	Little Pinoys/Bad Boys of Ilocano
Flipside Pinoys	Hamocide	Young Terrible Kids
Born to Kill	Rapas	Bad Boys Bisayan
North Shore Boys	West Side Islanders	Kalihi Umi Boys
Backyard Boys	MMs	KPT Young Boys
Cross Sun	Black Guerrilla Army	KC
Ilocano Boys	Barcadas	Bad Hamo Bloods
Infamous	KPT	XBB
KIS	KAM IV ESPG	Tongan Crip Gang
BGA	Hard Knoccs (KPT)	PYG – Parkside Young Gangsters (KPT)
Soldier Boys		

AFY has received funding contracts within the past three years from:

The Atherton Family Foundation; City and County of Honolulu CDBG Grant and Community Benefit Grant; Department of Health and Human Services – TANF Grant; George P. and Ida Tenney Castle Trust; Hawaii Children’s Trust Fund; Hawaii Community Foundation Crystal Meth Initiative; State of Hawaii – Office of Youth Services; State of Hawaii – Department of Transportation; State of Hawaii – Department of Education; AES Hawaii; Alexander & Baldwin Foundation; Aloha United Way; Carolyn Berry; Castle & Cooke Hawaii; Combined Federal Campaign; Farrington High School; Friends of Hawaii Charities; GEAR UP Hawaii; Harry and Jeanette Weinberg Foundation; Heather and Colene Wong Foundation; Hiroshi Asakawa Charitable Remainder Trust; Honolulu Star Bulletin; James Campbell High School; Jean McIntosh; Kaiser Permanente; Kalakaua Middle School; Kaneta Foundation; Kapolei High School; KTA Super Stores; LikeLike Elementary School; Maryl Group; Nancy Lea Jackson; Schuler Family Foundation; Servco Foundation; 7-

11 Hawaii; the Seto Foundation; Sidney Stern Memorial Trust; Waianae Intermediate School; Watanull Foundation; and 21 straight years of funding from the McNerny Foundation, G. N. Wilcox Trust, and the Frear Eleemosynary Trust.

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.

Gang prevention and rehabilitation is conducted through schools and in the community. The program utilizes community facilities, including classrooms, recreation centers, beaches, parks, and a variety of commercial establishments, including bowling alleys, billiard parlors, and movie theaters. Staff use various sites depending on program requirements. AFY maintains a 4,287 square foot office at the Airport Industrial Park (3375 Koapaka Street, Suite B290). Classes and presentations are often held in our classroom/conference room. ADA requirements: The AFY office is immediately off of the parking lot, Level B. There are no steps. The office is accessed by several doors: two double doors and a single door that can easily accommodate a wheel chair. No special equipment or remodeling are necessary.

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.

Key staff who will lead this program are:

Deborah L. K. Spencer-Chun, President and C.E.O., M.S.W., provides direct supervision to the Vice President, Grants/Communications Coordinator, and Program Specialists who provide direct services to youth, as well as to overall AFY operations/administrative staff, and maintains the linkage between the Board of Directors and staff, and implements board policies. This position supervises all fiscal matters and oversees all aspects relevant to client services, recording instruments and other instruments required for practice accountability, and maintains close communication with the clinical staff on all issues. Minimum Qualifications: Master's Degree in Social Work or advanced degree in a related education, human service or health field and five years of direct practice/management experience. Preferably, a minimum of three years of experience will be with Adult Friends for Youth. Ten years of direct practice or managerial experience at AFY may be substituted for an advanced degree. This position is also responsible for providing staff services to the Board of

Directors, which involves arranging meetings, providing materials and information, serving ex-officio on all committees, providing the linkage between board and staff, and implementing board policies. Ms. Spencer-Chun has been a staff member for 20 years, most recently as Senior Master Practitioner, before being appointed to her present position.

McKay Schwenke, Vice President, B.S., supervises all clinical staff, instruction for practicum students, the community service program, and helps establish and maintain relationships with organizations that are relevant to client services, develops recording instruments and other instruments required for practice accountability. The VP is in close communication with the C.E.O. on all issues related to clinical practice, and reports directly to the C.E.O. Minimum Qualifications: Master's Degree in Social Work or advanced degree in a related field of practice and five years of direct practice. A bachelor's degree and ten years of practice, at least three of which will have been at AFY, may be substituted for an advanced degree. Mr. Schwenke has been on staff for 17 years, most recently as Master Practitioner, before being appointed to his position.

Funding under this grant will allow AFY to meet the growing needs at the schools and neighborhoods of Honolulu (Kalihi) and Leeward Oahu (Waipahu, Ewa, Kapolei, and Waianae) to hire additional Program Specialist(s) to address the swelling number of youth gangs and gang activities. Program Specialist(s) will work under the close supervision of either the C.E.O., V.P., or a Master Practitioner, providing the same direct services as those by their senior counterparts. (A Program Specialist is the entry level clinical practice position. Minimum Qualifications: Master's Degree in Social Work or advanced degree in a related field. A Bachelor's Degree and two years of practice experience may be substituted for an advanced degree. In rare instances, an outstanding practitioner without a degree, but working toward one, may be hired at this level.)

Master Practitioner **Malakai Maumalanga**, M.S.W. provides direct services to groups and individuals, conducts intake of clients, maintains group and individual records, collects data on client services, and reports directly to the Vice President or President. This position recognizes an intermediate level of practice requiring supervision of a collegial nature but also able to provide services independently. Minimum Qualifications: Master's Degree in Social Work or advanced degree in a related field and two years of clinical practice. A bachelor's degree and four years of clinical practice at AFY may be substituted for an advanced degree.

Program Associate. This is a clinical support position, working under the close supervision of the Senior Program Specialist. The PA provides clinical services as an assistant to the Senior or Program Specialists. Minimum qualifications: One year practicum at AFY. No degree required, but working toward one in social work or related field.

Grant Writer/Communications Coordinator, **Cynthia Emoto**, B.A., is responsible for grant-writing and grant-related performance reports and invoices, as well as public relations/media communications of the program operation. Minimum qualifications are a Bachelor's degree and/or a proven track record in grantwriting, communications, journalism, marketing, or related field. This position is supervised by the President and C.E.O.

This grant will allow AFY to expand much needed services to troubled and gang-related youth at schools in Kalihi and Leeward Oahu. AFY already has a strong working relationship with many of the schools in these areas, including Farrington, Waipahu, Campbell, and Kapolei High Schools, and Waianae Intermediate and Central Middle School.

Adult Friends for Youth has a 20-member Board of Directors. The annual audits are formally presented to the AFY Board of Directors by the accounting firm, Carr, Gouveia and Associates, CPAs, Inc. at a meeting called for that purpose.

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 charts.

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.

Adult Friends for Youth is not a party to any litigation.

B. Licensure or Accreditation

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

Adult Friends for Youth provides a one-of-a-kind service for which there is no licensing or accreditation body. However, the agency has received numerous awards and recognition from the State and community (please see pgs. 12 – 13) for its work.

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

App

Adult Friends for Youth

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	84,110			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	26,183			
TOTAL PERSONNEL COST	110,293			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	5,142			
3. Lease/Rental of Equipment	614			
4. Lease/Rental of Space	30,320			
5. Staff Training	750			
6. Supplies	13,659			
7. Telecommunication	1,364			
8. Utilities	0	included in Rental of Space		
9 Mileage	4,759			
10 Lease/Vehicle	167			
11 Publication	1,818			
12 Postage, Freight, & Delivery	818			
13 Independent Audit	4,091			
14 Contractual Services	1,205			
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	64,707			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	175,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	175,000	Deborah L. K. Spencer-Chun	808-833-8775	
(b)		[REDACTED]		
(c)				0, 2009
(d)		Signature of Authorized Official		Date
TOTAL BUDGET	175,000	Deborah L. K. Spencer-Chun, President and C.E.O. Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Adult Friends for Youth

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)
				\$ -
President & C.E.O.	0.10	\$73,000.00	10.00%	\$ 7,300.00
Vice President	0.15	\$60,000.00	15.00%	\$ 9,000.00
Sr. Program Specialist	0.20	\$47,000.00	20.00%	\$ 9,400.00
Program Specialist	1.00	\$39,000.00	100.00%	\$ 39,000.00
Program Specialist	0.10	\$40,000.00	10.00%	\$ 4,000.00
Program Associate	0.35	\$25,600.00	35.00%	\$ 8,960.00
Grants/Communications Coordinator	0.15	\$43,000.00	15.00%	\$ 6,450.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				84,110.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Adult Friends for Youth

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:				

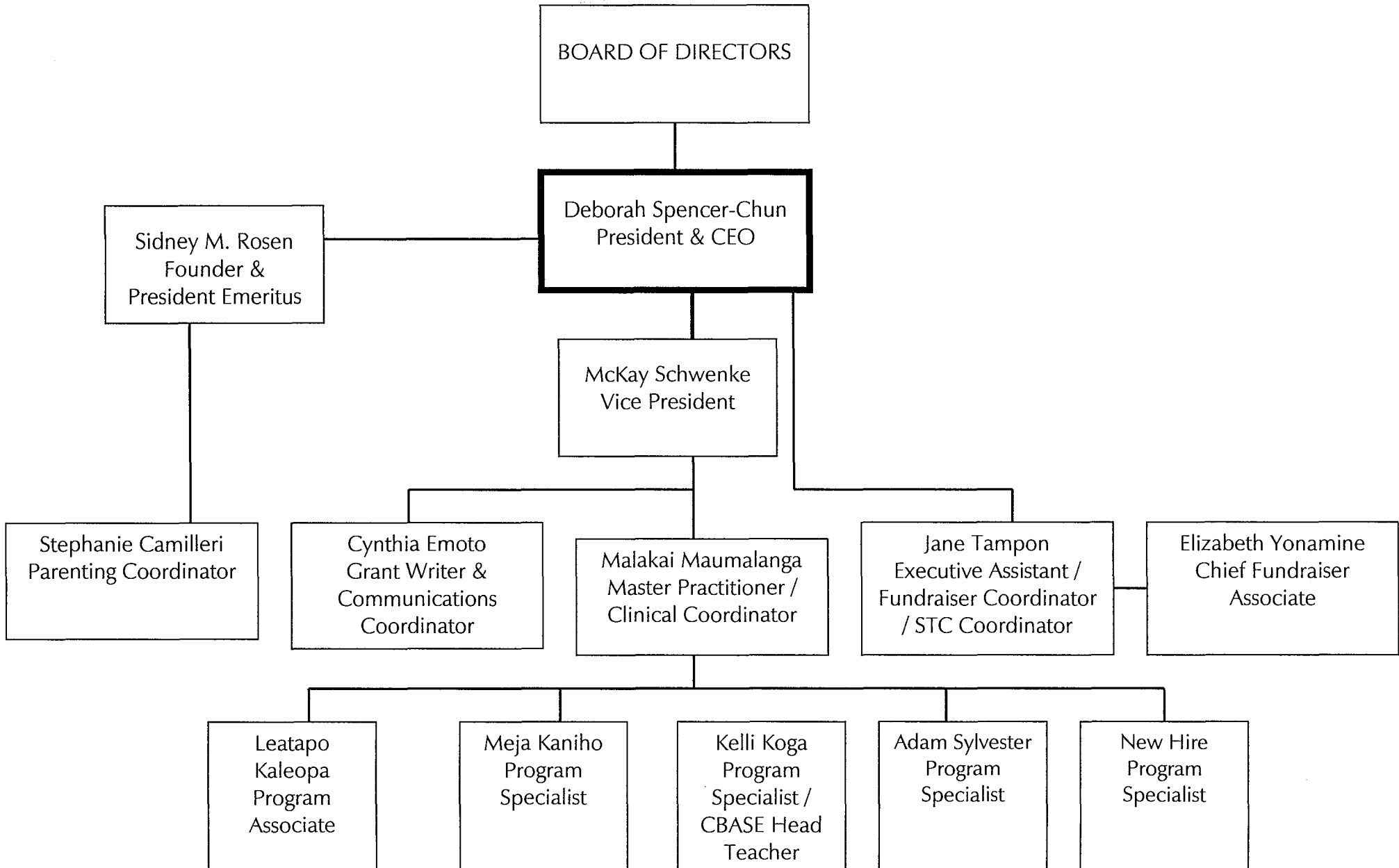
BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Adult Friends for Youth

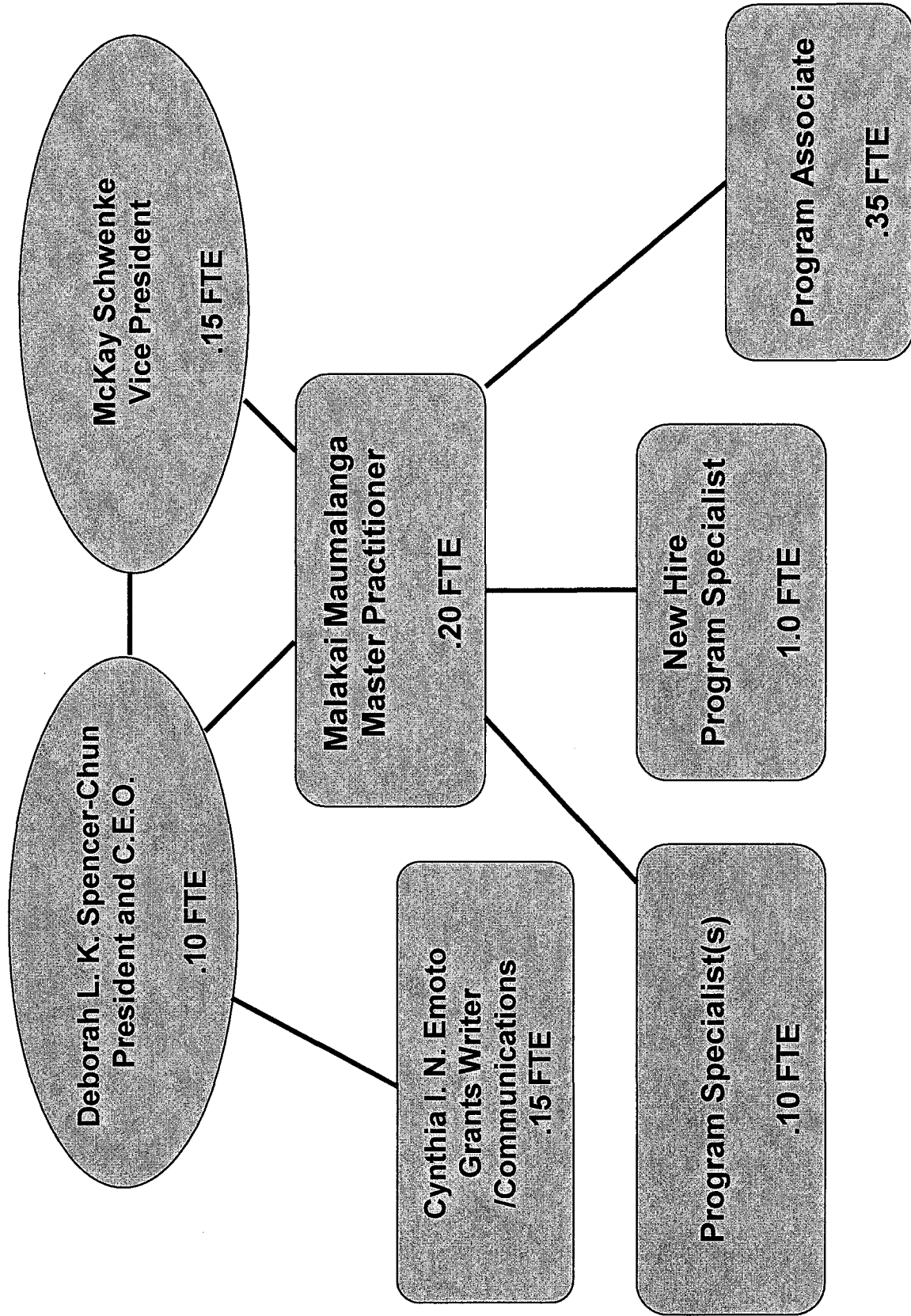
Period: July 1, 2009 to June 30, 2010

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						
TOTAL: N/A						
JUSTIFICATION/COMMENTS:						
N/A						

**Adult Friends for Youth
Organization Chart
2008 – 2009**



Adult Friends for Youth Youth Gangs and High-Risk Youth Prevention and Intervention Program Organization 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.

Deborah L. K. Spencer-Chun
(Typed Name of Individual or Organization)

[Redacted Signature] January 20, 2009
(Signature) (Date)

Deborah L. K. Spencer-Chun President & C.E.O.
(Typed Name) (Title)

House District 29,30

Senate District 13,14

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

Log No: 2-0

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):

HAWAII STATE FOUNDATION ON CULTURE AND THE ARTS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): FY2009

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: Alliance for Drama Education

Street Address: 2165 H 10th Ave.

Mailing Address: Honolulu, HI 96816

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GEORGE KON

Title Co-Executive Director

Phone # 808 220-5003

Fax # n/a

e-mail lotech.hizest@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:

ADE: KALIHI WORKS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 131,500.00

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 \$ 172,700.00

FEDERAL \$ _____

COUNTY \$ 5,000.00

PRIVATE/OTHER \$ 85,500.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE

GEORGE KON, CO-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;

For three decades, the Alliance for Drama Education has been helping Kalihi youth to "rehearse for life". In 1980, when the Alliance for Drama Education began collaborating with Farrington High School, auditorium doors were seldom unlocked because student audiences were too rowdy. In weeklong residencies ADE coached each incoming student to experience the fun and fright of performing in the solo spotlight. As a result, when each student took an audience seat, it was with earned empathy for the courage it took to be a performer. After three years, the school could again host civil assemblies. Out of that school-wide climate change, T-Shirt Theatre was hatched as a calling card for the wit and resiliency of Kalihi citizenry.

Since 1985, ADE has continued to work with every incoming FHS student, inviting the most talented and generous ones from Farrington, Kalakaua and Dole to audition for ADE's flagship, T-Shirt Theatre of Kalihi. This low tech, high zest company of performers embodies our mission to help Hawaii's youth rehearse for a life full of jobs, justice and joy. T-shirt Theatre is an opportunity for students in grades 8-12 to write and perform in plays that explore issues such as friendship, death, water conservation, money, teamwork, manners & STD's. ADE has provided the foundation for a quarter century of uninterrupted T-Shirt Theatre services to the Farrington complex.

ADE freelance artist educators scout and identify those students whose talent, energy and kindness as collaborators deserves further training and encouragement by home, school, and art allies. ADE provides residencies for 6,000 students per year. Currently, in Kaneohe, ADE helps to identify 60 students out of 700 Castle Performing Arts Center 5th graders and King Intermediate School 7th graders screened in ADE windward residencies. In Kalihi, 1,200 Farrington, Kalakaua & Dole students are screened as likely TST candidates.

2. The goals and objectives related to the request;

ADE helps young Hawaii rehearse for life and master performance skills needed to win jobs, justice and joy. William Shakespeare wrote "all the world is a stage and all the men and women merely players". ADE is preparing Hawaii's youth for their performance on the stage of life. We are not a typical Kindergarten to Grade 12 (K-12) school theatre program. Rather than focusing on the art of theatre we uniquely focus on building performing skills needed for life success. As our dramatic residencies pop students out of

apathy and on to their feet, inner-city youngsters become better speakers, improve problem solving and organizational skills while honing academic commitment and consideration for others. As they apply the values T-Shirt Theatre dramatizes to the challenges of real life, Kalihi's keiki are empowered as learners and citizens.

Character education and life skills are at the core of our curriculum:

Our Gettin'g Dramat!c program brings ADE artists/coaches into K-12 classrooms across Hawaii to teach and model active communication skills and support student's positive risk taking. We have served some 200,000 students on 200 campuses in collaboration with 4,500 teacher-hosts since beginning the program in 1982. Each 8-10 day extended Gettin'g Dramat!c residency ends with a Culmination Program in which participating students take the stage to reveal their newly acquired skills. Through this process, students gain personal confidence and communication skills as they explore some aspect of increasingly complex child-to-teen decision making. They also learn to respect their peers and authority figures.

Our flagship program is T-Shirt Theatre, a Kalihi based performance group with students from Farrington High School and Kalakaua and Dole Middle Schools "rehearsing for life." Like the lychee in Kalihi Valley, the students are rough on the outside but sweet on the inside. Public perception of Farrington is of gangs, violence and low achievement. Each year TST whittles away at that stigma to more accurately reflect the wide array of positive talents, accomplishments and possibilities of our urban youth. We are establishing a model that other 'tough' high schools can adapt.

T-Shirt Theatre provides an opportunity for students in grades 8-12 to write plays that explore issues such as friendship, rumors and life transitions: to learn to support others and to spotlight relevant adolescent concerns. The T-Shirt Theatre Company stimulates thinking about character and behavior on topics that deal with problems identified by teachers, such as smoking cessation, violence and risky behaviors.

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

Kalihi is an industrial and residential area in the shadow of five federal housing projects. According to the 2004-5 self-study accreditation report, in 2003-4, 64% of Farrington students qualified for free or reduced lunch.

In 2003, Farrington complex was ranked second only to Ka'u as the most "at risk" feeder/high school complex in Hawaii. This ominous distinction was based on census data on poverty, crime, educational achievement, language proficiency and inner city home stability. Awkward communication here can quickly accelerate from push to shove, as intruding relatives insist clan "honor" take precedence over resolving playground disputes. A disproportionate amount of public housing dwellers and OCCC prison inmates share Kalihi turf with fresh-off-the-plane immigrants, bench-sleepers, and junior residents fleeing five-generation valley villas.

With such a high immigrant population, acculturation opportunities like drama

education help Farrington students rehearse for life in American culture. All Kalihi students suffer from a violence-tarnished image. That image is positively burnished each time TST performs or an alumni artist-educator leads a residency. Unfortunately, one impulsive act by a member of the disenfranchised fringe sets Farrington back a mile, but then resilient students must “pick ourselves up and start all over again”.

4. Describe the target population to be served:

Youth especially in Kalihi’s Farrington High School Complex will have opportunities to act, sing, dance, write, and be talent screened in ADE residencies. 4,500 Kalihi youngsters will bask in the success of T-Shirt Theatre’s shows and be directly served by coaching “envoys.” Seeing area peers in vivid performance will ignite “I can do that” ambition.

Kalihi Works will bring ADE to each Kalihi school. Every 5th, 7th, & 9th grader in Kalihi will have a chance to “rehearse for life” with ADE in their classroom. After this incremental exposure at what educators consider the most important transition years, kids can audition for T-Shirt Theatre and begin the process of giving back to their community by participating in envoy teaching tours to elementary feeder schools, volunteer service projects, and performances at retirement homes. Then after graduation, some T-Shirt Theatre alumni can go full circle in Kalihi Works and, while in advanced training or college settings, can become paid intern artist-educators who go back to Kalihi classrooms to pass their knowledge and experience on to their relatives and neighbors.

5. Describe the geographic coverage.

The Farrington Complex includes Kalihi, Kalihi Valley, Palama, Kapalama and Lower Kalihi.

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 traditional motto of Farrington High School is unassailable: “Enter to learn, go forth to serve.” This core goal links all aspects of ADE’s Kalihi labors. Though ADE tackles diverse goals, work at each level adds needed momentum to help at-risk youngsters to stand tall and to strengthen the caring hand they stretch forth to neighbors of all ages, hues and lingos.

The wheel upon which *Kalihi WORKS* turns, evolved spoke by spoke through two decades of trial and error response to area problems:

- a. Gett!ng Dramat!c: ADE was originally invited to Kalihi to tame unruly audiences through 5-session residencies that built their performance poise and empathy for others in the spotlight.

- b. School-to-Work: FHS innovated their work readiness academies and called on ADE to devise role-playing and conflict-minimizing workshops.
- c. T-Shirt Theatre: Some youngsters' talent shone so brightly ADE launched an after school theatre group to showcase their art and writing, and to seed their interest in teaching.
- d. Gett!ng Dramat!c Apprentices: A few TST vets graduated with such an abundance of coaching skill and commitment that they had to be trained as community educators and role models.
- e. Freelance Artist-Educators: The most artful interns returned to become ADE curriculum innovators and classroom mentors.

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

Gett!ng Dramat!c screening will occur in the Farrington & Castle complex of schools from July '09 thru May '10.

T-Shirt Theatre's Welcome show will be presented in July '09 and the Teaching Envoys will go to Farrington feeder schools during August & September 2009.

T-Shirt Theatre will stage "Zounds, the Crimes of Shakespeare," a collection of Shakespeare's goriest scenes as cautionary tales against spousal abuse, retributive violence and power gone amuck, in Fall 2009. We will cast 30 students (Grades 8th-12th) from Farrington High School & feeder Middle Schools and reach 4,400 Total Audience.

With the Council on Economic Development's guidance TST cast will write a show "ECONOMIC\$ 101" in spring 2010 illuminating the science of choice and consequence to manage life finances. Since many Kalihi families teeter on the brink of solvency, anchoring economic basics is vital skill acquisition.

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

Assessment will be done with simple student pre and post service surveys, as well as with video feedback, journals and interviews with school administrators. Teachers will assess how student citizenship was bolstered and academic skills reinforced.

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.

Program Activities (sess/perf)	Planned	Actual
1 GD 5-12 gr Screening (sessions)	195	
2 TST Welcome Back Show (performances)	3	
3 TST Teaching Envoys (sessions)	24	
4 TST Fall Production (performances)	6	
5 TST Spring Production (performances)	6	
 Target Groups (# of students)		
1 GD 5-12 gr Screening	1,400	
2 TST Welcome Back Show	900	
3 TST Teaching Envoys	800	
4 TST Fall Production	4,000	
5 TST Spring Production	4,000	
 Evaluation Measures (% requesting repeat)		
1 GD 5-12 gr Screening	70%	
2 TST Welcome Back Show	90%	
3 TST Teaching Envoys	90%	
4 TST Fall Production	80%	
5 TST Spring Production	80%	

III. Financial Budget

- The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. (see attached)
- 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
\$78,900	\$39,450		\$13,150	\$131,500

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

CONTRIBUTIONS	\$ 10,000.00
FEEES FOR SERV	135,000.00
GOV'T GRANTS	30,000.00
PRIV GRANTS	20,000.00
SPECIAL EVENTS	5,000.00
INTEREST EARNED	4,500.00
TOTAL INCOME	\$ 204,500.00

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.

Four thumb nail portraits hint at our leadership diversity: **George Kon, TST's Artistic Director & Co-Executive Director of ADE**, co-founded a professional theatre company that thrived in Iowa & Baltimore for 8 years. George instructed in NYU's Experimental Theatre Wing for several years. Having directed over 60 TST productions, he oversees all aspects of TST program including rehearsals & performances, budget management & supervision of assistant directors. **Walt Dulaney, TST Producer/Writer & Co-Executive of ADE**, holds an M.A. degree in Communication Arts from R.I.T, is a graduate of the USC film school, and has served as Hawaii's state director for the International Thespian Society. He co-taught the NYU program with George, and served as Chairman of the Mayor's Commission on Children & Youth while a nationally syndicated youth relations columnist. **Grace Humerickhouse** has taught performing arts for three decades and is a professional choreographer whose work for Hawai'i Opera Theatre & community theatres has won Theatre Council awards. She's a musician and mom, and serves as TST's dance instructor. **Jonah Moananu** is a composer & music coach for TST. He was one of 12 finalists in American Idol's third season. A FHS/TST grad, Jonah has been crowned king of rhyme in various 50th state rap-offs.

Supplementing their work is an ever-changing cadre of TST graduates who return to help as assistant directors and technicians. They bring first hand knowledge of Kalihi's ills & assets, vivid awareness of the difficult climb to adulthood, plus a wealth of contemporary insights and ethnic observations.

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 program is located at the Farrington Complex Schools. The facilities used are owned by the State of Hawaii and administered by the Hawaii Department of Education.

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.

George Kon, Artistic Director of T-Shirt Theatre since '85 and Co-Executive Director of the ADE since 1980, will be program coordinator. His role will be to train the support staff of artist-educators in providing service to Kalihi schools in the Farrington complex. He will insure that the budget is utilized effectively with proper accounting.

Walt Dulaney, Co-Executive Director of ADE and producer/writer for T-Shirt Theatre. Walt coordinates the board, articulates the vision of ADE, charts the direction of T-Shirt Theatre and serves as the community liaison with Farrington HS.

(F=Farrington HS grad; T=T-Shirt Theatre alumni)

F Grace Humerickhouse: strategic planner, choreographer, curriculum developer, artist-educator, Business and Quickbooks manager

June Sandrich: TST associate producer, publicist, costumer

Current GD Freelance Artist-Educators:

F,T David Abadilla – actor, educator, power point designer

F,T Frankie Amano – actor, tech, educator

F,T Francis Asis – director, choreographer, educator

F,T Mark Cabico – actor, educator

F,T Corpuz, Nate – actor, video editor, sound tech, educator

Mikel Humerickhouse - actor, singer, dancer, tech, educator

F,T Cleo Mariano – actor, tech, educator

F,T Jonah Moananu - actor, director, composer, MC, singer, educator

F Wyleka Moananu - actor, singer, educator

Leigh Ann Oshiro – actor, lighting tech, educator

F,T Mark Parel – actor, singer, graphic artist, educator

F,T Paul Parel - actor, educator, sound tech

F,T Tati Ramirez – actor, educator

Ernest Stevens – actor, dancer, educator

JP Tai – actor, singer, dancer, choreographer, educator, producer (CPAC '92)

F,T Cat Trono – actor, singer, educator

April Wagner – actor, clown, educator

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.

ADE Board of Directors

Co-Executive Directors

Gett!ng Dramatic Project
(fee for service)

T-Shirt Theatre
(flagship project)

Freelance Artist-Educators
(see list above)

Production Staff
(adult artists)

Apprentice Artist-Educators
(often from TST AD pool)

Assistant Directors
(usually grads of TST)

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 Alliance for Drama Education

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	50,000	70,000		
2. Payroll Taxes & Assessments	6,200	7,700		
3. Fringe Benefits	7,000	12,000		
TOTAL PERSONNEL COST	63,200	89,700		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island		2,000		
2. Airfare, Out-of-State				
3. Audit Services		5,000		
4. Contractual Services - Administrative		18,000		
5. Contractual Services - Subcontracts	55,000	88,000		
6. Insurance	5,000	16,000		
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space		7,200		
10. Mileage	300	3,000		
11. Postage, Freight & Delivery		800		
12. Publication & Printing	1,000	1,500		
13. Repair & Maintenance		500		
14. Staff Training	2,000	1,000		
15. Substance/Per Diem		1,500		
16. Supplies	2,000	5,500		
17. Telecommunication		4,500		
18. Transportation				
19. Utilities				
20. Video & editing	3,000	4,000		
21. Misc. Program Expenses		6,000		
22. Books, CD's, DVD's		1,000		
23. Sets, props, costumes		4,000		
TOTAL OTHER CURRENT EXPENSES	68,300	169,500		
C. EQUIPMENT PURCHASES		4,000		
D. MOTOR VEHICLE PURCHASES	0	0		
E. CAPITAL	0	0		
TOTAL (A+B+C+D+E)	131,500	263,200		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	131,500	George Kon	808 220-5003	
(b) Private Other	131,700	Name: 	Phone	
(c)				1-30-09
(d)		Signature of Authorized Official		Date
TOTAL BUDGET	263,200	George Kon, Co-Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Alliance for Drama Education Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer Equipment†	2.00	\$2,000.00	\$ 4,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 4,000.00	4,000

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: Alliance for Drama Education

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						
TOTAL:						
JUSTIFICATION/COMMENTS:						

**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.

Alliance for Drama Education

(Typed Name of Individual or Organization)


(Signature)

1-30-09

(Date)

George Kon

(Typed Name)

Co-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: 3-C

For Legislature's Use Only

12C'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:

Legal Name of Requesting Organization or Individual:
American Red Cross, Hawaii State Chapter
Dbas:

Street Address: 4155 Diamond Head Road, Honolulu, HI 96816

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CORALIE CHUN MATAYOSHI

Title Chief Executive Officer

Phone # 808-739-8103

Fax # 808-735-8626

e-mail matayoshic@hawaiiredcross.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:

DISASTER HARDENING OF RED CROSS HEADQUARTERS BUILDING, GENERATORS, FLOOD ABATEMENT, DISASTER STORAGE SPACE, SOLAR PHOTOVOLTAIC PANELS

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 \$ 1,650,000

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: SEE #8 ABOVE

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

CORALIE CHUN MATAYOSHI

NAME & TITLE

1/22/09

DATE SIGNED

The Twenty-Fifth Legislature
Hawai'i State Legislature
Application for Grants and Subsidies

Applicant: American Red Cross Hawaii State Chapter

I. Background and Summary

A. Brief description of applicant's background

The American Red Cross is a 501(c)(3) humanitarian organization chartered by Congress and guided by the fundamental principles of the International Red Cross Movement. Its mission is to prevent and alleviate human suffering by providing relief to victims of disasters, and helping to prevent, prepare for, and respond to emergencies.

B. Goals and objectives related to request

History:

The American Red Cross headquarters facility in Hawaii was built 30 years ago on Diamond Head property specifically designated by the Federal Government for the use of Red Cross. It was not ADA compliant, not hurricane resistant, had no disaster operation center, no generator, had almost no emergency communication equipment, and had never before undergone any kind of upgrade or renovation. The building was badly in need of repair (e.g. leaky roof, non-energy efficient air conditioning units, old plumbing and electrical, parking lot needed resurfacing, torn and dangerous carpeting, and cracked concrete flooring). Much needed renovations were necessary to protect the health and safety of volunteers, staff, and the general public who use this facility to keep the people of Hawaii safe, healthy, and prepared for emergencies. Many of our volunteers are retired elderly people who may have special needs. Some of the disaster victims we help are similarly impaired. Since our training classes are open to the general public, our facility needed to be safe and accessible to all. Finally, more space for staff and volunteers was needed to perform the work of the Red Cross in preventing and alleviating human suffering. The multi-purpose room is now used for lifesaving and disaster training, and our disaster operations center will enable us to more safely and effectively coordinate all of our disaster services in the event of a major disaster.

Renovation of the Hawaii State Chapter Headquarters building was necessary to ensure continuance of statewide disaster relief and safety services to the people of Hawaii who are helped each year, in obtaining food, shelter, clothing, and mental health counseling after a disaster.

Goals/Objectives:

Hardening of the building to protect the renovated assets and ensure continuity of operations during times of disasters requires funding for:

- hurricane screens and film for doors and windows
- generators to continue operations at headquarter and neighbor island offices
- retaining wall and lanai to prevent flooding and mud in room where disaster volunteers will assemble

Other items are also needed to increase efficiency and reduce our costs of operation:

- disaster storage under our building to provide ready access to equipment and supplies for our volunteer and staff responders
- solar photovoltaic panels to supply renewable energy and reduce our dependency on electricity. This would increase our efficiencies and reduce costs so that more funds are dedicated to direct services to those in need.

Our Headquarters building is the only Red Cross office facility on Oahu, serving the people of Hawaii statewide. In light of lessons learned from Hurricane Katrina, our headquarters facility has to be able to withstand hurricane force winds and remain operational during a major disaster.

C. Public purpose and need to be served

The Hawaii Red Cross provides compassionate aid to people in Hawaii who fall victim to natural and man-made disasters that occur about every 3 days in Hawaii. Most people we help who lose their homes in a fire have no insurance, and are therefore truly destitute.

Whether responding to a major disaster like a hurricane or tsunami, or everyday disasters like fires and floods, Hawaii Red Cross volunteers and staff are ready 24 hours a day to provide food, clothing, shelter, and crisis counseling to victims of disaster statewide in Hawaii.

With the threat of avian flu, bio-terrorist attacks, major natural disaster, and no end in sight for the withdrawal of troops from Iraq, the American Red Cross is more relevant and necessary than ever before. Hawaii is especially vulnerable to hurricanes, tsunami, and other natural disasters. It is not a matter of "if," but when a major disaster will hit Hawaii, and when it does, we will have to be able to survive longer on our own due to our isolation.

According to a Draft Federal Support CONOP for Catastrophic Hurricane Impacting State of Hawaii scheduled to be released by FEMA & State Civil Defense in the next few months, a Category 3 or 4 storm (same force as Hurricane Iniki) would destroy or heavily

damage 38% of homes and leave another 40% with minor damage. Based on 2005 statistics, 155,000 of the 329,000 housing units on Oahu have single wall construction which is highly susceptible to damage or destruction from hurricane force winds. Flying debris from lightly constructed structures and airborne vegetation increases the potential for serious damage to adjacent properties and utility lines. Hawaii's topography funnels winds through mountain ridges and torrential rains create flash floods and landslides in valleys below. Therefore, even a relatively weak tropical storm can cause considerable property damage and losses, and many of these victims will need Red Cross assistance for food, clothing, shelter, and mental health counseling to get back on their feet. If the Red Cross headquarters building is not protected against hurricanes and floods and does not have backup electrical power, we cannot serve the people of Hawaii during a major disaster.

It is critical for the Red Cross to be prepared for and respond not only to everyday disasters that occur every 3 days, but a major disaster like Hurricane Katrina. Obtaining this funding will make a difference between being prepared or not.

D. Target population to be Served

The Hawaii State Chapter serves anyone in need, especially those who are vulnerable and cannot help themselves.

E. Geographic coverage

Red Cross disaster services are provided to those in need throughout the state of Hawaii.

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 or outcomes from this request.

A. Describe the scope of work, tasks and responsibilities.

The Hawaii Red Cross provides compassionate aid to people in Hawaii who fall victim to natural and man-made disasters that occur about every 3 days in Hawaii. Most people we help who lose their homes in a fire have no insurance, and are therefore truly destitute. Whether responding to a major disaster like a hurricane or tsunami, or everyday disasters like fires and floods, Hawaii Red Cross volunteers and staff are ready 24 hours a day to provide food, clothing, shelter, and crisis counseling to victims of disaster statewide in Hawaii.

With the threat of avian flu, bio-terrorist attacks, major natural disaster, and no end in sight for the withdrawal of troops from Iraq, the American Red Cross is more relevant and necessary than ever before. Hawaii is especially vulnerable to hurricanes, tsunami, and other natural disasters. It is not a matter of "if," but when a major disaster will hit

Hawaii, and when it does, we will have to be able to survive longer on our own due to our isolation. It is critical for the Red Cross to be prepared for and respond not only to everyday disasters that occur every 3 days, but a major disaster like Hurricane Katrina.

The American Red Cross is the only organization mandated by Congress to respond to disasters and provide emergency communication to military families. In addition to responding to every major disaster in Hawaii (e.g. Hurricanes Iniki and Iwa, Hilo tsunami, Pearl Harbor bombing, Sacred Falls landslide, Xerox shooting, Ehime Maru, New Year's floods, Manoa floods, Kaloko Dam burst and Winter floods, Big Island earthquake, helicopter crashes, mercury contamination, hostage situations), the Hawaii Red Cross responds to everyday disasters like house, apartment, and brush fires per year about every 3 days).

Throughout this past whirlwind period of unprecedented disasters (Southeast Asia tsunami, Hurricane Katrina, Spring floods, Big Island earthquake, and Winter storms), the Hawaii Red Cross never lost sight of its humanitarian mission of preventing and alleviating human suffering. We continued to provide free services to disaster victims in Hawaii, helped Hawaii's people prevent and prepare for disasters and emergencies, provided lifesaving training, military deployment briefings, and emergency communications. This funding will ensure that our headquarters facility can withstand hurricane force winds and provide critical disaster relief to the people of Hawaii.

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

- Design - complete
- Permits - pending
- Construction – substantially complete except for some hurricane resistance measures, retaining wall/lanai to abate flooding, generators to operate in a disaster, and solar photovoltaic panels

C. Quality Assurance and Evaluation Plans. How Plan to Monitor, Evaluate and Improve Results

The capital project was approved by the full American Red Cross, Hawaii State Chapter Board of Directors. The Facilities Committee is composed of qualified members of the Board who represent financial institutions, architects, construction companies, real estate firms, and other private industries. Urban Works will be our architect and Kokea Construction will be our general contractor.

D. 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 measure of effectiveness will be whether the funds are in fact expended to protect the building against hurricane force winds, abate flooding, and enable the Red Cross to operate with generators in a disaster. Efficiencies that result from installing photovoltaic panels will be easily measured by comparing electric bills a year from the date of implementation.

III. Financial

Budget

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

Because this is a capital improvement request, the following forms are not applicable:

- Budget Request by Source of Funds
- Budget Justification Personnel – Salaries and Wages

The following forms have been completed and are attached:

- Budget Justification – Equipment and Materials
- Budget Justification – Capital Project Details

B. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2009-10.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$590,000		\$475,000		\$1.65 million

C. The applicant shall provide a listing of all other sources of funding they are trying to obtain for fiscal year 2009-10.

We are planning to seek funding from the Hawaii Hurricane Relief Fund and federal appropriations for the solar PV panels.

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 Hawaii State Chapter of the American Red Cross is governed by a Board of Directors comprised of business and community leaders and representatives of the military, civil defense, police and fire departments, emergency medical services, and other agencies (see attached Board roster and FY07 Annual Report).

Thirty years ago, the Hawaii Red Cross, under the leadership of Board Directors including Warren Luke, Tan Tek Lum, Marvin Tilker, and John Henry Felix, planned and executed the creation of the Red Cross headquarters facility. All but one of these dedicated individuals is still members of the Hawaii Red Cross Board, and are committed to seeing the current renovation project through.

Our Headquarters building started construction in November 2005 with \$750,000 of CDBG funding from the City to make it ADA compliant. Most of the necessary renovations were completed in November 2007 with \$2,125,000 from the State and \$1.3 million from private individuals, corporations, and foundations. We have expended all of this funding in an effective and responsible manner. The final phase is funding to harden the building to withstand hurricane force winds, abate flooding, and enable the Red Cross to operate with generator power in a disaster.

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.

Built 30 years ago, the facility was not ADA compliant and not hurricane resistant. It had no disaster operation center, no generator, and almost no emergency communication equipment. It had never before undergone any kind of upgrade or renovation and was badly in need of repair and maintenance. As of November 2007, the building is now ADA compliant..

Critical services, rendered statewide, 24 hours a day, 7 days a week, 365 days a year, are coordinated through this headquarter facility. Lifesaving training programs such as first aid, cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), and nurse aide certification are conducted in this facility. Volunteers are trained in the compassionate delivery of disaster services, and international tracing services and emergency military communication are also coordinated at this facility. It also houses administrative offices, a board room and meeting rooms for volunteers, storage for disaster relief supplies, and training rooms and kitchen facilities for volunteers and students. This is the only Red Cross office facility on Oahu, serving the people of Hawaii statewide.

Funding is still needed to harden the building to protect the renovated assets and ensure continuity of operations during times of disasters. This includes hold downs to perimeter areas to withstand hurricane force winds, hurricane screens and film for doors and windows, generators to continue operations at headquarter and neighbor island offices in a disaster, and

retaining wall and lanai to prevent flooding and mud in room where disaster volunteers will assemble.

Funding is also needed for disaster storage under our building to provide ready access to equipment and supplies for our volunteer and staff responders, and solar photovoltaic panels to supply renewable energy and reduce our dependency on electricity. This would increase our efficiencies and reduce costs so that more funds are dedicated to direct services to those in need.

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 funding request (not program or project 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.

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.

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

**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.

American Red Cross, Hawaii State Chapter
(Typed Name of Individual or Organization)



Coralie Chun Matayoshi
(Typed Name)

January 22, 2009
(Date)

Chief Executive Officer
(Title)

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: American Red Cross, Hawaii State Chapter Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Generators for Oahu Headquarters	1.00	\$200,000.00	\$ 200,000.00	
Solar photovoltaic panels and battery backup	1	\$475,000.00	\$ 475,000.00	
Hurricane screens and window laminate	1	\$60,000.00	\$ 60,000.00	
			\$ -	
TOTAL:	3		\$ 735,000.00	

JUSTIFICATION/COMMENTS: Hardening of the building to protect the renovated assets and ensure continuity of operations during times of disasters requires funding for hurricane screens and film for doors and windows, generators to continue operations at headquarter and neighbor island offices during a disaster. Solar photovoltaic panels will supply renewable energy and reduce costs so more funds are dedicated to direct services to those in need.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: American Red Cross, Hawaii Chapter

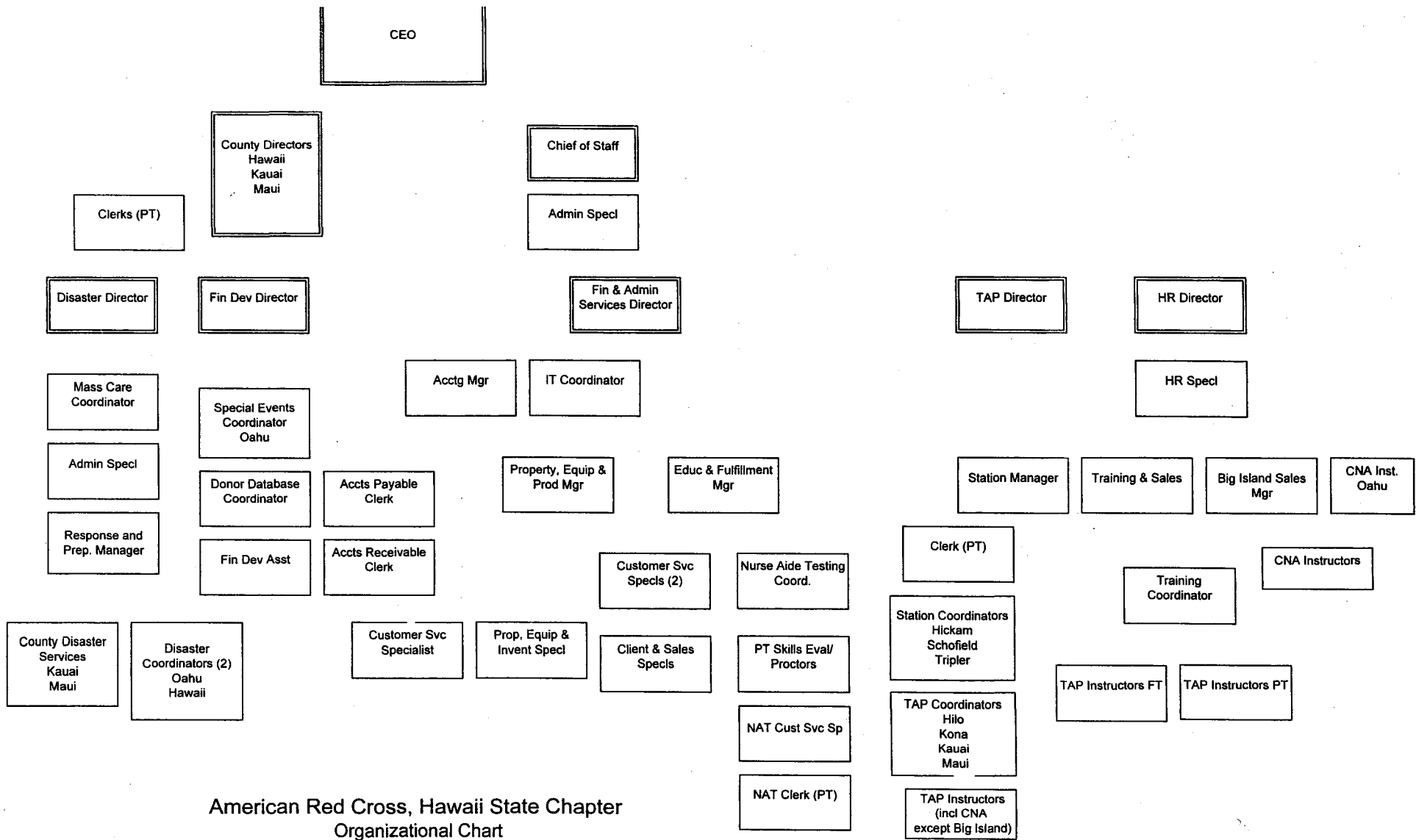
Period: July 1, 2009 to June 30, 2010

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	125000	200000	330000	330000	330000	330000
EQUIPMENT (generators, Pvpanels)			735000	735000	735000	735000
TOTAL:	125000	200000	1,065,000	1,065,000	1,065,000	1,065,000

JUSTIFICATION/COMMENT Hardening of the building to protect the renovated assets and ensure continuity of operations during times of disasters requires funding for hurricane screens and film for doors and windows, generators to continue operations at headquarter and neighbor island offices during a disaster, and retaining wall and lanai to abate flooding and mud in room where disaster volunteers will assemble. Construction of additional storage space underneath our building to provide ready access to disaster equipment and supplies for our volunteer and staff responders, and solar photovoltaic panels to supply renewable energy and reduce costs so that more funds are dedicated to direct services to those in need.

NOTE: \$200,000 for FY08-09 appropriated but not yet released by Governor.

\$330,000 (construction) and \$735,000 (equipment) reflected under Funding Required in 2010-11 and/or 2011-12 ONLY if not funded in 2009-10.



American Red Cross, Hawaii State Chapter
Organizational Chart

VOLUNTEER LEADERSHIP
AMERICAN RED CROSS- HAWAII STATE CHAPTER
July 1, 2008 - June 30, 2009

BOARD OF DIRECTORS

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Department of Management

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Chief Financial Officer
Arcadia Retirement Residence

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The Honolulu Advertiser

Ted Dixon
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* Tertia Freas (Treasurer)
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First Hawaiian Bank

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ILWU Local 142

Dale Goya
General Manager, Hawaii
Sprint Hawaii

Brian Halsey
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Director and Vice President
Torkildson, Katz, Moore,
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* Randy Harris
Community Volunteer

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Central Pacific Bank

*Peter Ho (Vice Chair)
President
Bank of Hawaii

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VP, North Asia, Hawaii & South Pacific
Marriott International

Peter Ingram
EVP, CFO & Treasurer
Hawaiian Airlines

Kathy Inkinen
President, Inkinen & Associates

Judith Jennet
President/CEO
Nanea Kai, Inc. dba Ocean Sports

Thomas Joaquin
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Hawaiian Electric Company, Inc.

* Linda Keller (AFES Chair)
Deputy Commander
United States Army Garrison, Oahu

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Page 2

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Alexander & Baldwin Inc.

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President and CEO, Hawaii Dental Service

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Chairman and CEO
Communications Pacific

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Laguna Pacific Advisors

Dew-Anne Langaon
Chief Executive Officer
Ho'okele Personal Health Planners

Gabe Lee
Executive Vice President, Commercial Markets
American Savings Bank

*Warren K.K. Luke (Ex-officio)
Chairman & CEO
Hawaii National Bank

*Tan Tek Lum (Ex-officio)
President, Lum Yip Kee, Ltd.

Camille McCormack
McCormack Business Advisement

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Outrigger Hotels

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Community Volunteer

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Nordstrom Ala Moana

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President and CEO
Marathon Group

Nonie Toledo
Consultant
Nonie Toledo & Associates, LLC.

Ray Vara
Executive VP & CEO, Operations
Hawaii Pacific Health

Angela Vento
General Manager
Sheraton Kauai Resort

Robert H. Whiting, Ph.D. (Chair of Vols)
Head of School
Holy Nativity School

* William Wilson (Chapter Chair)
President and Chief Executive Officer
Hawaiian Dredging Construction Company

Jim Yates
President & CEO
Mid Pac Petroleum, LLC

**NON-VOTING, NON-BOARD
VOLUNTEERS**

* Patrick Kobayashi (Secretary)
Principal, Kobayashi Group LLC

Scott Wo
Vice President
C.S. Wo & Sons

BOARD OF DIRECTORS

Page 3

MILITARY REPS (non-voting)

BG Steve Jones
Commander, Tripler Army Medical Center

Rep: *CAPT David Allen Lane*

=====

Adm. Timothy Keating
Cdr, U.S. Pacific Command

Rep: *CDR Roland Fahie*
USPACOM Joint Blood Program Office

=====

Adm. Robert F. Willard
Commander in Chief, U.S. Pacific Fleet

Rep: *CAPT Gail "Jane" Hathaway*
Fleet Surgeon, Medical Corps, U.S. Navy

=====

Gen Carrol H. "Howie" Chandler
Commander, Pacific Air Forces

Rep: *Col Sean Murphy*
PACAF Command Surgeon

=====

LtGen Keith Stalder
Commanding General

Rep: *Captain Robert Schultz*
MARFORPAC (Surgeon)

=====

RADM Manson K. Brown, USCG
Cdr, 14th Coast Guard District

Rep: *CDR Melissa Hofman*

=====

LTG Benjamin R. Mixon
Commanding General
U.S. Army, Pacific

Rep: *COL Barry Swain*

=====

MG Robert Lee
Adjutant General
State of Hawaii Dept. of Defense

Rep: *Ed Teixeira*

LIAISONS (non-voting)

Chief Boisse Correa
Honolulu Police Department

=====

Rep: *Captain Paul Epstein*
Civil Defense Coordinator
Honolulu Police Department

Rev. William H. Kaina
Community Volunteer

Dr. Elizabeth Char
Director
Honolulu Emergency Services Department

Rep: *Donnie Gates*
EMS Assistant Chief

Fire Chief Ken Silva
Honolulu Fire Dept.

Melvin N. Kaku
Director
Department of Emergency Management

Murray Towill
President
Hawaii Hotel Association

(Advisor)
Sheryl Seaman
Vice Chairman, Group 70
(Facilities & Equipment Chair)

**2008-2009
BOARD OF DIRECTORS**

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Tertia Freas • Treasurer
John Henry Felix • Chairman Emeritus
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Tan Tek Lum (Ex-officio)
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Gabe Lee
* Camille McCormack
Greg Meier
Nate Smith
Vivien Stackpole
Brian Tatsumura
Nonie Toledo
Ray Vara
Angela Vento
Robert Whiting
Jim Yates

MISSION

The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for and respond to emergencies.

**FISCAL YEAR 2007-2008
(Ending June 30, 2008)**

STATEMENT OF ACTIVITIES

<i>INCOME</i>	
Unrestricted Monetary Contributions	\$2,301,511
In Kind Donations and Disaster Reimbursements	188,711
Legacies and Bequests	355,543
Unrestricted Grants	84,341
Restricted Grants (Capital Campaign*)	436,432
Program Service Fees	1,367,930
Interest & Other Income	115,108
Total Income	4,849,576
<i>EXPENSES</i>	
Armed Forces Emergency Services	\$465,374
Disaster Services	1,427,368
Health and Safety Services	1,907,970
Management and General	155,719
Membership and Fundraising	625,483
Total Expenses	4,651,914
<i>ASSETS</i>	
Cash	\$1,095,435
Accounts Receivable	121,553
Restricted Accounts Receivable	423,829
Inventories	65,320
Other Current Assets	9,782
Current Assets	1,715,926
Net Building & Equipment	5,258,374
Restricted Investments	1,349,515
Total Assets	\$8,323,815
<i>LIABILITIES AND NET ASSETS</i>	
Accounts Payable	\$113,876
Accrued Liabilities	729,738
Capital Lease & Other Liabilities	60,316
Total Liabilities	903,930
Unrestricted	5,670,373
Temporarily Restricted	499,512
Permanently Restricted	1,250,000
Total Net Assets	7,419,885
Total Liabilities and Net Assets	\$8,323,815

*Capital Campaign: \$436,432 will be expended for building renovation.

The Hawaii State Chapter Financial Statements were audited by CW Associates, CPAs. The complete audited financial statements are available by contacting the American Red Cross, Hawaii State Chapter.



**Saving Lives
Giving Hope**

*"Celebrating 90 years
of Service to Hawaii"*



*Red Cross flag sewn by Queen Liliuokalani
presented to Territorial Governor as expression
of the Queen's "warm and hearty sympathy
for the cause of humanity"*

**HAWAII STATE CHAPTER
ANNUAL REPORT
July 1, 2007 - June 30, 2008**

A MESSAGE FROM THE CEO



Carolle Chun Matayoshi

This past fiscal year was historic as we celebrated our 90th Anniversary of proud service to the people of Hawaii and we moved back into our recently renovated headquarters building on Diamond Head Road.

The year was also marked by disasters and devastating winter storms in Hawaii. In November, boulders crashed into 2 Oahu homes, power outages occurred across the island and 2 million gallons of sewage was spilled. Red Cross volunteers

were on the scene canvassing affected neighborhoods and serving meals to disaster victims and emergency workers.

In December, over 90 dedicated Red Cross volunteers and staff worked tirelessly during the holiday season running 6 shelters, conducting damage assessment on 200 homes, staffing Disaster Assistance Recovery Centers and serving 300 meals to disaster victims and emergency workers. During this disaster the Red Cross also assisted families with over \$70,000 in financial assistance for immediate emergency needs such as food, clothing, and rental assistance.

The Hawaii Red Cross responded to these and many other disasters and house fires that occur throughout the year. We responded to 81 disasters this past year (about every 3 days) reaching out and assisting 436 individuals and serving over 2,000 meals. The reason we could provide this assistance was because of the generosity of our donors, volunteers, and the community.

In addition to responding to disaster victims with caring and compassion and helping people prepare for disasters, our mission is to save lives. Each year, we teach over 36,000 people essential lifesaving skills such as first aid, CPR, and aquatics to enable them to help their own families, friends, co-workers and neighbors during times of emergencies. We also provide emergency communication between deployed Hawaii military service members and their families.

The Red Cross is not a government agency and so we rely on the generosity and aloha spirit of Hawaii's people to deliver vital services to our community. We are proud of our 90 year history of service to Hawaii and we are also grateful for the support of our 14,000 donors and over 4,100 volunteers for their compassionate contribution to the cause of humanity and to saving lives and giving hope.

Response Highlights

- Disaster Action Team volunteers responded to 81 disasters, reaching 122 families. This assistance included food, clothing, shelter and emotional support or referral. Over 2,260 meals were provided to victims of disasters and emergency workers in the field, and an additional 136 people were provided safe shelter during times of evacuation.
- 889 military service members and their families relied on the Red Cross for emergency communications in times of crisis.
- Dedicated and trained volunteers staffed free First Aid Stations at community events throughout the state and provided direct assistance to 323 persons.
- Over 12,570 members of the U.S. Armed Forces and their families were provided with pre-deployment information on how to use Red Cross services to maintain connection with their families during times of crisis and separation.



A wet mess on O'ahu

Preparedness Highlights

- Disaster preparedness information was shared with 35,110 persons on how to prepare for emergencies through presentations and materials.
- Throughout the islands, 3,476 courses were conducted to reach 35,481 people with the information and skills to protect and save lives through the use of First Aid, CPR and Automated External Defibrillation.
 - Lifesaving aquatics courses were provided to 6,861 persons teaching them how to protect their lives and the lives of others in and around the water.
- 82 Nursing Assistants were trained to provide professional and compassionate care for the elderly and sick individuals requiring such services.
- 130 youth were certified as Red Cross Babysitters.
- The Hawaii Red Cross has over 4,100 volunteers including 18 Red Cross Youth Clubs.



Flooding forces some on Kaua'i to flee homes

Other Highlights:

In FY08, 21 Red Cross animal volunteers (dogs, cats, and rabbits) made 480 visits to patients at Tripler Army Medical Center as part of the Red Cross Tripler Human Animal Bond (HAB) Program. The American Red Cross sponsors this pet facilitated therapy program, which uses animals to assist a therapist in helping patients who are recovering from physical, mental or social illness. Volunteers bring pets to wards, clinics and waiting areas for informal visits. All animals are screened by Army Veterinary Services and must pass strict behavioral and physical qualifications to be a part of this program. All handlers also receive special training. For more information, contact the Red Cross Human Animal Bond Program, 433-6631.



Reaching Out In The Community

My heartfelt thanks to the American Red Cross. My wife and I experienced a house fire, and the Red Cross gave us a lot of help. The two representatives who came to our house were a huge blessing. Thank you!



Fire plan pays off for family

Your organization had more than once provided me and my family with funds and other necessities, during some of our shortcomings...Mahalo. Red Cross does make a difference.



Just wanted to share and say thank you to the AMERICAN RED CROSS. Yesterday around 2:00 pm I was at a friends house in Salt Lake. A little girl about 7 yrs old was at the bottom of a pool. After being brought to the surface, I began CPR which I have learned from you guys. GLAD to report the girl is fine and was sent home from Kapiolani last night. Please give my thanks to everyone at AMERICAN RED CROSS, another life saved.

— First Aid and CPR Class Participant

...Best wishes at this time. God bless each and all of you. For all that you do during and after disaster has befallen individuals. Keep up the hard work. Aloha.

— Donor

Thank you and everybody from the Red Cross for helping get (my wife) to the states for my father's funeral (and notifying her of the death). She arrived just in time for the visiting of Dad at the funeral home... Please send this email to the staff... We thank you very much for your services.

— Spouse of Army wife



My wife and I have participated in the Free Annual Summer Swim Program for adults at Ala Moana Beach for many years. My wife did not know how to swim but learned how after joining the Red Cross program... We feel that the Red Cross



Free Annual Summer Swim Program is good for the community. If someday someone needs help in the water, I hope that I can use my swimming skills to save a life.

— Oahu Retiree



Red Cross First Aid Station 1916



Red Cross Women In Parade May 6, 1918



Surgical Dressings At Iolani Palace 1917



The Harry & Jeanette Weinberg Foundation, Inc.

The American Red Cross gratefully acknowledges the ongoing support of The Harry and Jeanette Weinberg Foundation through its generous endowment to ensure the future of the Red Cross in Hawaii.



YOU CAN HELP TOO!

DONATE TO SUPPORT RED CROSS SERVICES

- Make a secure online donation at www.hawaiiaredcross.org
- Call 739-8133 to make a credit card donation
- Mail a donation to:
American Red Cross, Hawaii State Chapter
4155 Diamond Head Road, Honolulu, HI 96816



GET PREPARED

- Call 739-8132/8123 to register for First Aid, CPR or other Health and Safety training or visit www.hawaiiaredcross.org

STATEWIDE SERVICE LOCATIONS

Hawaiian Islands Office
4155 Diamond Head Road
Honolulu, HI 96816-4417
(808) 734-2101

Hawaii County - Extremes
53 Liluan Street
Hilo, HI 96720
(808) 935-8305

Hawaii County - West Oahu
745615 Liliu Street #A1-B
Kaliua-Kona, HI 96740
(808) 326-9488

Kauai County Office
4371 Punaloa Street, Ste. A
Lihue, HI 96766
(808) 245-4919

Molokai County Office
1063 Lower Main, Suite C211-A
Waiuku, HI 96793
(808) 244-0051

Kaunaloa Service Center
Post Office Box 63007
Kaunaloa MCB, HI 96863
(808) 257-8848

Hickam Service Center
455 Viekers Avenue, Building 1105
Hickam AFB, HI 96853
(808) 449-0166

Schofield Barracks Service Center
Building 690, Room 3F
Schofield Barracks, HI 96857
(808) 655-4927

Tripler Army Medical Center
Service Center
Tripler AMC, HI 96859
(808) 433-6631

House District 29

Senate District 14

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

Log No: 5-C

For Legislature's Use Only

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:
BISHOP MUSEUM
Db:

Street Address: 1525 BERNICE STREET, HONOLULU, HI 96817
Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DONALYN DELA CRUZ

Title Public Affairs Director

Phone # 847-8274

Fax # 841-8968

e-mail donalyn.delacruz@bishopmuseum.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. SSN (IF AN INDIVIDUAL): N/A

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Bishop Museum Energy Efficiency Campus Project

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 50,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE: DONALYN DELA CRUZ, PUBLIC AFFAIRS DIRECTOR

DONALYN DELA CRUZ, PUBLIC AFFAIRS DIRECTOR
NAME & TITLE

1/30/09
DATE SIGNED

**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.

Bishop Museum

(Typed Name of Individual or Organization)



(Signature)

01/30/09

(Date)

Donalyn Dela Cruz

(Typed Name)

Public Affairs Director

(Title)

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.

Bishop Museum was founded in 1889 by Charles Reed Bishop to honor the memory of his late wife, Princess Bernice Pauahi Bishop, the great-granddaughter of Kamehameha the Great. The Museum's founding collections contain the personal legacies and bequests of the royal Kamehameha and Kalākaua families, including those of Princess Pauahi, Princess Ruth Ke'elikōlani, and Queen Emma. For over one hundred years, the Museum has served as the keeper of these Native Hawaiian cultural treasures. Today, its collections encompass more than 24 million catalogued objects, placing Bishop Museum among the top five natural history museums in the United States and the top ten in the world. Bishop Museum's collections include over 1.2 million cultural artifacts, representing Native Hawaiian, Pacific Island, and Hawai'i immigrant life; more than 120,000 historical publications, including many in the Hawaiian language; one million historical photographs, films, works of art, and publications; and over 22 million plant and animal specimens. The Bishop Museum Press, Hawai'i's oldest book publisher and one of the first scholarly presses in the Western Hemisphere, is the largest publisher of Hawaiian cultural materials, Hawaiian language publications, and translations of Hawaiian language texts in the world.

The Museum's mission is to study, preserve and tell the stories of the cultures and natural history of Hawai'i and the Pacific. Within this mission, the Museum places high priority on advancing Native Hawaiian culture and education, protecting and increasing access to the collections, and strengthening the Museum's connections with the schools of Hawai'i.

In 1988, Bishop Museum was designated the Hawai'i State Museum of Natural and Cultural History. It is a place where families can learn about their island heritage and discover the wonders of science through fun, hands-on exhibits and programs. Its newest venue, the Richard T. Mamiya Science Adventure Center, features 16,500 square feet of interactive exhibits highlighting the science of Hawai'i. Traveling exhibits address many educational topics for the residents of Hawai'i that are not otherwise available to them locally. In addition, the Museum's educational outreach efforts bring engaging, interactive programs on

topics ranging from science to Hawaiian culture and history into classrooms across the State. Last year, Bishop Museum served over 250,000 children and families through innovative exhibits and educational programming.

2. The goals and objectives related to the request.

Bishop Museum respectfully requests Capital Improvement Project funds to upgrade its physical facilities by incorporating energy efficiency and renewable energy technologies on site and to turn these energy conservation measures into a permanent exhibit on sustainability on its main Kalihi campus. As the State Museum of Natural and Cultural History, Bishop Museum is the ideal venue to showcase the State of Hawai'i's sustainability initiatives, approaches that incorporate traditional Hawaiian cultural practices as well as scientific, technological, and environmental perspectives. Through the new visitor experience, Hawai'i schoolchildren and residents can learn about sustainable living practices and renewable energy resources, and how they can adopt an environmentally sustainable lifestyle.

Hawai'i contains unique models of sustainability that are widely applicable to communities in Hawai'i and around the world. By tying our new models of sustainable transformation to the past, we can promote effective and easy-to-implement strategies that will increase our awareness of linking land and resource management to the past, present and future. The exhibits will include multi-media demonstrations of solar energy production, wind energy turbines, biofuel, geothermal energy, wave energy, solar and electric-powered vehicles, ecological water treatment, recycling, a carbon footprint calculator, and information on locally grown, sustainable food production. It will be a comprehensive and state-of-the-art sustainability center where Hawai'i residents and schoolchildren can learn how they can participate in Hawai'i's sustainable future.

The project will arm the community with accurate information about our changing environment and the latest approaches to good earth stewardship and affordable sustainability. The exhibits will provide tools on how to make changes at work, home, school, and in your own community. The approach will incorporate both modern science perspectives and traditional Hawaiian conservation practices. By reaching Hawai'i's children early, they will grow up understanding and living a sustainable lifestyle.

Bishop Museum's main Kalihi campus consists of fifteen buildings spread across twelve acres, with its oldest buildings dating back more than a century. The Museum is currently undertaking a Energy Audit to identify potential energy conservation measures and develop a set of recommended retrofitting upgrades,

new technologies, and renewable energy sources to install on the Museum's campus. The primary buildings that would be affected are Pākī Hall (16,490 square feet, built in 1910), Konia Hall (14,040 square feet, built in 1926), Pauahi Hall (25,739 square feet, built in 1964) and the Richard T. Mamiya Science Adventure Center. Pākī, Konia, and Pauahi Halls together encompass 56,269 square feet, and are primarily used for office and collections storage space. Pākī Hall holds the Museum's priceless Library and Archives collections, which include more than 120,000 historical publications, including many in the Hawaiian language, and one million historical photographs, films, works of art, and publications. Pauahi Hall holds the Museum's outstanding entomology collection, which includes over 14 million specimens (the third largest entomology collection in the world), vertebrate and invertebrate zoology collection, and the Herbarium Pacificum (botany) collection, the largest and most comprehensive collection of Hawaiian plants in the world. Konia Hall contains the Museum's malacology collection, consisting of 6 million specimens (the 9th largest malacology collection in the US), as well as much of the Museum's archaeology collections and some ethnology collection materials as well. Together, these three buildings house a majority of the Museum's collections and proper climate control is critical for the collections' care and maintenance. However, Konia Hall and Pākī Hall utilize temporary air-conditioning units placed in windows to control temperature and humidity levels in collections storage areas. Pauahi Hall contains a centralized air conditioning system that is highly inefficient, inconsistent, and outdated. In fact, several collection areas within the Pauahi Hall utilize window air-conditioning units on top of the centralized system to ensure protection of the collection. These window air-conditioning units are expensive to maintain and very energy-inefficient. Through this project, variable refrigerant flow HVAC systems will be installed in the Pākī, Konia, and Pauahi Halls, dramatically increasing energy efficiency, allowing the Museum to reserve funds for other essential needs while also reducing the Museum's carbon footprint. In addition, a 25-kilowatt photovoltaic array will be installed on the roof of the Richard T. Mamiya Science Adventure Center, further reducing the Museum's dependence on fossil fuels and providing a tremendous opportunity for visitors to view the solar panels, learn how they work, and visualize a energy-independent, sustainable future for our State. The PV array will be visible not only to the hundreds of thousands of Museum visitors each year, but to millions of Hawai'i drivers who pass by on the H-1 Freeway—making a dramatic, positive statement about the importance of sustainability and energy independence at the State Museum of Natural and Cultural History for residents and visitors alike. A small, residential-sized wind turbine will also be installed as both a renewable energy source and as an exhibit on campus. The Richard T. Mamiya Science Adventure Center will house the new sustainability exhibits and act as the showcase for renewable energy technology.

Bishop Museum is requesting \$1 million for the implementation of the sustainability program. The project costs include the following:

- Installation of variable refrigerant flow HVAC systems in Pākī, Konia, and Pauahi Halls
- Installation of a 25-kilowatt photovoltaic array on Science Center roof
- Installation of a residential-sized wind turbine
- Construction and installation of new permanent exhibits on sustainability

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

As an island state, it is critical that our communities embrace sustainable practices. However, too often well-meaning organizations and individuals are deterred from pursuing LEED certification or otherwise incorporating sustainable practices by a number of factors, including a lack of knowledge of appropriate and available technology; the widespread belief that such incorporating sustainable practices would be cost-prohibitive, especially for a non profit organization; and a lack of understanding of the long-term, negative impacts on the global environment of traditional unsustainable practices. Bishop Museum's established visitorship and high profile in the community will provide a built-in audience, allowing the Museum to share our findings with the community through on-campus demonstrations and the sustainability exhibits. Bishop Museum will also be hosting a major international conference in October 2010—the Association of Science-Technology Centers—and will use this opportunity to educate over 2,000 leaders in the science center field on how to incorporate sustainable and culturally-based practices into a museum setting, as well as how to use their own facilities to educate the public on sustainable living.

Bishop Museum identifies the target population to be served as residents of the State of Hawai'i. The State is a dynamic community with a resident population of 1,285,500 people. A comparison of the multicultural composition of the Museum's members and the State reveals that Bishop Museum effectively serves the diversity of Hawai'i residents, which includes 239,655 Native Hawaiians and 72,000 Pacific Islanders. The target population also includes 250,000 school children of all ages from both public and private elementary and secondary educational systems, and students and researchers from the University of Hawai'i system.

4. Describe the geographic coverage.

The Bishop Museum has a local, national and international range of educational and research program coverage. More than 250,000 residents and visitors from the mainland and around the world come to Bishop Museum annually.

During the Museum's fiscal year ending June 30, 2008, 258,216 people visited the Museum. This number includes 214,830 resident and non-resident visitors to the main Museum in Kalihi. About 49 per cent of the visitors to the main Museum were residents and 51 percent were non-residents. The resident visitors, which include military personnel, are primarily comprised of Caucasians (28 per cent), Hawaiians (19 per cent), and Japanese (14 per cent). Resident visitors are mostly from the island of O'ahu. About 40 per cent of the resident visitors bring their children, and about 41 per cent of non-resident visitors bring children. The primary reason for visiting, according to previous surveys and the August 2007 survey, is to learn about Hawaiian history and culture. According to the August 2007 survey, both residents and non-residents agree that "Bishop Museum offers an authentic historical, educational and cultural experience." Many of these resident visitors are also Museum members. Regular special events with greatly discounted or free entry make it possible for low-income resident families who are not members to visit.¹

School children who visit the Museum primarily come from schools on the island of O'ahu. About 50 per cent are from public schools and 50 per cent from private schools, which include preschools. About 25 percent are Native Hawaiian children, most of whom attend public schools, including Native Hawaiian Charter Schools. Last year, Bishop Museum served 42,141 school children through its on-site educational programs.

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.

Bishop Museum will work with its in-house Sustainability Task Force and contractors to implement the energy efficiency measures, HVAC variable flow refrigerant systems, and renewable energy technology. The Museum has contracted with an energy efficiency firm to audit the Museum's energy consumption and provide recommended retrofits, energy conservation measures, and potential renewable energy sources that would work on the Museum campus. These recommendations have been incorporated into the proposed project.

¹ There are currently about 8,300 Museum members. Most members purchase family memberships, which includes free admission and other benefits for a family of four.

The project will consist of a planning/design phase, an implementation phase, an exhibit design and fabrication phase, and an installation and opening phase. Key project activities involved in the project include detailed engineering and architectural plans, implementation of energy conservation measures, retrofitting of existing technology, installation of the new photovoltaic system and wind turbine, and exhibit design, lighting, fabrication, and installation.

The project will advance on two parallel tracks. Track 1: Energy Efficiency. Bishop Museum's Sustainability Task Force will work with consultants to develop detailed plans for recommended energy efficiency measures and to implement recommendations through installation of new technology, photovoltaic array, wind turbine, and retrofitting of existing technology. Track 2: Exhibits. Bishop Museum's internal Exhibit Display team will work with consultants to develop, fabricate, and install the new sustainability exhibits on sustainable living practices and renewable energy resources, incorporating both a scientific and a Hawaiian cultural perspective.

The Museum's Sustainability Task Force, consisting of key Museum staff members, will have the following key responsibilities:

- Work with energy consultants to accurately assess Museum's energy consumption and determine most effective energy conservation measures and renewable technologies
- Develop Exhibit Display Plan with Exhibits Display team
- Develop of an overall project design, construction and scheduling strategy to meet the Museum's budgetary and operational constraints (with the Energy Consultant)
- Development of an overall project execution plan, strategies for construction, phasing requirements based on the results of the investigation of existing conditions, and budget and schedule analyses
- Master project schedule development, maintenance, and enforcement
- Master project budget development, maintenance, and enforcement
- Negotiation and preparation of contracts and agreements with project-related contractors, service providers, consultants and vendors

The Museum's contracted Energy Consultant will have the following responsibilities:

- Audit Museum's energy consumption and recommend energy conservation measures and renewable energy sources
- Mechanical engineering
- Electrical engineering
- Cost estimating services
- Oversee installation of new technology

- Participation in development of Exhibit Display Plan (with Exhibits Display Team and Sustainability Task Force)

The Museum's Exhibit Display team, consisting of the Museum's highly experienced exhibits professionals along with members of the Museum's scientific and cultural education staff, will have the following responsibilities:

- Development of the Display Plan, including space planning, object layout, label systems design, modeling and any other elements required for a comprehensive design package (working with Sustainability Task Force and Energy Consultant)
- Lighting design and fixture specification for new exhibits
- Provision of costs estimates for exhibit fabrication work
- Work with Native Hawaiians, environmental sustainability experts, technology providers, and others in Hawai'i on the presentation and interpretation of sustainability exhibits
- Provide leadership in educational products relating to the exhibits
- Manage exhibit fabrication subcontracts and installation of new exhibits, mounting, displays, and signage.

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

Museum is currently (January 2009) establishing a baseline for energy consumption and an audit of its energy use. Planning and design phase for installation of new technology will commence in May 2009. Installation and retrofitting will begin in January 2010 and will be completed by July 2010. Exhibit design work will begin in July 2009; installation of new exhibits will commence in July 2010 and will be complete by October 2010.

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 Sustainability Task Force will provide a detailed work plan, which will be monitored for progress on a weekly basis. Problems will be identified, budgets carefully reviewed, and corrective actions identified and implemented on a regular basis. Programmatically, exhibit plans will be devised through focus group meetings with key stakeholders (residents, members, teachers, parents, school children). Formative evaluation takes place to test key concepts and summative evaluations take place to determine both quantitatively and qualitatively how effectively the Museum has achieved its goals and objectives.

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 quantitative outcomes of the project include the following:

- Decrease Museum electricity costs by 30 percent;
- Increase membership by 10 percent;
- Increase attendance by 10 percent; and
- Increase in the number of daily programs for life learners and schoolchildren by 20 percent

Quantitative and qualitative measures will be compiled and analyzed by Museum staff according to an evaluation tools (e.g., survey instruments and questionnaires) designed for Museum programs recently by the Pacific Resources for Education and Learning. Qualitative measures include the following:

- Increase visitor/schoolchildren knowledge and familiarity with sustainability tools they can utilize in their own lives;
- Increase visitor/schoolchildren knowledge and familiarity with renewable energy sources such as PV and wind power
- Increase visitor/schoolchildren knowledge and familiarity with electric cars; and
- Ensure that over 75 percent of the visitor exit survey ratings will be "excellent"

III. Financial

Budget

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

The Museum's budget for this program is attached to this application.

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
\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000

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.

Bishop Museum, founded in 1889, is a 501(c)(3) non-profit organization with a staff of about 200 and an annual operating budget of \$14.3 million.

The Museum's collections and research publications represent over a century of work by its anthropologists, archaeologists, biologists, and geologists. The Museum's collections include some 24 million objects and are collectively the largest Hawai'i and Pacific area collection in the world. Among these items are over 1.2 million cultural objects representing Native Hawaiian, Pacific Island, and Hawai'i immigrant life, more than 125,000 historical publications including many in the Hawaiian language, 1 million historical photographs, films, works of art, audio recordings, and manuscripts, and over 22 million plant and animal specimens. The Museum's collections have been the source of many exhibits and thousands of publications, many of them by Bishop Museum Press, the oldest continuously operating press west of the Mississippi River. The vast natural science collections and databases serve scientists, natural resource managers, planners, conservation biologists, educators, and students. The cultural collections serve educators, cultural practitioners, students, researchers, regulatory agencies, community organizations, and businesses. The Museum's web site is www.bishopmuseum.org.

Bishop Museum has been serving Hawai'i's people for more than a century and has had a relationship with the State Department of Education and the public schools for more than 45 years. Between 1990 and June 2008, the Museum has served 7,875,218 people, including 1,251,926 school children.

Bishop Museum is uniquely positioned to undertake this effort. The Museum is committed to becoming a "green," sustainable institution that can act as a model for other organizations in Hawai'i. In addition, the Museum's strong Hawaiian cultural resources will allow this project to incorporate a cultural perspective into the sustainability exhibits. As an island state, we feel it is critical that our communities embrace sustainable practices. However, too often well-meaning organizations and individuals are deterred from pursuing LEED certification or

otherwise incorporating sustainable practices and by a number of factors, including a lack of knowledge of appropriate and available technology; the widespread belief that such incorporating sustainable practices would be cost-prohibitive, especially for a non profit organization; and a lack of understanding of the long-term, negative impacts on the global environment of traditional 'brown' practices. Bishop Museum's established visitorship and high profile in the community will provide a built-in audience for this project, allowing the Museum to share our findings with the community through the demonstration plan and exciting exhibits and educational programs.

Previous Related Project

Bishop Museum commenced a major restoration and renovation of the Hawaiian Hall in 2005 with the appropriation by the State of Hawai'i legislature of \$4 million (Contract No. 528186). The project team was assembled and the actual construction of the first phase began in August 2006. Construction was completed in December 2007. The State contract was spent in June 2007 and notification of completion was sent to DAGS in January 2008.

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.

Bishop Museum is located on 12 acres of land in lower Kalihi Valley. Its campus combines original, 19th century stone buildings, modern research facilities, a planetarium, an interactive science center, tropical gardens, and the activity-filled Great Lawn. The Museum has a total of 54,000-square feet of exhibit space and of that area, approximately 41,000 square feet are dedicated to long-term exhibits and 13,000 square feet to temporary exhibits. The Museum's long-term exhibition galleries are devoted to displays featuring the cultural and natural history of Hawai'i and the Pacific region. Hawaiian Hall is a masterpiece of Victorian museum architecture where world-renowned collections are showcased. The J.M. Long Gallery features the work of contemporary Native Hawaiian artists along with objects from our collections in a series of temporary exhibits. Polynesian Hall profiles the varied island cultures of Polynesia, Melanesia, and Micronesia. The Hawaiian Hall Complex, closed in the summer of 2006 to begin restoration and improvements, funded in part by the State of Hawai'i and is scheduled to reopen in August 2009.

The Museum also includes the 70-seat Watumull Planetarium. The shows at the Planetarium blend prerecorded segments with the Planetarium's educator in live sections exploring the night sky. Program topics have a strong focus on Hawai'i, from the telescopes of Mauna Kea to traditional Polynesian canoe navigation.

The Planetarium lobby has been transformed into an exhibit on global warming. The centerpiece of the exhibit is Science on a Sphere, a six-foot globe that is externally lit by four video projectors that are synchronized to cover the sphere in seamless global images. Science on a Sphere (SOS) was created by the National Oceanic and Atmospheric Administration (NOAA), and Bishop Museum was one of the first four sites in the nation to be awarded an SOS. The sphere can display still images of the earth, planets, and moons of the solar system, as well as animations of such striking global phenomena as the 2006 hurricane season or the consequences to Hawai'i of a global rise in sea level.

The focus of the dynamic exhibit program is the Castle Memorial Building. The Museum strives to engage traveling exhibits that bring the world to Hawai'i. The first floor of Castle is dedicated to these temporary shows, which are on display for an average of three months. These special showings include a mix of exhibits created by the Museum (such as an exhibit on the ancient cultures of southeastern China that may have been the original ancestors of the Polynesian people) and dynamic exhibits from other science centers and museums around the world. Traveling exhibits are assessed by the Museum's Exhibit Selection Committee, which evaluates exhibits on potential visitor interest and educational content. Some of these recent traveling exhibits include *Whales: Wonders of the Ocean* (summer 2008); *Megalodon: The Largest Shark that Ever Lived* (winter 2008); and *The Science and Art of Animation* (Spring 2009). The Castle Memorial Building, the Planetarium lobby, and the Mamiya Science Adventure Center are compliant with the Americans with Disabilities Act (ADA). Hawaiian Hall is currently being renovated and will be substantially in compliance with ADA when it reopens in August 2009. As part of the renovation, all major Hawaiian Hall complex exhibits areas are now accessible to visitors with impaired mobility.

The Richard T. Mamiya Science Adventure Center, which opened in November 2005, contains 16,500 square feet of exhibit space on three levels. The Center showcases immersive, interactive exhibits on the geology, biology, and oceanography of the Hawaiian Islands. Its centerpiece, an active volcano, is modeled after Pu'u 'Ō'ō.

Bishop Museum also operates the Hawai'i Maritime Center located on the waterfront in downtown Honolulu. The Center consists of one 50,000 square foot building surrounded by landscaped grounds. This ADA compliant building is used 75% for exhibits and 25% for supporting operations. The Museum also operates a 15-acre ethnobotanical garden on the island of Hawai'i (Amy B.H. Greenwell Ethnobotanical Garden) that is open to school groups and special interest tours. Greenwell Garden includes an office and propagation facility.

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.

Bishop Museum is proud of its professional staff that is composed of accomplished individuals who represent Hawaii's rich multicultural heritage. The professional staff of executives, administrators, managers, scientists, technical and craft specialists are responsible for planning, development, and execution of goals and objectives that support the Museum's strategic plan.

The Bishop Museum lead for this project will be Timothy E. Johns, Bishop Museum's President & CEO. Johns is active in environmental and sustainability issues in Hawai'i and is committed to making Bishop Museum an environmentally sustainable institution. He served on the corporate subcommittee of the Hawaii 2050 Sustainability Task Force, which was created by state legislation in 2005 to develop a comprehensive sustainability plan to address the vital needs of Hawai'i through the year 2050. He currently serves on the boards of several organizations confronting sustainability issues, including Grove Farm Company, Inc., Hawaiian Electric Company, Inc., YMCA Honolulu, Hawai'i Public Television Foundation, and Parker Ranch Foundation Trust. Johns is also a member of the State of Hawai'i Board of Land and Natural Resources and the Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve Advisory Council. Before joining the Bishop Museum, Johns served as the Chairperson of the State Department of Land and Natural Resources. He has also served as Vice-President and General Counsel for AMFAC Property Development Corporation and as Director of Land Protection with the Nature Conservancy of Hawai'i. Johns has a Master's degree in economics and a law degree from the University of Southern California.

Additional members of the Sustainability Task Force include:

- Blair D. Collis, Senior Vice President & Chief Operating Officer, with over seven years experience at Bishop Museum;
- Amy Miller Marvin, Vice President for Institutional Advancement, with five years' experience at Bishop Museum and an AB in Environmental Science and Public Policy from Harvard University;
- Dr. Allen Allison, Vice President for Science, with over 26 years' experience at Bishop Museum and an active researcher; and
- Wayne Castro, Museum Buildings & Grounds Manager.

Members of the Exhibit Display Team include:

- David Kemble, Senior Exhibits Designer, with over 30 years' experience at Bishop Museum and the lead in-house designer for the Science Adventure Center and new exhibits for Hawaiian Hall;
- Mike Shanahan, Director of Education and Exhibits with over 10 years' experience at Bishop Museum and project manager of the Museum's Science on a Sphere project and accompanying Global Warming exhibit; and
- Brad Evans, Exhibit Designer, with 19 years experience at Bishop Museum and more than 12 years' experience in creating interactive exhibitry and coordinating its fabrication with the Bishop Museum Exhibit Department staff within budget and deadline.

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 Bishop Museum Organization Chart is attached. (See Attachment 3).

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.

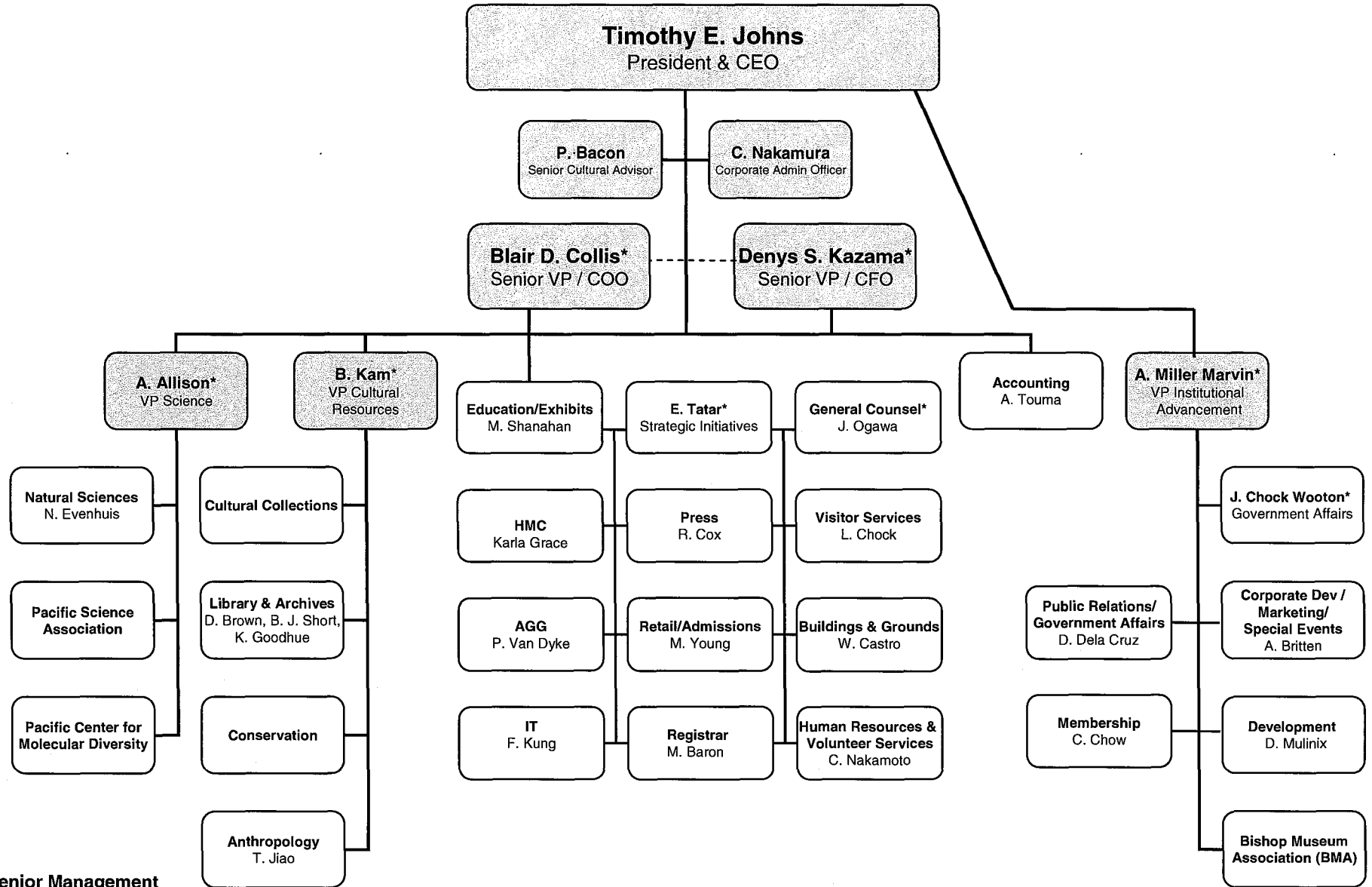
N/A

B. Licensure or Accreditation

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

Bishop Museum is accredited by the Association of American Museums.


Bishop Museum Management Organization Chart



*Senior Management

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

Applicant: Bishop Museum

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. Contracts	210,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	210,000			
C. EQUIPMENT PURCHASES	790,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	1,000,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Amy Miller Marvin	808-848-4169	
(b)		Name (Please type or print)	Phone	
(c)			01/30/09	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	1,000,000	Donalyn Dela Cruz, Director of Public Affairs		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Bishop Museum

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
Not applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Bishop Museum

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Photovoltaic array (to produce 25 kilowats)	1	\$250,000.00	\$ 250,000.00	
Heating, ventilating, and air conditioning (HVAC) systems for 3 buildings (Konia, Paki, Pauahi)	3	\$166,666.67	\$ 500,000.00	
Residential 6-meter Wind Turbine and Tower	1	\$40,000.00	\$ 40,000.00	
			\$ -	
			\$ -	
TOTAL:	5		\$ 790,000.00	
JUSTIFICATION/COMMENTS: all costs include equipment and installation.				

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: Bishop Museum

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						
LAND ACQUISITION						
DESIGN				-		
CONSTRUCTION*			\$ 250,000			
EQUIPMENT**			\$ 750,000	-		
TOTAL:			\$ 1,000,000			
JUSTIFICATION/COMMENTS:						
*Construction covers exhibit fabrication and installation.						
**Equipment includes equipment and the cost of installation.						

House District 29

Senate District 14

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

Log No: 6-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:
BISHOP MUSEUM

Db/a:

Street Address: 1525 BERNICE STREET, HONOLULU,
HI 96817

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DONALYN DELA CRUZ

Title Public Affairs Director

Phone # 847-8274

Fax # 841-8968

e-mail donalyn.delacruz@bishopmuseum.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 #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): N/A

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Bishop Museum's Polynesian Hall Renovation and Improvement Project

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 100,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE: DONALYN DELA CRUZ, PUBLIC AFFAIRS DIRECTOR

[REDACTED SIGNATURE]

DONALYN DELA CRUZ, PUBLIC AFFAIRS 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.

Bishop Museum was founded in 1889 by Charles Reed Bishop to honor the memory of his late wife, Princess Bernice Pauahi Bishop, the great-granddaughter of Kamehameha the Great. The Museum's founding collections contain the personal legacies and bequests of the royal Kamehameha and Kalākaua families, including those of Princess Pauahi, Princess Ruth Ke'elikōlani, and Queen Emma. For over one hundred years, the Museum has served as the keeper of these Native Hawaiian cultural treasures. Today, its collections encompass more than 24 million catalogued objects, placing Bishop Museum among the top five natural history museums in the United States and the top ten in the world. Bishop Museum's collections include over 1.2 million cultural artifacts, representing Native Hawaiian, Pacific Island, and Hawai'i immigrant life; more than 120,000 historical publications, including many in the Hawaiian language; one million historical photographs, films, works of art, and publications; and over 22 million plant and animal specimens. The Bishop Museum Press, Hawai'i's oldest book publisher and one of the first scholarly presses in the Western Hemisphere, is the largest publisher of Hawaiian cultural materials, Hawaiian language publications, and translations of Hawaiian language texts in the world.

The Museum's mission is to study, preserve and tell the stories of the cultures and natural history of Hawai'i and the Pacific. Within this mission, the Museum places high priority on advancing Native Hawaiian culture and education, protecting and increasing access to the collections, and strengthening the Museum's connections with the schools of Hawai'i.

In 1988, Bishop Museum was designated the Hawai'i State Museum of Natural and Cultural History. It is a place where families can learn about their island heritage and discover the wonders of science through fun, hands-on exhibits and programs. Its newest venue, the Richard T. Mamiya Science

Adventure Center, features 16,500 square feet of interactive exhibits highlighting the science of Hawai'i. Traveling exhibits address many educational topics for the residents of Hawai'i that are not otherwise available to them locally. In addition, the Museum's educational outreach efforts bring engaging, interactive programs on topics ranging from science to Hawaiian culture and history into classrooms across the State. Last year, Bishop Museum served over 250,000 children and families through innovative exhibits and educational programming.

2. The goals and objectives related to the request.

Bishop Museum's Polynesian Hall, part of the historic Hawaiian Hall complex, is Hawai'i's premier exhibit space for Pacific area cultural materials. For over a century, Polynesian Hall has chronicled the rich cultures of the Pacific Islands—from Polynesia to Melanesia and Micronesia—for millions of Museum visitors. Today, its restoration is planned as a part of the Phase II renovations to the Hawaiian Hall Complex, which will also include upgrades to the complex's Entrance Hall and Joseph M. Long Gallery. As Phase I of the project—which included a new elevator, facility-wide air conditioning, and renovations to Hawaiian Hall proper and the new Picture Gallery—nears completion, Bishop Museum is preparing to embark on Phase II of the renovation project.

The Hawaiian Hall complex itself is considered a masterpiece of late Victorian museum design, with its Kamehameha blue stone exterior and extensive use of native koa. It is one of the few examples in existence to have survived basically unchanged. The complex is listed on both the State and National Registries of Historic Sites, based on its unique combination of architectural, cultural, scientific, educational, and historical significance.

The original Polynesian Hall was the second of the three buildings that make up today's Hawaiian Hall complex. Plans were announced for the new Polynesian Hall wing in 1891, with the Daily Bulletin reporting, "Mr. Bishop has determined to proceed with the erection of a large addition, to be occupied with objects representing the islands of Oceania." Polynesian Hall opened in 1894, showcasing spectacular cultural artifacts and natural history specimens from across the Pacific.

Within the Hawaiian Hall complex, the Phase II Galleries—Polynesian Hall, the J.M. Long Gallery, and the Entry Tower—encompass 6,370 square feet of public space. These

galleries are well over a century old and are in dire need of renovations. Over the years, open doors and windows exposed collections and prized koa interiors to insects, dust and water, resulting in termite damage and dry rot. Temporary air conditioning units blow outside air onto artifacts. Since electrical power was added to the Complex in the 1960s, no lighting or electrical upgrades have taken place. Outdated lighting systems fail to meet conservation standards for both quantity and quality of light, and the outdated electrical system presents a fire hazard. Due to these substandard environmental conditions, the Museum is unable to display many of its most precious artifacts for public viewing.

Though Bishop Museum is most famed for its Hawaiiana, its collection of Pacific area artifacts is among the largest and most renowned in the world. The collection includes pieces of tremendous significance. Examples include a *hewa*, or Tahitian mourning dress, which was originally collected by Captain James Cook and is one of only four complete outfits left in existence and the only one permanently housed outside of Europe; the oldest complete set of *tamate* dancing masks from the island of Vanikoro, the southernmost of the Santa Cruz islands; and a rare set of Gilbertese armor made of coconut fiber cordage, strong enough to protect the wearer from shark's tooth weapons. However, the current exhibits in Polynesian Hall have not been modified for decades, and the vast majority of the Museum's Pacific collections remain in environmentally-controlled storage areas.

Bishop Museum is requesting \$1 million for the renovation and improvement of Polynesian Hall, J.M. Long Gallery and the Entryway. The project costs include the following:

- Electrical wiring
- Ventilation
- Painting
- Carpet removal and replacement
- Restoration of iron work
- Restoration of original koa woodwork
- Treatment of windows
- External and internal non-case lighting
- Display case upgrades: restoration, lighting, humidity controls
- Signage
- Changes in choice, location, presentation and information provided for displayed objects in

Polynesian Hall, accompanied by adjustments to lighting, signage, display cases, and other structures

- Roof repairs
- Air conditioning installation and upgrades
- Fire prevention systems
- Security systems

The Hawaiian Hall Complex renovation and improvement project commenced in 2005 with the appropriation by the State of Hawai'i legislature of \$4 million. The project was organized into two phases. Phase I includes the renovation and improvement of Hawaiian Hall proper, the Picture Gallery, and the addition of the new Atrium Court. Phase II includes the renovation and improvement of Polynesian Hall, the J.M. Long Gallery, and the Entry Tower.

Phase I construction has been completed and the new exhibit in the Picture Gallery has been completed. The new exhibits in Hawaiian Hall will be completed in August 2009. The Phase II budget is \$4.5 million.

Through the Phase II efforts, the Hall will be renovated, refurbishing the koa wood detailing to its original finish, restoring the skylight, and removing the 60s-era carpeting and décor. Each case will be retooled to install state-of-the-art lighting, security, and temperature/humidity controls to better protect the artifacts on display. The new lighting and climate control systems will allow for more delicate and fragile artifacts to be displayed than is possible today, and planned rotation of artifacts will ensure that far more artifacts will be available for public viewing over time than ever before. The stories of the Polynesian, Melanesian, and Micronesian cultures will be told through dynamic, world-class exhibits.

With a restored Polynesian Hall, visitors to the Museum will be able to place Hawai'i, Hawaiian culture, and Hawaiian history in the context of the greater Pacific. The science of non-instrument navigation and canoe-building that allowed the Austronesian peoples to populate the vast Pacific will be explored, and the Hall will celebrate both the diversity and cultural similarities between Hawai'i, Tahiti, Samoa, Tonga, Fiji, and other Pacific cultures.

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

Bishop Museum is an irreplaceable resource for the people of Hawai'i. The Hawaiian Hall complex is the world's premier showcase of Hawaiian and Pacific culture, housing many of

the Museum's most beloved and priceless artifacts. For generations, Hawai'i residents of all ages have visited the Hawaiian Hall complex to study and learn from the feather capes, carved images, stonework, and exquisite bark cloth on display. Educational programs on topics ranging from the stories of voyages, traditional land management and the *ali'i* to demonstrations of traditional crafts are presented daily for schoolchildren, families, and visitors. Changing exhibits in the Joseph M. Long Gallery showcase the continuation of Hawaiian cultural practices by pairing the work of contemporary Native Hawaiians alongside artifacts from the Museum's collection. The importance of the Hawaiian Hall complex to the community was recently summed up during a focus group session by a young Hawaiian father from Wai'anae, who said, "Hawaiian Hall is our heart."

The Hawaiian Hall Complex has always served as an educational and cultural resource for the people of Hawai'i, especially Native Hawaiians. When the Complex first opened, Bishop Museum's founder, Charles Reed Bishop, envisioned children attending the newly formed Kamehameha Schools, then on the grounds of the Museum, spending time in the Complex learning about the accomplishments of their ancestors and becoming inspired to perpetuate their rich legacy. Generations of fourth grade school children have visited the Complex and learned about Hawaiian culture and the related Polynesian cultures. Hawai'i's diverse population, including many of Pacific Island heritage, have marveled at the rich diversity of Polynesian, Melanesian, and Micronesian cultural legacies in Polynesian Hall. College students regularly study the items on exhibit in Polynesian Hall, as do visiting delegates to the East West Center. Polynesian Hall is also the gathering place for many visiting dignitaries representing the Asia-Pacific region. Contemporary Hawaiian artists and cultural practitioners have the opportunity to display their work in the changing exhibit space of the J.M. Long Gallery. More than 70 Native Hawaiian artists have participated in Long gallery exhibits over the last seven years.

Completing the renovation and improvements of Hawaiian Hall Complex in Phase II will strengthen and improve the Bishop Museum's ability to meet its mission. The renovation of Polynesian Hall will make it possible to provide far greater access to the Museum's extraordinary collections of Pacific Island cultural materials, including access to rarely seen archaeological materials uncovered by Bishop Museum scientists in Tahiti, the Marquesas and Cook Islands, Samoa, Tonga, and Fiji. Once proper environmental conditions have been installed in Polynesian Hall, the new exhibitions will

provide the opportunity for Museum scholars and scholars elsewhere to participate in the interpretation of the collections and discussion of their significance. Many of these items are supplemented with archival materials such as historical photos, manuscripts, and maps.

The renovation of the J.M. Long Gallery will allow for the continuation of a highly successful exhibit and public program series. The Gallery has been the venue for contemporary Hawaiian art and artifacts made by Native Hawaiian artists and cultural practitioners. The contemporary pieces are often displayed alongside collections pieces selected by the artists. The artist discusses the relationships between the contemporary piece and the collection piece. The exhibit also includes Hawaiian language text such as poetry and stories, media exploring the meanings behind the exhibited items, and performance pieces. There are very few if any public spaces in Hawai'i that provide this kind of context for Native Hawaiian cultural expression.

4. Describe the target population to be served.

Bishop Museum identifies the target population to be served as residents of the State of Hawai'i. The State is a dynamic community with a resident population of 1,285,500 people. A comparison of the multicultural composition of the Museum's members and the State reveals that Bishop Museum effectively serves the diversity of Hawai'i residents, which includes 239,655 Native Hawaiians and 72,000 Pacific Islanders. The target population also includes 250,000 school children of all ages from both public and private elementary and secondary educational systems, and students and researchers from the University of Hawai'i system.

5. Describe the geographic coverage.

The Bishop Museum has a local, national and international range of educational and research program coverage. More than 250,000 residents and visitors from the mainland and around the world come to Bishop Museum annually.

During the Museum's fiscal year ending June 30, 2008, 258,216 people visited the Museum. This number includes 214,830 resident and non-resident visitors to the main Museum in Kalihi. About 49 per cent of the visitors to the main Museum were residents and 51 percent were non-residents. The resident visitors, which include military personnel, are primarily comprised of Caucasians (28 per cent), Hawaiians (19 per cent), and Japanese (14 per cent).

Resident visitors are mostly from the island of O'ahu. About 40 per cent of the resident visitors bring their children, and about 41 per cent of non-resident visitors bring children. The primary reason for visiting, according to previous surveys and the August 2007 survey, is to learn about Hawaiian history and culture. According to the August 2007 survey, both residents and non-residents agree that "Bishop Museum offers an authentic historical, educational and cultural experience." Many of these resident visitors are also Museum members. Regular special events with greatly discounted or free entry make it possible for low-income resident families who are not members to visit.¹

School children who visit the Museum primarily come from schools on the island of O'ahu. About 50 per cent are from public schools and 50 per cent from private schools, which include preschools. About 25 percent are Native Hawaiian children, most of whom attend public schools, including Native Hawaiian Charter Schools. Last year, Bishop Museum served 42,141 school children through its on-site educational programs.

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.

Bishop Museum will work with its in-house Hawaiian Hall Complex Task Force to frame the conceptual design for the renovation and improvements to Polynesian Hall, the J.M. Long Gallery, and the Entry Tower. Members of the Task Force include key Museum staff and contractors (project manager, architect, construction contractor, and woodworking specialist).

Key project activities involved in the renovation and improvement of the interior exhibit areas include architectural design and construction plans, construction, security systems, and exhibit design and lighting. Renovation activities include paint removal and application, woodwork repair, new electrical systems, window treatment, climate control, fire systems, and security systems. The project will consist of a planning/design phase, a construction phase, an exhibit

¹ There are currently about 8,300 Museum members. Most members purchase family memberships, which includes free admission and other benefits for families.

design and fabrication phase, and an installation and opening phase. The project benefits from the intensive renovation activities of Hawaiian Hall proper in that air conditioning ducts will have been prepared, window treatments, electrical systems, security systems, fire suppression systems, and lighting systems will have been tested and chosen, and in the case of security systems, the conduits will have been laid. Additionally, construction permits have been procured for the entire Complex.

The J.M. Long Gallery's primary purpose as a changing exhibit gallery will remain unchanged, though some provision for permanent presentations used for orientation around the perimeter of the room may be made. The Entry Tower includes displays of historical artifacts belonging to Princess Bernice Pauahi Bishop, including two large oil portraits of the founders of the Museum. Improvements to the displays and casework will take place. Various other improvements will be made to the space (e.g., paint removal and application, woodwork, and window treatment). Polynesian Hall will be upgraded and restored, which will include opening the iron balustrade on the second floor mezzanine, restoring the exhibit cases, removing the carpet and restoring the original terrazzo floor, and installing dynamic, new exhibits featuring Pacific Island cultural material. Necessary electrical and air-conditioning improvements will be made.

The project will advance on two parallel tracks. Track 1 - Exhibit Planning & Design: Museum staff will review the choice, location, presentation and object information for objects to be displayed in the Entry Tower, J.M. Long Gallery, and Polynesian Hall, and will prepare a comprehensive Display Plan for the new installation taking into account objects both currently and not currently on display. The Architect is responsible for integrating the requirements of the Display Plan into the construction documents. Track 2 - Building Repairs, Improvements and Infrastructure: Consistent with developing the Display Plan, the project team will design and document repairs and improvements to the three areas. The repair and improvement concepts will be developed from the more general to the more specific to provide for early action, consistency and integration with the Display Plan. For the safety of visitors and the collection, the Museum anticipates that the priority of repairs and improvements will be as follows:

- Electrical wiring

- Ventilation (air conditioning)
- Painting (including lead-based paint abatement)
- Treatment of windows (6)
- Lighting
- Fire suppression system
- Security systems

The Architect will be expected to work in concert with the other members of the project team to produce a unified and complete set of construction documents reflecting the design and program input from the entire project team. The Architect's key activities include the following:

- Investigation of existing conditions and the development of background drawings using the Museum's archive documents
- Participation in the development of the Display Plan
- Participation in the development of an overall project design, construction and scheduling strategy to meet the Museum's budgetary and operational constraints (with the Project Team)
- Integration of the Exhibit Designer's concepts, plans and specifications into the construction documents
- Mechanical engineering
- Electrical engineering
- Structural engineering (including an assessment of structural termite damage)
- Cost estimating services
- Hazardous materials and lead-based paint abatement procedures documentation and specifications
- The production of complete construction documents for the project
- Construction administration services.

Exhibit design staff will work in concert with the other members of the project team to produce a unified and complete exhibit and lighting concept reflecting the design and program input from the entire project team. The Exhibit Designer's key activities include the following:

- Investigation, analysis and recommendations regarding the conditions of the existing displays and lighting programs
- Participation in the development of an overall project design, construction and scheduling strategy

to meet the Museum's budgetary and operational constraints (with the project team)

- Development of the Display Plan, including space planning, object layout, label systems design, modeling and any other elements required for a comprehensive design package
- Lighting design and fixture specification for the Entryway and Vestibule Gallery (information to be provided the Electrical Engineer via the Architect for incorporation into the construction documents)
- Provision of costs estimates for design work
- Review of the Construction Documents for design work.

The Project Manager's key activities include the following:

- Participation in the investigation of existing conditions with the Owner, Architect and Exhibit Designer
- Master Project Schedule development, maintenance and enforcement
- Master Project Budget development, maintenance and enforcement
- Development of an overall project execution plan, strategies for construction, phasing requirements based on the results of the investigation of existing conditions, and budget and schedule analyses
- Participation in the development of the Display Plan
- Negotiation and preparation of contracts and agreements between the Owner and their project-related contractors, service providers, consultants and vendors
- Conduct Project Meetings (including the preparation and distribution of agendas and minutes)
- Interim and final reviews of project construction documents
- Bid review, analysis and recommendations to the Owner for the selection of contractors, subcontractors and vendors
- The initiation and coordination of long-lead or advanced purchasing on behalf of the Owner, if required to meet the project schedule
- Manage the site during construction and coordinate construction activities with ongoing Museum operations.

The Museum staff's key activities will include the following:

- Provide previous plans and other background information on the collections, exhibits, and spaces of the Hawaiian Hall Complex
- Develop and implement the Display Plan for the Entryway and Vestibule Gallery
- Provide leadership in conservation issues relating to the display of the artifacts
- Consult with Native Hawaiians and others in Hawai'i regarding the presentation and interpretation of artifacts and associated materials
- Provide leadership in educational products relating to the exhibits
- Contribute to renovations and improvements in object mounts, lighting, graphics and signage.

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

The pre-construction and design phase of the Polynesian Hall Renovation and Improvement Project is expected to begin in March 2010 and be completed by April 2011. Planning and procurement of contractors will begin in October 2010. Construction is expected to commence in May 2011 and the Hall reopened to the public in October 2012. The project timeline is attached. (See Attachment 1).

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 project manager will provide a detailed work plan which is monitored for progress on a weekly basis. Problems are identified, budgets are carefully reviewed, and corrective actions are identified and implemented on a regular basis. Programmatically, exhibit plans are devised through focus group meetings with key stakeholders (residents, members, teachers, parents, school children). Formative evaluation takes place to test key concepts and summative evaluations take place to determine both quantitatively and qualitatively how effectively the Museum has achieved its goals and objectives.

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 quantitative outcomes of the project include the following:

- Increase membership by 10 percent,
- Increase attendance by 10 percent,
- Increase Native Hawaiian and Pacific Islander school visit attendance by 10 percent,
- Increase the number of collections items on display by 20 per cent
- Increase in the number of daily programs for life learners and schoolchildren by 20 percent
- Increase in the number of publications associated with collections and programs supported by the renovated space by 15 percent.

Quantitative and qualitative measures will be compiled and analyzed by Museum staff according to an evaluation tools (e.g., survey instruments and questionnaires) designed for Museum programs recently by the Pacific Resources for Education and Learning. Qualitative measures include the following:

- Conservation assessments of the renovated space will be excellent
- Over 75 percent of the visitor exit survey ratings will be "excellent"
- At least one new exhibit and/or public program in the renovated space will feature the results of a scholar's work.

III. Financial

Budget

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

The Museum's budget for this program is attached to this application.

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
\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000

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.

Bishop Museum, founded in 1889, is a 501(c)(3) non-profit organization with a staff of about 200 and an annual operating budget of \$14.3 million.

The Museum's collections and research publications represent over a century of work by its anthropologists, archaeologists, biologists, and geologists. The Museum's collections include some 24 million objects and are collectively the largest Hawai'i and Pacific area collection in the world. Among these items are over 1.2 million cultural objects representing Native Hawaiian, Pacific Island, and Hawai'i immigrant life, more than 125,000 historical publications including many in the Hawaiian language, 1 million historical photographs, films, works of art, audio recordings, and manuscripts, and over 22 million plant and animal specimens. The Museum's collections have been the source of many exhibits and thousands of publications, many of them by Bishop Museum Press, the oldest continuously operating press west of the Mississippi River. The vast natural science collections and databases serve scientists, natural resource managers, planners, conservation biologists, educators, and students. The cultural collections serve educators, cultural practitioners, students, researchers, regulatory agencies, community organizations, and businesses. The Museum's web site is www.bishopmuseum.org.

Bishop Museum has been serving Hawai'i's people for more than a century and has had a relationship with the State Department of Education and the public schools for more than 45 years. Between 1990 and June 2008, the Museum has served 7,875,218 people, including 1,251,926 school children.

Previous Related Project

The Hawaiian Hall Complex restoration and renovation project was begun in 2005 with the appropriation by the State of Hawai'i legislature of \$4 million (Contract No. 528186). The project team was assembled and the actual construction of the first phase began in August 2006. Construction was completed in December 2007. The State contract was spent in June 2007 and notification of completion was sent to DAGS in January 2008.

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.

Bishop Museum is located on 12 acres of land in lower Kalihi Valley. Its campus combines original, 19th century stone buildings, modern research facilities, a planetarium, an interactive science center, tropical gardens, and the activity-filled Great Lawn. The Museum has a total of 54,000-square feet of exhibit space and of that area, approximately 41,000 square feet are dedicated to long-term exhibits and 13,000 square feet to temporary exhibits. The Museum's long-term exhibition galleries are devoted to displays featuring the cultural and natural history of Hawai'i and the Pacific region. Hawaiian Hall is a masterpiece of Victorian museum architecture where world-renowned collections are showcased. The J.M. Long Gallery features the work of contemporary Native Hawaiian artists along with objects from our collections in a series of temporary exhibits. Polynesian Hall profiles the varied island cultures of Polynesia, Melanesia, and Micronesia. The Hawaiian Hall Complex, closed in the summer of 2006 to begin restoration and improvements, funded in part by the State of Hawai'i and is scheduled to reopen in August 2009.

The Museum also includes the 70-seat Watumull Planetarium. The shows at the Planetarium blend prerecorded segments with the Planetarium's educator in live sections exploring the night sky. Program topics have a strong focus on Hawai'i, from the telescopes of Mauna Kea to traditional Polynesian canoe navigation. The Planetarium lobby has been transformed

into an exhibit on global warming. The centerpiece of the exhibit is Science on a Sphere, a six-foot globe that is externally lit by four video projectors that are synchronized to cover the sphere in seamless global images. Science on a Sphere (SOS) was created by the National Oceanic and Atmospheric Administration (NOAA), and Bishop Museum was one of the first four sites in the nation to be awarded an SOS. The sphere can display still images of the earth, planets, and moons of the solar system, as well as animations of such striking global phenomena as the 2006 hurricane season or the consequences to Hawai'i of a global rise in sea level.

The focus of the dynamic exhibit program is the Castle Memorial Building. The Museum strives to engage traveling exhibits that bring the world to Hawai'i. The first floor of Castle is dedicated to these temporary shows, which are on display for an average of three months. These special showings include a mix of exhibits created by the Museum (such as an exhibit on the ancient cultures of southeastern China that may have been the original ancestors of the Polynesian people) and dynamic exhibits from other science centers and museums around the world. Traveling exhibits are assessed by the Museum's Exhibit Selection Committee, which evaluates exhibits on potential visitor interest and educational content. Some of these recent traveling exhibits include *Whales: Wonders of the Ocean* (summer 2008); *Megalodon: The Largest Shark that Ever Lived* (winter 2008); and *The Science and Art of Animation* (Spring 2009). The Castle Memorial Building, the Planetarium lobby, and the Mamiya Science Adventure Center are compliant with the Americans with Disabilities Act (ADA). Hawaiian Hall is currently being renovated and will be substantially in compliance with ADA when it reopens in August 2009. As part of the renovation, all major Hawaiian Hall complex exhibits areas are now accessible to visitors with impaired mobility.

The Richard T. Mamiya Science Adventure Center, which opened in November 2005, contains 16,500 square feet of exhibit space on three levels. The Center showcases immersive, interactive exhibits on the geology, biology, and oceanography of the Hawaiian Islands. Its centerpiece, an active volcano, is modeled after Pu'u 'Ö'ö.

Bishop Museum also operates the Hawai'i Maritime Center located on the waterfront in downtown Honolulu. The Center consists of one 50,000 square foot building surrounded by landscaped grounds. This ADA compliant building is used 75% for exhibits and 25% for supporting operations. The Museum also operates a 15-acre ethnobotanical garden on the island

of Hawai'i (Amy B.H. Greenwell Ethnobotanical Garden) that is open to school groups and special interest tours. Greenwell Garden includes an office and propagation facility.

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.

Bishop Museum is proud of its professional staff that is composed of accomplished individuals who represent Hawaii's rich multicultural heritage. The professional staff of executives, administrators, managers, scientists, technical and craft specialists are responsible for planning, development, and execution of goals and objectives that support the Museum's strategic plan. The new President is Timothy E. Johns, who came to the Museum in October 2007.

The project team consists of consultants, Museum staff, and three representatives of the Museum's Board of Directors. A formal bid process will be followed to procure the consultants—Project Manager, Architect, and Construction lead. Board of Directors members advising the project team are Native Hawaiians Dr. Isabella Abbott, Allison Gendreau, and Charman Akina, M.D. The Museum staff includes the following:

- Timothy E. Johns, President & CEO;
- Elizabeth Tatar, Director of Strategic Initiatives and project director, with 31 years experience working at Bishop Museum in various capacities relating to collections management, research, management and public programs;
- Betty L. Kam, Vice President of Cultural Resources, with over 28 years experience at Bishop Museum in collections management and exhibit project management;
- David Kemble, Senior Exhibits Designer, with over 32 years experience at Bishop Museum, including involvement with previous iterations of Hawaiian Hall exhibit plans;
- Noelle M.Y. Kahanu, Hawaiian Culture Educator and Education Project Manager, with over 8 years experience at the Museum, including serving as project director for the J.M. Long Gallery changing exhibits and chairperson

of the Hawaiian Hall Advisory Committee, an outside group of Native Hawaiian culture experts, scholars and practitioners;

- DeSoto Brown, Archives Collection Manager, with over 20 years experience at Bishop Museum as collection manager, author, and exhibit developer;
- Dr. Yosihiko Sinoto, Museum archaeologist and K.P. Emory Distinguished Chair with over 50 years experience at Bishop Museum and an expert in Pacific archaeology; and
- Dr. Tianlong Jiao, Chairman of the Museum's Anthropology Department and Museum archaeologist specializing in the proto-Austronesian archaeology of Southeast China and Taiwan.

The project team is supported by the Museum's development officer, buildings and grounds manager, and public relations officer.

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 Bishop Museum Organization Chart is attached. (See Attachment 3).

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.

Bishop Museum is accredited by the Association of American Museums.

**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.

Bishop Museum

(Typed Name of Individual or Organization)



(Signature)

01/30/09

(Date)

Donalyn Dela Cruz

(Typed Name)

Public Affairs Director

(Title)

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

Applicant: Bishop Museum

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. Contracts	1,000,000			
10. Permits & fees				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	1,000,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	1,000,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Amy Miller Marvin 808-848-4169		
(b)		Name (Please type or print) Phone		
(c)		Signature of Authorized Official Date		
(d)		Donalyn Dela Cruz, Director of Public Affairs		
TOTAL REVENUE	1,000,000	Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Bishop Museum

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
Not applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Bishop Museum

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						
LAND ACQUISITION						
DESIGN				-		
CONSTRUCTION*			\$ 750,000			
EQUIPMENT**			\$ 250,000	-		
TOTAL:			\$ 1,000,000		7	
JUSTIFICATION/COMMENTS: *Construction covers exhibit fabrication and installation. **Equipment includes equipment and the cost of installation.						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Bishop Museum

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: all costs include equipment and installation.				

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

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

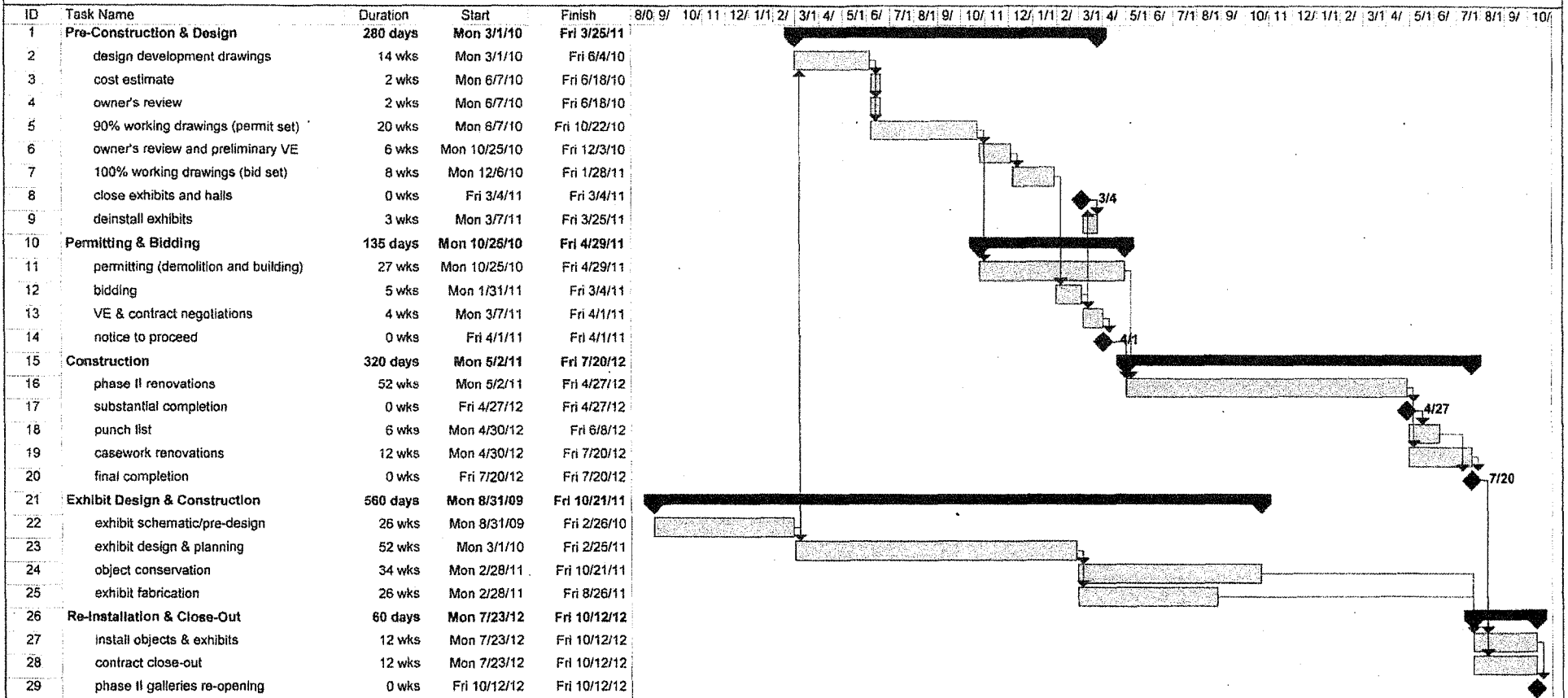
Applicant: Bishop Museum

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
Not applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

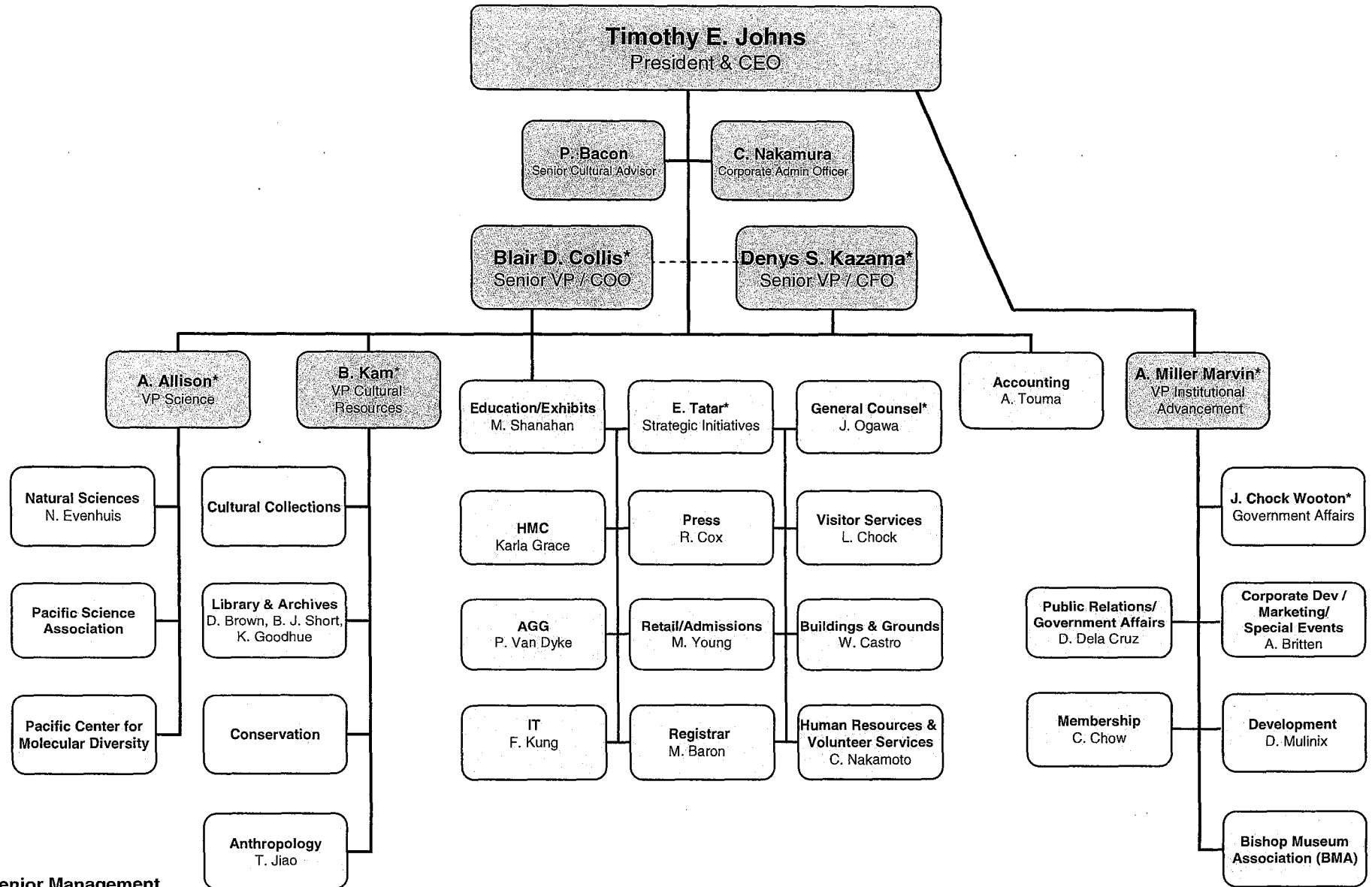
BISHOP MUSEUM - HAWAIIAN HALL COMPLEX RENOVATIONS
Phase II (Polynesian, Entry and Vestibule)
Master Project Schedule - 3

Print Date: Thu 1/29/09



Project: BM - Hawaiian Hall Complex I Date: Thu 1/29/09	Task		Progress		Summary		External Tasks		Deadline	
	Split		Milestone		Project Summary		External Milestone			

Bishop Museum Management Organization Chart



*Senior Management

House District 25

Senate District 11

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

Log No: 7-0

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 HUMAN SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Blueprint for Change

Dba: N/A

Street Address: 1500 South Beretania Street, Suite 314
Honolulu, Hawaii 96826

Mailing Address: 1500 South Beretania Street, Suite 314
Honolulu, Hawaii 96826

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name STEPHEN MORSE

Title Executive Director

Phone # (808) 952-0488

Fax # (808) 952-0487

e-mail admin@blueprintforchange.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:

Development of three new Neighborhood Place sites, one on the east side of O'ahu, and two on the island of Kaua'i.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 300,077

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 \$ _____

[Signature]

AUTHORIZED SIGNATURE

STEPHEN MORSE, EXECUTIVE DIRECTOR

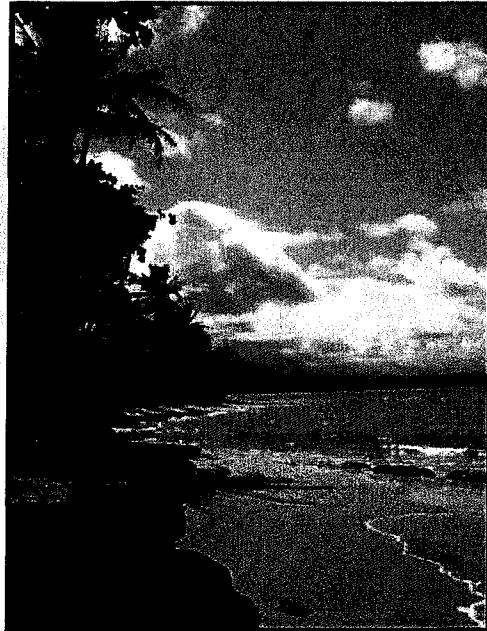
NAME & TITLE

1/30/2009

DATE SIGNED

**Neighborhood Places for the
Communities in Waimanalo on O`ahu
and for
Waimea and Kapa`a on Kaua`i**

**Application for
Grants & Subsidies
The Twenty-Fourth
Legislature, Hawai'i
State Legislature
Chapter 42F, Hawai'i
Revised Statutes**



January 30, 2009

Submitted by:



**1500 S. Beretania St., Suite 314
Honolulu, HI 96826**

**Contact: Stephen Morse, Executive Director
Email: smorse@blueprintforchange.org
Ph: (808) 952-0488**



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 roots of our organization date back to 1996 when the Hawai'i State Legislature created the Blueprint Coordinating Committee as part of a child welfare reform initiative. This committee brought health care providers, social workers and policy makers together to discuss ways of improving the child welfare system. From this committee came the concept and recommendation to develop the Neighborhood Place service delivery model.

A Neighborhood Place (NP) is a family-centered, community-driven service delivery model, designed to protect children who are identified as being at risk for abuse and neglect. Through private and public funding, two NP pilot projects were implemented in the late 1990's. Their success created a need for an intermediary entity that could ensure the sustainability of the existing Neighborhood Places and aid in the expansion of the Neighborhood Place model throughout the State.

In 2000, the Blueprint Coordinating Committee became this intermediary entity when it was transitioned into a non-profit, charitable organization and renamed, Blueprint for Change (BFC). It is our goal to use our series of Neighborhood Places to eliminate all instances of child abuse and neglect throughout the State of Hawai'i.

There are currently five NPs operating in the following communities:

- **Central Kalihi**
- **Waianae**
- **Puna**
- **Kona**
- **Wailuku**

These existing community-based sites are geared towards providing much-needed services to families whose children may be at risk of abuse and neglect. BFC and our NP Partners are not a single service organization. We offer a gamut of service options that

are focused on diverting families away from involvement in the child welfare system. These services include, but not limited to, preventative activities, training, family support and strengthening, referral services, and if need be, intervention. The successful completion of our mission requires a community effort to develop and implement effective, integrated, and collaborative approaches to protecting vulnerable children and families. Each NP is bound by a common vision. Together, we strive to ensure that *“every child in Hawai`i will grow up in a loving family, a nurturing home, and a safe environment.”*

The neighborhood collaborations described above have the capability of dramatically changing Hawai`i’s child welfare system. By establishing the necessary relationships with state contractors for family strengthening services and the Department of Human Services (DHS), we can develop fluid relationships that allow the NPs to identify, address, and remedy stressful family issues promptly, thus preventing a crisis situation.

In 2007, the Legislature provided TANF monies to expand Neighborhood Places’ services and to enhance services in the five existing Neighborhood Places. Two new sites were to be developed on Kaua`i. The first site was to be located in Nana’s House, a community center in Waimea on the west side of Kaua`i. The second site was to be in the Kapa`a area; in a facility known as Hale Ho`omalua. Unfortunately, the late release of the TANF funds and the amount awarded did not allow for the contracting and opening of either site. All the funds awarded were eventually used to provide enhancement monies for the existing five neighborhood places, so they could better meet the needs of their communities.

2. The goals and objectives related to the request;

The goals of this GIA request are three fold:

- Two new, Neighborhood Place sites on Kaua`i;
- A new Neighborhood Place site in Waimanalo; and
- “Parent Leadership Development” training programs within the five existing Neighborhood Place sites.

NP’s provide diverse and supportive services and programs to families at risk. These services are often used to leverage other community resources. When combined, the NP services and leveraged resources create highly functioning facilities. The proposed NP’s will serve as a resource for family strengthening and enrichment in a family-friendly, community-driven manner. What makes the NP model unique is its ability to help families regardless of circumstance or referral. All families involved with the NP system will help in the development of their own Individual Program Plan (IPP) and will be encouraged and supported in achieving identified goals.

The development of the NP projects on Kaua`i and the start up of a NP in Waimanalo would allow for the provision of family-focused crisis counseling and support services for

at-risk families facing significant personal obstacles such as child abuse and neglect, homelessness or potential homelessness due to substance abuse, mental illness or domestic violence. These NPs will offer a full continuum of community-based services, including crisis and problem-solving counseling, individualized safety planning, parenting resources, basic life skills, anger management, information and referral, outreach to homeless or "hidden" homeless, evaluation for TANF eligibility, employment services, training and on-going services to evaluate on-going safety concerns.

The goal of all NPs is to help the family remain together. In a number of families, homelessness may be a symptom of deeper family issues such as learning disabilities, substance abuse identification and treatment, depression and other untreated mental health needs. ***Our goal is to link these families and their children with the appropriate service or support network.***

The NPs will be provided with a broad array of informal and formal supports for families with children who are at-risk of abuse and neglect. These services will be based on research data. They will use programs that have been demonstrated as effective in increasing family strength and protective factors and reducing risk factors based on best practices as prescribed by the National Clearinghouse on Child Abuse and Neglect, American Professional Society on the Abuse of Children, the Child Welfare League of America, and Prevent Child Abuse America.

The request for enhancement funding to the original five (5) Neighborhood Places, **Central Kalihi, Waianae, Puna, Kona, and Wailuku**, would allow these five (5) sites to better meet the growing needs of their individual communities and is specifically focused on their work with parents. All five NP's would like to improve upon the parent training and support classes that are currently offered to their families and expand these activities to include empowerment and leadership training.

Included within the GIA request is a 13.5% administrative cost for the Blueprint for Change to provide contracting oversight and to assist the Department of Human Services with child welfare system reform as was the original mission of the Blueprint for Change.

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

The Hawai'i Child Welfare Services (CWS) receives approximately 7,000 reports of child abuse and neglect each year. Its resources are increasingly stretched due to federal and state demands to provide more child welfare services. Heavy caseloads have made it impossible to provide a wide array of services for every family reported to the CWS. Over the past three years, the federal child welfare standards have intervened to cause a highly significant change in Hawai'i's child welfare services system to shift caseloads to community private partners. The intent of BFC and the NP Partnership is to provide family strengthening services before the family is split up and foster care imposed. It is meant to divert and prevent families from entering the State's child welfare system. **For**

example, to date, 90% and better of families serviced by the NP's have been able to avoid involvement with foster care.

Just three to four years ago, homelessness would have been considered grounds for taking children away from parents. That is no longer true today. The children of homeless families are often in need of counseling and other mental health services to help them deal with the harmful effects of living in at-risk situations and too often, with substance-abusing parents. Angry, fearful, and disheartened by the prospect of foster care and the possible break-up of their families, the children are often unable to fully participate in school activities or engage in healthy behaviors leading to successful adulthood. Our services work to change the outcomes for these children and help them to learn to thrive.

In the past decade, trends in the Hawai'i foster care system have changed considerably. At one point in our recent history, the State of Hawai'i was removing children from families at a rate that was four times the national average. On top of this, rates of recidivism for children of Hawaiian descent were amongst the highest in the country. But, recently, these trends have shifted. By supporting preventative efforts in regards to child welfare, the Department of Human Services has been able to reduce the rates of recidivism for children of Hawaiian descent, as well as the rate of state intervention in family problems.

However, as we as a State and nation head into the teeth of what is arguably one of the worst economic crises in history, those of us who work in the area of preventing child abuse and neglect are bracing ourselves for what we pray and hope will not come, but inevitably does; an increase in reported cases of child abuse and neglect. It is well documented that serious financial stress is often a precursor to abuse and neglect of children and domestic violence in families affected by unemployment, loss of health insurance coverage, mortgage foreclosures, and homelessness.

Our Neighborhood Place partners in Central Kalihi, Wai'anae, Wailuku, Puna, and Kona are prepared and ready to be of service to families in need of help, but the same is not true for other communities, like Waimanalo and those on Kaua'i, where services to families, who are at risk but who are not a referral of the State's Child Welfare System, are not available. On Kaua'i and East O'ahu, there is no place for a family to go to without a referral. By providing a place that offers family strengthening services to all families, regardless of circumstances or referrals, we can identify and solve problems before they escalate to the point where state intervention is required.

Waimanalo Neighborhood Place (WNP)

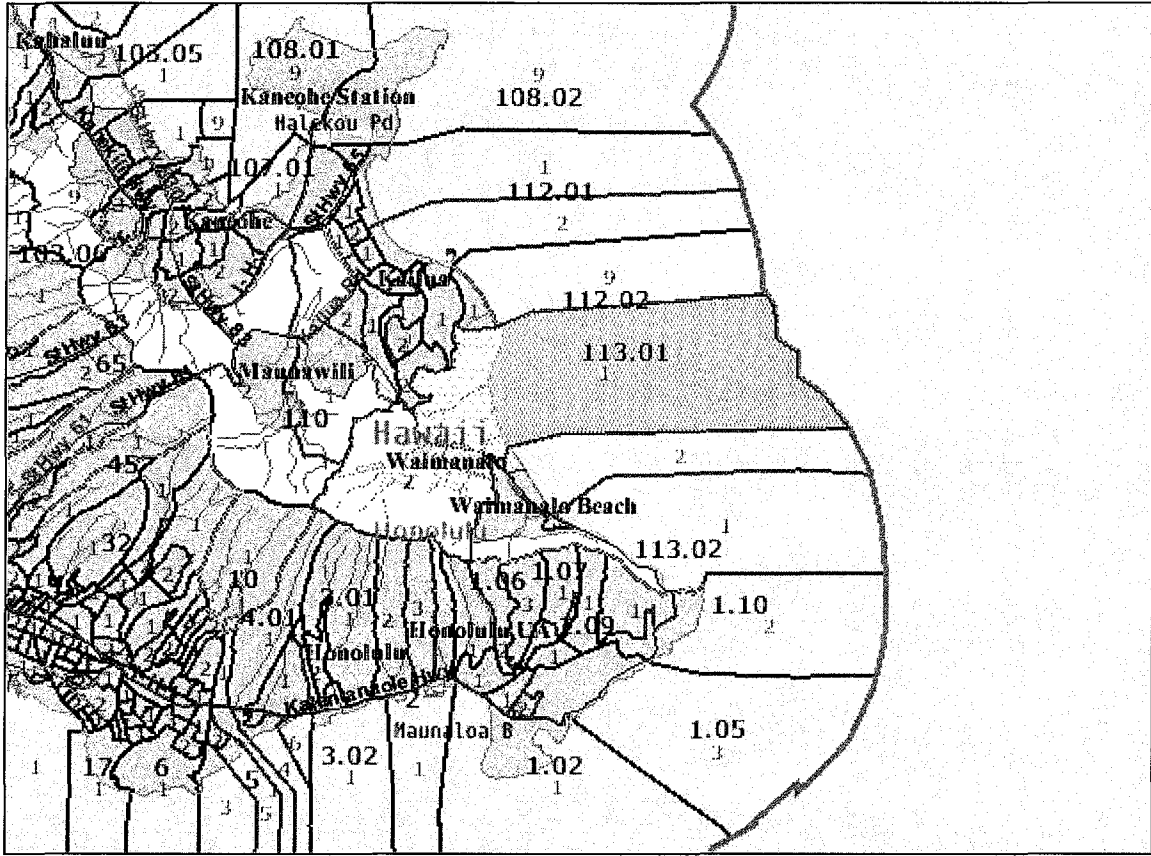
Waimanalo is established as a predominantly Native Hawaiian Community and is home to approximately 10,000 residents. Non-Hawaiian residents in Waimanalo include other Pacific Islanders, Asians, Caucasians and various other ethnic groups. According to the 2000 Census data for Waimanalo (tract 113) 22% of the residents consider themselves Native Hawaiian, while a total of 55% consider themselves Native Hawaiian mixed with another race. Native Hawaiians are a key target for outreach efforts. There are more than

1,906 acres of Hawaiian homestead lands in Waimanalo with 644 homes which house 3,028 people. The median household income is \$60,357, with 14 % of the homestead population receiving public assistance.

According to data published by Kamehameha Schools, 64% of 2003's confirmed child abuse and neglect cases (CAN) in the state were from Native Hawaiian homes (*Ka Huaka'i: 2005 Native Hawaiian Educational Assessment*). This percentage increased from 42% in 1998 to 56% in 2000. These statistics are reflected in Child Welfare Services (CWS) cases in Waimanalo, a trend that is a result of increased drug use in the Native Hawaiian community. Available data covers the entire Koolau area (Waimanalo, Kailua, Kaneohe, Kahuluu), with 498 reported CAN cases in 2003, of which 213 were confirmed. Unconfirmed cases (285 in 2003) represent families in need of services, along with families who have a closed CWS case. WNP would utilize grassroots outreach services to identify all families which may be at risk.

Another phenomenon demonstrating service need in Waimanalo is the high number of *kupuna* (grandparents) caring for their *mo'opuna* (grandchildren). The 2000 census reports 37% of all grandparents residing in Waimanalo are the primary responsible adults for their grandchildren. This statistic is confirmed by residents, Neighborhood Board members, and CWS (who attempt to place children with the next of kin, when possible). Community members have expressed a strong need for services for these vulnerable members of their community.

CWS intake staff report that Waimanalo is known as a high risk area because of the high volume of child abuse and neglect calls received in their office. The Diamond Head Section Administrator states that CAN prevention calls which require Family Strengthening Services are referred to Child and Family Services (CFS) located in downtown Honolulu. At present, CAN prevention services do not exist in Waimanalo and CWS is unable to travel to Waimanalo for individual cases. The Administrator strongly expressed that the community has a demonstrated and profound need for services provided by NPs. Child and Family Services and Catholic Charities Hawai'i also support this assessment.



CENSUS 2000 DEMOGRAPHIC

SUBJECT	NUMBER	PERCENT
Total population	9,872	100.0
SEX AND AGE		
Male	4,945	50.1
Female	4,927	49.9
Under 5 years	716	7.3
5 to 9 years	810	8.2
10 to 14 years	792	8.0
15 to 19 years	840	8.5
20 to 24 years	829	8.4
25 to 34 years	1,307	13.2
35 to 44 years	1,453	14.7
45 to 54 years	1,271	12.9
55 to 59 years	488	4.9

60 to 64 years	380	3.8
65 to 74 years	545	5.5
75 to 84 years	355	3.6
85 years and over	86	0.9
Median age (years)	32.2	(X)
18 years and over	7,058	71.5
Male	3,477	35.2
Female	3,581	36.3
21 years and over	6,525	66.1
62 years and over	1,203	12.2
65 years and over	986	10.0
Male	458	4.6
Female	528	5.3
RACE		
One race	6,484	65.7
White	1,339	13.6
Black or African American	35	0.4
American Indian and Alaska Native	21	0.2
Asian	1,664	16.9
Asian Indian	2	0.0
Chinese	151	1.5
Filipino	883	8.9
Japanese	460	4.7
Korean	34	0.3
Vietnamese	7	0.1
Other Asian ¹	127	1.3
Native Hawaiian and Other Pacific Islander	3,359	34.0
Native Hawaiian	2,957	30.0
Guamanian or Chamorro	1	0.0
Samoan	133	1.3

Other Pacific Islander ²	268	2.7
Some other race	66	0.7
Two or more races	3,388	34.3
<i>Race alone or in combination with one or more other races ³</i>		
White	3,634	36.8
Black or African American	117	1.2
American Indian and Alaska Native	275	2.8
Asian	3,898	39.5
Native Hawaiian and Other Pacific Islander	6,208	62.9
Some other race	351	3.6
HISPANIC OR LATINO AND RACE		
Total population	9,872	100.0
Hispanic or Latino (of any race)	822	8.3
Mexican	157	1.6
Puerto Rican	260	2.6
Cuban	3	0.0
Other Hispanic or Latino	402	4.1
Not Hispanic or Latino	9,050	91.7
White alone	1,210	12.3
RELATIONSHIP		
Total population	9,872	100.0
In households	9,651	97.8
Householder	2,354	23.8
Spouse	1,291	13.1
Child	3,157	32.0
Own child under 18 years	1,678	17.0
Other relatives	2,168	22.0

Under 18 years	1,028	10.4
Nonrelatives	681	6.9
Unmarried partner	182	1.8
In group quarters	221	2.2
Institutionalized population	5	0.1
No institutionalized population	216	2.2
HOUSEHOLDS BY TYPE		
Total households	2,354	100.0
Family households (families)	1,990	84.5
With own children under 18 years	807	34.3
Married-couple family	1,291	54.8
With own children under 18 years	562	23.9
Female householder, no husband present	488	20.7
With own children under 18 years	173	7.3
Nonfamily households	364	15.5
Householder living alone	234	9.9
Householder 65 years and over	71	3.0
Households with individuals under 18 years	1,238	52.6
Households with individuals 65 years and over	719	30.5
Average household size	4.10	(X)
Average family size	4.32	(X)
HOUSING OCCUPANCY		
Total housing units	2,486	100.0
Occupied housing units	2,354	94.7
Vacant housing units	132	5.3
For seasonal, recreational, or occasional use	26	1.0

Homeowner vacancy rate (percent)	0.9	(X)
Rental vacancy rate (percent)	3.2	(X)
HOUSING TENURE		
Occupied housing units	2,354	100.0
Owner-occupied housing units	1,591	67.6
Renter-occupied housing units	763	32.4
Average household size of owner-occupied unit	4.37	(X)
Average household size of renter-occupied unit	3.53	(X)

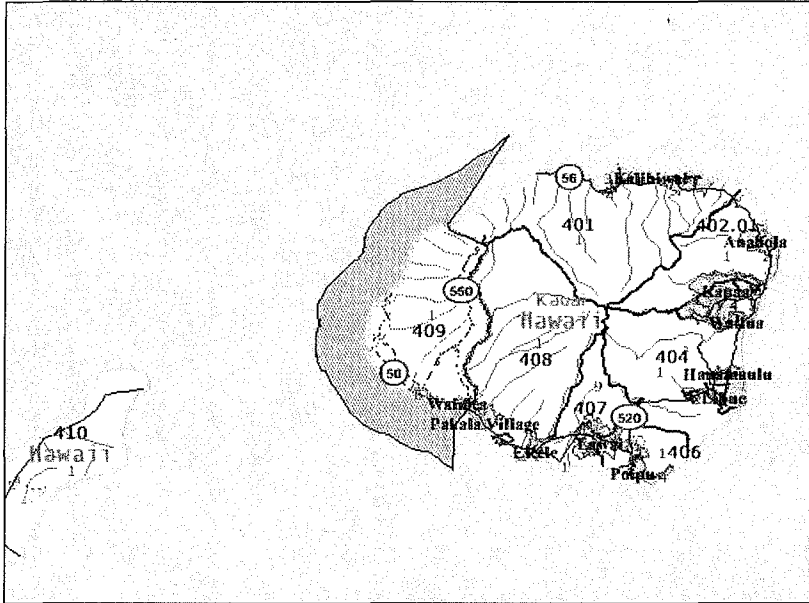
WNP would target families living in census tracts 113 but **would also have capacity to serve the Kailua area** of tracts, 109, 110, 111 and 112, located in zip code areas 96795 and 96734. From this population, WNP commits to serving 75 at-risk families of which 15 may be families with prior CWS involvement.

Neighborhood Place – Kaua`i

The proposed Neighborhood Places in Kauai would be in two separate facilities. One location is on the west side in **Waimea** in a family service center known to the community as Nana's House. The other Neighborhood place is located in the **Kapa`a** area in a facility known as Hale Ho`omal, on the east side of the island. Nana's House covers the area from Koloa to Mana and Hale Ho`omal works with families between Hanamaulu and Anahola. Families from the North shore often drive into Kapa`a to participate in the parenting classes or family counseling services.

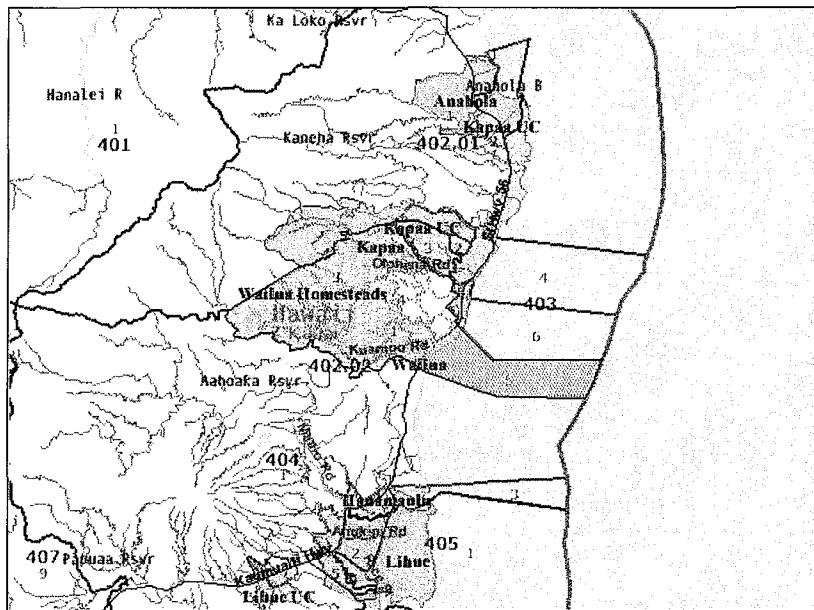
This geographic placement of a center on both the east and west sides of Kaua`i brings family services much closer to a large segment of the island's population. Many other support services are only available in Lihue. A trip from Waimea to Lihue can take approximately an hour each way. Bus transportation is very limited so providing services nearer to west side families will have tremendous impact.

The unemployment rate in Kaua`i County has historically been higher than the state of Hawai`i rate but that gap has closed in the last year. However, the Kaua`i poverty rate of 12.3% of families with children under 18 years of age remains higher than the state percentage. With the closure of the Kaua`i sugar cane industry, many of those higher paying jobs were replaced with lower paying positions in the visitor industry.



**Census Tract 409
Nana's House**

**Census Tract 402
Hale Ho'omaluu**



The two sides of the island are very different. The west side of the island is predominately rural with a number of small towns strung along the coastline. Waimea was the only district on Kaua'i that had a negative (-1.9%) change in population over the last 10 years. At the same time the Kapa'a area (Kawaihau district) registered an 18.5% population increase. The isolation of the west side families has grown during this time period while the increased population density in the Kapa'a area has brought greater transience to the area and a lack of historical connection to the neighborhood. The dramatic increase in housing prices island-wide has greatly increased family stress and homelessness on both sides of the island. One indicator of the impact of these changes on family well-being is that this year Nana's House provided more food to families than any other food site on Kaua'i.

Statewide drug arrests for the “non-narcotic” drug category during the first half of 2004, which includes crystal methamphetamine, increased 18.8%. An increase in this category was attributed to a higher number of reports on the neighbor islands while Honolulu reported a decrease. The use of crystal methamphetamine, as well as the abuse of other drugs and alcohol, has been a major focus of the Kaua`i Mayor’s office and a concern for many families in the community.

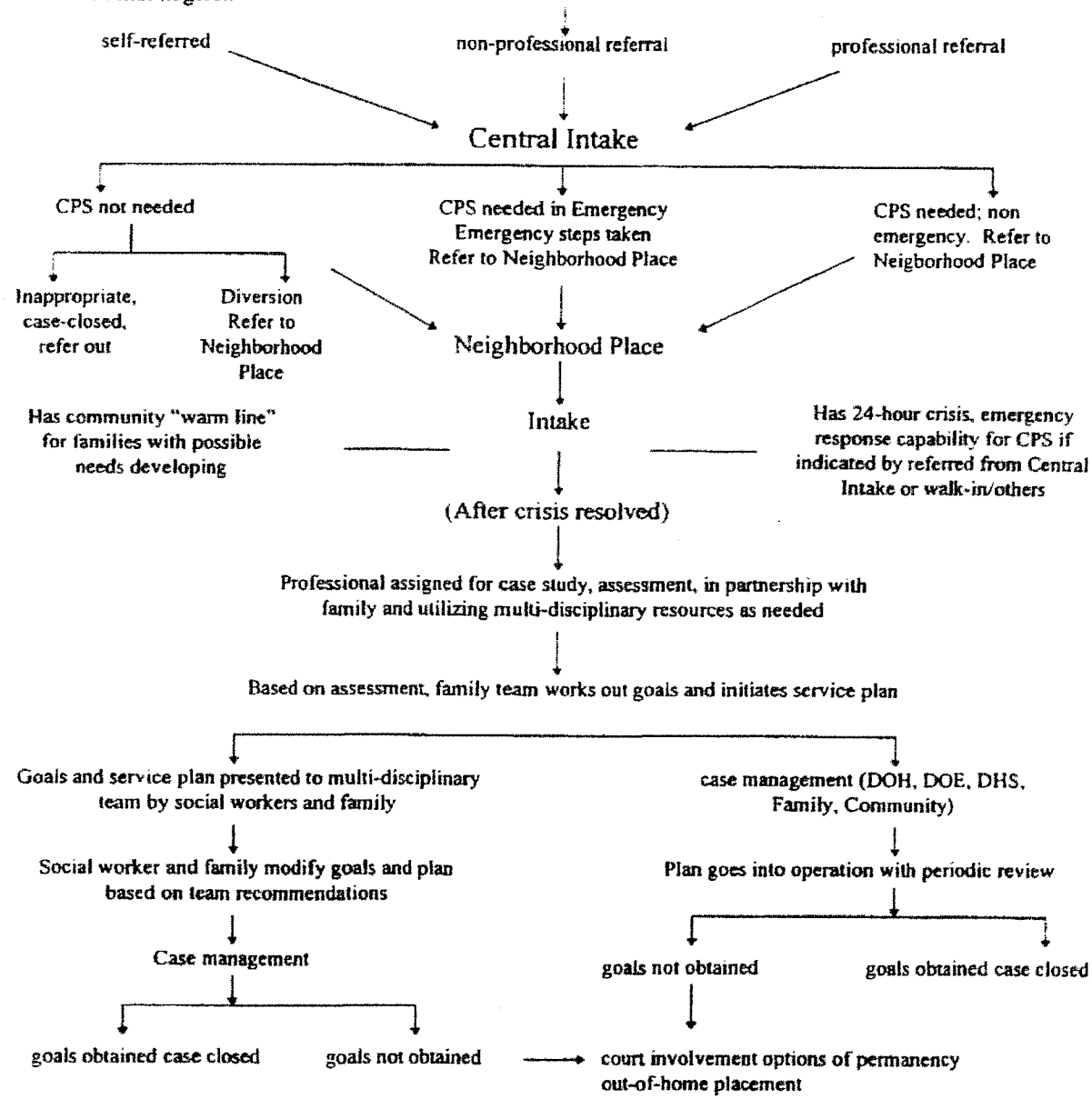
The child abuse figures for Kaua`i during the last 5 years show a peak in 2002 followed by fewer reports of confirmed child abuse since then. This pattern is the same in all districts including the Waimea/Koloa and Kawaihau districts. The 2004 child abuse and neglect cases of **unduplicated** children by district show that 36% of the children lived in the Kawaihau district and 30% in the Waimea and Koloa districts. 66% of the 317 children with confirmed or unconfirmed child abuse live in the areas in which the NPs would be located.

It is also very important to note that while the number of child abuse reports have gone down since 2002, the number of families referred to the Family Strengthening Services (Diversion) program doubled between 2003 and 2004. In 2003-04, there were 70 families referred by CWS to the Family Strengthening Services (FSS) program; in 2004-05, there were 134 families and in 06, there were 142 families. Through January of last year, 98 families had already been referred to the FSS program on Kaua`i. Clearly, more families are being identified by CWS as at-risk of child abuse and prevention and intervention services must be provided in the community.

A major aspect of the NP’s success is that it be located where the at-risk live families so that it can reflect the specific strengths and needs of that particular community. Although the basic services are the same at either center, the resources and needs of the communities on the east side differ greatly from those on the west side and can only be met through a close collaborative network at the local level.

BLUEPRINT FOR CHANGE The Neighborhood Place Flowchart

Families with multiple problems/needs--financial, food, clothing, shelter, medical care, crime, drugs/alcohol, mental health problems, developmental delays, mental retardation, physical handicaps, school failure, truancy, educational neglect.



II. Service Summary and Outcomes

COMMUNITY BENEFIT

NPs engage families who are in need of linkage, referrals, basic life skills, job placement, and housing. The staff work with at-risk families, engage the substance abusing family, and

transition homeless families into shelters or housing. There are identified areas on O`ahu where homeless families are seen in greater numbers. Crowded, unsafe conditions and policing of the usual homeless areas have sent families to areas of O`ahu where resources for employment and other basic needs are limited.

Service Areas	
Crisis Counseling	Trained Crisis Counselors will provide crisis counseling and support to family members facing problems associated with homelessness due to unemployment, substance abuse, untreated mental illness and/or domestic violence. They are encouraged to share their stories and offered reassurances that they are not alone; provide linkage to transitional or safe housing, engaged for substance abuse treatment, emotional problems, and directed to appropriate community resources. The children are given the special care and support they need to feel safe and assistance offered to help them thrive and be ready to succeed in school.
Safety Planning	Safety plans for families seeking crisis intervention services are crucial, especially those who are homeless. NPs facilitate safety planning that is tailored to the individual needs of each family member.
Childcare and Parenting Classes	A recent study commissioned by the Center for Disease Control and Prevention found, "lower rates of confirmed abuses cases, child out-of-home placements, and hospitalizations and emergency room visits for child injuries in counties where parenting support was implemented" (CDC, 2009). NP's offer pre-arranged childcare services and classes for parents who lack adequate parenting skills or who need an increased awareness of how to keep their children safe in situations of homelessness.
Information and Referral	NP staff offer clients linkage and assistance to determine eligibility for the variety of services available. All information and referrals are responded to within 24 hours and referrals completed within two weeks to ensure timely linkage to community resources. The referral completion time used to be one week, however, we found the homeless factor increases the amount of time needed to connect families to resources.
TANF	BFC works closely with DHS to design a contract specific to the NP system of care. This unique partnership has proven to be highly effective in ensuring that families in high-risk communities throughout the state receive important family strengthening services.
Database/ Follow-up	BFC has established a database for the purpose of tracking the outcomes for families that come in contact with all our NPs. The consistent achievement of desired outcome demonstrate that its services strengthen Hawai`i's communities, allow families to resolve issues and stay together, and improve the safety and well being of Hawai`i's youth. Follow-up activities are completed on each family at six months and one year intervals in order to evaluate whether these families have remained safe and healthy and if additional NP services or the more formal child welfare services may be needed.

Core Services	
Family Strengthening Planning and Monitoring	Families will be assisted in creating a three to six-month Individual Program Plan (IPP) supported by NP staff. The IPP will include assessments, development and support activities, and referrals to needed resources, timelines, specific behavioral objectives and milestones. Because research tells us that the level of intensity of intervention is key to success, families will be encouraged to focus on their IPP and work diligently toward goals. Families will be helped in aligning behavioral objectives identified in their IPP with objectives they identify in other collateral programs -- such as parent education, anger management, stress management, job readiness, concrete needs, obtaining affordable housing—to ensure consistency and mutual reinforcement.
Information/ Referral	Families will be given information and referrals to available resources in the community according to the goals and desires of the family. The NPs will build and maintain effective working relationships with resources available to Windward families. Resources will include services aimed at responding to the presence of risk factors by building protective factors through counseling, positive parenting classes, family strengthening activities, addiction services, literacy programs, economic supports, etc. Families will also be encouraged to participate in parent-to-parent mutual support groups facilitated by the NPs or other groups.
Family Friendly Program Support	Families will be given needed support to allow attendance at programs and access to services -- such as transportation and childcare. Family culture and language will always be a consideration when developing referral options.
Mutual Aid/ Neighborhood Support	Waimanalo has many <i>kupuna</i> (grandparents) caring for their <i>mo`opuna</i> (grandchildren). Interviews with community members and discussion at the Waimanalo Neighborhood Board indicate this situation is a growing concern for the community. Many <i>kupuna</i> do not have the resources to handle young children, neither are they skilled to address challenges presented by teenagers, all the while trying to cope with their own natural aging process which includes declining health. A support group of <i>kupuna-to-kupuna</i> will be established, which we hope to co-facilitate with another community service provider and other <i>kupuna</i> facilitators. Our goal is to provide support to <i>kupuna</i> in their efforts to keep their families together during stressful situations. The outcomes we hope to establish are greater caregiver self-esteem and competence, less social isolation, increased ability to handle stress and better understanding of grandchildren and their needs as well as better understanding of their own developmental needs.
Public Awareness and Community Capacity Building	A minimum of two (2) community programs per year will bring together neighbors, service providers, and other community stakeholders for information sessions on child maltreatment, child development, resources, cultural diversity in child-raising, and public policy. Collaborating agencies will also update their stakeholders on child safety issues/mechanisms through distribution of information and NP training programs. NPs will also participate in community events hosted by other organizations.
Child Resiliency/ Empowerment	Waimanalo already has strong, established childcare and child strengthening programs including Hana Like Home Visitor Program, Kamehameha Preschool and Hi'ilani Program, Early Head Start, and Even Start at Blanche Pope Elementary School. WNP will coordinate with such programs to become familiar with them and will work together with them by holding group sessions with them for parents and children.

A. QUALITY ASSURANCE AND EVALUATION

The BFC and its NP partners commit to ensure the highest possible quality of services through their participation in an ongoing Continuous Quality Improvement (CQI)

process. The CQI process defines how BFC/NP will assess and improve its overall performance and for meeting professional standards which meet or exceed outcome expectations. The CQI process is designed to reinforce the value of peer learning, making decisions based on data and solid analysis of information, the importance of ongoing staff training and development and integration of research and best practices.

The purpose of the plan is to describe the procedures and define the roles and responsibilities that support BFC /NP in obtaining the highest level of family strengthening services. First and foremost, this is done on behalf of the families and children that are served. Secondly, for the purposes of compliance with contract and funder requirements and to implement best practices.

In order for BFC to implement an effective CQI initiative, the following must be in place:

1. A Board level commitment to implementation of the CQI process
2. Hiring of a CQI Resource Person who reports to the Chair of the Board Program Committee and resources allocated to convene the Peer Review Team
3. A written CQI plan with policy, procedures and resources
4. An effective BFC strategic planning process
5. Written program policies and procedures to guide NP service delivery
6. Outcome objectives for each program component
7. An ongoing integrated training and technical assistance plan
8. An annual evaluation of BFC efficiency in utilization of both human and financial resources
9. Integration of CQI findings and external monitoring and evaluations

There are three major components of the BFC Continuous Quality Improvement Process

1. **Strategic Planning:** A formal strategic planning process will begin in mid 2008. This process is the responsibility of the BFC Board of Directors and will include stakeholder input, an environmental scan to determine continued relevance of the NP service delivery model, demographic profiles of community risk factors and a review of best and promising practices.
2. **Peer Review Process Component:** Peer review is a core component of BFC Continuous Quality Improvement process. Peer review is based on the BFC value of promoting a learning environment designed to promote innovation and service improvement by learning from NP partners.
 - a. The Peer Review team will be composed of:
 - 1) BFC Board Program Committee designee
 - 2) BFC Executive Director
 - 3) CQI Resource Person

- 4) NP Program Directors
- 5) Other resource people as needed; i.e., demographers, DHS staff
- b. Peer Review Team meetings will be convened by the CQI Resource Person on a quarterly basis.
- c. The Peer review team will have the following responsibilities,
 - 1) Determine indicators, sampling sizes and thresholds for the CQI Review Process
 - 2) Develop the review schedule
 - 3) Conduct case review on selected cases which will cover:
 - The appropriateness of the referral
 - The quality of the assessment
 - The appropriateness of service plan based on the assessments
 - Outcomes of services
 - Discharge planning and follow up
 - 4) Review of NP progress toward BFC/NP outcomes
 - 5) Identification of barriers to outcomes being obtained
 - 6) Review of stakeholder and consumer feedback
 - 7) Review of all incident and grievance reports
 - 8) Review of BFC/NP training and technical assistance needs
 - 9) In a written report analyze the results of the CQI process and make improvement recommendations to the BFC Executive Director and Program Committee of the Board of Directors quarterly
 - 10) Review and evaluate recommended improvements for effectiveness

3. Monitoring Component:

- a. Occurs on a quarterly basis through NP submittal of Quarterly Activity Reports
- b. Annually, BFC will conduct a monitoring of all NP contracts to ensure compliance with all contract requirements. These monitoring reports are confidential between the BFC and the NP. They may be used as part of the Peer Review process only with the consent of the NP Program Director.
- c. Results from the periodic monitoring conducted by DHS will be incorporated into the CQI process.
- d. Annually, in a report to the full Board of Directors the CQI Resource Person will incorporate recommendations from the Peer Review Team, BFC and DHS monitoring reports, consolidate data from the demographic and environmental

scans, discuss training and technical assistance needs and reviews the current efforts of the committee.

e. Corrective Action

BFC will establish procedures to assist any NP that are not performing according to expectations which include:

- A corrective action plan
- Necessary follow up actions
- Timetable for achievement
- Determine responsible parties

4. Continuous Quality Improvement Team Roles and Responsibilities

a. BFC Board of Directors

- 1) Conduct Strategic Planning at a minimum every four years.
- 2) Appoint a member of the BFC Program Committee to sit on the CQI Peer Review Team
- 3) Quarterly, at meetings of the Board of Directors, review and act on any recommendations from the CQI Peer Review Team
- 4) Ensure human and fiscal resources are available to maintain an effective CQI process

b. NP Program Directors

The NP Program Directors serve as members of the CQI Peer Review team.

- The NP Program Directors are responsible for the design and implementation of their own internal NP CQI process. Minimally, this process will include:
 - ✦ A comprehensive chart review, using the BFC/NP Chart Review Checklist
 - ✦ Conducting the GFC/NP Consumer and Stakeholder Satisfaction Survey
 - ✦ Provision of ongoing case supervision

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.

B. SCOPE OF WORK, TASKS AND RESPONSIBILITIES

BFC through its network of NPs offers a full continuum of community-based services, including crisis and problem-solving counseling, individualized safety planning, childcare and parenting, basic life skills, anger management, information and referral, outreach to

the homeless and “hidden” homeless, evaluation of TANF eligibility, training and on-going services to evaluate safety concerns.

Our work is to help the family remain together. Homelessness is viewed as a symptom that may identify other family considerations that precipitated the homeless situation, such as ongoing substance abuse, untreated mental illness, or domestic violence. The WNP will serve a minimum of 75 families each year with case management. In addition, WNP through community outreach will offer information, referrals and linkage to community services for a minimum of 150 residents. Over 70% of the families served are from low to moderate income families. **The existing NPs have achieved outcomes of 90% and better for the past 5 years in keeping families safe and out of child welfare system.**

C. PROJECTED ANNUAL TIMELINE – OUTCOMES OF SERVICE

Waimanalo Neighborhood Place (WNP)

Objectives and Major Tasks	Performed By (Position)	Month												
		1	2	3	4	5	6	7	8	9	10	11	12	
Select provider for the delivery of services for the Waimanalo NP. Develop and finalize contract with provider.*	BFC Executive Director	X												
Advertise, organize interview team, and hire staff: Family Success Coach, Program Specialist 1	Agency contracted with to deliver services.	X	X											
Provide basic staff training: personnel policies, MIS requirements, NP philosophy, guidelines and procedures	Program Director of the WNP and staff of the BFC		X	X	X	X	X							
Establish NP offices, including MIS and communications	Program Director of the WNP and staff of the BFC	X	X											
Purchase and install furnishings, equipment and supplied required for operations.	Program Director of the WNP and staff of the BFC	X												
Inform communities of grant receipt and program start up	BFC and Sub-contractor	X	X	X										
Participate in BFC quality improvement team meetings, policy meetings and trainings	WNP Staff		X	X	X	X	X	X	X	X	X	X	X	X
Participate in other child abuse and neglect trainings	WNP Staff		X	X	X	X	X	X	X	X	X	X	X	X
Provide child abuse and neglect prevention events in the community	WNP Staff				X	X	X	X	X	X	X	X	X	X

*The BFC has already gone through a process to evaluate proposals from community based agencies for service delivery in the Waimanalo area.

The Waimanalo NP will provide services to 75 families annually. These families will be involved in one or more of the following services: case management, parenting classes, counseling, information and referral and/or basic need such as food or clothing. Other services may also be available to families depending on community resources and support.

Neighborhood Places – Kaua`i

The NPs on Kaua`i will provide services to 50 families annually at each site for a total of 100 families. These families will be involved in one or more of the following services: case management, parenting classes, counseling, information and referral and/or basic need such as food or clothing. Other services may also be available to families depending on community resources and support.

Expansion Funding for the Original Five Neighborhood Places

As above, the only additional work would be the contract amendments with the existing Neighborhood Places in Waianae, Central Kalihi, Puna, Kona and Wailuku as these NPs are funded through a POS contract between the Blueprint for Change and the Department of Human Services.

Outcomes and Data

The NP outcomes are the same but delivered within each community's unique needs and resources. The goal of the each Neighborhood Place has been to reduce the incidence of child abuse in their communities by working with at-risk families. Each family is helped to learn the skills they need to provide a safe and nurturing home for their children.

Data will be collected at all sites to assure that we are meeting the basic NP outcomes:

III. Financial

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

Applicant: BLUEPRINT FOR CHANGE

BUDGET CATEGORIES	Total State Funds Requested (a)	NP Kauai Site # 1 (b)	NP Kauai Site # 2 (c)	NP Waimanalo (d)	Existing NP Enhancement (e)
A. PERSONNEL COST					
1. Salaries	\$135,000.00	\$45,000.00	\$45,000.00	\$45,000.00	
2. Payroll Taxes & Assessments	\$17,550.00	\$5,850.00	\$5,850.00	\$5,850.00	
3. Fringe Benefits	\$14,490.00	\$4,830.00	\$4,830.00	\$4,830.00	
TOTAL PERSONNEL COST	\$167,040.00	\$55,680.00	\$55,680.00	\$55,680.00	
B. OTHER CURRENT EXPENSES					
1. Airfare, Inter-Island	\$1,485.00	\$650.00	\$650.00	\$185.00	
2. Insurance	\$750.00	\$250.00	\$250.00	\$250.00	
3. Lease/Rental of Equipment	\$555.00	\$185.00	\$185.00	\$185.00	
4. Lease/Rental of Space	\$5,800.00	\$1,450.00	\$1,450.00	\$2,900.00	
5. Staff Training	\$1,500.00	\$500.00	\$500.00	\$500.00	
6. Supplies	\$3,600.00	\$1,200.00	\$1,200.00	\$1,200.00	
7. Telecommunication	\$1,065.00	\$355.00	\$355.00	\$355.00	
8. Utilities	\$760.00	\$230.00	\$230.00	\$300.00	
9. NP Kona	\$5,000.00				\$5,000.00
10. NP Puna	\$5,000.00				\$5,000.00
11. NP Wailuku	\$5,000.00				\$5,000.00
12. NP Central Kalihi	\$5,000.00				\$5,000.00
13. Waianae NP	\$5,000.00				\$5,000.00
14. Admin Fee @ 13.5%	\$34,522.00				
15					
16					
17					
18					
19					
20					
TOTAL OTHER CURRENT EXPENSES	\$75,037.00	\$4,820.00	\$4,820.00	\$5,875.00	\$25,000.00
C. EQUIPMENT PURCHASES	\$58,000.00	\$14,500.00	\$14,500.00	\$29,000.00	
D. MOTOR VEHICLE PURCHASES					
E. CAPITAL					
TOTAL (A+B+C+D+E)	\$300,077.00	\$75,000.00	\$75,000.00	\$90,555.00	\$25,000.00
SOURCES OF FUNDING		Budget Prepared By:			
(a) Total State Funds Requested	\$300,077.00	Richard Klein		(808) 952-0488	
(b)		Name (Please type or print)		Phone	
(c)				1/31/2009	
(d)		Signature of Authorized Official		Date	
TOTAL BUDGET	\$300,077.00	Stephen Morse, Executive Director			
		Name and Title (Please type or print)			

Fiscal Year 2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

IV. Experience and Capability

A. Necessary Skills and Experience

The BFC and its NPs are much more than an innovative social service strategy. BFC represents a truly integrated and collaborative approach with a specific vision and has clearly proven that the NP concept is having a powerful impact on the lives of at-risk children and their families in communities throughout the state of Hawai`i.

Through years of experiences and relationship building with other organizations and community groups over the years, the Neighborhood Places have been able to provide a safe, nurturing environment for families in need of support. Working within each of their communities and with other community providers, businesses, local churches, schools, etc. the NPs have become Centers where families come for information, family activities, outreach, counseling and help accessing other services available within their communities. They are Centers where people from other agencies, local leaders and members of the faith based community meet to plan, collaborate and share resources. The Neighborhood Places not only provide direct service, but also provide a framework and setting where other agencies and community members come together to increase the support available to families of Hawaii.

B. Facilities

Waimanalo Neighborhood Place (WNP)

The Waimanalo Neighborhood Place was originally going to be housed in a suite adjacent to Parents And Children Together’s (PACT) Waimanalo Hana Like Home Visitor [Healthy Start] Program, located at 41-0388 Wailea Street in Waimanalo behind the “Homestead 7-11,” which is well known in the community. However, because of budget cuts this year, the space is no longer available. Alternative sites have been identified in the Waimanalo Village Marketplace located at the Kailua-end of Waimanalo. Other sites are still be explored.

This Marketplace site is ideal because it is near a bus stop, the Waimanalo Laundromat which is well used by young families, near Waimanalo’s public housing projects, Shima’s Market, and fast food eating establishments like Jack-in-the Box and L&L Drive-Inn. The original co-location with Hana Like and Early Head Start would have facilitated referrals to the WNP and conversely expedite referrals into these two programs for

families with young children, but both agencies are close enough to the Marketplace site that collaboration and referrals should not be difficult.

Neighborhood Place – Kaua`i

Nana's House is located at 9875 Waimea Road in Waimea and serves the families on the west side of Kaua`i from Koloa to Mana. Hale Ho`omalua is located at 4-111 Kuhio Highway in the Kapa`a area and serves families from Hanamaulu through Anahola. Home visits and transportation are offered at both sites to make it possible for families to easily access services.

Both Nana's House and Hale Ho`omalua are located in plantation style houses. They are furnished and decorated to create a home like environment where families feel comfortable. Nana's House contains a large living room, a kitchen, a dining room and four smaller "bedrooms." Hale Ho`omalua has a living room, three "bedrooms," a kitchen and a dining area. At both houses the living room is used for meetings and the smaller rooms are 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 the furnishings at Nana's House and Hale Ho`omalua.

At Nana's House, the dining room functions as the office. It is equipped with desktop computers, a copier and a fax machine. At Hale Ho`omalua, the front bedroom serves as the office area and is also equipped with computers, fax machine and a copier. Both centers are connected to the main organization-wide computer network through a high-speed connection. Nana's House and Hale Ho`omalua have been renovated to meet ADA specifications.

The Administrative staff that supports the Kauai Neighborhood Places is housed in the Child and Family Service (contracted to deliver NP services on Kauai) main office at 2970 Kele Street, Suite 206 in Lihue. The office is centrally located and near to the Department of Human Services and other state, county and private provider offices. It is ADA accessible.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Blueprint for Change purpose from the beginning is to locate funding and subcontract with local community organizations to provide Neighborhood Place services within specific communities who have high rates of child abuse and neglect. Through this process, the staff of the Neighborhood Places in Kauai and Waimanalo will not be employees of the Blueprint for Change but will be employees of agencies within the specified and funded communities. The Neighborhood Places of Kauai and Waimanalo

will be funded at \$150,000. However, to provide additional information on configuration of staffing and activities, we provided the below information

Grant-in-Aid funds will support the following positions and job descriptions:

Waimanalo Neighborhood Place (WNP)

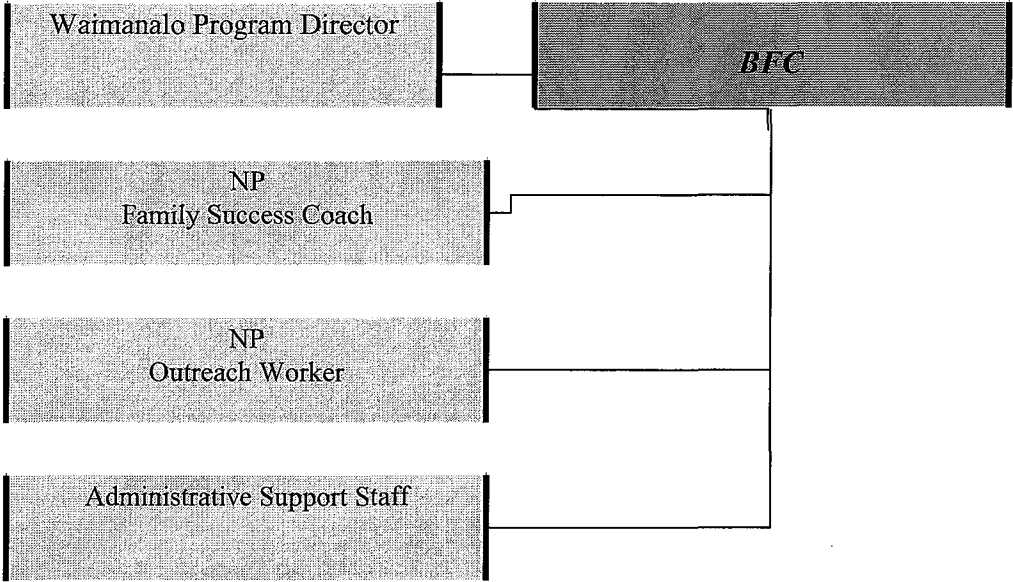
Waimanalo Program Director will function as the Project Manager and will: Develop and implement WNP strategic directions, lead community networking and partnership building, coordinate training and staff development, review charts, oversee and supervise operations and service delivery, and be responsible for adherence to BFC's continuous quality improvement program. He/She will pursue additional funding and resource development, and encourage WNP staff and stakeholders to advocate for support and development of family strengthening and child abuse prevention.

NP Family Success Coach will be responsible for day-to-day service delivery, maintenance of working relationships with families, community organizations, collaborating agencies, and referral resources. This position will ensure that assessments are properly administered, best practice methodologies are employed, and contract requirements are met. He/She will assess families using the Family Assessment Tool and other clinical assessments and assist families in developing and completing Individual Program Plans. The incumbent will create an outreach plan for the community and oversee two CAN prevention events annually. This person will supervise the Program Specialist.

NP Outreach Worker will conduct outreach and maintain contact with families and encourage participation in prescribed activities; s/he will assess families using the Family Assessment Tool and other assessments and assist families in developing and completing Individual Program Plans; monitor and evaluate families' progress and participation; provide information and referral services; develop and facilitate mutual aid and support groups; make referrals for self-selecting families as needed along with appropriate data collection; help families successfully exit the WNP program by attaining Individualized Performance Plan goals and encourage them to maintain affiliation for follow-up with WNP. Implement an outreach plan for the community and participate in providing two CAN prevention events annually.

Administrative Support Staff will provide administrative and clerical support; attends to the organization and coordination of office activities; supports and coordinates the work flow for the office; processes timesheets, purchase orders and other necessary administrative requirements.

ORGANIZATION CHART



Neighborhood Places – Kaua`i

Program Director, Novelyn Hinazume, has a Master's Degree in Counseling Psychology, and clinical and administrative experience. Novelyn provides the clinical supervision and oversight functions for Nana's House, Hale Ho`omalua as well as the Family Strengthening Services Program. The families that are provided counseling and outreach services at Nana's House and Hale Ho`omalua are at risk for child abuse or in crisis. With child safety at the ultimate concern, it is important to have strong clinical support for the direct service staff. The program Director position requires direct clinical experience with children and families and experience in clinical supervision. The Program Director is also able to provide continuity of service for families in the event of staff illness or vacancies.

Program Coordinator. Requires a Bachelor's degree and four years of experience. The Program Coordinator at Hale Ho`omalua, Dory Ferias, has had the Bachelor's requirement waived because of her extensive experience working with families on the east side of Kauai and her knowledge of community history resources. She started at Hale Ho`omalua as the center's first Outreach Worker and was promoted to Program Coordinator because of her organizational skills and strong connection to the Kauai east side families and organizations. Dory has lived on the east side for most of her life. She participated in the Regional Planning Committee that worked to establish Hale Ho`omalua as the Queen Lili`uokalani Children's Center representative. Our current Program Coordinator at Nana's House, Nancy Golden, has a Bachelor's degree in Early Childhood Education and over 40 years of experience working with children and families and coordinating community programs. Nancy has been with Nana's House as the Program Coordinator since its beginning in 1996.

Community Outreach Specialist. Gayle Mizukami has been our Community Outreach Specialist at Nana's House since March 2001. Gayle has a Master's Degree in Counseling and has been working with children and families since 1993 and exceeds the NP requirements for this position. Gayle is from west Kauai and is known and respected in the community. Jon Segismundo has a BA and has been the Community Outreach Specialist at Hale Ho`omalua since it opened in 2002. He lives and works in east Kauai and has extensive connections to the area service providers.

Specialist IV. Caroline Miura provides individual, couples and family counseling at both centers. The requirement for this position is at least two years of experience post Master's degree and documented training in the areas of child abuse and domestic violence. Caroline Miura exceeds both of these requirements.

Outreach Worker (Part time). Each center has part-time Outreach Workers with experience working with families and is available to greet families and help them with the clothes closet, food pantry, as well as information and referrals. Since many of the other staff members are often out at home visits, helping families in the community or participating in community meetings, it is essential to have staff that remain at the house to greet families and help them to feel comfortable. David Martin and Anna Machado

provide those services at the two Neighborhood Place sites at Hale Ho`omalua and at Nana's House.

Neighbor Island Administrator. This position for Kauai requires a Master's degree and four years of post master's administrative and supervisory experience. The current Neighbor Island Administrator, Lucille Calderon, has over twenty-five years of direct service and administrative experience and has overseen the Family Centers and the Kauai CFS office since 1999.

VI. Other

A. LITIGATION

None.

B. LICENSURE OR ACCREDITATION

Not Applicable.

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

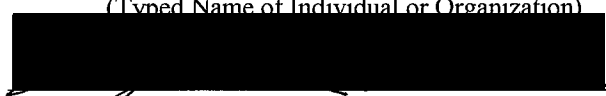
In addition, a grant or subsidy may be made to an organization only if the organization:

- (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.

BLUEPRINT FOR CHANGE
(Typed Name of Individual or Organization)
 _____
(Signature) 1/30/09
(Date)

Stephen K. Morse Executive Director
(Typed Name) (Title)

rec'd
JAN 29 2009 gm

House District 48
Senate District 24

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

Log No: 8-0

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):

Department of Education

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): 16770

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Dbas: Castle Performing Arts Center
Street Address: 45-570 Keneke Street, Kaneohe, HI 96744
Mailing Address: 45-570 Keneke Street, Kaneohe, HI 96744

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Joan Gerber
Title President, CPAC Board of Directors
Phone # 447-7570
Fax # 447-7570
e-mail cpachawaii@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:

Castle Performing Arts Center travel subsidy

4. FEDERAL TAX ID #: [REDACTED]
5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 20,000.00

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 \$ none
FEDERAL \$ none
COUNTY \$ none
PRIVATE/OTHER \$ 60,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE

Joan Gerber, President, CPAC Board of Directors
NAME & TITLE

01/26/09
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 *see attached sheet

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;
2. The goals and objectives related to the request;
3. State the public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

II. Service Summary and Outcomes *see attached sheet

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;
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; and
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

Application for Grants and Subsidies

I. Background and Summary

Every day young people gather at the Castle Performing Arts Center to do what they love. Founded by Ronald Bright in 1984, CPAC's exemplary programs prepare children for life, improving self-confidence and skills, developing teamwork, discipline, and responsibility. CPAC was honored in 2005 at the White House, named one of the nation's top afterschool arts programs.

This year CPAC has been selected as the first public school from Hawaii to represent the United States at the prestigious international Edinburgh Fringe Theatre Festival in August 2009. The play we have chosen is rich - educationally, culturally and historically. "Okinawa 1945" by Alice Shikina will make its Hawaii debut this June, with an expected audience of more than 2,000, and its European debut in Scotland of a thousand more.

A cast and crew of local high school students will tell the tragic story of the Himeyuri Nurses, a history unknown to most of Europe. Indeed, the story was unknown to our own students, who have been moved by their research for this production.

This experience is certain to be life-changing for the students and their Kaneohe families, many whom have never left Oahu. They truly represent Hawaii - Hawaiian, Filipino, Asian, and every other group! Their audience, which will include other high school groups from across the nation, is just as certain to be touched by this moving story. We are proud to be presenting the Hawaii Public Schools to a national and international audience.

II. Service Summary and Outcomes

The Castle Performing Arts Center is a nonprofit corporation that is in support of the Learning Center at High School, program 16770 from the State D.O.E. The CPAC Board of Directors are volunteers of parents, business owners, and community members that work to assure the continuation of this exemplary program.

The timeline for this project is set by the American High School Theatre Festival, which handles all arrangements and deadlines. First Hawaii performances will be held in June 2009, with travel and performances in Scotland to be held August 4-17, 2009. Program Evaluations will be held at the end of August 2009.

The success of the project will be measured by theatrical reviews and tickets sales. Other methods of measurements could include additional donations, interest from other cultural groups and increased CPAC membership. We hope that this international exposure could bring national and international funding possibilities.

measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

III. Financial *see attached sheet

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
\$20,000.00				\$20,000.00

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

IV. Experience and Capability *see attached sheet

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.

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.

III. Financial

Budget

The overall budget for this project, as determined by the American High School Theatre Festival is \$6,400 per participant. With a group of 30 participants, we will need \$192,000. No Department of Education funds will be used. As of January 30, 2009, we have raised over \$60,000, almost one third of our total. Final payments will be made by the trip in August 2009, so the full amount of this grant would be applied to the final payment in the first quarter of this fiscal year.

We are applying for a subsidy for our public school students, which translates to approximately \$1,000 per student. These students, many from lower income homes, have been working after school jobs and fundraising for their travel. In addition, we will be having several fundraising events and preview showings. We have also applied for financial assistance from several Okinawan cultural groups, such as Hui O Lailima, as well as the Scottish cultural society The Caledonian Society.

III. Experience and Capability

A. Necessary Skills and Experience

CPAC was chosen for this national honor for its history and experience. CPAC has performed on the mainstage of the International Thespian Conference and in Los Angeles for the Kaiser Permanente Educational Theatre Conference. As the prototype for the Hawaii Department of Education Learning Centers, CPAC has been an exemplary program for decades. The student participants have already begun their studies with their mentors in their artistic and cultural areas.

B. Facilities

CPAC is at home at the 660 seat Bright Theatre on the campus of The James B. Castle High School, sponsored by the Department of Education. As part of the American High School Theatre Festival, CPAC will be housed at the University of Edinburgh, with all lodging and rehearsal and performance spaces provided by the AHSTF as part of this honor and travel package.

V. Personnel: Project Organization and Staffing *see attached sheet

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.

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 *see attached sheet

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.

V. Personnel: Project Organization and Staffing

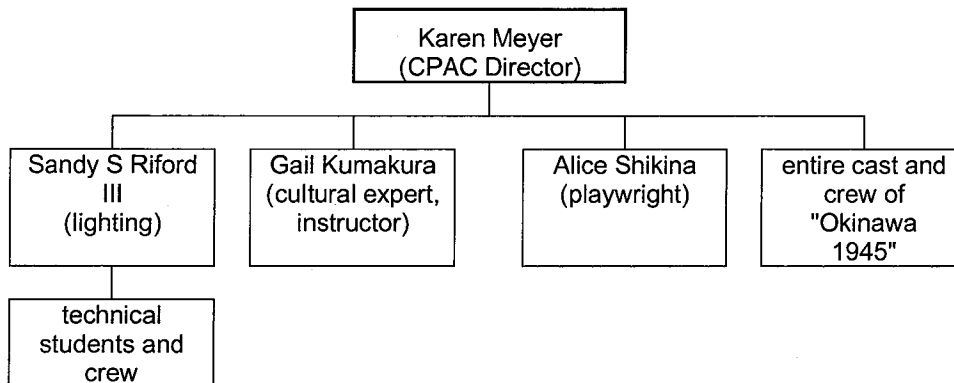
A. Proposed Staffing, Staff Qualifications, Supervision and Training

The CPAC Board supports the State Learning Center program, overseen by CPAC Director Karen Meyer, certified D.O.E. and National Honor Role Teacher. Ms Meyer has assembled a team of mentors for the student participants in this program: Lloyd S. Riford III, a professional scenic and lighting designer and graduate of the Yale School of Drama will be mentoring the technical students and crew. Gail Kumakura, Castle High School faculty member will serve as our Okinawan cultural expert and instructor. Alice Shikina, our San Francisco playwright has been available for rewrites and collaboration in our rehearsal process.

All financial duties will be handled by the CPAC Board. All travel arrangements and logistics are provided by the American High School Theatre Festival.

B. Organization Chart

Every student participant will be assigned a cast or crew position being mentored by one of the adult team. Ms Meyer will be in charge of all operations concerning the students. The CPAC Board will coordinate funding and support the production.



VI. Other

A. Litigation


There are no pending litigations.

B. Licensure or Accreditation

Ms. Meyer and all mentors are hired following State of Hawaii licensing and certification laws and rules.

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

Applicant: Castle Performing Arts Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. Travel costs	20,000.00			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	20,000.00			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	20,000.00	-0-	-0-	-0-
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	20,000.00	Joan Gerber	447-7570	
(b)		Name (Please type or print)	Phone	
(c)			01/26/09	
(d)		Signature of Approving Official	Date	
TOTAL BUDGET	20,000.00	President, CPAC Board of Directors		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Castle Performing Arts Center

Period: July 1, 2009 to June 30, 2010

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Castle Performing Arts 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						
TOTAL:						-0-
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.

Castle Performing Arts Center

(Typed Name of Individual or Organization)



01/27/09

(Signature)

(Date)

Joan Gerber

President, CPAC Board of Directors

(Typed Name)

(Title)

House District : 28

Senate District: 12

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

Log No: 9-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: HAWAI'I STATE FOUNDATION ON CULTURE AND THE ARTS
PROGRAM I.D. NO.:

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Cathedral Church of St. Andrew

Dba: Cathedral Church of St. Andrew

Street Address: 229 Queen Emma Square
Honolulu, HI 96813

Mailing Address: 229 Queen Emma Square
Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: THE VERY REV. TIMOTHY W. SEXTON

Title: Provost

Phone: (808) 524-2822, ext. 214

Fax: (808) 537-4177

e-mail: twsexton@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:

CATHEDRAL CHURCH OF ST. ANDREW:
RENOVATION, RETROFIT AND RESTORATION

4. FEDERAL TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 500,000

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	\$ -----
FEDERAL	\$ -----
COUNTY	\$ -----
PRIVATE/OTHER	\$ -----
TOTAL	\$ -----

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

THE VERY REV. TIMOTHY W. SEXTON, PROVOST

NAME & TITLE

1/29/09

DATE SIGNED

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

Applicant: Cathedral Church of St. Andrew

BUDGET CATEGORIES	Total State Funds Requested (a)	Other Funding Sources (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. Davies Renovation - Architectural	500,000	37,984		
10. Davies Renovation - Electrical		311,780		
11. Davies Renovation - Mechanical		150,000		
12. General Requirements		245,706		
13. Contingency (15%)		186,821		
14. Escalation (5%)		9,341		
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	500,000	941,632		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. OTHER				
TOTAL (A+B+C+D+E)	500,000	941,632		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Erin Hoff, Provost's Assistant (808) 524-2822		
(b) Other Funding Sources	941,632	Name (Please type or print) Phone		
(c)		[Redacted Signature] [Redacted Phone] 1/29/09		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	1,441,632	The Very Rev. Timothy W. Sexton, Provost Name and Title (Please type or print)		

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

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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
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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.

CATHEDRAL CHURCH OF ST. ANDREW

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

THE VERY REV. TIMOTHY W. SEXTON

(Typed Name)

PROVOST

(Title)

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Cathedral Church of St. Andrew

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: Cathedral Church of St. Andrew

Period: July 1, 2009 to June 30, 2010

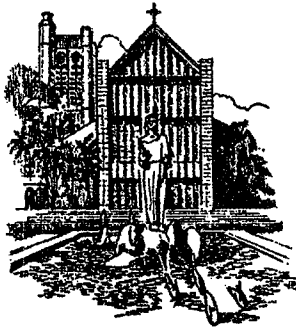
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION: Architectural, Electrical & Mechanical			500000	941632		
EQUIPMENT						
TOTAL:			500,000	941,632		
JUSTIFICATION / COMMENTS: The cost estimates provided herein are for the first phase of renovation of St. Andrew's, i.e., the restoration of Davies Hall.						

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Cathedral Church of St. Andrew

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.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				



The Cathedral Church of St. Andrew

229 Queen Emma Square
Honolulu, HI 96813-2304

Telephone: (808) 524-2822 • Facsimile: (808) 537-4177
web page: www.saintandrewscathedral.net

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 1862 under royal charter at the expressed invitation of Their Majesties King Kamehameha IV and his consort Queen Emma Kalele'onalani, the Cathedral Church of St. Andrew today is one of the oldest Episcopal cathedrals in the United States, its striking architecture inspired by the early French Gothic churches built throughout England during the the 15th and 16th centuries. Centrally located in the heart of downtown Honolulu's Capitol District, St. Andrew's has for nearly 150 years been an integral part of the city's spiritual, social and community life, welcoming people of all faiths and backgrounds to its services and activities. The cathedral was listed in the National Registry of Historic Places in 1973 by the U.S. Department of the Interior.

As the home of the Episcopal Diocese of Hawai'i, the Cathedral Church of St. Andrew is endowed with a mission as a spiritual and community touchstone dedicated to the teachings of Jesus Christ, with a focus of good works and service to those less fortunate. From a secular standpoint, the Cathedral is a 501(c)(3) not-for-profit organization, which is presently in good standing with the Department of Commerce and Consumer Affairs, State of Hawaii (please see Attachments A and B).

Cathedral members annually donate needed school supplies and holiday meals to students and parents at Kalihi Waena Elementary School, and provide Christmas gifts to needy children each holiday season. St. Andrew's annually sponsors a popular rummage sale that attracts donations and customers alike from across O 'ahu, with all proceeds going to charity, and maintains the legacy of the late Father Claude Du Teil's "Peanut Butter Ministry" to the indigent and homeless through his not-for-profit Institute for Human Services, which provides emergency shelter to over

500 people nightly at two shelters, and serves over 6,000 meals weekly to the homeless, some of which are prepared by volunteers from St. Andrew's.

St. Andrew's also contributes to the greater community through its contributions to downtown Honolulu's already-vibrant culture and arts scene, offering a weekly worship service in the Hawaiian language, free noontime concerts every Wednesday, and diverse music programming that showcases the talents of St. Andrew's renowned Cathedral Choir, Music Director John Renke, and contributions from guest musicians from the islands and the mainland. The Cathedral's acclaimed Peggy Kai Speakers Series offers free-of-charge to the public compelling speakers addressing a diversity of topical subjects, and its Kai Wellness Center ministers to the health and physical needs of the community with free programs such as *Tea & Labyrinth*, which encourages people to take time to seek peace and wellness in their lives.

2. The goals and objectives related to the request;

The Cathedral Church of St. Andrew requests a \$500,000 capital grant from the State of Hawai'i to facilitate the renovation and restoration of Davies Hall, as part of its comprehensive plan to retrofit and upgrade the entire St. Andrew's complex, i.e., its historic cathedral building and attendant structures, in a manner eminently befitting of its unique and historic significance to the heritage and cultural life of Honolulu. The estimated total cost of the Davies Hall restoration is \$1,441,632. Estimated total cost for restoration of the entire St. Andrew's complex is \$6,200,000.

Because the Cathedral and its attendant facilities are listed in the National Registry of Historic Places, it is incumbent upon the Episcopal Diocese of Hawai'i to do everything necessary to preserve the beauty and history of the Cathedral complex. Historical restoration is often painstaking, and as such is more expensive than periodic maintenance.

To realize this vision, St. Andrew's has commenced a comprehensive, multi-faceted campaign to facilitate much-needed renovations and improvements to the diocese's base infrastructure, provide a more diversified revenue stream for its current operations, and create and maintain an endowment that will underwrite its future as a valued spiritual home and treasured community resource for the people of Hawai'i.

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

To study the history of the Cathedral Church of St. Andrew is to journey back in time through some of the seminal events in island history with some of the most prominent people in Honolulu society over the past 150 years. Although the Anglicans were relative latecomers in the waves of Christian missionaries that came upon island shores in the 19th century, St. Andrew's became the church of choice for a number of Hawaiian royalty, which attracted significant numbers of their subjects.

Founded in 1862 under royal charter at the expressed invitation of Their Majesties King Kamehameha IV and his consort Queen Emma Kalele'onalani, the vision of the Cathedral Church of St. Andrew has been one of partnership. The King himself painstakingly translated the Book of Common Prayer into the Hawaiian language, to assist his people in understanding the Anglican liturgy. Queen Emma's name is the first one listed in the Cathedral's baptismal entries, which date back to March 10, 1862. Thanks in large part to Queen Emma's tireless leadership, sponsorship

and generosity, particularly after her husband's death in 1864, the cornerstone of St. Andrew's was laid by her brother-in-law, King Kamehameha V, on March 5, 1867.

From start to finish, construction of the St. Andrew's complex was conducted through four distinct phases over a period of 91 years, during which time the Hawaiian monarchy was overthrown by American business and military interests and the islands annexed by the United States. Following her 1893 removal, Queen Lili'uokalani became a St. Andrew's parishioner, and was the most prominent member of 'Ahaui 'Iolani O Nā Wāhine, the women's guild that still holds a prominent place in St. Andrew's to this day.

The Cathedral Church of St. Andrew was eventually completed in 1958, first with the laying of a second cornerstone by Bishop Harry S. Kennedy, and then with the bishop's formal consecration of the final sections of the Gothic structure. The entire cathedral complex was listed in the National Registry of Historic Places in 1973 by the U.S. Department of the Interior.

Members of the St. Andrew's community maintain a proactive vision of their church that encompasses spirituality, inclusiveness and stewardship. They are committed to seeing St. Andrew's maintain its stature as a spiritual and moral bulwark in Honolulu, through community outreach, fellowship, and service. Every generation has accepted the responsibility to strengthen the work and stature of the Cathedral Church of St. Andrew by maintaining and improving its infrastructure as necessary, and by sustaining its continued importance and relevance to the greater Honolulu community it serves.

The St. Andrew's community wishes to ensure that the architectural and historical treasure that is its cathedral complex is consigned to future generations of parishioners and visitors in better shape and condition than it is at present. As such, the campaign enjoys the full participation and support of both St. Andrew's Board of Directors and its attendant boards and committees.

4. Describe the target population to be served;

As the home of the Episcopal Diocese of Hawai'i, which consists of some 12,000 members, the Cathedral Church of St. Andrew actually serves the entire state. Further, its historical and architectural significance attracts countless numbers of visitors, and the cathedral and adjacent Parke Chapel are the locale of many weddings, from which the Cathedral derives a significant source of operating revenue.

5. Describe the geographic coverage.

The Cathedral Church of St. Andrew is an integral part of downtown Honolulu's historic Capitol District, which encompasses the cathedral, Washington Place, One Capitol Place (former Armed Forces YMCA), the State Capitol, 'Iolani Palace, King Kalakaua Building (U.S. Post Office), Ali'iolani Hale, Territorial Office Building, Kawaiaha'o Church, and the Mission Houses Museum.

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 St. Andrew's is listed in the National Registry of Historic Places, it is incumbent upon the Diocese of Hawai'i to do everything necessary to preserve the beauty and history of the cathedral complex. Historical restoration is often painstaking, and as such is more expensive than periodic maintenance.

In 2005, the St. Andrew's Buildings and Grounds Committee commenced a comprehensive survey of the Cathedral grounds and all of its structures, retaining the services of Glenn Mason, a renowned architect specializing in the restoration of historic buildings. His report detailed both the challenged conditions of St. Andrew's buildings and projected diocesan needs, and contained an action plan to address the restoration of the Cathedral and attendant buildings to their appropriate architectural, historic and ADA-compliant standards, specifically the following:

RESTORATION OF DAVIES HALL: Originally known as the Parish House, Davies Hall was a gift of the family of Theo. H. Davies, who was a longtime parishioner and patron of St. Andrew's. Its purpose was to serve the subsidiary demands of the St. Andrew's congregation, serving at various times as a meeting hall, Sunday school and host for parish and community events. Currently, the building houses a wholly inadequate choir and a music room in the basement. Plans call for the restoration of Davies Hall to its original purpose, and will involve upgrades to the kitchen, bathroom facilities, installation of air conditioning and interior remodeling.

RENOVATION OF ST. ANDREW'S CATHEDRAL: Other than specific and targeted repair work, the cathedral has not undergone any real upgrade since it was finally completed in 1958. Even to the naked eye, it is clear that decades' worth of prolonged exposure to Honolulu's salty air and other corrosive elements has taken its toll on the structure. Extensive dry rot and painfully obvious water damage have occurred to the ceiling and walls above the organ chamber and the altar, and there is significant oxidation and corrosion to the intricate metal work that laces through St. Andrew's many beautiful stained glass windows. Further, there is a compelling need to create a better air flow and improve the sound system throughout the principal areas of the cathedral.

MEMORIAL BUILDING EXTENSION: Currently, the Music Director and the choirs are ensconced in the basement of Davies Hall, which has proven unsuitable to their present needs. Because music is an integral part of life at St. Andrew's, plans call for the extension of the Memorial Building's second floor above the Von Holt Room, which will provide for the creation of a permanent music facility that is befitting the pre-eminent stature of the St. Andrew's Choir.

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

The architectural design for Davies' Hall renovation has been completed, and the construction drawings will be ready to apply for a building permit by April 2009. The permitting process for this project will likely take about twelve weeks, so the project will be ready to go out for bid in August 2009. In September 2009, the contract will be awarded, and construction will begin. The initial construction phase will include approximately two months of preparation and ordering of equipment and materials following approximately a six month period of on-site construction. Davies' Hall will be renovated and ready for use in June 2010.

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

Mason Architects, a local architecture firm that specializes in historic preservation, is responsible for the project and will continue to be throughout construction. Angela Thompson, a licensed architect who has been with Mason Architects for over nine years, is the project's architect. For this project, as for all the firm's projects, Glenn acts as the quality control manager. A high level of quality control will be maintained through frequent communications with the client, involvement by the principal, peer review, and the cross check provided by both the project architect's and the principal's knowledge of the work.

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 renovation and restoration of Davies Hall is a capital project. As such, as various stages of the project are completed, St. Andrew's will provide the managing state agency with all appropriate invoices and records as may be necessary for the subsequent reimbursement from any grant monies appropriated by the legislature and released by the administration.

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 budget forms, pages 11-14.

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

Q1 FY 2009-10: July 1 – Sept 30, 2009	Q2 FY 2009-10: Oct 1 – Dec 31, 2009	Q3 FY 2009-10: Jan 1 – Mar 31, 2010	Q4 FY 2009-10: Apr 1 – June 30, 2010	FY 2009-10: Amount of Grant to be Expended
\$ 50,000	\$200,000	\$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.**

The Cathedral Church of St. Andrew has recently commenced a capital campaign to raise the funds for the restoration of the entire St. Andrew's complex, of which the renovation of Davies Hall is one of three phases. Because the Cathedral is on the National Register of Historic Places, the campaign is seeking funding from "Saving America's Treasure" program of the U.S. Department of Commerce, the Historic Preservation Fund from the U.S. Department of the Interior; and the National Trust for Historic Preservation. Other potential donor sources to be approached this year are the James Marston Fitch Charitable Foundation, The Kamehameha Schools, Historic Hawaii Foundation, and a number of local private foundations.

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.

Bishop Robert L. Fitzpatrick has constituted an oversight board, the Board for the Advancement of the Cathedral Church of St. Andrew, which will provide direction and guidance to the capital campaign, and will identify opportunities for the Cathedral to expand its service to the greater Honolulu community.

The committee has since retained the services of Glenn Mason, who will manage the renovation project and be responsible to both the committee and the Bishop. Mr. Mason is a renowned architect specializing in the restoration of historic buildings, and has guided thirteen successive phases of restoration of 'Iolani Palace. He has also been commissioned by the Daughters of Hawai'i to oversee the preservation of Hulihe'e Palace in Kailua-Kona, and Queen Emma's Summer Palace in Honolulu.

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 St. Andrew's complex encompasses the cathedral, Davies Hall, Mackintosh Tower, Parke Chapel, Tenney Theater, and the Memorial Building, which houses the administrative offices for both the Cathedral Church of St. Andrew and the Episcopal Diocese of Hawai'i. The entire St. Andrew's complex was listed in the National Registry of Historic Places in 1973 by the U.S. Department of the Interior.

DAVIES HALL and the land upon which it sits were gifts of the family of Theo. H. Davies, founder of the famous mercantile firm that bore his name. It was designed by B.F. Bigelow of London, the original architect of the cathedral, which ensured its conformity to the cathedral's design. Completed in 1932, Davies Hall originally housed St. Andrew's Sunday School, and consists of a thriving second-hand thrift shop and an expandable parish hall with its own kitchen. The St. Andrew's choir rehearses in the hall's basement, and on the Ewa side of the building is the Queen Emma Book Room, which services the needs of the entire diocese with religious literature and materials.

THE CATHEDRAL CHURCH OF ST. ANDREW is one of the oldest Episcopal cathedrals in the United States, its visually unique architecture inspired by the early French Gothic churches built throughout England during the Tudor period of the 15th and 16th centuries. Its grounds were once part of the royal gardens, donated by the King and Queen to the Anglican Church in 1858 for the purpose of establishing its formal presence in the Kingdom of Hawaii. From start to finish, construction of the St. Andrew's complex would be conducted through four distinct phases over a period of 91 years, and was eventually completed in 1958. St. Andrew's famed glass windows consist of its spectacular "Great West Window," which comprises the entire west end of the building save for its bronze entry doors, and six pairs of historic memorial windows adorning the side walls of the cathedral.

THE MEMORIAL BUILDING consists of two floors of office and meeting space, Tenney Theatre, Parke Chapel, and the Von Holt Room, and houses both the Cathedral's and Diocese's administrative offices. Current plans call for a second floor to be placed above the Von Holt Room, which will provide proper rehearsal facilities for members of St. Andrew's Choir and its music director.

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.

GLENN MASON, AIA, Mason Architects, Inc.: Mr. Mason has worked for over 30 years in new construction, as well as in his specialty, the preservation of historic buildings. Since 1978, he has guided thirteen successive phases of restoration of 'Iolani Palace, and has overseen the preservation of Hulihe'e Palace and Queen Emma's Summer Palace. A past president of the AIA, Honolulu Chapter, and the AIA Hawaii State Council, Mr. Mason currently serves on several other not-for-profit boards. From 1984 to 1997 he was a principal in Spencer Mason Architects, and founded his own firm in 1998

THE VERY REV. TIMOTHY W. SEXTON, Provost: "Father Tim", as he likes to be called, first came to the Cathedral Church of St. Andrew in 2004 as the Canon Administrator, and was appointed Provost shortly thereafter. He holds a Bachelor of Science degree in Education from the University of Central Florida, a Master of Divinity degree from Nashotah House Seminary in Wisconsin, and is currently a Doctor of Ministry candidate. Father Tim has served on both the Commission for Congregations and the Commission on ministry, and is also the co-founder of YouthVision, a network focused on training congregations in youth ministry. Complementing his duties as St. Andrew's Provost, Father Tim will chair the board providing oversight and direction for the capital campaign.

THE RIGHT REV. ROBERT L. FITZPATRICK, Bishop of Hawai'i: Ordained as the eleventh bishop of the Hawaiian Islands on October 20, 2006, Bishop Fitzpatrick had served in Diocese's administration since 2000, as its Canon of the Ordinary (executive officer of the Diocese of Honolulu) and Deployment Officer. Midwesterner by birth, Bishop Fitzpatrick is a graduate of DePauw University, and holds a Masters in Divinity from General Theological Seminary in New York City and a Doctorate in Ministry from Seabury-Western Theological Seminary in his native Illinois. Throughout his ministry, he has served on the boards of countless community service organizations, on various diocesan and Episcopal Church boards and committees, and twice was been the chair of the Hawaii deputation to the General Convention of the Episcopal Church. In addition to his current duties as head of the Diocese, Bishop Fitzpatrick also serves on the respective boards of St. Andrew's Priory School, 'Iolani School, and Seabury Hall on Maui.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision.

Please see Attachment C.

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.

There is no outstanding litigation pending.

B. Licensure or Accreditation

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

Please see Attachment A, "IRS Letter of Not-for-Profit Status," and Attachment B "Department of Taxation Letter of Tax Exempt Status from the State of Hawai'i."



TREASURY DEPARTMENT

WASHINGTON

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REFER TO

IT:RR:SET

The Protestant Episcopal Church in the
Hawaiian Islands,
Saint Andrew's Cathedral,
Queen Emma Square,
Honolulu, T. H.

FEB 21 1933

<44-007352>

Sirs:

Reference is made to the evidence submitted for use in determining your status for Federal income tax purposes, such determination being necessary in order to ascertain the deductibility of contributions to Saint Andrew's Cathedral, one of your units.

The evidence discloses that you were incorporated in 1862 under the laws of Hawaii with the name of the "Synod of the Hawaiian Reformed Catholic Church". In 1873 this name was changed to "The Trustees of the Anglican Church in Hawaii" and in 1901 to the present one upon the extension of the jurisdiction of the branch of the Anglican Communion established in the United States of America by the incorporation of the Hawaiian Islands as a territory of the United States of America.

It is further indicated by the evidence that your activities are religious and educational with income derived from contributions and gifts. Such income is used to maintain your religious and educational activities, none of it inuring to the benefit of any private individual.

Based on the facts presented, it is held that you, together with your various units, including Saint Andrew's Cathedral, are entitled to exemption under the provisions of section 101(c) of the Revenue Act of 1936 and the corresponding provisions of prior revenue acts. You are not, therefore, required to file returns of income so long as there is no change in your organization, your purposes, or method of operation.

Any changes in your form of organization or method of operation, as shown by the evidence submitted, must be immediately reported to the collector of internal revenue for your district, in order that the effect of such changes upon your present exempt status may be determined.

**The Protestant Episcopal Church in the
Hawaiian Islands.**

The exemption referred to in this letter does not apply to taxes levied under other titles or provisions of the respective revenue acts except insofar as exemption is granted expressly under those provisions to organizations enumerated in section 101 of the Revenue Act of 1936 and the corresponding provisions of prior revenue acts.

Contributions to your organization by individual donors are deductible by such individuals in arriving at their taxable net income in the manner and to the extent provided by section 23(o) of the Revenue Act of 1936 and the corresponding provisions of prior revenue acts. The deductibility of contributions by corporations is governed by section 23(q) of the Revenue Act of 1936.

A copy of this letter is being transmitted to the collector of internal revenue at Honolulu, T. H.

By direction of the Commissioner.



Deputy Commissioner.



District Director
Internal Revenue Service

Date:

JUL 12 1974

In reply refer to: 421:209:

L-225, Code 216

Tel. 202-512-4703

The Episcopal Church in Hawaii
Green Emma Square
Honolulu, Hawaii 96813

Date of Exemptions February 21, 1938
Internal Revenue Code Sections 501(c) ³

Gentlemen:

Thank you for submitting the information shown below. 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 change 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,

H. John Grant
Internal Revenue Agent

<u>Item Changed</u>	<u>From</u>	<u>To</u>
Name	The Protestant Episcopal Church in the Hawaiian Islands	The Episcopal Church in Hawaii

GEORGE R. ARIYOSHI
GOVERNOR



DEPARTMENT OF TAXATION
STATE OF HAWAII

GORDON
DIRECTOR


STANLEY
DEPUTY

Honolulu, Hawaii
August 7, 1975

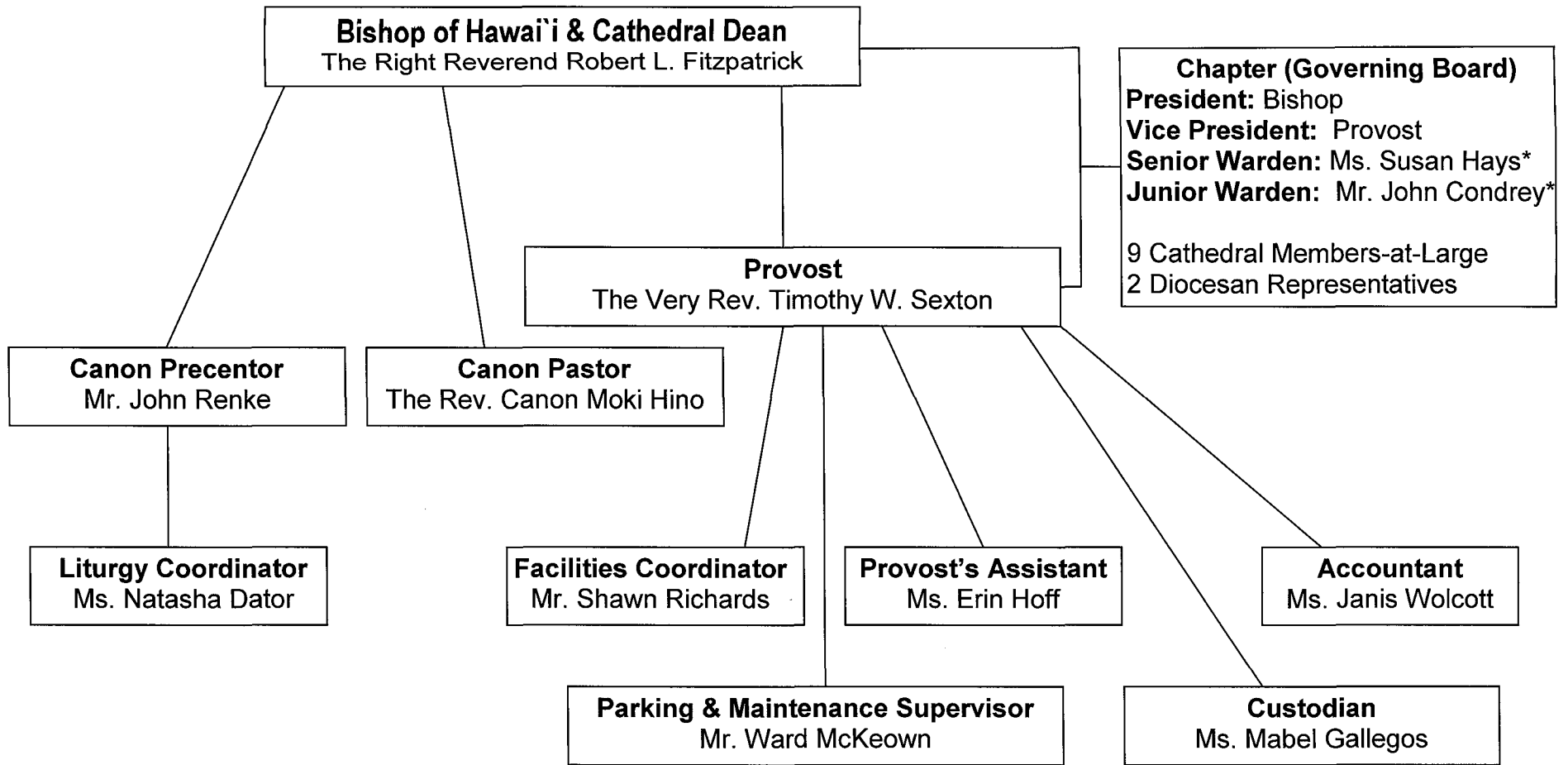
CERTIFICATION OF THE EPISCOPAL CHURCH IN HAWAII
UNDER ACT 100, L. 1971

I, GORDON Y. H. WONG, Director of Taxation, State of Hawaii, do hereby certify, on the basis of information available, that The Episcopal Church in Hawaii is a nonprofit organization exempt from Hawaii Income tax under Section 235-9(a)(2), Chapter 235, HRS.

Dated: Honolulu, Hawaii
this 7th day of
August, 1974.


GORDON Y. H. WONG
Director of Taxation

The Cathedral Church of Saint Andrew Organizational Chart



*Members of the congregation; not paid staff

House District _____

Senate District _____

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

Log No: 10-0

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):

JUDICIARY

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Catholic Charities Hawaii

Dbas:

Street Address: 250 Vineyard Street, Honolulu, HI 96813

Mailing Address: 250 Vineyard Street, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name BARBARA MULLEN

Title Program Director

Phone # (808)535-0153

Fax # (808) 536-1836

e-mail bmullen@catholiccharitieshawaii.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 PROVIDE CRISIS INTERVENTION, CASE MANAGEMENT, LONG-TERM TREATMENT AND SERVICES TO CHILD VICTIMS OF INTRAFAMILIAL SEXUAL ABUSE AND THEIR FAMILIES, IDENTIFIED AS A "GAP" GROUP, FOR WHICH SERVICES ARE OTHERWISE UNAVAILABLE.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 254,565.00

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 \$ 254,565.00
 FEDERAL \$ N/A
 COUNTY \$ N/A
 PRIVATE/OTHER \$ N/A

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

JERRY RAUCKHORST, CHIEF EXECUTIVE OFFICER
NAME & TITLE

JANUARY 30, 2009
DATE SIGNED

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Application for Grants and Subsidies

I. Background and Summary

A. A brief description of the applicant's background

Catholic Social Services was incorporated in Hawai'i in 1947 to assist the Diocese of Honolulu in providing mental health and social services to those in need, regardless of religion, ethnicity, handicap, sex or age. In 1980, the Child Sexual Abuse Treatment Program (CSATP) was created to focus services specifically towards treatment of incest victims and their families using the most current clinical methodology available. In 2004, the organization reorganized as Catholic Charities Hawai'i (CCH) with three divisions; Community and Senior Services, Youth Enrichment Services, and Family & Therapeutic Services. CSATP is now a unit of Family & Therapeutic Services and includes the Safe and Sound program (SAS), which started under an RFP from the Judiciary in 2003.

The three program divisions offer a comprehensive array of services throughout the State of Hawai'i for the following:

Division	Target Population
Community & Senior Services	Elders, immigrants, unsheltered families, individuals with developmental disabilities
Family and Therapeutic Services	Families and youth, domestic violence victims and offenders
Youth Enrichment Services	Youth with emotional and behavioral problems

CCH provides these services with over 350 employees who have a wide range of job skills and professional training. In addition, its programs use hundreds of volunteers to assist in providing services to some of Hawai'i's most needy families, adults, children, immigrants and refugees.

The agency has a reputation for delivering a continuum of supportive services for Hawai'i's families from infancy to senior status that are responsive, effective and culturally sensitive in all aspects.

B. The goals and objectives related to the request

The goal of this project is to ensure that funding is appropriated to be able to continue the Safe and Sound (SAS) program, which will lose all funding in June, 2009. The Safe and Sound program (SAS), within Catholic Charities Hawai'i's Child Sexual Abuse Treatment Program (CSATP), is unique and provides much-needed services that are otherwise unavailable.

This program has provided crisis intervention, case management, and long-term treatment to child victims of intrafamilial sexual abuse and sexually reactive children who are not being served by the Department of Human Services (DHS). The program has been valued highly by both DHS and HPD (the primary referring parties) as a way to prevent these children and their families from “falling through the cracks,” thereby interrupting the cyclical nature of sexual abuse and its many costs to society. Additionally, SAS proposes to be the sole referring source for child on child incest cases, which DHS no longer accepts, and which research indicates cause some of the most troubling and long-lasting effects on family functioning. Concomitant services may include trauma assessments, transportation, childcare, and psycho-educational training. All services will be in accordance with best practice tenets in the field of intrafamilial child sexual abuse and sexually reactive children.

If a Grant is appropriated to the Safe and Sound Program, it would be administered by the Children’s Justice Center of the Judiciary.

C. State the public purpose and need to be served

The public purpose of this program is to provide services to a “gap” group to help prevent the untold costs to individuals, families and society that are the result of untreated child sexual abuse. These costs include:

- Child runaways and homelessness, substance abuse, teen-age pregnancy, promiscuity including prostitution, school drop-outs;
- Teen-age suicide;
- Increased domestic violence, broken families, including extended families resulting in disruption of cultural support systems that often are able, when helped, to do a better job than the “system” in establishing safety for children, helping the healing process and interrupting the cycle of abuse;
- Incarcerations and mental health residential placements;
- And, above all else, the cyclical nature of this insidious crime which becomes multi-generational, resulting in costs, both monetary and spiritual to the *entire* community for years to come.

The Program provides the following:

- Crisis intervention, case management, and long-term treatment and concomitant services, such as trauma assessments, transportation, childcare, and psycho-educational training;
- Treatment services for sexually reactive children under the age of 12;
- Treatment and case management for families in which there is adolescent (over 12 years) child to child sexual abuse;
- Other services such as housing placement and, in collaboration with The Children’s Alliance, birthday and Christmas gifts, financial aid for sports, proms, school pictures, field trips, and self-defense classes for the children.

CSATP regularly works with several other community agencies and state departments to assure a continuum of services for our clients. SAS coordinates program services in collaboration with Children's Justice Center (CJC) personnel and members of the Interagency Council on Sexual Abuse. In addition, CSATP has the ability to directly coordinate services with DHS, Family Court, The Children's Alliance, and Adult Probation by leveraging its broad base of funding.

D. Describe the target population to be served

Children and families within the identified "gap" group in which there is CPS and/or Honolulu Police Department (HPD) confirmed intrafamilial child sexual abuse and who can not afford to seek other sources of help.

E. Describe the geographic coverage

The Safe and Sound program (SAS) has provided individual and group treatment and concomitant services to approximately 530 families (over 1,200 individuals) for the past five years on O'ahu. Services have also been provided to 36 sexually reactive children and their families on the Island of Hawai'i by contractors under the O'ahu SAS program. If this Grant is awarded, we propose that those contractors, who are highly trained and specialized in child sex abuse dynamics, could also provide services to the child on child intrafamilial cases not currently being served by DHS on the Big Island. *(The newest and perhaps most challenging "gap" group.)*

II. Service Summary and Outcomes

A. Describe the scope of work, tasks and responsibilities.

1. Crisis Outreach and Intervention Services

Crisis outreach and intervention services will be provided on multi-levels by the Safe and Sound Program (SAS). SAS therapists will be notified by DHS, CJC, or HPD, as soon as possible, preferably while the family is still at the CJC that a child/family is being interviewed for child sexual abuse and will most probably be appropriate for the SAS program. Immediately upon notification (by cell phone or beeper, at any time of the day or night), SAS therapists will attempt to meet the family at the CJC or the Outreach Worker may ensure that transportation for the clients to the SAS offices will be available.

Crisis intervention will begin immediately following the referral. Intervention services will be designed to meet the clients' special emotional and case management needs, i.e., safety, legal, law enforcement. This

preliminary intervention will be provided at the CJC facility if possible. As individuals and families are processed through this first phase of intervention, they will be prepared through education and guidance to begin participation in the clinical component of their intervention and treatment. Clinical services will be provided by a Master's level therapist who will have responsibilities for individual, group, and family therapy and oversight of the coordination of intervention and treatment services for each individual and family.

After the initial crisis period has passed, efforts will be continued to assure engagement of the family in therapeutic services. SAS realizes that creative attempts to engage the family in services must be employed on a continuing basis in cases where the family's participation is wholly voluntary. Outreach services could include home visits to "talk story" and bring items the family may need, transportation to other services in which the family may be engaged, and other effective ways of building trust with the family. SAS realizes that the therapeutic process involved in sexual abuse treatment may be painful at times and that families often need special encouragement to persevere. Outreach efforts will assure that no barriers prevent family members from receiving such services.

2. Intensive Services to Non-Offending Parent/Caretaker (NOP)

For many parents, finding out that their child has been sexually molested by a family member or spouse is extremely traumatic. It is not unusual for the immediate response to be one of denial and minimization. This natural process allows the parent's psyche time to fully understand and accept the depth and breadth of what has happened in her or his family. Assisting parents in moving out of denial and minimization is a critical step in developing protectiveness and support for the child victim, allowing the child to remain in a safe and supportive home. It also begins the process of assisting the non-offending parent (NOP) in making important decisions about the entire family. Accomplishing this requires immediate and intensive services provided in a discreet and sensitive manner to ensure that neither the victim, NOP, nor siblings experience re-victimization through guilt, blame, or insensitivities from the professional team.

To best maximize support, NOPs need the opportunity to work with other parents that have endured similar experiences and are in a position to provide tremendously important and relevant support to the new NOP. They need help to negotiate the many problems that follow a disclosure of intrafamilial sexual abuse, not the least of which is to feel that the abuse was not necessarily about them or their abilities as parents. To facilitate this, a peer-mentor program will be available to the client. Since the Child Sexual Abuse Treatment Program (CSATP) has ongoing NOP groups, mentors can be immediately available to SAS parents. CSATP has

identified those parents who are in advanced stages of their own treatment and who have volunteered to be peer mentors to new non-offending parents in the SAS program. These mentors are specially trained to maximize the support to new clients.

It is not uncommon for parents of sexually abused children to have been victimized as children themselves. Because so many past victims of child sexual abuse go without treatment, many must deal with their victimization on their own, without the benefit of support groups, therapy or just someone to talk to about their feelings. In many cases, adults molested as children (AMAC) either suppress or remain in denial about their own abuse and the issues it generates. When forced to deal with the molestation of their own children, these suppressed feelings and traumas tend to re-surface and can re-traumatize the NOP. All NOP referred to the SAS program will be assessed for previous abuse and AMAC status. The referral to an AMAC group can be made at any time during the NOP's treatment. CSATP has ongoing AMAC groups at all times that are co-facilitated by a SAS therapist.

3. Trauma Assessments

Sexual abuse is a traumatizing event regardless of the age or circumstances of the victim and family members. Families experience multiple and complex issues prior to, during, and following a report of child sexual abuse that must be immediately identified so that appropriate intervention plans and methodologies can be developed and implemented.

Upon referral, all victims will be seen for three to five individual sessions in order to do a trauma assessment based on Jan Hindman's model. Issues such as the mother's response to the abuse report, duration of the abuse, amount of coercion and threats used by offender, sensory triggers, victim's ability to identify the offender as being totally responsible for the abuse, and whether a "trauma bond" has been formed will be among those examined in the assessment.

4. Individual, Group and Family Treatment

Individual sessions will be provided for all family members in order to assist children and family members in identifying critical trauma issues associated the experiences, to help them explore and express their feelings about the events in their families, and to help them learn about the dynamics of sexual abuse, and that it is never the fault of the victims.

Much of the core therapeutic work with victims and non-offending parents is accomplished in a group setting where they discover that they are not alone, that the abuse was not about them, and where they can

experience bonding and find support from others with similar experiences. Dyad and family therapy occurs for clarifications, safety, and prevention planning.

As stated earlier, all primary phase outreach and intervention services will be provided at the CJC, SAS offices, or, as needed and safe, in the home of the victim and family members. In most cases, therapy sessions (group and individual) will be held at the SAS clinical offices. When needed, family members will be provided transportation to SAS in order to provide easy and convenient access to these services. Catholic Charities Hawai'i has offices throughout the island of O'ahu (Leeward Coast, North Shore, Windward, Honolulu), that could be utilized if necessary. Should the need arise, all efforts will be made to provide individual services at these locations, or in the home should the family decide that they will not or cannot receive services at the SAS offices. For group sessions, which are an effective modality of treatment for victims and families, it would not be practical to have a few members in one location and a few in another location. In order for group sessions to be efficacious, members must be willing to meet together. Transportation will be arranged for those who cannot access it. Child care will also be provided. For individuals and families who decide that they will not or cannot attend group sessions, the therapist will provide individual services at places and times most accessible to the individual and family, as well as available to the therapist.

Whenever possible and when culturally appropriate, extended families will be invited to participate in safety planning, support for the children and non-offending parent, and will be educated in the dynamics of sexual abuse to reduce victim blame and other dynamics common in cases of incest.

5. Treatment for Sexually Reactive Children

Sexually reactive youth must be assessed for both victim and abusive issues, for research indicates that while young children who are sexually acting out with other children are often victims of abuse themselves, not all of them have been victims, and this population needs service providers who are both trained in the treatment of victims *and* young perpetrator dynamics. To our knowledge, only SAS has treatment providers trained and experienced across the broad spectrum of these dynamics. CSATP has been treating juvenile offenders in Hawai'i since 1988. It is critical to meet the special needs of this population as quickly as possible so that these children and adolescents can ameliorate their abuse/perpetrator issues early on in their development, thus creating safety in our communities and families and providing the sexually reactive youth the greatest opportunity not to offend in their later adolescent or adult lives. Services will be

provided through individual, group, and family therapy sessions and case management services will be provided for sexually reactive children and their families as needed.

6. Treatment and Case Management for Families in which there is Adolescent (over 12 years) Child to Child Sexual Abuse

In SAS, the most immediate treatment focus will be on a safety and prevention plan for the entire family, which may include extended family members being involved for supervision and placement issues. All members of the family will receive individual, and, where appropriate, group therapy for support and for education in the dynamics of sexual abuse. The victim will receive age-appropriate therapy, including group for survivors and will be helped to prepare a scrapbook based on a trauma assessment. The abusive youth will receive individual and group treatment to address abusive issues, will be helped to accept responsibility, learn about thinking errors and boundaries, relapse prevention, and will be helped to prepare clarification for her or his victim and her or his family. Family therapy will begin when clarification is possible, the victim is supported by the family, and family and treating therapists agree that it is appropriate. Such work may begin as dyad therapy (marital therapy, mother/child, child/child). When the family is ready and able to maintain safety, appropriate boundaries, and can discuss healthy sexuality and safety plans, family therapy will ensue. Often, members of the family, for the victim's perception of safety, may have had separate therapists in these cases and at this point family therapy will take place with the victim's therapist as facilitator. Case Management services will be provided to this often conflicted and high risk population. Intensive support, home visits, meeting with extended family, Children's Alliance support for victims, and other needed concomitant services will be provided.

7. Case Management Services

Case management services are critical for individuals and families in the early stages of discovery of child sex abuse. The intake worker and therapist will provide assistance in accessing resources such as housing, financial assistance, employment, child care, medical, legal, and other services needed to establish stability within the family. These services will be provided directly or through referrals to community service providers. Thus far, SAS mothers have been offered an array of treatment services that address concurrent issues of domestic violence, adults molested as children issues, economic losses resulting from the offender's removal from the home, and the impact of the abuse on themselves and all their children. Case management services have included assistance with rental deposits, searching for housing, and help with obtaining and moving furniture and other household items. SAS mothers can be referred within the Catholic Charities Hawai'i network of services, which includes

immigrant services, elderly services, and emergency funding services. Additionally, SAS therapists make every attempt to support victims and their families through the court process, including accompanying victims to court.

8. Referrals

Catholic Charities Hawai'i has developed a wide network of collaborative support and service providers throughout O'ahu. These corollaries and collaborations are key in receiving a wide-range of referrals for sexually abused children and their families. Since referrals do not always happen during traditional work-day hours (9:00 a.m. – 5:00 p.m.), SAS will provide intake for referrals on a 24 hour, seven day-a-week basis. The SAS program will accept referrals from the CJC, SATC, DHS/CPS, HPD, Family Advocacy (of the branches of the military), and other community social services providers.

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

Output Measurements. The number of unduplicated clients served will be recorded in quarterly reports and will be totaled annually. Most SAS clients successfully complete treatment within one year. (Average treatment duration is 10 months for victims and families of child sexual abuse when the caretaker is protective and believing.)

Outcome Measurements. The effectiveness of services will be measured by percentage of clients attending sessions, percentage of goals achieved (quarterly service plans), standardized pre- and post-program testing, clinical judgment, and client satisfaction.

Annual goals include:

- 90% of clients referred will attend 85% of scheduled sessions
- 90% of clients will complete 85% of service plan goals each quarter
- 90% of clients will benefit from treatment
- 85% of clients will achieve all service plan goals within one year

Reporting. The Program Director will submit written quarterly reports to the administrating agency within 30 days after the end of each quarter and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures 45 days after the end of each fiscal year and/or at the end of the contract period.

The Program Director will detail accomplishments, identify persons served during the reporting period, identify any immediate problems, and will identify plans for the next reporting period. In addition to written reports, the Program

Director and SAS therapists will meet with representatives of the Judiciary to discuss the progress of the work required.

The Program Director will submit a final written report to the Judiciary at the end of the contract period. The report will include documentation of the overall effort toward meeting the program's goals and objectives. The Program Director will provide, from time to time, any reporting data requested by the Judiciary. If the level of appropriation differs from the amount included in this application, the measures of effectiveness will need to be updated and transmitted to the Judiciary.

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
\$63,641.25	\$63,641.25	\$63,641.25	\$63,641.25	\$254,565.00

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 Child Sexual Abuse Treatment Program (CSATP) has an extensive history within Catholic Charities Hawai'i. A special Child Protective Service Treatment Unit was first formed through a Department of Social Services and Housing purchase of service contract in 1974. This purchase of service contract with the Department of Human Services (DHS) has been renewed yearly, with timely modifications to re-focus service needs every few years since that time. In 1977, group work services were added to utilize self-help groups for victims, non-offending spouses and perpetrators of sexual abuse, including perpetrators of sibling incest. In 1980, CSATP was created to focus services specifically towards treatment of family members using the most current clinical methodology available.

Since 1990, CSATP has provided quarterly training on the dynamics of child sexual abuse to the Volunteer Guardian Ad Litem Program (VGAL) through a contract with the Judiciary. In addition, CSATP staff regularly provides training to various state and community groups, including local media.

In 1997, CSATP became a part of Therapeutic Services, which also includes the Domestic Violence and Family Counseling components, which are funded by Catholic Charities Hawai'i. This has enabled CSATP to offer a continuum of services to all families involved with sexual abuse.

In September, 2003, CSATP was awarded the contract to treat the "gap" group. The "gap" group includes children and families in which there is CPS and/or HPD confirmed intrafamilial child sexual abuse but which are not covered under CPS because CPS deems caretakers to be protective. This program, Safe and Sound (SAS), also provides treatment services for sexually reactive children under the age of 12.

There are two Master's level therapists and one Outreach Worker on O'ahu and contractors under the O'ahu SAS program that provide services on Hawai'i island. *Because of the unique continuum of services available within CSATP and because SAS therapists are trained in the treatment of sexually abusive youth, SAS is able to provide additional services for families in which there is intrafamilial child to child sexual abuse.*

The two SAS therapists have a combined 20 years of clinical experience and provide SAS families with individual, group, dyad, and family therapy resulting in over 80% successful clinical discharges of clients and client satisfaction ratings at a very high level.

Additionally, CSATP was recently awarded a small grant from the Department of Health to provide mental health and other services to homeless youth on the Leeward Coast. This grant includes the identification of victims of sexual abuse among the population. If the SAS grant is approved, we would be able to extend SAS services to the Leeward Coast homeless youth population. This would involve going to where the youth are, rather than having them come to central Oahu for treatment. It is our hope that SAS therapists would be able to provide support groups for sexually abused youth in collaboration with other agencies providing services to this population.

The Program Director is a clinical member of AAMFT (Association of Marriage and Family Therapists), and ATSA (Association for the treatment of Sexual Abusers), which requires adherence to the Sex Offender Management Team (SOMT) guidelines and best practices for treatment of all family members involved with child sexual abuse.

B. Facilities

Direct clinical treatment services will be provided at the Catholic Charities Hawai'i offices at 200 N. Vineyard Boulevard. Program offices include private interview rooms for individual therapy, a family therapy room, a playroom that includes sand tray materials, as well as larger rooms for group therapy sessions. All offices are wheelchair accessible and there is a bathroom that meets ADA requirements.

As mentioned above, we are in the process of establishing facilities on the Leeward Coast, although those facilities may be a "movable feast" (churches, shelters, beaches) in order to reach the intended population.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing. Staff is composed of two FTE therapists; one FTE Outreach Worker; one 0.10 FTE Program Director; one 0.10 FTE secretary. All referred clients will receive services.

Staff Qualifications. All therapists are required to have at least a Master's degree in Social Work or Clinical Psychology. In addition, a minimum of three years experience in sexual abuse treatment is required. Experience in domestic violence and substance abuse treatment is additionally preferred. The Outreach Worker must have a High School diploma and experience working with children who have been abused or neglected. A Bachelor's degree in Social Work or Psychology is preferred. The Program Director is required to have at least a Master's Degree and at least five years experience and training in specialized sexual abuse treatment. In addition, two years of clinical supervisory experience is required.

Supervision and Training. On a weekly basis, ongoing individual supervisory contacts and group supervision enable the staff to gain new clinical knowledge at frequent intervals. On a daily basis, the Program Director maintains an "open door" policy with therapists to encourage timely giving and receiving of feedback regarding clinical issues with clients.

The performance of each staff member is evaluated by his/her supervisor on an annual basis. This process involves mutual discussion of the employee's needs in terms of both review of acquired skills and identification of additional skills to be developed during the coming year. To address both of these needs, each staff member is encouraged to take advantage of special opportunities which exist in the community for skill development and review. In addition, several training opportunities are made available to all professional staff, within budget limitations, to assure that a common pool of knowledge is shared by all.

As a clinical member of the Association for the Treatment of Sexual Abuses, the Program Director has international access via electronic mail to service providers and trainers in the field. This enables the program staff to remain current with evaluative tools, new modalities of treatment, and best practice tenets.

B. Organization Chart

See attached Catholic Charities Hawai'i organization chart (page 13) and attached Family and Therapeutic Services organization chart (page 14).

VI. Other

A. Litigation

Catholic Charities Hawai'i is not involved as a party in any pending litigation and there are no outstanding judgments against it.

B. Licensure or Accreditation

1. Council on Accreditation for Families and Children (Catholic Charities Hawai'i received this national accreditation in 2003)
2. The Program Director of Child Sexual Abuse Treatment Program is a licensed Marriage and Family Therapist (in California and Hawai'i).
3. The Program Director of the Counseling and Domestic Violence Program is a licensed clinical social worker.
4. Hawai'i State General Excise License

Attachment A
Cost Proposal – Budget

BUDGET

(Period 7/01/09 to 6/30/10)

Applicant/Provider:

Catholic Charities Hawaii

RFP No.:

Contract No. (As Applicable):

Treatment Services for Child Victims of Intrafamilial Sexual Abuse (SAS)

BUDGET CATEGORIES	Budget Request	(a)	(b)	(c)
A. PERSONNEL COST				
1. Salaries	144,422			
2. Payroll Taxes & Assessments	17,100			
3. Fringe Benefits	29,617			
TOTAL PERSONNEL COST	191,138			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	400			
4. Contractual Services - Administrative	334			
5. Contractual Services - Subcontracts	6,000			
6. Insurance	600			
7. Lease/Rental of Equipment	0			
8. Lease/Rental of Motor Vehicle	0			
9. Lease/Rental of Space	13,824			
10. Mileage	4,680			
11. Postage, Freight & Delivery	50			
12. Publication & Printing	50			
13. Repair & Maintenance	0			
14. Staff Training	500			
15. Substance/Per Diem				
16. Supplies	500			
17. Telecommunication	240			
18. Transportation				
19. Stipend	0			
20. Utilities	0			
21. Indirect Cost	36,250			
22	0			
23				
TOTAL OTHER CURRENT EXPENSES	63,427			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	254,565			
SOURCES OF FUNDING		Budget Prepared By:		
(a) GIA Request	254,565	Darlene Beatty Name (Please type or print)		
(b)		January 27, 2009 Date		
(c)		<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div> Signature of Authorized Official		
(d)		<div style="text-align: right;">1/27/09 Date</div>		
		Stella Wong, Vice President Program Name and Title (Please type or print)		
TOTAL REVENUE	254,565	For State Agency Use Only		
		Signature of Reviewer		

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Catholic Charities Hawaii

RFP No.: _____ Period: July 1, 2009 to June 30, 2010

Date Prepared: January 27, 2009

Contract No.: _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	11,048
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	1.65%	2,383
Worker's Compensation	As required by law	2.00%	2,888
Temporary Disability Insurance	As required by law	0.54%	780
SUBTOTAL:			17,100
FRINGE BENEFITS:			
Health Insurance	\$508/Mo per 1 FTE	N/A	19,507
Retirement	Personnel Policies	7.00%	10,110
SUBTOTAL:			29,617
TOTAL:			46,716

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
TRAVEL - INTER-ISLAND**

Applicant/Provider: Catholic Charities Hawaii

RFP No.: _____ Period: July 1, 2009 to June 30, 2010

Date Prepared: January 27, 2009

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						
TOTAL:						
JUSTIFICATION/COMMENTS:						

**BUDGET JUSTIFICATION
TRAVEL - OUT OF STATE**

Applicant/Provider: Catholic Charities Hawaii

RFP No.: _____ Period: July 1, 2009 to June 30, 2010

Date Prepared: January 27, 2009

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						
TOTAL:						
JUSTIFICATION/COMMENTS:						

**BUDGET JUSTIFICATION
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant/Provider: Catholic Charities Hawaii

RFP No.: _____

Period: July 1, 2009 to June 30, 2010

Date Prepared: January 27, 2009

Contract No. _____
(As Applicable)

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
Ceredian	334	EDP Payroll Service Fees	\$8.70 per month per employee
TOTAL:	334		

**BUDGET JUSTIFICATION
CONTRACTUAL SERVICES - SUBCONTRACTS**

Applicant/Provider: Catholic Charities Hawaii

RFP No.: _____

Period: July 1, 2009 to June 30, 2010

Date Prepared: January 27, 2009

Contract No.
(As Applicable) _____

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
Child Care Providers	6,000	child care services for clients	For clients to attend therapy session
TOTAL:	6,000		

**BUDGET JUSTIFICATION
DEPRECIATION**

Applicant/Provider: Catholic Charities Hawaii
 RFP No.: _____
 Contract No. (As Applicable): _____ Period: July 1, 2009 to June 30, 2010

Date Prepared: January 27, 2009

ITEM PLEASE IDENTIFY EACH ASSET. DO NOT GROUP BY ASSET TITLE.	ACQUISITION DATE	ACQUISITION COST	USEFUL LIFE	METHOD OF DEPRECIATION	PREVIOUS DEPRECIATION TAKEN	DEPRECIATION EXPENSE	% ALLOCATED	DEPRECIATION ALLOCATED
N/A								
Total:								

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Catholic Charities Hawaii

RFP No.: _____

Period: July 1, 2009 to June 30, 2010

Date Prepared: January 27, 2009

Contract No. : _____
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Audit	400	Annual Independent audit
Insurance	600	General and property insurance
Lease/Rental of Equipment		
Lease/Rental of Motor Vehicle		
Lease/Rental of Space	13,824	Market office rent at \$2.40 per square feet including CAM
Mileage	4,680	Based on historical experience using the most current IRS mileage rate per mile
Postage	50	Mailings
Publication & Printing	50	Mailings
Repair & Maintenance	0	
Staff Training	500	Development Training for staff
Supplies	500	Office supplies and scrapbook supplies
Telecommunications	240	Landline and Cellular phone useage per staff
Miscellaneous		
Utilities		
Indirect Cost	36,250	To cover a portion of the 25.1% indirect cost rate based on direct salaries and wages excluding all fringe benefits as authorized by the Department of Health and Human Services of the Federal Government
Total:	57,094	

**BUDGET JUSTIFICATION
EQUIPMENT PURCHASES**

Applicant/Provider: Catholic Charities Hawaii

RFP No.: _____ Period: July 1, 2009 to June 30, 2010

Date Prepared: January 27, 2009

Contract No.: _____
(As Applicable)

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer			-	-
Desk & Chair			-	-
Printer			-	-
Fax Machine			-	-
Cellular Phone			-	-
Telephone System + installation			-	-
			0	0
			0	0

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
MOTOR VEHICLE**

Applicant/Provider: Catholic Charities Hawaii

RFP No.: _____ Period: July 1, 2009 to June 30, 2010 Date Prepared: January 27, 2009

Contract No.: _____
(As Applicable)

DESCRIPTION OF MOTOR VEHICLE	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0

JUSTIFICATION/COMMENTS:

Attachment B

Other Financial Related Materials

Financial Audit

Year Ended December 31, 2007

**CATHOLIC CHARITIES HAWAII
AND AFFILIATE**

**CONSOLIDATED FINANCIAL STATEMENTS
AND
ADDITIONAL INFORMATION**

**YEAR ENDED DECEMBER 31, 2007
(With Independent Auditors' Reports
Required by OMB Circular A-133)**

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CHOO, OSADA & LEE, CPAs, INC.
CERTIFIED PUBLIC ACCOUNTANTS

1138 12TH AVENUE
SUITE 240
HONOLULU, HAWAII 96818

TELEPHONE (808) 734-1921

**INDEPENDENT AUDITORS' COMBINED REPORT ON THE BASIC
CONSOLIDATED FINANCIAL STATEMENTS AND ADDITIONAL INFORMATION**

To the Board of Directors
Catholic Charities Hawaii and Affiliate
Honolulu, Hawaii

We have audited the accompanying consolidated statement of financial position of Catholic Charities Hawaii (a nonprofit corporation) and Affiliate as of December 31, 2007, and the related consolidated statements of activities, functional expenses and cash flows for the year then ended. These consolidated financial statements are the responsibility of the management of Catholic Charities Hawaii and Affiliate. Our responsibility is to express an opinion on these consolidated financial statements based on our audit. The prior year summarized comparative information has been derived from the Organization's 2006 consolidated financial statements and, in our report dated May 3, 2007, we expressed an unqualified opinion on those consolidated financial statements.

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 consolidated financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements, assessing the accounting principles used and 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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of Catholic Charities Hawaii and Affiliate as of December 31, 2007, and the changes in their net assets and their 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 April 21, 2008, on our consideration of Catholic Charities Hawaii and Affiliate's internal control over financial reporting and on our tests of its compliance with certain provisions of laws and regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of 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 important for assessing the results of our audit.

Our audit was performed for the purpose of forming an opinion on the basic consolidated financial statements of Catholic Charities Hawaii and Affiliate taken as a whole. The statement of activities: provision of shelter and services to the homeless is presented for purposes of additional analysis and is not a required part of the basic consolidated financial statements of the Organization. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic consolidated financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic consolidated financial statements taken as a whole.

Chao, Orinda i Lu CPAs, Inc.

Honolulu, Hawaii
April 21, 2008

**CATHOLIC CHARITIES HAWAII AND AFFILIATE
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2007 AND 2006**

ASSETS

	<u>2007</u>	<u>2006</u>
Cash and cash equivalents (Note 2)	\$ 1,925,808	668,563
Restricted cash (Note 2)	1,000,000	1,000,000
Investments (Note 3)	1,938,492	1,836,828
Receivables		
Government contracts	3,417,395	3,221,099
Program service fee and other	284,869	397,814
Bequests (Note 11)	5,961,739	-
Promises to give (Note 4)	3,016,360	5,551,251
Property and equipment, net (Note 6)	16,388,604	1,639,440
Construction in progress	207,594	-
Prepaid expenses and other assets	<u>357,448</u>	<u>297,223</u>
	<u>\$ 34,498,309</u>	<u>14,612,218</u>

LIABILITIES AND NET ASSETS

Liabilities

Mortgages payable	\$ -	201,857
Obligations under capital leases (Note 9)	263,078	388,143
Accounts payable and accrued liabilities	1,456,282	1,155,388
Advance from the Roman Catholic Church in the State of Hawaii	73,645	493,264
Revenue received in advance	783,331	1,201,627
Note payable (Note 8)	<u>13,911,641</u>	<u>-</u>
	<u>16,487,977</u>	<u>3,440,279</u>

Net assets

Unrestricted		
Undesignated	2,837,859	1,734,801
Net investment in property and equipment	<u>889,381</u>	<u>1,049,440</u>
Total unrestricted	3,727,240	2,784,241
Temporarily restricted (Note 10)	7,179,891	7,112,309
Permanently restricted (Note 10)	<u>7,103,201</u>	<u>1,275,389</u>
	<u>18,010,332</u>	<u>11,171,939</u>
	<u>\$ 34,498,309</u>	<u>14,612,218</u>

See accompanying notes.

**CATHOLIC CHARITIES HAWAII AND AFFILIATE
CONSOLIDATED STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2007
(With Summarized Financial Information for 2006)**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2007 Total</u>	<u>2006 Total</u>
Public support, revenue and gains					
Public support					
Contributions	\$ 780,110	1,696,998	5,827,812	8,304,920	7,252,867
Non-monetary contributions	22,365	-	-	22,365	10,570
Indirect contributions					
Aloha United Way	549,010	-	-	549,010	546,491
Roman Catholic Church in the State of Hawaii	418,081	-	-	418,081	443,330
	<u>1,769,566</u>	<u>1,696,998</u>	<u>5,827,812</u>	<u>9,294,376</u>	<u>8,253,258</u>
Revenue and gains					
Government and foundation contracts	21,723,814	-	-	21,723,814	18,890,032
Program service fees	1,005,436	-	-	1,005,436	953,038
Project income	108,602	-	-	108,602	80,121
Investment income	104,056	(16,818)	-	87,238	154,177
Net realized and unrealized gain on investments	54,269	31,530	-	85,799	101,726
Net realized gain on disposition of property	213,197	-	-	213,197	220,682
Other	403,226	-	-	403,226	73,063
	<u>23,612,600</u>	<u>14,712</u>	<u>-</u>	<u>23,627,312</u>	<u>20,472,839</u>
	25,382,166	1,711,710	5,827,812	32,921,688	28,726,097
Net assets released from restrictions					
Satisfaction of usage restrictions	1,644,128	(1,644,128)	-	-	-
Total public support, revenue and gains	\$ <u>27,026,294</u>	<u>67,582</u>	<u>5,827,812</u>	<u>32,921,688</u>	<u>28,726,097</u>

See accompanying notes.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
CONSOLIDATED STATEMENT OF ACTIVITIES - continued
YEAR ENDED DECEMBER 31, 2007
(With Summarized Financial Information for 2006)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2007 Total</u>	<u>2006 Total</u>
Expenses					
Program services					
Therapeutic foster care	\$ 4,276,238	-	-	4,276,238	5,111,625
Child protection	8,194,638	-	-	8,194,638	5,774,389
Comprehensive services for senior citizens	2,708,254	-	-	2,708,254	2,693,241
Counseling and youth services	3,716,149	-	-	3,716,149	3,479,286
Services to developmentally disabled clients	1,359,706	-	-	1,359,706	1,416,537
Pregnancy and adoption services	1,303,783	-	-	1,303,783	1,137,942
Shelter for the homeless	1,191,020	-	-	1,191,020	1,244,616
Cultural transition for immigrants	535,992	-	-	535,992	341,344
Weinberg Kokua/poor fund	27,750	-	-	27,750	26,701
	<u>23,313,530</u>	<u>-</u>	<u>-</u>	<u>23,313,530</u>	<u>21,225,681</u>
Supporting services					
Management and general	805,461	-	-	805,461	1,188,672
Capital campaign	1,553,185	-	-	1,553,185	814,885
Fundraising	411,119	-	-	411,119	589,017
	<u>2,769,765</u>	<u>-</u>	<u>-</u>	<u>2,769,765</u>	<u>2,592,574</u>
Total expenses	<u>26,083,295</u>	<u>-</u>	<u>-</u>	<u>26,083,295</u>	<u>23,818,255</u>
Increase in net assets	942,999	67,582	5,827,812	6,838,393	4,907,842
Net assets, at beginning of year	<u>2,784,241</u>	<u>7,112,309</u>	<u>1,275,389</u>	<u>11,171,939</u>	<u>6,264,097</u>
Net assets, at end of year	\$ <u>3,727,240</u>	<u>7,179,891</u>	<u>7,103,201</u>	<u>18,010,332</u>	<u>11,171,939</u>

See accompanying notes.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2007
(With Summarized Financial Information for 2006)

	Program Services									Supporting Services			2007 Total	2006 Total
	Therapeutic Foster Care	Child Protection	Compre- hensive Services For Senior Citizens	Counseling and Youth Services	Services to Develop - mentally Disabled Clients	Pregnancy and Adoption Services	Shelter For the Homeless	Cultural Transition For Immigrants	Weinberg Kokua/ Poor Fund	Management and General	Capital Campaign	Fundraising		
Salaries	\$ 1,625,362	3,236,592	1,463,314	1,906,211	190,624	691,273	432,119	284,693	-	1,463,209	61,344	125,353	11,480,094	10,805,609
Employee benefits	259,881	480,506	263,083	341,841	22,325	108,017	82,222	51,006	-	196,801	8,507	20,641	1,834,830	1,760,128
Payroll taxes	181,406	344,285	163,874	213,029	21,710	74,252	46,582	32,069	-	138,633	5,988	14,557	1,236,385	1,174,598
Total salaries and related expenses	2,066,649	4,061,383	1,890,271	2,461,081	234,659	873,542	560,923	367,768	-	1,798,643	75,839	160,551	14,551,309	13,740,335
Professional fees	906,849	2,144,158	162,129	71,434	1,026,342	106,876	16,332	6,651	-	254,651	270,942	137,964	5,104,328	5,153,143
Supplies	122,185	124,718	36,801	39,788	1,118	61,588	42,816	2,126	-	36,596	8,680	52,484	528,900	350,092
Telephone	37,124	130,948	31,399	32,400	2,258	11,303	16,932	4,139	-	86,621	949	97	354,170	243,990
Postage and shipping	6,990	11,114	3,170	4,690	441	3,091	1,490	350	-	(3,018)	16	5,992	34,326	32,560
Occupancy	246,225	508,060	149,377	242,301	4,785	56,722	346,950	78,435	-	330,107	122,278	-	2,085,240	1,880,754
Rental and maintenance of equipment	17,234	39,673	10,779	21,672	1,010	5,299	7,171	1,691	-	43,492	2,559	-	150,580	192,567
Printing and publication	4,111	36,043	2,982	7,061	396	3,397	526	799	-	4,871	522	26,855	87,563	88,435
Travel and transportation	112,449	119,868	178,213	50,147	1,481	28,668	20,503	9,478	-	19,712	-	283	540,802	538,103
Conferences, conventions and meetings	20,812	40,407	3,687	81,503	1,204	3,000	1,419	2,565	-	40,536	582	25,374	221,089	113,501
Specific assistance to individuals	323,851	-	9,943	363,676	-	1,339	6,413	3,698	27,750	-	566	-	737,236	732,698
Miscellaneous	18,886	46,513	27,776	6,191	806	6,923	70,379	31,188	-	29,101	7,978	1,519	247,260	422,093
Program management fees	361,298	765,400	182,957	308,903	84,693	122,683	92,666	26,505	-	(1,945,105)	-	-	-	-
Total expenses before property related expenses	4,244,663	8,028,285	2,689,484	3,690,847	1,359,193	1,284,431	1,184,520	535,393	27,750	696,207	490,911	411,119	24,642,803	23,488,271
Depreciation and amortization	12,627	160,488	18,770	25,302	513	19,352	6,500	599	-	95,433	187,647	-	527,231	239,859
Interest	18,948	5,865	-	-	-	-	-	-	-	13,821	874,627	-	913,261	90,125
	<u>\$ 4,276,238</u>	<u>8,194,638</u>	<u>2,708,254</u>	<u>3,716,149</u>	<u>1,359,706</u>	<u>1,303,783</u>	<u>1,191,020</u>	<u>535,992</u>	<u>27,750</u>	<u>805,461</u>	<u>1,553,185</u>	<u>411,119</u>	<u>26,083,295</u>	<u>23,818,255</u>

See accompanying notes.

**CATHOLIC CHARITIES HAWAII AND AFFILIATE
CONSOLIDATED STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2007 AND 2006**

	<u>2007</u>	<u>2006</u>
Cash flows from operating activities		
Increase in net assets	\$ 6,838,393	4,907,842
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation and amortization	527,231	239,859
Net realized and unrealized gain on investments	(85,799)	(101,726)
Gain on sale of property	(213,197)	(220,682)
Increase in receivables	(83,351)	(509,768)
Increase in bequests receivable restricted for long-term purposes	(5,961,739)	-
Decrease (increase) in prepaid expenses and other assets	(60,225)	303,772
Increase in accounts payable and accrued liabilities	300,894	241,397
Increase (decrease) in advance from the Roman Catholic Church in the State of Hawaii	(419,619)	311,396
Increase (decrease) in revenue received in advance	(418,296)	722,782
Contributions restricted to long-term purposes Restricted unconditional promises to give	(916,356)	(5,551,251)
Net cash provided by operating activities	<u>(492,064)</u>	<u>343,621</u>
Cash flows from investing activities		
Proceeds from sale of investments	449,174	876,648
Net proceeds from sale of property	523,772	468,685
Purchase of investments	(465,039)	(905,237)
Payments for property and equipment	<u>(15,794,564)</u>	<u>(224,490)</u>
Net cash provided (used) by investing activities	<u>(15,286,657)</u>	<u>215,606</u>
Cash flows from financing activities		
Net proceeds (repayments) from short-term borrowings	-	(300,000)
Net proceeds from long-term borrowings	13,911,641	-
Principal payments on capital lease obligations	(125,065)	(121,393)
Principal payments on mortgages payable to banks	(201,857)	(169,108)
Collections of contributions restricted for long-term purposes - building fund	<u>3,451,247</u>	<u>417,097</u>
Net cash provided (used) by financing activities	<u>17,035,966</u>	<u>(173,404)</u>
Net increase in cash and cash equivalents	1,257,245	385,823
Cash and cash equivalents at beginning of year	<u>668,563</u>	<u>282,740</u>
Cash and cash equivalents at end of year	\$ <u>1,925,808</u>	<u>668,563</u>
Supplemental disclosure of cash flow information		
Cash paid during the year for		
Interest	\$ 913,261	90,125
Schedule of noncash investing and financing activities		
Equipment acquired under capital lease obligations	\$ -	164,045

See accompanying notes.

**CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2007**

NOTE 1 - ORGANIZATION, SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND USE OF ESTIMATES

Organization

The Organization (Catholic Charities) consists of Catholic Charities Hawaii (Catholic Charities Hawaii) and its affiliate.

Catholic Charities Hawaii is a nonprofit membership corporation. Its members are the Bishop of the Roman Catholic Church in the State of Hawaii and other members as specified in the by-laws or appointed by the Bishop. Its mission statement is described in the following words:

"Catholic Charities Hawaii, rooted in the gospel of Jesus, exists to carry out the social mission of the church by serving the people of Hawaii, without regard to their culture or faith. We are a community of hope that promotes the dignity of each person by helping people empower themselves. We provide a wide range of social services with compassion and a commitment to excellence. Through our programs and our advocacy for social justice, we lovingly serve all people, especially those with the greatest need. In the spirit of Hawaiian 'ohana, we work with parishes, agencies, and community groups. We welcome all people of good will to share our mission."

Catholic Charities Housing Development Corporation (CCHDC) is a nonprofit corporation whose sole member is Catholic Charities Hawaii. CCHDC's principal purpose is to provide housing for elderly and socially or economically disadvantaged persons in Hawaii, and to provide assistance to Catholic Charities in the fulfillment of its agency missions.

Principles of consolidation

The consolidated financial statements include the accounts of Catholic Charities and CCHDC. Significant inter-affiliate transactions and balances have been eliminated in consolidation.

Contributions and promises to give

Contributions and promises to give are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Contributions are recognized when the donor makes a promise to give to Catholic Charities that is, in substance, unconditional.

Recognition of donor restrictions

Donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Cash and cash equivalents

For the purposes of the statement of cash flows, Catholic Charities considers all highly liquid debt securities purchased with a maturity of three months or less, except for those received with donor-imposed stipulations restricting use to long-term purposes, to be cash equivalents.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - continued
DECEMBER 31, 2007

NOTE 1 - ORGANIZATION, SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND USE OF ESTIMATES - continued

Government contract, program service fee and other receivables

Government contract, program service fee and other receivables are recorded when invoices are issued and are presented in the consolidated statement of financial position net of the allowance for doubtful accounts. Receivables are written off when they are determined to be uncollectible. The allowance for doubtful accounts is estimated based on historical trends. An allowance for doubtful accounts at December 31, 2007 was not considered necessary.

Investments

Investments consist primarily of mutual funds investing in debt and equity securities and are stated at fair value. Gains or losses on the sale of investments are recognized on an average cost basis.

Fair value of financial instruments

The Organization has a number of financial instruments, none of which are held for trading purposes. The Organization estimates that the fair value of all financial instruments at December 31, 2007 does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statements of financial position. The estimated fair value amounts have been determined by the Organization using available market information and appropriate valuation methodologies. Considerable judgment is necessarily required in interpreting market data to develop the estimates of fair value, and accordingly, the estimates are not necessarily indicative of the amounts that the Organization could realize in a current market exchange.

Property and equipment

Owned property and equipment is stated at cost or at fair value at date of donation. Major renewals and betterments are charged to the property accounts while replacements, maintenance, and repairs which do not extend the lives of assets are charged to operations.

Equipment under capital leases is stated at the lower of the present value of minimum lease payments at the beginning of the lease or fair value at the inception of the lease.

Owned property and equipment is depreciated using the straight-line method over the estimated useful lives of the assets as follows:

Furniture and equipment	3 to 5 years
Automobiles	5 years
Leasehold improvements	15 years
Buildings	35 years

Equipment under capital leases is included in the consolidated statement of financial position and amortized over the lesser of the lease term or the estimated useful life of the related asset.

It is the Organization's policy to capitalize property and equipment over \$5,000. Property and equipment are stated at cost (if purchased) or at market or appraised value at date of gift (if received as a donation).

CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - continued
DECEMBER 31, 2007

NOTE 1 - ORGANIZATION, SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND USE OF ESTIMATES - continued

Donated materials

Donated materials are reflected as contributions at their estimated fair values at date of receipt.

Public support and revenue

All public support and revenue is considered available for unrestricted use, unless specifically restricted by the donor or the terms of the grant.

Revenue received in advance

Revenue received in advance consists of revenue from exchange transactions that has not yet been earned.

Corporate income taxes

Catholic Charities is exempt from Federal corporate income taxes (except for income taxes on unrelated business income) under Section 501(c)(3) of the Internal Revenue Code and is classified as an organization that is not a private foundation by the Internal Revenue Service. Catholic Charities is also exempt from Hawaii corporate income taxes. For the year ended December 31, 2007, Catholic Charities did not have unrelated business income.

Financial information for 2006

The accompanying consolidated statements of activities and functional expenses include prior year summarized information in total but not by net asset class or functional category. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with Catholic Charities' financial statements for the year ended December 31, 2006, from which the summarized information was derived.

Use of 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 revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - CASH AND CASH EQUIVALENTS AND RESTRICTED CASH

Cash and cash equivalents consist primarily of deposits with Hawaii banks.

At December 31, 2007, restricted cash consisted of endowment funds required by the donor to be deposited with a federally insured Hawaii financial institution. Deposits to and withdrawals from that account are subject to the prior approval of the donor's representatives.

At December 31, 2007, cash deposits of cash and cash equivalents and restricted cash not covered by federal insurance amounted to approximately \$1,806,000 and \$900,000, respectively.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - continued
DECEMBER 31, 2007

NOTE 3 - INVESTMENTS

At December 31, 2007, the aggregate cost and market value of investments was as follows:

	<u>Cost</u>	<u>Fair Value</u>
Government bond funds	\$ 620,719	628,826
Corporate bonds	205,509	205,116
Equity security funds	<u>970,416</u>	<u>1,104,550</u>
	<u>\$ 1,796,644</u>	<u>1,938,492</u>

Investment income for the year ended December 31, 2007 consisted of the following:

Interest and dividends	\$ 101,012
Less custodial and investment advisory fees	<u>13,774</u>
	<u>\$ 87,238</u>

NOTE 4 - PROMISES TO GIVE

At December 31, 2007, unconditional promises to give are related to the acquisition of property located in Makiki, Oahu (Note 12) and consisted of the following:

Receivable in	
Less than one year	\$ 366,253
One to five years	<u>3,077,217</u>
	3,443,470
Less discounts to net present value at 4.0%	<u>427,110</u>
	<u>\$ 3,016,360</u>

NOTE 5 - INTEREST IN CHARITABLE TRUST

The Philip T. Gialanella Trust dated January 17, 1990, gives Catholic Charities a partial interest in trust assets after the death of the trust's beneficiaries. Management believes that the present value of the estimated future proceeds from this partial interest is not material to the consolidated financial statements.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - continued
DECEMBER 31, 2007

NOTE 6 - PROPERTY AND EQUIPMENT

At December 31, 2007, property and equipment consisted of the following:

Building and leasehold improvements	\$ 10,038,347
Furniture and equipment	1,251,208
Automobiles	<u>862,725</u>
	12,152,280
Less accumulated depreciation and amortization	<u>1,932,554</u>
	10,219,726
Land	<u>6,168,878</u>
	\$ <u>16,388,604</u>

NOTE 7 - BANK LINES OF CREDIT AND SHORT TERM NOTE PAYABLE

Catholic Charities has lines of credit totaling \$1,000,000 with two Hawaii banks. Advances bear interest at 1/2% above the banks' prime or base rates, and are secured by accounts receivable, inventory, furniture, fixtures and equipment. There were no outstanding borrowings under these arrangements at December 31, 2007 or drawings on the lines of credit for the year then ended.

The terms of the lines of credit provide for, among other things, restrictions on additional borrowings, on fixed asset additions, or on the making of loans or advances. The terms also require the maintenance of a specified debt to net worth ratio, the furnishing of periodic financial statements, and the maintenance of insurance coverage.

NOTE 8 - NOTE PAYABLE

Catholic Charities has a joint credit agreement with three Hawaii banks for lines of credit totaling \$23,400,000. Advances bear interest at 1.05% above the banks' base rates (7.25% at December 31, 2007) or at 1.10% above the London Inter-Bank Offered Rate (5.0% at December 31, 2007), as determined by the borrower. Borrowings are collateralized by rents and pledges, sales agreements or other contracts between the Roman Catholic Church in the State of Hawaii and Catholic Charities for the sale of the property to Catholic Charities, require monthly payments of interest only, and matures on August 1, 2011. Outstanding borrowings under this agreement amounted to \$13,911,641 at December 31, 2007. In addition, Catholic Charities may convert up to \$5,000,000 of advances to a term loan not to exceed ten years, at any time prior to August 1, 2011.

The terms of the credit agreement require among other things, the furnishing of periodic financial statements, the maintenance of specified liquid asset to funded debt ratios, and the maintenance of a specified minimum tangible net asset level.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - continued
DECEMBER 31, 2007

NOTE 9 - LEASES

Catholic Charities leases (as lessee) office and residential space used in its programs under noncancellable operating leases expiring at various dates through 2012, some of which provide for renewals subject to renegotiation. Catholic Charities also leases equipment under capital leases that expire at various dates to 2011.

Included in property and equipment are the following amounts related to capital leases:

Furniture and equipment	\$ 310,991
Telephone	114,395
Automobiles	<u>180,372</u>
	605,758
Less accumulated amortization	<u>337,329</u>
	<u>\$ 268,429</u>

At December 31, 2007, future minimum lease payments under noncancellable operating and capital leases, and the present value of future minimum capital lease payments were as follows:

<u>Year ending December 31,</u>	<u>Capital Leases</u>	<u>Operating Leases</u>
2008	\$ 138,402	536,946
2009	82,690	470,623
2010	45,150	157,534
2011	20,087	91,919
2012	-	60,000
Thereafter	<u>-</u>	<u>-</u>
Total minimum lease payments	286,329	<u>1,317,022</u>
Less amounts representing interest at 5.17% to 7.6%	<u>23,251</u>	
Obligation under capital leases	<u>\$ 263,078</u>	

Annual rental expense included in occupancy expense on the statement of functional expenses for 2007 was as follows:

Minimum rentals under noncancellable operating leases	\$ 520,520
Related party rentals (Note 12)	218,077
Other	<u>463,011</u>
	<u>\$ 1,201,608</u>

CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - continued
DECEMBER 31, 2007

NOTE 9 - LEASES - continued

Maturities of capital lease obligations for each of the five years succeeding December 31, 2007 are as follows:

<u>Year ending December 31,</u>	
2008	\$ 124,793
2009	76,014
2010	42,228
2011	20,043
2012	-

NOTE 10 - RESTRICTIONS ON NET ASSETS

At December 31, 2007, temporarily restricted net assets were primarily restricted to the following programs and will be considered released from donor restrictions when expenses are incurred that satisfy the restricted purposes:

Program activities	
Elderly services	\$ 1,343,131
Building fund	3,723,231
Net investment in Makiki property	1,324,504
Friends of Catholic Charities, Weinberg Kokua and others	<u>789,025</u>
	\$ <u>7,179,891</u>

Permanently restricted net assets consist of endowment funds to be held indefinitely, the income which is expendable to support family services and the poor.

NOTE 11 - PUBLIC SUPPORT AND REVENUE

For the year ended December 31, 2007, public support attributable to one donor amounted to approximately 18% of the Organization's total public support, revenue and gains. That donation is recorded as bequests receivable at December 31, 2007.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - continued
DECEMBER 31, 2007

NOTE 12 - RETIREMENT PLANS

Catholic Charities' profit-sharing plan covers all employees who meet the age and length of service requirements specified in the plan. Employer contributions to the plan are made at the discretion of the Board of Directors. For the year ended December 31, 2007, contributions were based on six percent of eligible salaries and wages and amounted to approximately \$686,000, and have been included in employee benefits in the accompanying consolidated statement of functional expenses.

The Organization has a non-contributory defined contribution retirement plan that is available to substantially all employees and provides the participants the ability to provide pretax deduction contributions for deposit into this retirement account.

NOTE 13 - RELATED PARTY TRANSACTIONS

Certain land and buildings used by Catholic Charities for program and supporting services are owned by the Roman Catholic Church in the State of Hawaii (Church), and Catholic Charities pays no rent for the use of such premises. The fair value of such rent, approximately \$218,000 for the year ended December 31, 2007, has been reflected in the consolidated financial statements as a contribution from the Church and as occupancy expense.

Catholic Charities obtains automobile, workers' compensation and general liability insurance through the Church. The expense related to this coverage amounted to approximately \$310,000 for the year ended December 31, 2007.

On April 11, 2007 Catholic Charities Hawaii purchased from the Church three parcels of property located in Makiki, Oahu for \$15,422,500. The acquisition was financed 100% by a non-revolving line of credit, and lists both Catholic Charities Hawaii and the Church as co-borrowers.

NOTE 14 - SUBSEQUENT EVENT

In December, 2007, the Board of Directors of Catholic Charities approved a change to the Organization's fiscal year-end from December 31 to August 31; the change will be effective as of August 31, 2008.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
SCHEDULE 1 - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2007

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Grant Number</u>	<u>Federal Expenditures</u>
Department of Health and Human Services			
Maternal and Child Health Federal Consolidated Programs	93.110	90AE015801 90AE015801	\$ 494,337 <u>120,832</u> <u>615,169</u>
Passed through City and County of Honolulu Department of Community Services State and Community Programs on Aging Grants	93.044	C-55096 CT-DCS-0700035 C-55066 CT-DCS-0700036 C-55076 CT-DCS-0700032 C-55086 CT-DCS-0700042	64,715 79,413 140,946 113,871 31,606 29,052 146,060 <u>110,503</u> <u>716,166</u>
Passed through State of Hawaii Department of Human Services Temporary Assistance for Needy Families	93.558	DHS-06-POS-3149 HPS 06-37 HPS 07-13	341,973 377,653 <u>393,002</u> <u>1,112,628</u>
Social Services Block Grant	93.667	DHS-06-POS-3109 DHS-04-POS-1889 DHS-06-POS-3110 DHS-04-OYS-1617 DHS-08-OYS-51 DHS-08-OYS-57 DHS-04-OYS-1622 DHS-08-OYS-62	105,863 1,879,033 235,506 19,930 32,414 5,496 38,490 <u>35,402</u> <u>2,352,134</u>
Substance Abuse Prevention & Treatment Block Grant	93.959	ASO LOG07-199	<u>25,000</u>

See accompanying note to Schedule of Expenditures of Federal Awards.

CATHOLIC CHARITIES HAWAII AND AFFILIATE
SCHEDULE 1 - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - continued
YEAR ENDED DECEMBER 31, 2007

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Grant Number</u>	<u>Federal Expenditures</u>
Department of Agriculture Passed through State of Hawaii Department of Education National School Breakfast Program	10.553	DOE 1419-2	\$ <u>15,152</u>
Department of Housing and Urban Development Passed through City and County of Honolulu Hawaii Community Service Center Emergency Shelter Grant Programs	14.231	F-61597	<u>60,000</u>
Passed through Catholic Charities USA Housing Counseling Assistance Program	14.169	HC-0000-011	<u>11,384</u>
Passed through City and County of Honolulu Department of Community Services Community Development Block Grant Programs	14.218	F-62787	<u>2,000,000</u>
Supportive Housing Program	14.235	F-52935 C-65047	60,809 <u>63,682</u> <u>124,491</u>
Home Investment Partnerships Program	14.239	F-56246	<u>50,869</u>
Shelter Plus Care Program	14.238	HPS 05-03/ HI108B40-0002	<u>57,511</u>
Department of Education Passed through Susannah Wesley Community Center Adult English and Family Literacy	84.002	CO-50030	<u>7,400</u>
Federal Emergency Management Agency Passed through Hawaii Community Service Center Emergency Food Shelter Program	83.523	NONE	<u>2,935</u>
Department of State Passed through United States Catholic Conference Reception and Placement Program	NONE	NONE	<u>415</u>
			\$ <u>7,151,254</u>

See accompanying note to Schedule of Expenditures of Federal Awards.

**CATHOLIC CHARITIES HAWAII AND AFFILIATE
NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2007**

BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Catholic Charities Hawaii and Affiliate and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audit of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the presentation of the basic financial statements.

**CATHOLIC CHARITIES HAWAII AND AFFILIATE
 SCHEDULE 2 - STATEMENT OF ACTIVITIES: PROVISION OF
 SHELTER AND SERVICES TO THE HOMELESS
 YEARS ENDED DECEMBER 31, 2007 AND 2006**

	<u>2007</u>	<u>2006</u>
Support and revenue		
State stipend program contract	\$ <u>469,487</u>	<u>434,339</u>
Expenses		
Personnel costs	379,300	295,679
Operating costs	<u>90,187</u>	<u>160,971</u>
Total	<u>469,487</u>	<u>456,650</u>
Decrease in net assets	-	(22,311)
Net assets		
At beginning of year	<u>-</u>	<u>22,311</u>
At end of year	\$ <u><u>-</u></u>	<u><u>-</u></u>

CHOO, OSADA & LEE, CPAs, INC.
CERTIFIED PUBLIC ACCOUNTANTS

1136 12TH AVENUE
SUITE 240
HONOLULU, HAWAII 96816

TELEPHONE (808) 734-1921

**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
Catholic Charities Hawaii and Affiliate
Honolulu, Hawaii

We have audited the consolidated financial statements of Catholic Charities Hawaii (a nonprofit corporation) and Affiliate as of and for the year ended December 31, 2007, and have issued our report thereon dated April 21, 2008. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Catholic Charities Hawaii and Affiliate'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 Catholic Charities Hawaii and Affiliate's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Catholic Charities Hawaii and Affiliate's internal control over financial reporting.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity'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 entity's financial statements that is more than inconsequential will not be prevented or detected by the entity'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 entity's internal control.

Our consideration of 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 and Other Matters

As part of obtaining reasonable assurance about whether Catholic Charities Hawaii and Affiliate's consolidated financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of consolidated 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 that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to the management of Catholic Charities Hawaii and Affiliate in a separate letter dated April 21, 2008.

This report is intended solely for the information and use of the management, audit and finance committee, others within the entity, the Board of Directors, 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.



Honolulu, Hawaii
April 21, 2008

CHOO, OSADA & LEE, CPAs, INC.
CERTIFIED PUBLIC ACCOUNTANTS

1136 12TH AVENUE
SUITE 240
HONOLULU, HAWAII 96816

TELEPHONE (808) 734-1921

**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
Catholic Charities Hawaii and Affiliate
Honolulu, Hawaii

Compliance

We have audited the compliance of Catholic Charities Hawaii (a nonprofit corporation) and Affiliate 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 December 31, 2007. Catholic Charities Hawaii and Affiliate's major federal programs are identified in the summary of auditors' 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 Catholic Charities Hawaii and Affiliate's management. Our responsibility is to express an opinion on Catholic Charities Hawaii and Affiliate'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 Catholic Charities Hawaii and Affiliate'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 on Catholic Charities Hawaii and Affiliate's compliance with those requirements.

In our opinion, Catholic Charities Hawaii and Affiliate 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 December 31, 2007.

Internal Control Over Compliance

The management of Catholic Charities Hawaii and Affiliate 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 Catholic Charities Hawaii and Affiliate'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 an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on Catholic Charities Hawaii and Affiliate'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.

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 the internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily disclose all 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 solely for the information and use of the management, audit and finance committee, others within the entity, the Board of Directors, 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.

Choo, Beada & Lu CPAs, Inc.

Honolulu, Hawaii
April 21, 2008

**CATHOLIC CHARITIES HAWAII AND AFFILIATE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2007**

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: unqualified

Internal control over financial reporting:
 Material weaknesses identified? _____yes X no
 Significant deficiencies identified
 not considered to be material weaknesses? _____yes X none reported

Noncompliance material to financial statements noted? _____yes X no

Federal Awards

Internal control over major programs:
 Material weaknesses identified? _____yes X no
 Significant deficiencies identified
 not considered to be material weaknesses? _____yes X none reported

Type of auditors' report issued on compliance for major programs: unqualified

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)? _____yes X no

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
93.667	Social Services Block Grant
14.218	Community Development Block Grant Programs

Dollar threshold used to distinguish between Type A and Type B programs: \$ 300,000

Auditee qualified as low-risk auditee? _____X yes _____no

Section II - Financial Statement Findings

No matters were reported.

**CATHOLIC CHARITIES HAWAII AND AFFILIATE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - continued
YEAR ENDED DECEMBER 31, 2007**

Section III - Federal Award Findings and Questioned Costs

No matters had been reported.

Status of Prior Year Findings

No matters had been reported.

Attachment C

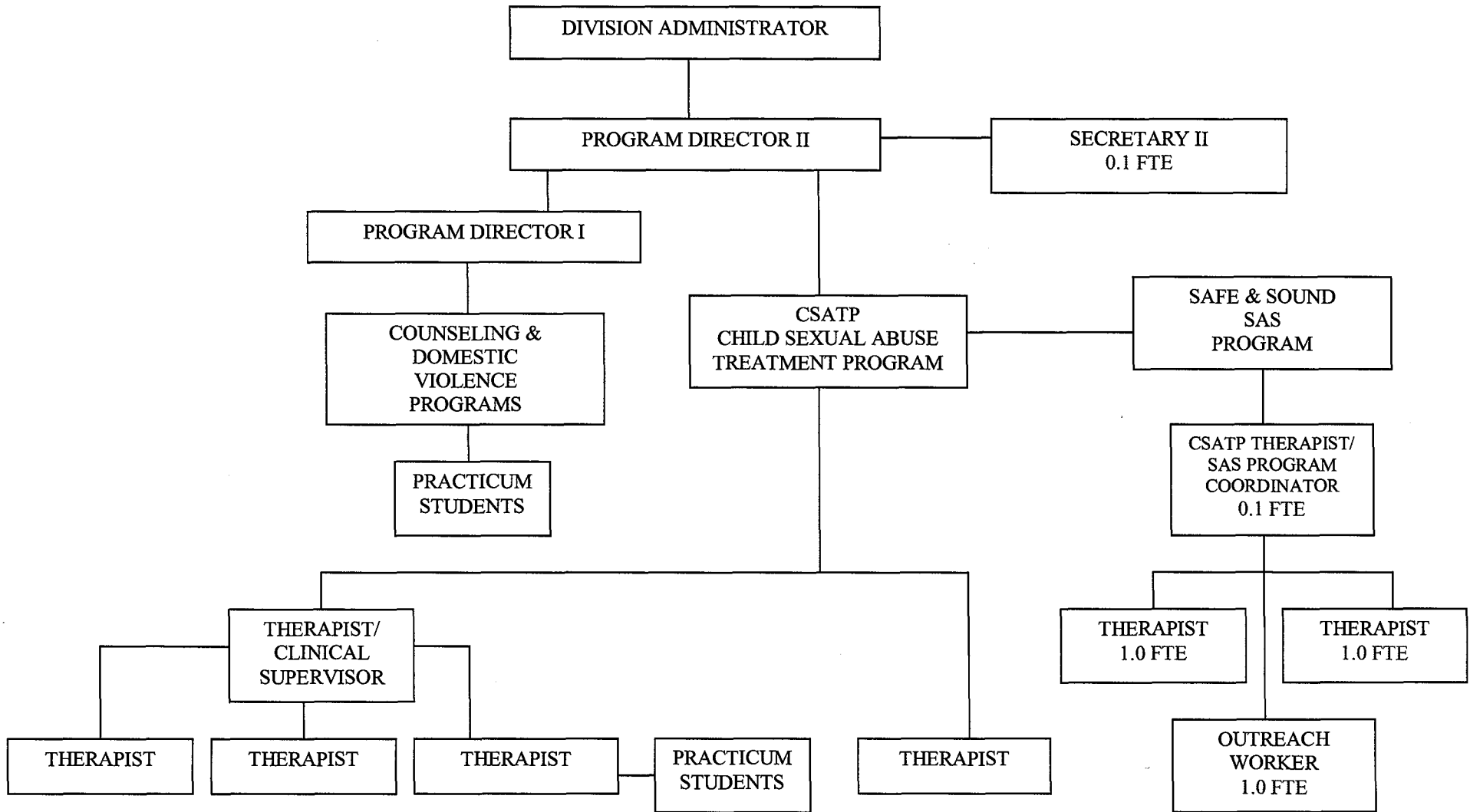
Organization Chart



CATHOLIC CHARITIES HAWAII

Family & Therapeutic Services

Therapeutic Services Program



House District 27

Senate District 13

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

Log No: 11-0

For Legislature's Use Only

rc'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.

ORIGINAL

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

DEPT. OF HEALTH/EXECUTIVE OFFICE ON AGING

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): HTH 904

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Catholic Charities Hawai'i

Dbas:

Street Address: 2745 Pali Highway, Honolulu, HI 97817

Mailing Address: 250 Vineyard Street, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DIANE M. TERADA

Title Division Administrator

Phone # (808) 595-5901

Fax # (808) 595-0811

e-mail diane.terada@catholiccharitieshawaii.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:

LANAKILA MULTI-PURPOSE SENIOR CENTER

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 377,000

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 \$ 377,000
 FEDERAL \$ -0-
 COUNTY \$ -0-
 PRIVATE/OTHER \$ 59,526

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

STELLA M. Q. WONG, VICE PRESIDENT OF PROGRAMS
NAME & TITLE

1/28/09
DATE SIGNED

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ATTACHMENTS

- List of Experience of Related Projects or Contracts for the Most Recent Three Years
- Organizational Charts
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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:

Catholic Charities Hawai'i (CCH) is a private, non-profit, human and behavioral health service organization that has been registered in the State of Hawai'i as a 501 (c)(3) corporation since 1947. It is a member agency of the Aloha United Way (AUW).

Catholic Charities Hawai'i offers a comprehensive array of services throughout the State of Hawai'i across its three program divisions. Over 25,000 people each year receive services from the organization's 38 different programs. Through its programs, Catholic Charities Hawai'i helps individuals of many ages, families, groups, and communities meet their basic needs, enhance social and emotional functioning, develop potential, and promote general well being. Clients receive services regardless of faith, age, gender, sexual orientation, religion, race, or ethnic origin.

The agency provides a wide range of services through three program Divisions and an Administrative Section:

Division/Section	Target Population or Function
Community & Senior Services Division (CSS)	Elders, immigrants and refugees, homeless families, individuals with developmental disabilities
Family and Therapeutic Services Division (FATS)	Families and youth, domestic violence victims and offenders
Youth Enrichment Services Division (YES)	Youth with emotional and behavioral problems; youth in need of foster home placement
Administrative Services	Assist and support the agency's programs in the areas of Marketing, Communications, Continuous Quality Improvement, Quality Assurance, Development, Special Events, Finance, Human Resources, Information Technology, Parish Relations, and Social Policy.

Catholic Charities Hawai'i (CCH) has been providing in-home and community-based services for elders since 1973. CCH serves approximately 5,000 elders each year with a staff of professionals, para-professionals and volunteers. Services for elders are provided on the island of Oahu; some services for elders are also available on Hawai'i and Maui.

The agency provides its services with over 250 employees who have a wide range of job skills, professional training, and commitment to service. In addition, the agency welcomes hundreds of volunteers to assist in its work of providing services to some of Hawai'i's most needy families, adults, children, immigrants and refugees.

Lanakila Multi-Purpose Senior Center was established by the State of Hawaii in 1969. It was built with funding through a Federal grant awarded to Honolulu Community College.

The State funded the Center's operations through the Honolulu Community College until the early 1980's when the College decided it was not within its mission to operate a senior center.

CCH (then known as Catholic Social Services) was asked to bid for the State contract to operate the Center when another agency was unable to fulfill the contract requirements. CCH has operated the Lanakila Multi-Purpose Senior Center since 1981.

The Center provides a range of educational, recreational and social services, including:

- Over 20 educational courses, such as Basic English, Beginning Computer, ID Theft Awareness and Pedestrian Safety.
- Over 80 recreational courses, such as Tap Dance, Japanese Minyo Dance, Hawaiian Quilting and Folk Sing Along
- Sponsorship of 7 ethnic clubs that perpetuate ethnic traditions and promote cultural sharing.
- Health promotion and screening activities, such as monthly blood pressure checks, hearing screenings, health fairs, and more.
- Annual special events for education and recreation purposes, such as Volunteer Appreciation Day and Aloha Festivals.
- Onsite access to professional counseling and case management services – a licensed social worker is available to Center members and their families to aid in the transition from independence to interdependence.

The program operates in a State owned facility. Funding for the program was cut nearly in half in 1995 and resulted in severe cuts to programming, staffing and hours of operation. The funding of the Center over the past 14 years has been uncertain and leaves the program at risk of closure every year.

State funding is needed in order to keep the Center open for use by its nearly 2,000 senior members. In addition, the Center annually raises \$50,000 or more through donations, fundraising activities and membership support.

A portion of the Center's funding (\$123,722) has been in the State Executive Office on Aging (DOH) budget for the past 4 or more years. The Center, on the encouragement of the State Executive Office on Aging and area legislators, has applied for and relied on Grant in Aid funding to supplement these funds for many years. When no Grant in Aid funding was approved for operational expenses in the 2008 Legislature, Lanakila Multi-Purpose Senior Center faced a \$100,000 deficit in the current FY2009 and potential closure. Thanks to generous community donations, the Center is able to remain open through the current FY2009, ending June 30, 2009.

The \$123,722 is currently in the State Executive Office on Aging budget for the Center each of FY2010 and FY2011. However, since there is no guarantee that this amount will remain in the DOH budget, Catholic Charities Hawai'i is requesting Grant In Aid funding of \$337,000:

\$123,722	tentatively in the State Executive Office on Aging budget
<u>\$213,278</u>	additional State funding needed
\$337,000	Total GIA Request

2. The goals and objectives related to the request:

Goal: Lanakila Multi-Purpose Senior Center will provide health promoting services and activities for older adults, aged 60+, to help them remain independent and avoid or delay costly institutional placement.

Objectives/Outputs for FY 2010:

- a. Provide 50 **Education/Training** sessions for 350 unduplicated older adults to help them acquire knowledge and skills for personal/social/vocational enrichment
- b. Provide 200 **Exercise/Physical Fitness** sessions for 215 older adults to maintain and improve physical functioning.
- c. Provide 20 **Health Education and Promotion** sessions to give 350 older adults tools and information to maintain good health and prevent illness.
- d. Provide 400 **Health Screenings** for 150 older adults to help them maintain independent living by detecting/preventing illness, assisting with monitoring chronic conditions.
- e. Provide 685 **Recreation/Leisure** sessions for 550 unduplicated older adults that foster good social and physical health and provide opportunities for meaningful and satisfying use of time.
- f. Provide 80 hours of **Professional Counseling** for 60 unduplicated older adults to assist them in coping with aging issues and make the transition from independence to interdependence.
- g. Provide 120 hours of **Case Management** for 100 unduplicated older adults to assist them in securing needed services to help them make the transition from independence to interdependence.

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

Elders, age 60 and older, represent the fastest growing segment of Hawai'i's population. There are approximately 238,000 Hawai'i residents aged 60 and over, constituting 18.7% of Hawai'i's total population¹. By the year 2010, this segment is projected to grow by 70% to 299,500 persons (or one in every five persons). And Hawai'i seniors have a longer life expectancy than those across the continental U.S. – 79.8 vs. 76.9 years². Women in Hawai'i also live longer than men, 82.5 years vs. 77.1 years³. However, many of our Hawai'i kupuna will be aging in place with multiple problems and few support systems.

Stroke remains the third leading cause of death in the United States.⁴ It is also the nation's leading cause of long term disability.⁵ It is estimated Americans will have paid about \$65.5 billion in 2008 for stroke-related medical care and disability.⁶ U.S. Census data shows that 80 percent of older adults have at least one chronic health condition; 50 percent have at least two chronic health conditions.⁷ According to the Bureau of Labor

¹ Yuan, S., Karel, H., & Yuen, S. (2007). Hawai'i's Older Adults: Demographic Profile. Honolulu, HI, University of Hawai'i, Center on the Family, p. 2.

² *ibid.*

³ *ibid.*

⁴ "Impact of Stroke", American Stroke Association, www.strokeassociation.org, 1/11/09.

⁵ *ibid.*

⁶ *ibid.*

⁷ 65+ in the United States: 2005, U.S. Census Bureau, p. 1.

and Statistics survey, only 2% of adults aged 75 and older were involved in exercise or recreational activity. Fifty-four percent spent their time watching TV.⁸

An analysis of data on over 60,000 subjects determined that even moderate exercise on a regular basis can lower the risk of stroke.⁹ It is well established that physical activity has a positive effect on physical health and activity also leads to better mental health and cognitive function.¹⁰ A meta-analysis of 18 research studies concluded that exercise increases "executive function of the brain", even for inactive people who begin exercising in their 70s.¹¹ Exercise can also reduce the risk of dementia by half, even in people who begin exercising in their 60s.¹²

Exercise that comes in the form of recreational activities (i.e., hula, line dance, ethnic dance) can also have the same beneficent effects. A study of 1,772 seniors showed that engagement in recreational activities lowered their risk of dementia by 38%.¹³ Older adults are more likely to self-refer themselves for exercise that comes in the form of a recreational activity (i.e., dance) and they are likely to continue in it for a longer period of time because it is enjoyable. Lanakila seniors who participate in dance groups also have the added incentive of performing monthly for frail elderly living in institutions. This activity gives them a sense of purpose and usefulness that is essential to well-being.

Another critical component to maintaining health in older adults is social connectedness. Loneliness has a negative impact on cognitive health and increases the risk of dementia.¹⁴ Researchers with the Rush Alzheimer's Disease Center discovered that patients with higher loneliness scores may be twice as likely to develop dementia.¹⁵ In a study of seven senior centers in seven states, "over 90% indicate they have developed close friendships since coming to the senior center....86.9% of the respondents indicated that senior center friends provide them with emotional security."¹⁶

In general, the Center for Disease Control found that physically active people have a lower health care cost than inactive people do.¹⁷ The average nursing home cost in the State of Hawai'i is between \$295¹⁸ to \$306 per day.¹⁹ Considering that institutional care is increasingly expensive, and it is the least desired living situation for the older adult, it is thus imperative for the community to support programs that will assist our growing elderly population to stay independent and to avoid premature institutionalization. The National Institute of Senior Centers found over 90% of senior center respondents reported their health improved or remained the same when compared to a year earlier.²⁰ Additionally,

⁸ Gitlin, Laura N. Ph.D. "Importance of Activity: What the Research Shows in Support of Senior Center Programming", 4/18/08 Presentation to Pennsylvania Association in Senior Centers. p. 12. Reference: Bureau of Labor Statistics, American Time Use Survey.

⁹ Nano, Stephanie, "Fitness A 'Strong Predictor' Of Stroke Risk," Honolulu Advertiser, 2/23/08, page A5.

¹⁰ Brody, Jane E., "Mental Reserves Keep Brains Agile," New York Times Online 12-29-07. www.nytimes.com/2007/12/11/health.

¹¹ Aamodt, Sandra and Wang, Sam, "Exercise On The Brain", The New York Times. www.nytimes.com 11-8-07. Also their book, Welcome To Your Brain.

¹² *ibid.*

¹³ Scarmeas N., Levy G., Tang MX, Manly J., Stern Y "Influence of Leisure Activity on the Incidence of Alzheimer's Disease". Neurology. 2001; 57:2236-2242.

¹⁴ Wilson Ronald S, Krueger KR, Arnold SE, Schneider JA, Kelly JF, Barnes LL, Tang Y, Bennett DA, "Loneliness and Risk of Alzheimer's Disease".

¹⁵ *ibid.*

¹⁶ Aday, Ronald, "Identifying Important Linkages Between Successful Aging and Senior Center Participation", March 2003.

¹⁷ Executive Summary: "A New Vision of Aging: Helping Older Adults Make Healthier Choices," Center for the Advancement of Health, Washington, DC, March 2006, p. 1.

¹⁸ "Isle's Nursing Home Costs Third Highest", Honolulu Advertiser, 7-1-08. AARP survey.

¹⁹ "Hawai'i Nursing Home, Assisted-Living Costs Higher Than National Average," Pacific Business News, 10-28-08. 2008 MetLife Market Survey of Nursing Home and Assisted Living Costs.

²⁰ Aday, Ronald, "Identifying Important Linkages Between Successful Aging and Senior Center Participation", March 2003.

they found a "positive relationship between the degree of social support and engaging in healthy behaviors."²¹ Seniors who participated in senior center activities made "positive behavior changes in lifestyle" and subsequently enjoyed "a more positive outlook on life".²² Some of Hawai'i's elders will need minimal service while others may need multiple services to remain independent. And it is more cost effective to provide these services in the community than to bear the cost of institutionalization.

The Elderly Affairs Division's Four-Year Area Plan on Aging lists six goals for the period 10/1/07 through 9/30/11. The Lanakila Multi-Purpose Senior Center is an integral partner in fulfilling the first four of those goals:

- Older individuals and their caregivers have access to information and an integrated array of health and social supports.
- Older individuals are active, healthy, and socially engaged.
- Families are supported in caring for their loved ones.
- Older individuals are ensured of their rights and benefits and protected from abuse, neglect, and exploitation.²³

4. Describe the target population to be served:

While the Center primarily serves elders who are independent of Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs), frail elders who have "aged in place" will be able to maintain participation in the Center, due to strong social networks developed at the Center over the years and the availability of a Center social worker who provides onsite case management support.

The Center will give priority to serving those in greatest economic and social need, with special attention to low-income minority elders and elders with limited English proficiency. Currently, 8.5% of members identify themselves as low-income. Seventy percent are deemed Greatest Social Need. Lanakila has seven ethnic clubs that celebrate and promote knowledge of the following ethnic groups: Japanese, Chinese, Okinawan, Korean, Hawaiian, Portuguese and Filipino. These clubs also provide information and support for seniors who have limited English proficiency.

5. Describe the geographic coverage:

The Center is targeted to serve elders, age 60 and older, who live within Census tracts 38-66 (Kakaako-Nuuanu/ Punchbowl-Downtown-Liliha/ Kapalama-Kalihi/ Palama-Kalihi Valley-Moanalua). This is the State's defined geographic area for this State program.

Seniors who reside outside of the targeted geographic area are advised to visit senior centers, senior clubs or congregate meal sites in their communities. If these out-of-area individuals still wish to join the Center, they must agree to perform 300 hours of community service for the Center over a three year period.

This service requirement is waived for out-of-area older adults who are in greatest social need, are physically unable to do volunteer work, have language barriers that prevent them from being able to volunteer or have low-income, minority status.

²¹ *ibid.*

²² Aday, Ronald, "Identifying Important Linkages Between Successful Aging and Senior Center Participation", March 2003.

²³ Elderly Affairs Division, "Four-Year Area Plan on Aging: October 1, 2007 to September 30, 2011", p. 167.

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:

GENERAL RECRUITMENT

The Center will utilize the following methods to recruit members. Low-income minority elder, elders with limited English proficiency and those in greatest social or economic need will be targeted.

- Use available media to provide information to the general public via press releases, articles, etc.
- Inform elderly housing management in the target area about Center services through direct contact, telephone, newsletters, flyers and email.
- Utilize bilingual staff and members to communicate information to non-English speaking elders.
- Provide written and oral translations of materials whenever feasible; use other culturally sensitive communication means.
- Encourage cultural activities and interactions that increase tolerance and understanding and promote diversity and acceptance.
- Have staff and practicum students do outreach at public events attended by older adults to promote the benefits of Center membership (i.e., Mayor's Craft and Country Fair, "Aging in Place" Seminar).
- Do outreach to groups of retirees on the benefits of Center membership (i.e., National Association of Retired Federal Employees).
- Develop new activities to attract new members (successful classes added last fiscal year: Introduction to Yoga, Movie Mondays)
- Provision of annual Leadership Training series that devotes a session to work with club officers on ways to increase the participation levels of their clubs.

GENERAL INTAKE OF CLIENTS

Any adult, age 60 and over, who lives in census tracts 38-66 is eligible to join the Center. Center members are entitled to participate in any Center-sponsored club, class or special event.

Interested older adults are required to visit the Center at least twice prior to registering for membership. They are welcome to observe any club or class activities of interest to them.

Individuals must complete a membership application. The application includes all NAPIS required data. The Membership Specialist reviews the applications with all individuals. If

there is a question regarding a client's ability to participate safely at the Center, the Membership Specialist will consult with the Program Coordinator.

Basic requirements for participation are: has the ability to independently manage ADLs (Activities of Daily Living) and IADLs (Instrumental Activities of Daily Living) as needed on the premises, does not require supervision for wandering and is able to participate in activities without interfering with the rights and safety of other clients.

A frail client who does not meet the above criteria is still eligible to join the Center if s/he is accompanied by a caregiver who will provide the necessary assistance and supervision.

Clients who are deemed inappropriate for Center participation are referred to other programs, including adult day care.

During intake, the Membership Specialist will give clients information on other services and benefits for which they may be eligible or need. Clients who need transportation to the Center will receive referral to Handivan or CCH's Transportation Services Program.

Older adults who do not live within the targeted census tract areas are advised to visit senior centers, senior clubs or congregate meal sites in their communities. If these out-of-area individuals still wish to join the Center, they must agree to perform 300 hours of community service for the Center over a three year period.

This service requirement is waived for out-of-area older adults who are in greatest social need, are physically unable to do volunteer work, have language barriers that prevent them from being able to volunteer or have low-income, minority status.

Upon completion of the membership application and intake by the Membership Specialist, new members are required to attend a New Member Orientation that is held monthly. At the orientation, clients receive the following:

- LMPSC New Member Booklet
- Written grievance procedure
- Project Income Donation letter
- Membership Card

GENERAL TERMINATION OF CLIENTS

Termination of clients will be conducted as follows:

Reason for Termination	Procedure
Death	Volunteers verify death via obituaries or via contact with family/significant others. Sympathy card sent to family. Records terminated in a confidential manner.
Illness (unable to participate) or moved out-of-area	Refer for transportation services as needed. Refer to other needed services if too frail to participate. Records terminated in a confidential manner.
Moved off island	Verify verbally or in writing that client will not return. Records terminated in a confidential manner.
Not interested	Reason is noted and forwarded monthly to Program Coordinator. Information is discussed in monthly meetings with Membership Specialist and Program Specialist for purposes of quality improvement. Records terminated in a confidential manner

Reason for Termination	Procedure
Unable to contact	Make several attempts to contact via last known phone number. Termination letter sent to last known address. Records terminated in a confidential manner

HEALTH SCREENINGS

The majority of Health Screenings will be offered on a short term or weekly basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Screenings will include blood pressure, hearing testing and medication management.

Screenings will be conducted by individuals who have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct special screenings.

Center meetings, memos, posters, and newsletters will be used to inform members of available screenings.

Members will register for screenings via sign up at the Reception Desk.

Volunteers or screening leaders will maintain screening records for statistical reporting.

EXERCISE/PHYSICAL FITNESS

The majority of the Exercise/Physical Fitness activities will be offered on a short term or weekly basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Activities will include classes such as Tai Chi, Stretch and Tone and Exercise With Karate.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized. Instructors will be screened to ensure that they have the appropriate training and skill to provide these activities.

Professionals in the community, on a voluntary basis, will conduct Exercise/Physical Fitness demonstrations.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

HEALTH EDUCATION AND PROMOTION

The majority of the Health Education and Promotion activities will be activities that are offered on a short term basis throughout the year.

The Program Coordinator will be responsible to implement this service, with assistance from the Program Specialist.

Health Education and Promotion topics include healthy diet information, early warning signs of, ways to manage and to prevent disease. Other Health Education and Promotion topics will be identified in the same manner as Education/Training topics.

Instructors for classes will be solicited through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Members will register via sign up at the Reception Desk.

Students will pay for needed activity supplies.

Volunteers will maintain attendance records for statistical reporting.

RECREATION/LEISURE

The majority of Recreation/Leisure activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops and training.

The Program Coordinator is responsible to implement this service, with assistance from the Program Specialist.

Recreation/Leisure topics include Contemporary Hula, Sewing and Tap Dancing. Other Recreation/Leisure topics will be identified through the following means:

1. Requests from members for particular recreation topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Additional input on possible topics from other community agencies, such as the Community School for Adults.

4. Specific suggestions to clubs and classes to encourage them to provide recreation activities for their individual groups.

The Center will recruit instructors for classes through various means. Both volunteer and paid instructors will be utilized.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

EDUCATION/TRAINING

The majority of Education/Training activities will be classes offered on a weekly basis throughout the year. In addition, the Center will offer special short-term or one-time workshops and training.

The Program Coordinator has primary responsibility to implement this service, with assistance from the Program Specialist.

Education/Training topics include Basic English, Computers and Defensive Driving for the Older Adult. Other Education/Training topics will be identified through the following means:

1. Requests from members for particular educational topics for classes or lectures/seminars.
2. Suggestions from the Center's Program Committee, which is comprised of Center members who represent various clubs and classes.
3. Additional input on possible topics from other community agencies, such as the Community School for Adults, the Executive Office on Aging and the Elderly Affairs Division.
4. Specific suggestions to clubs and classes to encourage them to provide education/training workshops for their individual groups.

The Center will recruit instructors for classes through various means. Both volunteer and paid instructors will be utilized.

The Program Specialist will submit proposals to Farrington Adult Community School for paid instructors during their Spring, Fall and Winter Sessions.

Professionals in the community, on a voluntary basis, will conduct short-term workshops and seminars.

Center meetings, memos, posters, and newsletters will be used to inform members of available classes and workshops. The media and flyers will be used to inform the general community of new classes and programs.

Class registration is conducted quarterly at the Center. At the time of registration, students will have the opportunity to donate toward the cost of each class.

Members will register for other short-term workshops/classes via sign up at the Reception Desk.

Students will pay for needed class fees and supplies.

Instructors or volunteers will maintain attendance records for statistical reporting.

The Center will provide training for instructors annually to review attendance procedures, purpose for Center classes and other needed topics.

Students will complete an evaluation annually. Instructors will receive a summary of these evaluations. The Program Coordinator will discuss negative evaluations with instructors.

PROFESSIONAL COUNSELING and CASE MANAGEMENT

This service will be performed by a licensed Social Worker (MSW/LSW). Supervision will be provided by the Catholic Charities Hawai'i's Case Management Program (CMP) Supervisor and all CMP Standard Operational Procedures on performance of these services will be followed.

Clients will be referred to the Social Worker by other Center staff or by self-referral. Eligible clients are elders, age 60+, who are potential or current Center members, or who are care recipients of current Center members.

Social Worker will perform an assessment of each counseling/case management client. A service plan will be developed by the Social Worker with input from the client and caregiver(s). This care plan specifies type of assistance to be provided and frequency of service.

The service plan is reviewed with the client and caregiver(s). The service plan must be signed by the client, indicating agreement to comply with the plan. In addition, the following forms are also reviewed with the client before the client signs them: 1) CCH Client Rights and Responsibilities, 2) CCH Grievance Procedure, 3) CCH Consent to Release.

The Social Worker coordinates necessary services and provides supportive counseling, as indicated in the service plan. Adjustments and monitoring to level of service is made as needed and no less than annually.

Counseling and Case Management services will be terminated when:

1. Client is no longer in need of assistance.
2. Client is placed in an institutional setting.
3. Client refuses service.

4. Client is non-compliant with service agreement.
5. There are health and safety risks.
6. Client moves out of the service area (off island).
7. Client is deceased.

As applicable, clients are verbally informed of closure and a termination letter is sent.

Clients will complete an evaluation annually or upon case closure.

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

Action	Responsible Staff	Frequency
Conduct meetings with Program Committee comprised of representatives of all ethnic clubs and a cross-section of classes to work on program planning and center issues.	Program Coordinator	Monthly
Meet with Program Specialist to evaluate activities, review benchmarks, and work on development of new instructors and programs.	Program Coordinator	Monthly
Submit DOE class proposals.	Program Coordinator	Quarterly
Publication of Center Newsletter and flyers to advertise activities and encourage participation.	Program Coordinator	Monthly
Registration for Center-Funded classes	Program Specialist	Quarterly
Leadership training for officers that covers membership development, financial planning and overview of social work/community services & resources.	Program Coordinator	Every January
Training for volunteers that cover best practices for their area of volunteer service and overview of social work/community services & resources.	Program Specialist & Membership Specialist	Every January
CCH Volunteer Recognition Program to appreciate and encourage continued service of Center's volunteers.	Program Coordinator	Every April
Selection and special recognition of one outstanding senior volunteer.	Program Coordinator & Volunteer Service Committee	Every December
Meet with Membership Specialist to review membership issues, review benchmarks, to develop new outreach activities and address barriers.	Program Coordinator	Monthly
Coordination with AARP for Volunteer Tax Preparation Services	Membership Specialist	January through April
Coordination with AARP for Defensive Driving Safety class open to the public	Program Specialist	Four times a year
Coordination with Honolulu Community Action Plan for provision of Federal Surplus Food distribution	Membership Specialist	Quarterly
Coordination with Hawai'i Pacific Health Services for health seminar	Program Coordinator	Every June or July
Coordination with Sage PLUS and Social Security Administration for annual Medicare Part D information fair that is open to the public.	Program Coordinator	Every October
Coordination with other community agencies and business to secure speakers and arrange excursions.	Program Specialist	Monthly
Member donation drive	Program Coordinator	Annually

Action	Responsible Staff	Frequency
Show & Sell Craft, Food & White Elephant Bazaar Fundraiser for Clubs and Classes. Evaluation of net profits, concerns and discussion of improvement for next event.	Program Specialist & Program Coordinator	Quarterly
Conduct meetings with Participant Advisory Board comprised of community, club and class representatives to evaluate center policies, funding, challenges and direction.	Program Coordinator	Six times a year
Submit program evaluation to Elderly Affairs Division	Program Coordinator	Annually
Participate in intensive evaluation of policies and practices in line with Council of Accreditation standards.	Program Coordinator	Every three years
Provide Professional Counseling and Case management services for elders, age 60+, who are potential or existing Center members or who are care recipients of existing Center members.	Social Worker	Ongoing

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:

Catholic Charities Hawai'i (CCH) is a nationally accredited non-profit organization that provides health and human services to 25,000 individuals on an annual basis throughout the state of Hawai'i. With a commitment to excellence and a goal to meet and/or exceed best practice standards, the following Quality Assurance (QA) Plan was developed and is implemented throughout Catholic Charities Hawai'i.

The Plan details the following fundamental activities that support CCH continued deliverance of quality services and desired outcomes:

- | | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Training: | Timely communication & orientation of performance expectations |
| (2) Supervision: | Enforcement of performance standards, development and monitoring of improvement plans (as needed), and facilitation of professional development |
| (3) Quarterly Peer Review: | Independent review of case records to ensure timely case supervision |
| (4) Outcomes Measurement: | Indicator of progress or delay in achieving proposed goals/objectives |
| (5) Stakeholder Feedback: | Measurement of the degree of consumer satisfaction or dissatisfaction |
| (6) Corrective Action: | A formal or informal plan used to transform a weakness into a strength |

Training

Quality assurance begins with the timely training and orientation of employees to all applicable state, federal, local, contractual, licensing requirements, and accreditation standards. CCH maintains a comprehensive training program that begins upon hire and progressively builds upon the position's function.

Supervision/Program Oversight

Regular and timely supervision of employees and case records is essential to quality assurance. The full Quality Assurance Plan details the frequency and intensity of supervision within CCH programs.

Quarterly Peer Review

In addition to the individual employee and unit/department meetings, CCH conducts quarterly peer review sessions through which a random sample of open and closed case records is reviewed by teams that are comprised of professionals who are not directly involved in the specific program. In accordance with best practice standards, CCH targets a 95% confidence **level**²⁴ and .01 confidence **interval**²⁵ in its sampling selection.

Upon the completion of each peer review session, the following activities are performed:

1. The individual results of each case record are entered into an agency-wide peer review database.
2. The original review forms are routed to the respective program directors via the division administrators.
3. A summary analysis report of the peer review session is written by each Program Director and submitted to the QA Director via the Division Administrator.
4. Corrective action forms are completed for each record that has been given a non-compliant rating and routed to the QA Director via the Division Administrator.
5. A summary report of the peer session (statistics, trends, and recommendations for improvement) is prepared by the QA Director and submitted to the VP-Programs and Division Administrators.
6. The peer review summary report is concurrently shared with the Catholic Charities Hawai'i's Quality Improvement Committee and Program Board for their review.

On an annual basis, consolidated peer review report is prepared and included in the Annual QA Report to the Catholic Charities Hawai'i Program Board.

Outcomes Measurement

Building upon the Agency's investment in training, supervision, and case reviews, CCH monitors the overall strength and quality of its programs through outcomes measurement systems. All programs currently have measurement systems in place that evaluate the overall effectiveness of the program. CCH monitors accomplishment of program outcomes specific to the Employment Core Services for Immigrants program.

A summary description of the specific tools and process used in measuring the effectiveness of the program outcomes is as follows:

1. Satisfaction Surveys - feedback from external and internal stakeholders.
2. Tracking Logs - to monitor and analyze rates of completion, timeliness, and goal attainment.
3. Supervision - informal method of monitoring performance and compliance with procedures.

The Quality Assurance Director coordinates the agency-wide effort to develop individual outcomes measure systems. On a semi-annual basis, each program reports the progress and/or delays in attaining the proposed program goals and objectives, along with variance explanations to the Division Administrator. Collaboratively, the Division Administrator and the Program Director develop strategies and/or corrective action plans to improve identified weak areas.

²⁴ Indicates how certain the sample reflects the entire population

²⁵ Indicates the precision level of the results

The year-end results of each program's goals and objectives are reported in the agency's annual Quality Assurance Report. The report is reviewed by the CCH Program Board and subsequently approved by the agency's Corporate Board.

Stakeholder/Consumer Feedback

Catholic Charities Hawai'i administers consumer satisfaction surveys to its program participants twice a year, exceeding the best practice standard's annual requirement. The survey tool was designed in accordance with Council on Accreditation requirements and the results are used to identify program and agency strengths and opportunities for improvement. The satisfaction survey tool is comprised six (6) sections that focus on the following:

1. Demographics (age, ethnicity, & gender)
2. Effectiveness of Service
3. Timeliness of Service
4. Cultural Sensitivity
5. Accessibility to Service/Program
6. Follow Up

The results of the satisfaction surveys are entered into a database and semi-annual reports are generated through the Quality Assurance Office. The year-end results of all the surveys are summarized and reported in the agency's annual Quality Assurance Report. The report is reviewed by the Catholic Charities Hawai'i Program Board and is subsequently approved by the agency's Corporate Board

Corrective Action

Within each quality assurance activity described above there are planned opportunities to identify areas for improvement and corresponding opportunities to develop improvement plans. Currently, CCH utilizes both formal and informal plans/strategies to improve identified weakness. Formal plans are written and include specific goals and objectives and are typically used for material and/or repeat findings. Informal plans are loosely written or in verbal form and are typically used to address a minor, initial finding. Each Program Director and Division Administrator monitors the implementation of applicable program/divisional specific corrective/improvement plans.

Quality Assurance Oversight:

Quality assurance is a shared responsibility that begins at the point of service delivery (micro-level) and is monitored successively through the Clinical Supervisor, Division Administrator, QA Director, VP of Programs, Senior Management Team/QI Committee, CCH Program Board, and ends with the CCH Corporate Board (macro-level).

Summary of Annual Quality Assurance Report

On an annual basis, Catholic Charities Hawai'i prepares an Annual Quality Assurance Report that minimally contains the following:

1. Executive Summary
2. Summary Report on Peer Review Sessions
3. Summary Report on Client and Employee Incidents, Accidents and Sentinel Events
4. Summary Report on Client and Employee Grievances
5. Summary Report on Program Monitoring Reports
6. Program Outcome Trends
7. Status Report on Prior Year's QA Report Recommendations
8. QA Goals and Objectives for Next Year

The Quality Assurance Report is reviewed by the Catholic Charities Hawai'i Program Board and subsequently approved by the agency's Corporate Board.

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 of Program and Services will be measured in the following ways:

- **Client Impact Survey** conducted twice a year on general membership regardless of their activities.
- **Wellness Measured Survey** to measure impact of exercise and recreational classes.
- **Social Service Impact Survey** conducted once a year to measure impact of professional counseling, paraprofessional counseling and case management.

Client Impact Survey:

- At least 70% of clients will improve or maintain their health.
- At least 70% of clients will improve their safety awareness
- AT least 70% of clients will decrease social isolation and report increased life satisfaction.

Wellness Measured Survey of clients in identified Exercise and Recreation classes:

- At least 70% of participants in identified exercise and recreation classes will report maintenance or improvement in 4 of 6 measures of senior wellness.
 - Overall health
 - Aches and pains
 - Flexibility
 - Anxiety/stress
 - Social connectedness
 - New learning

Social Service Impact Survey of clients receiving counseling and/or case management:

- At least 75% will report receiving information to meet their needs or resolve problems.
- At least 75% will be better able to take care of their medical needs.
- At least 70% will continue living independently.

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 budget forms 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
\$84,250	\$84,250	\$84,250	\$84,250	\$337,000

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

- Voluntary Contribution Method

All clients are provided a copy of the Agency's donation policy. Every April, the Center conducts a donation drive. Donations letters are hand-delivered and mailed to all active members. Additionally, donations are welcomed on an ongoing basis and the Center's seven clubs also make monthly and annual donations to support the Center.

The Center also tries to inform the public of its programs, services and needs through its monthly newsletter that is available via hard-copy by mail, at the Front Desk and is posted electronically on the Catholic Charities Hawai'i web-site. An email alert is sent to 123 readers to encourage them to view the newsletter. The newsletter and media coverage of special events frequently results in donations from the public. These are acknowledged with a thank you letter. Donations are used to cover program expenses.

Additional fundraising that is primarily client driven:

- Thrift Shop – The Center continues to solicit donations of used items which it resells through its Thrift Shop.
- Show & Sell Fundraiser Bazaars – Profits from this quarterly event have risen 9.3% in the last fiscal year due to increased volunteer support in pre-selecting and targeted pricing of white elephant materials.
- In-House Agency Resources

The Development Office of Catholic Charities Hawai'i is responsible for generating additional revenue from donor individuals, corporations and foundations to supplement available funding for the agency's programs. The Development Office conducts major fundraising events to support program and administrative costs.

The Agency also receives support from the Aloha United Way (AUW) and the Combined Federal Campaign.

- Other Program Fundraising

Aloha `Aina recycling event - is scheduled for July 18, 2009, as a community recycling activity, as well as a fundraiser for Lanakila Multi-Purpose Senior Center. The event is co-sponsored by many area legislators and others.

In the Spring, the Kalakaua Lions Club will do a service project at the Center which may result in additional funds. This is the second cooperative with Lion's Clubs to assist with Center needs.

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.

Each year, CCH serves approximately **5,000** elders through a range of services, including:

- **Case Management Program** – provides professional counseling and case management in designated affordable housing projects and senior centers.
- **Service Unit** – provides in-home and access services with para-professional staff. These services include housekeeping, escort, literacy and language assistance, and counseling.
- **Housing Assistance Program** – provides housing placement and counseling for elders with housing needs, many of whom are facing homelessness, with the goal of securing stable, affordable rental housing.
- **Lanakila Multi-Purpose Senior Center** – provides recreation, education and social services for elders to enable them to improve or maintain independent living.
- **Money Management Assistance** – assists elders with bill payment and reduction of debt. This service is provided on Maui.
- **Medication Management for Seniors** – provides education on medication management and one-to-one medication screenings for seniors.
- **Quality Living Choices** – provides case management for frail adults living in foster home settings. This service is provided on Hawai'i only.
- **Respite Connection** – provides support for family caregivers of elders through linkages to private hire providers and other resources.
- **Transportation Services Program** – door to door transportation for elders who cannot use public transportation.

The Agency's many years of experience in working with the elderly population makes it ideally suited to understand and meet the needs of elderly clients and their caregivers. In addition, staffs also have access to other resources within Catholic Charities Hawai'i that help to complement and enhance the services currently provided to elderly clients and their caregivers. For example:

- **Cultural Diversity and Competency** - The Agency is experienced in working with diverse ethnic populations and cultures. Within the agency, there is access to staff bilingual in over 15 languages. There is an agency wide Cultural Competency subcommittee that focuses on training for staff to increase and enhance their sensitivity and ability to work with clients of diverse ethnic and cultural backgrounds.
- **Strengthening Families** – CCH has many services that seek to strengthen the functioning of families, both naturally occurring families and foster families. Intergenerational issues cross over programs for seniors and youth and program staff work together to seek the best methods and resources to support the needs of the entire family.
- **Special Population Needs** – In addition to its work with elders, the Agency has a reputation for serving special need populations in the areas of domestic violence, abuse and neglect, homelessness and immigration.

The financial accounting system of Catholic Charities utilizes Sage MIP Fund Accounting System based in Austin Texas. Separate funds are established for the major categories so that costs can be recorded accordingly.

The basic foundation of the internal control for Catholic Charities' financial reporting structure is a system of checks and balances through the separation of duties. The system is separate from the operational end of the organization. Information provided by the operations personnel is used as a basis for revenue billings and disbursement of funds. Requests for payment are generated by the program staff and approval by an authorized individual is required for all transactions.

Catholic Charities also completes the required annual audit with its current auditors Choo, Osada & Lee CPAs, Inc. an independent, certified accounting firm. As required, the audit is conducted in compliance with the U.S. Office of Management and Budget Circular A-133. In its most recent audited financial statements (2007), the accompanying management letter stated that the auditors were able to issue an unqualified opinion and found no material weaknesses or reportable conditions.

The Finance Department of Catholic Charities Hawai'i is capable of handling the financial data, variance reports and other requested reports. CCH has many years of experience in successfully implementing programs and managing contracts. Currently, the Agency has federal, State and private grants with a variety of funders, including:

- **State** – Department of Human Services, Department of Health, Department of Labor and Industrial Relations, Judiciary, Hawai'i Public Housing Authority, Department of Transportation, Office of Hawai'ian Affairs.
- **Federal** – Department of Health and Human Services.
- **City and County** – Department of Community Services, County of Hawai'i, County of Maui.
- **Private** – Aloha United Way, Hawai'i Community Foundation, private individuals and businesses.

(See Attachment for List of Experience of Related Projects or Contracts for the Most Recent Three Years)

An accountant who is assigned to the project works regularly with CCH administrative staff and the Program Coordinator of the Lanakila Multi-Purpose Senior Center to review budgets and expenditures to avoid large variances.

The Procurement Rules of Chapter 103D of the Hawai'i Revised Status (HRS) and the terms of this contract shall be followed. OMB and Chapter 103F HRS cost principles will be used to determine allowable costs and method of allocation. Any costs that the contract defines as unallowable will not be charged as a contract expense.

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 Lanakila Multi-Purpose Senior Center is located at 1640 Lanakila Avenue, Honolulu, Hawai'i 96817. The facility is a State-owned one that is maintained by the State Department of Accounting and General Services. As the program operator, Catholic Charities Hawai'i handles routine maintenance and janitorial services. This State-owned

facility, as well as all of CCH senior services offices, are accessible to individuals with physical disabilities, near convenient bus lines, and have available parking 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 existing Center staff has a combined 73 years of service with CCH, reflecting the stability and experience that is available to the Center and its members. The following are the specific qualifications and job responsibilities:

Program Coordinator (1 FTE): Required – Bachelor's Degree in human services, experience in gerontology & multi-cultural population. Supervisory experience, PC skills. Responsible for overall coordination and implementation of the Center's programs, services and operations.

Program Specialist (1 FTE): Required – Bachelor's Degree in human services, PC skills, customer relations background and experience with multi-cultural population. Responsible to assist with program planning and provide clerical support for educational and recreational programming at the Center, including special events; handles registration for all classes, logistics for clubs.

Membership Specialist (1 FTE): Required – Bachelor's Degree, PC skills, social services or customer relations background, relates well different ethnic groups and volunteers. Responsible to provide paraprofessional counseling and clerical assistance in the areas of membership and volunteer service; conducts screening of potential members; coordinates other special services (tax, meals, etc.).

Custodian (.5 FTE): Required - High school diploma or equivalent and/or experience with janitorial work. Physically able to perform duties. Able to work with minimal supervision. Responsible to maintain a clean and safe facility. Duties relate to interior and exterior of the facility.

Administrative Support Assistant (.5 FTE): Required – High school diploma or equivalent, PC skills, clerical experience, relate well to different ethnic groups. Oversees timesheets for Senior Community Services Employment Program (SCSEP) workers assigned to Center; handles counting of Program Income donations; ordering of janitorial and office supplies; and other related clerical duties.

Administrative Services: Clerical, fiscal and other support services are provided by the Administrative Unit.

Volunteers: The Center has 386 volunteers who provide an array of services through volunteer positions such as Instructor, Telephone Receptionist, Greeter/Hostess, Club Officers, Entertainer/Performers, Data Entry, Counting Statistics, Meal Site Servers and more. In addition, volunteers provide bilingual assistance to ensure that non-English

speaking members are able to participate fully in the Center activities and receive vital information on needed services and resources.

Supervision and Training

Catholic Charities Hawai'i devotes a significant amount of time orienting and training new employees in order to ensure that quality services are provided consistently and effectively.

All new employees are required to attend an all-day CCH New Employee Orientation. This provides general background on the organization, its history, mission, values and strategic goals. In addition, the Community and Senior

Services Division conducts a half-day New Employee Orientation that includes information on the organizational structure of the Division, type of services provided by the Division's programs, and Health Insurance Portability Assurance Act (HIPAA) training as it applies to client confidentiality.

Program supervisors are responsible to see that all new employees are also oriented and trained to carry out their specific job duties. Basic areas of orientation and training shall include:

- Review of CCH Code of Conduct policies, including conflict of interest and gratuities. There are stringent procedures defining the handling of money by employees in the course of service provision. In addition, staff are not allowed to accept any type of gratuity, including tips, gifts or other items offered by clients. In situations where it is unavoidable to refuse a monetary gratuity, staff are instructed to inform clients that all gratuities will be turned over to the Agency as a client donation. Food and other non-monetary gratuities will also be turned over to the supervisor for disposition. All employees are required to sign an acknowledgement that they have read the Employee Handbook and agree to abide by the enclosed policies, including the Code of Conduct. Violations of the Code of Conduct policies will result in disciplinary action up to and including involuntary termination. All employees are also required to sign a Conflict of Interest Disclosure Statement.
- Information and techniques on working with elders and their caregivers will be provided. Other topics of instruction will include: proper and safe handling of assistive devices, tips on working with functionally and cognitively impaired elders, and general communication tips.
- Cultural competency training will be provided to ensure that personnel are culturally sensitive to diverse ethnic populations. Information on Agency procedures for language access by elders or caregivers who do not speak (or have limited proficiency in) English will also be shared.
- Information on handling of emergency situations will be provided. All staff are trained in CPR/First Aid. In addition, program supervisors also review disaster procedures with all employees.
- Policies and procedures regarding how services are to be provided are also reviewed. New personnel often "shadow" experienced workers and the program supervisor, as appropriate.

Ongoing training of personnel is key to ensuring that quality services are provided to elderly clients. The agency wide Staff Training Committee is responsible to coordinate training activities that are required for all personnel on a regular basis. This includes but is not limited to: CPR/First Aid, Crisis Prevention and Intervention (CPI), cultural sensitivity, and more.

Training and information specific to the elderly population and the provision of contracted services are regular in-service training topics at bi-monthly Division General Staff Meetings and monthly program/unit meetings.

Supervisors meet with each direct report staff on a monthly basis to review case records, discuss client issues and address staff progress toward identified professional goals and training needs.

The program supervisor also conducts a formal, written evaluation of each employee at the end of the six-month observation period and annually thereafter to promote continued growth and improvement.

The Community & Senior Services Division Administrator provides supervision of the program supervisor through monthly supervision meetings. The program supervisor also consults with the Division Administrator on an ongoing basis regarding questions, problems, or other needs.

All program supervisors meet together monthly with the Division Administrator. These supervisory team meetings allow for information sharing between programs and problem solving on issues relevant to all programs.

Volunteer Management

The Program is responsible to screen, orient, train and supervise volunteer personnel similar to its procedures for paid personnel. Program supervisors interview individual volunteers to determine appropriate assignment to the available tasks of the program/unit. The Program conducts reference checks on all volunteers who are being considered for duties that involve access to clients or confidential client information. Volunteer staff are included in all New Employee Orientation conducted by the Agency and the Division. In addition, volunteers are partnered with experienced staff to gain on-the-job training and regular supervision is provided by the program supervisor or designated line staff in order to ensure the level of quality of services provided.

B. Organizational 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 charts.

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.

Catholic Charities is not involved as a party in any pending litigation and there are no outstanding judgments against it.

B. Licensure or Accreditation

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

CCH is accredited by the National Council on Accreditation for Children and Family Services.²⁶ To attain and maintain accreditation, CCH implements a formal written quality assurance program and is required to complete rigorous reviews and audits annually. The Council on Accreditation (COA) is an international, independent, non-profit child and family service and behavioral healthcare organization. Founded by the Child Welfare League of Family Services America, COA promotes service standards, champions for quality services for children, youth and families; and advocates for the value of accreditation.

CCH's program, Lanakila Multi-Purpose Senior Center, meets the COA service standard of Counseling, Support and Education Services²⁷ The purpose of this service standard is to ensure that "individuals and families who participate in counseling, support and education services identify and build on strengths, develop skills to manage situational change, and improve functioning in daily activities at home, at work, and in the community." CCH's accreditation is effective through December 31, 2011.

In addition:

- Catholic Charities Hawai'i has a Hawaii State General Excise License
- The Center Program Coordinator and Social Worker are licensed social workers in the State of Hawaii

²⁶ www.coastandards.org

²⁷ http://www.coastandards.org/standards.php?navView=private§ion_id=54

ATTACHMENTS

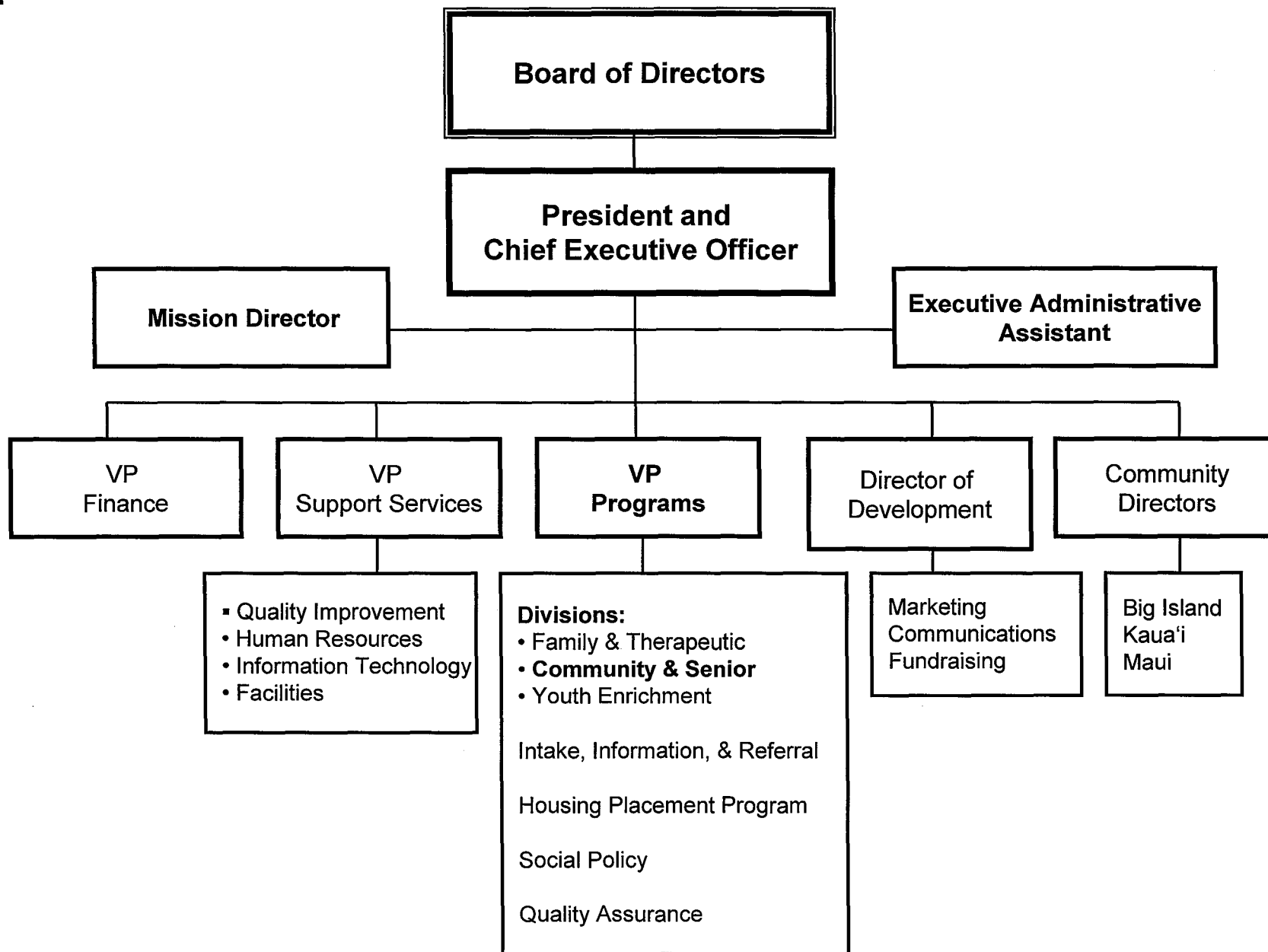
- LIST OF EXPERIENCE OF RELATED PROJECTS OR CONTRACTS FOR THE MOST RECENT THREE YEARS
- ORGANIZATIONAL CHARTS
- BUDGET FORMS
- DECLARATION STATEMENT

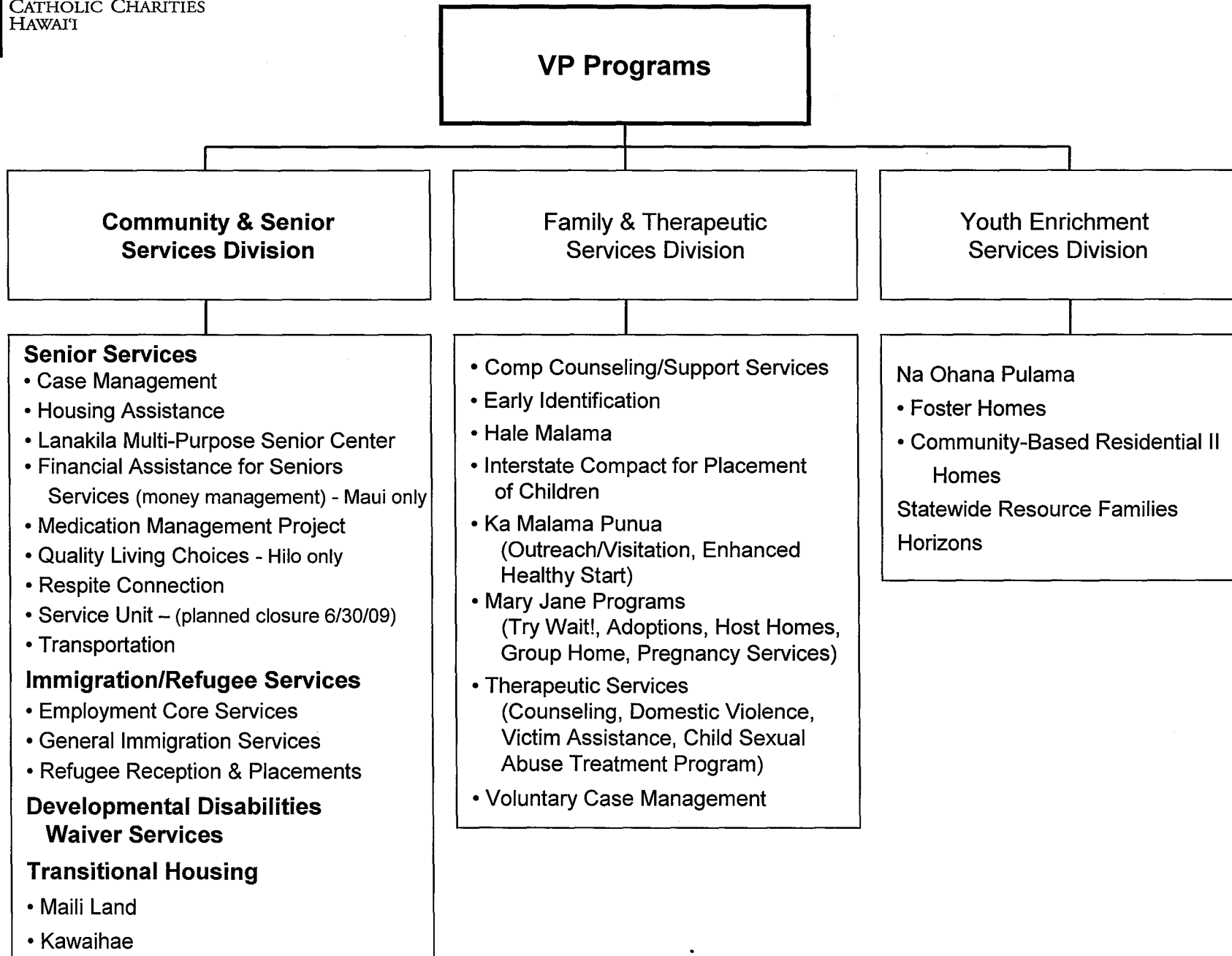
Catholic Charities Hawai'i

**List of Experience of Related Projects or Contracts for the Most Recent
Three Years**

Note: This list is limited to senior services projects/contracts only and does not include Federal, State, County and private contracts for other services that are provided by Catholic Charities Hawai'i. All contracts are current unless otherwise indicated.

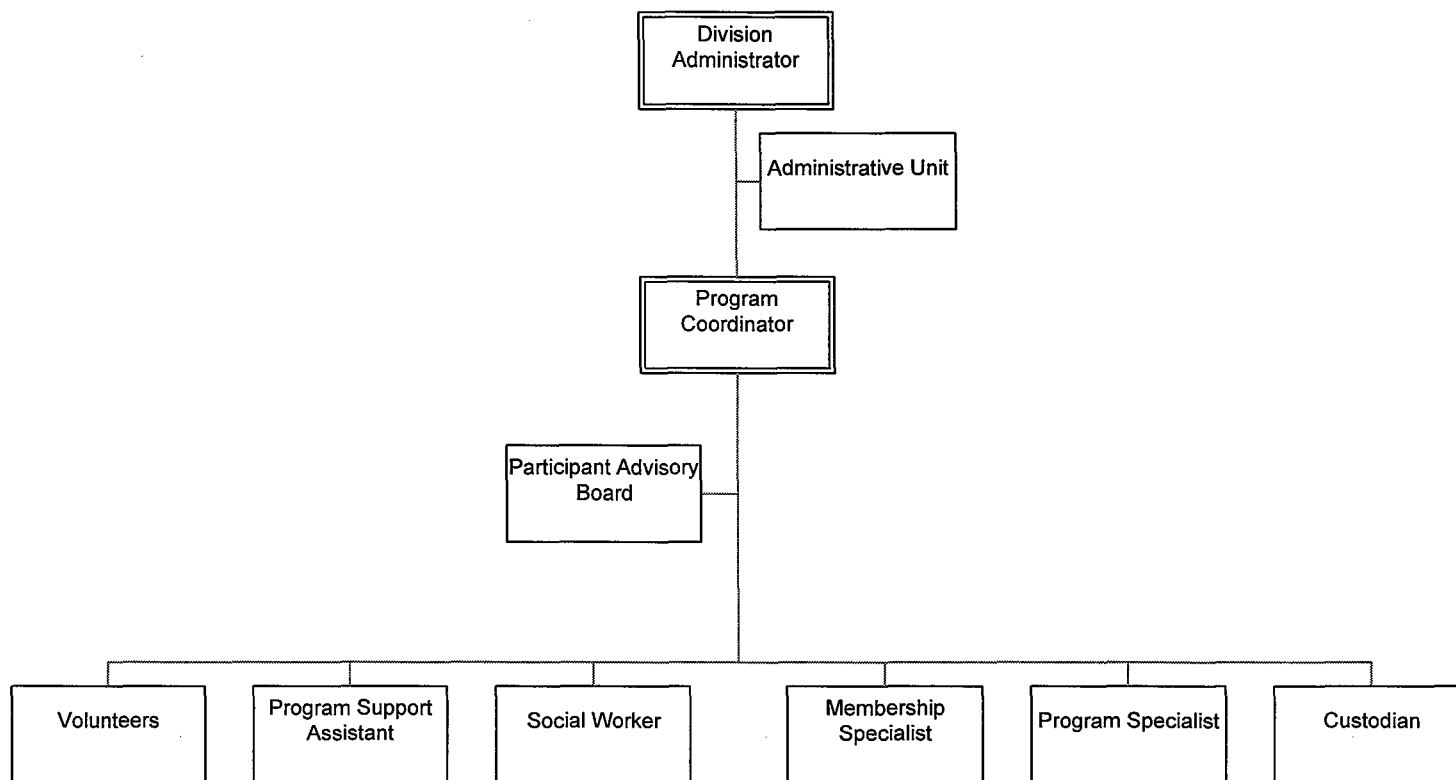
Project/Contract	Contracting Agency/Organization
Lanakila Multi-Purpose Senior Center	State of Hawaii, Dept of Health Executive Office on Aging (EOA) (Grant In Aid, 2007)
Medication Management Program	State of Hawaii, Dept of Health Alcohol and Drug Abuse Division (ADAD)
Lanakila Multi-Purpose Senior Center Housing Assistance Program Transportation Services – Regular and Kupuna Care Chore, Kupuna Care Housekeeping, Kupuna Care Respite Connection	City & County of Honolulu, Dept of Community Services Elderly Affairs Division (EAD)
Case Management	County of Maui, Maui County Office on Aging (MCOA)
RACCP Case Management Agency	State of Hawaii, Dept of Human Services (provider agreement)
Case Management (contracts for specific sites)	Prudential Locations Bob Tanaka, Inc. Cambridge Management
Transportation Services	Queen's Medical Center (ended in 2008)
Transportation Services	PACE/Maluhia (ended in 2007)







CATHOLIC CHARITIES HAWAII
COMMUNITY & SENIOR SERVICES DIVISION
LANAKILA MULTI-PURPOSE SENIOR CENTER



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

Applicant: Catholic Charities Hawaii (for Lanakila Multi-Purpose Senior Center)

BUDGET CATEGORIES	Total State Funds Requested (a)	Fundraising (b)	(c)	TOTAL EXPENSE (d)
A. PERSONNEL COST				
1. Salaries	171,816	44,218		216,034
2. Payroll Taxes & Assessments	25,578			25,578
3. Fringe Benefits	51,028			51,028
TOTAL PERSONNEL COST	248,423	44,218		292,641
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				0
2. Insurance	2,364			2,364
3. Lease/Rental of Equipment	1,746			1,746
4. Lease/Rental of Space		367		367
5. Staff Training	674			674
6. Supplies		8,811		8,811
7. Telecommunication	4,089			4,089
8. Utilities	16,250			16,250
9. Mileage reimbursement	1,280			1,280
10. Audit fees	788			788
11. EDP Payroll fees	615			615
12. Recruitment ads	545			545
13. Janitorial Services	2,563			2,563
14. Postage	835			835
15. Equipment maintenance	1,598			1,598
16. Subscriptions	187			187
17. Printing	568			568
18. Membership dues	253			253
19. Instructor fees		6,130		6,130
20. Indirect Cost	54,225			54,225
TOTAL OTHER CURRENT EXPENSES	88,577	15,308		103,885
C. EQUIPMENT PURCHASES	0			0
D. MOTOR VEHICLE PURCHASES	0			0
E. CAPITAL	0			0
TOTAL (A+B+C+D+E)	337,000	59,526		396,526
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	337,000	Diane M. Terada 595-5901		
(b)		Name (Please type or print) Phone		
(c)		Signature of Authorized Official Date		
(d)		Date		
TOTAL BUDGET	337,000	Lisa Sakamoto, Vice President of Finance Name and Title (Please type or print)		

Applicant: Catholic Charities Hawaii (for Lanakila Multi-Purpose Senior 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)
Program Coordinator	1.00	\$51,814.15	100.00%	\$ 51,814.15
Program Specialist	1.00	\$38,845.42	100.00%	\$ 38,845.42
Program Support Assistant	1.00	\$14,393.22	50.00%	\$ 7,196.61
Membership Specialist	1.00	\$38,845.42	100.00%	\$ 38,845.42
Custodian	0.50	\$10,939.12	100.00%	\$ 10,939.12
Administrative Liaison	100.00	\$51,814.15	24.00%	\$ 12,435.40
Division Administrator	100.00	\$73,682.08	15.00%	\$ 11,052.31
Social Worker	1.00	\$44,905.94	100.00%	\$ 44,905.94
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:		206		216,034.36
JUSTIFICATION/COMMENTS:				

Applicant: Catholic Charities Hawaii
 (for Lanakila Multi-Purpose Senior Center)

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:				

Applicant: Catholic Charities Hawaii (for Lanakila Multi-Purpose Senior 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	NOT APPLICABLE					
LAND ACQUISITION	NOT APPLICABLE					
DESIGN	NOT APPLICABLE					
CONSTRUCTION	NOT APPLICABLE					
EQUIPMENT	NOT APPLICABLE					
	TOTAL:					
JUSTIFICATION/COMMENTS:						

**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.

Catholic Charities Hawai'i

(Typed Name of Individual or Organization)



(Signature)

1/28/09

(Date)

Stella M. Q. Wong
(Typed Name)

Vice President of Programs
(Title)

House District 19

Senate District 9

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

JAN 26 2009

Log No: 16-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 FOUNDATION ON CULTURE & ARTS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

DIAMOND HEAD THEATRE

Dba:

Street Address: 520 MAKAPUU AVE HONOLULU, HI 96816

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DEENA DRAY

Title EXECUTIVE DIRECTOR

Phone # 733-0277 X301

Fax # 735-1250

e-mail ddray@diamondheadtheatre.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:

**PLANNING FOR REDEVELOPMENT
OF THEATRE FACILITY**

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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 62,411

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

DEENA DRAY EXECUTIVE DIRECTOR 1/23/09

Application for Grants and Subsidies

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

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;

Diamond Head Theatre is a non-profit community theatre founded by New England missionary families in 1915. The theatre group, which started out as "The Footlights" and was later re-named "Honolulu Community Theatre", is the third oldest continually operating community theatre in the nation.

Diamond Head Theatre offers six theatrical productions each season to over 35,000 theatregoers, presenting the latest musicals, plays and traditional favorites. Our shows are cast, built and produced with the help of hundreds of volunteers who contribute their time, talent and energy under the guidance of our theatre staff.

DHT also offers comprehensive performing arts training in voice, dance and acting to the community through special workshops and regular class sessions. Musical Theatre Experience is our summer musical theatre program with over 75 children ranging from 7-16 years old attending our 6-week program. We also have a youth performing troupe, the Diamond Head Theatre "Shooting Stars."

2. The goals and objectives related to the request;

\$50,000 Grant in Aid for site development planning.

Diamond Head Theatre has not come to the State for any funding since the early '80's. We have operated with a balanced budget, with no deficit for the last twelve years. These monies would be outside our normal operating costs thus we seek, for the first time, assistance from the State of Hawaii.

The Diamond Head Theatre facility also known as Fort Ruger Theatre was built in the 1930's as a USO theatre. It has been minimally upgraded over the years but essentially is the same structure which the Army turned over to the State in the early 1950's. The State then leased the theatre to Honolulu Community Theatre (HCT). HCT became "Diamond Head Theatre" in 1990. The renewal of the State lease was approved by DLNR last year and its term extends to 2046 with an option to renew until 2071.

The building needs major upgrades. We contracted a firm in August 2007 to perform a top-to-bottom Building Assessment and it was determined that essentially it would be more efficient to build a new theatre. We have now contracted with a planning firm to investigate what can be built on the site, recognizing actual construction is several years away.

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

We all know that cultural activity can be transformative; personally enriching and can improve the quality of life. Diamond Head Theatre brings entertainment and joy to Oahu's community -- whether on stage, in the audience, in a class or working as a volunteer. You can see it on people's faces. Folks are smiling, chatting excitedly about the upcoming show. Backstage is the same... conversations peppered with nervous anticipation as the theatre darkens and the curtain goes up. And when the curtain does go up, they all need their expectations fulfilled. They not only expect beautiful costumes, elaborate sets, dramatic lighting, and a full orchestra; they expect easy access, comfortable seats, air conditioning, adequate restrooms and a nice lobby. That is our long term objective. For now, we need the plan to begin to move towards that objective.

4. Describe the target population to be served; and

5. Describe the geographic coverage.

There is no specific target population. Children, teens, adults, seniors would be served. We primarily serve Oahu, though Neighbor Islanders do on occasion book tickets for the bigger shows like *Les Miserables* or *Beauty and the Beast*.

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 site plan involves a lead agency, Helber, Hastert & Fee who will coordinate contractors such as engineers, land use specialists, topographers, to survey, explore and evaluate. The information would be gathered into a report which would then give Diamond Head Theatre the road map on how to proceed. It would lead us to things such as choosing a design; determining cost; determine a funding strategy; working with the community.

For further detail, see EXHIBIT A

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

The site development plan would be completed in Year One. Years Two and Three would be selecting a design architect, determining a realistic cost, and launching a funding feasibility strategy. From Year Three on, we would begin, with the goal of completion in 2015, the theatre's 100th anniversary.

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 process of developing the plan would be supervised by Heath Construction Services. They, along with DHT staff and Board, will carefully monitor the progress and thoroughly read the reported results to assure it answers the questions and leads us to the next steps.

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 final plan will be included in a final report to the expending agency along with details of monies spent, results achieved and objectives met. The plan will be fairly black and white...either it is feasible to move forward or it will identify obstacles we will need to overcome which may require evaluation of our timeline and overall goal.

III. Financial Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **EXHIBIT B**
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
\$10,000	\$15,000	\$25,000		\$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.

Secured:

Robert Emens Black Fund of the Hawaii Community Foundation	\$5,000
Cooke Foundation Ltd.	\$10,000
Atherton Family Foundation	\$15,000
Donors of Diamond Head Theatre	\$32,411

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.

MANAGEMENT/BOARD/OUTSIDE CONTRACTORS

MANAGEMENT:

Deena Dray, Executive Director

Deena holds a BA from the University of Massachusetts and has taken graduate business courses in both marketing and management at the University of Hawaii, University of Colorado and Stanford University. Prior to coming to DHT, Deena was the director of a statewide human service non-profit and before that, held a variety of marketing, business development and finance positions at First Hawaiian Bank.

As Executive Director, a position she has held since 1995, Deena works closely with the Board of Directors who are active in all aspects of the theatre. They apply their diverse backgrounds and talents to everything from long-range planning of the future growth and development of the theatre, finances, marketing, legal matters and volunteerism, to hands-on fundraising activities. For this particular project, Deena and the Facility Committee of the Board would work with Fray Heath of Heath Construction Services, Inc. to expedite the site development plan and the facility feasibility study.

BOARD:

Facility Committee: Rick Ching, Servco Pacific; Tim Johns, Bishop Museum
Sid Char WATG Architects; Gary Kai, Towne Development; Uson Ewart, RE
Appraisal Consultant; Jerry Lynch, BayWest Equities Development
Tom Smyth, retired DBEDT; Paul Tremaine, retired ATTCO, a theatrics
construction co.

OUTSIDE CONTRACTORS:

Heath Construction Services Inc.
Helber Hastert & Fee
Mason Architects Inc.
Sam O. Hirota, Inc.
Cost Engineering of Hawaii
Douglas Engineering

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.

Planning to develop a facility in lieu of current facility is the request. In the interim, current facility will continue to be maintained to assure quality, accessibility and safety.

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.

Detailed above in section IV: experience and capability. Primary project manager will be Executive Director Deena Dray, assisted by the firm of Heath Construction Services and its principal, Francis "Fray" Heath.

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

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.

Diamond Head Theatre is a member of the American Association of Community Theatres and The Hawaii State Theatre Council.

Over the past 20 years, the theatre has won several hundred Po'okela Awards (Hawaii's version of The Tony Awards) and has been named Best Theatre in Hawaii by the Honolulu Star Bulletin and Honolulu Magazine.

The contractors are well-known, accredited firms.

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

App

DIAMOND HEAD THEATRE

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	50,000	30,000	32,411	
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Deena Dray 733-0277 x301		
(b) Foundation Grants	30,000	Name (Please type or print) Phone		
(c) DHT Donor Match	32,411	Signature of Authorized Official Date		
(d)				
TOTAL BUDGET	112,411	Deena Dray Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant : Diamond Head Theatre

Applicant: DIAMOND HEAD THEATRE _____

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	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	62411		
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:			50,000	62,411		
JUSTIFICATION/COMMENTS:						
We have secured \$30,000 in private foundation grants; our donors will contribute \$32,411						

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: DIAMOND HEAD THEATRE _____

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)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				
NOT APPLICABLE TO REQUEST				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: DIAMOND HEAD THEATRE _____ Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: NOT APPLICABLE TO REQUEST

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: NOT APPLICABLE TO REQUEST

**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.

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

Diamond Head Theatre

(Typed Name of Individual or Organization)



(Signature)

1/23/09
(Date)

Deena Dray
(Typed Name)

Executive Director
(Title)

May 16, 2008

25th
ANNIVERSARY
1980 - 2005



Ms. Deena Dray, Executive Director
Diamond Head Theater
c/o Heath Construction Services, Inc.
1210 Ward Avenue, Suite 201
Honolulu, Hawaii 96814

Dear Ms Dray:

**Scope of Services/Fee Proposal/Qualifications
Site Redevelopment Planning Services/ New Theater Facility
Diamond Head Theater
Waikiki, Oahu, Hawaii
TMK: (1) 3-2-030:001**

Helber Hastert & Fee, Planners, (HHF) is pleased to submit this package of information in response to your Request for Proposal (RFP) for the above project, dated April 14, 2008. To address all pertinent issues described in the RFP Scope of Services, has assembled a highly qualified group of firms (the Consultant Team), who have been selected to participate in this project because of the high quality of their work, and long-standing professional relationships. In addition to **HHF** (planning and landscape architecture), these firms are: **Mason Architects** (architecture) **Sam O. Hirota, Inc. (SOH)** (site survey and civil engineering); **Cost Engineering of Hawaii, Inc.** (cost estimating); and **Douglas Engineering** (electrical and mechanical engineering). This submittal is organized into two major sections. Section 1 describes our proposed Scope of Services in response to the RFP, and includes a proposed fee to achieve the tasks of the Scope of Services. Section 2 includes the qualifications of the lead members of the project team; **HHF** and **Mason Architects**.

BACKGROUND

The Diamond Head Theater (DHT) has evaluated its future needs and current infrastructure and has determined that it intends to demolish the existing facilities of the Diamond Head Theater, and replace them with a new "campus." DHT now wishes to engage the services of a Consultant Team, to assist with the development of a master plan for the new campus, to include a design for the new buildings and grounds, and to provide a cost estimate to implement the new plan. The RFP includes a functional program for the new campus as follows:

- 500 seat capacity
- Public gathering areas
- Performing arts classroom and education space

- Theater and stage productions (including all stage and lighting support functions)
- Video productions
- Concerts
- Storage facilities
- Scene shop, costume shop, rehearsal rooms, green rooms, and related back-of-house services
- Box office and business office facilities
- Concession facilities
- Parking and loading areas

It is anticipated the Consultant Team will work closely with a Theater Consultant, a Project Manager, and representatives of DHT throughout the planning process for the new campus.

SECTION 1: PROPOSED SCOPE OF SERVICES/FEE PROPOSAL

The following paragraphs outline tasks necessary to achieve a working plan for the new DHT campus and provide a cost estimate combining entitlement for the new plan and construction of the proposed redevelopment program.

Task 1: Research Land Use Status of Existing Buildings

The first order of business should be to determine the legal status of the buildings and structures that comprise the current DHT campus. This is of critical importance because it is related directly to a determination of how the redevelopment of the new campus can proceed. One of the items listed in the Scope of Services provided in the RFP is the identification of all permits that the owner will be required to obtain for the redevelopment of the property. In the course of doing background research for this proposal, we determined that the zoning for the current DHT parcel is R-5 Residential District. This presents an important dilemma. If it is assumed that there are no prior land use approvals which legitimize the theater use of the property, we must assume that the theater is considered a non-conforming use and a non-conforming structure. This means that the theater was constructed at a time when the use was allowed, and the building itself conformed to prevailing regulations at the time of construction. Since we know that the theater was constructed in 1933 as part of Fort Ruger, as the movie theater for the base, any construction of military facilities would have superseded any local land use regulations. Theatre use of the property was continued with the conversion of the movie house to a venue for stage productions for the Honolulu Community Theater in 1952.

At this point, without further research, the non-conforming status of DHT must be assumed. If non-conformity is confirmed, once the current building is demolished, in the absence of any other land use entitlement, any structures developed on the property must conform to current zoning regulations. There are two possible scenarios that could lead to construction of a new facility. Scenario 1 would

require both a zoning use variance to allow theater use of the property (which is not permitted by the underlying R-7.5 Residential zoning), and a height variance to allow the theater to exceed the allowable height limit of the Diamond Head Special District, which 25 feet. Scenario 2 would require that the property be rezoned to the B-1 Neighborhood Business District, which allows theaters as a principal use, and the revision of the Primary Urban Center Development Plan to redesignate the property from Residential Use, to Commercial Use. Scenario 2 would also require a height variance of the 25-foot height limit of the Diamond Head Special District.

Task 2: Meet with Department of Planning and Permitting

There is a strong and compelling case to be made to allow the replacement of the theater. DHT is a vital component of Hawaii's cultural scene, and operates as a site which has been used for theater purposes for over 75 years. The immediate neighborhood is comprised of other non-residential uses (Kapiolani Community Theater, Leahi Hospital). However, City land use officials will have to be consulted in order to establish appropriate entitlement mechanisms to facilitate redevelopment. Preliminary discussions with the Department of Planning and Permitting should assist with this question, and allow the project to continue.

Task 3: Initial Team Meeting

There should be an initial meeting of all key project participants (Consultant Team, Theater Consultant, and Project Manager), to lay out project responsibilities, expectations, and schedule. It is important for the project to begin with all team members working from the same base set of assumptions.

Task 4: Mobilization and Preliminary Information Collection

Much of the information related to prior land use will have been gathered as a result of Task 1. Task 4 will entail historic research on Ft. Ruger and the prior movie theater, in preparation for discussions with the State Historic Preservation Division. This will be accomplished by Mason Architects. Mason Architects will also consult with the Department of Land and Natural Resources, Historic Preservation Division, to determine that agency's response to proposed redevelopment of the property that includes demolition of the existing theater. In addition, SOH will contact various agencies to determine adequacy and location of infrastructure, and will complete a topographic survey of the parcel and a drainage study which will be essential for future program design.

Task 5: Preliminary Design and Planning

With the completion of Task 4, it will be appropriate to begin preliminary design and planning for the new campus. This will include the development of a campus program that defines the floor area needed for the various theater components and functions identified in the RFP, and the relational requirements for the various functions. This analysis will assist Mason Architects to begin preliminary

architectural design, and allow the Project Team to develop make site planning decisions about building location, orientation, parking spaces required, etc. It is expected that this process will require several group meetings and presentations to the DHT Board of Directors. This is normally an iterative process and result in alternatives that become refined over time, until there is an accepted recommended design and plan.

In addition to the design elements associated with the new structures for DHT, we have added a landscape element to overall project planning. We believe that a landscape plan for the new campus is essential to creating an appropriate arrival experience for patrons of the theater, and to assist with the creation of a meaningful sense of place for the entire campus.

Discussion for design elements will include concepts of sustainability, but

Task 6: Identification of all Permits Required for the Redevelopment of the Property

This task can be completed at any time during the process, and will be included in the information presented as part of a final report documenting the project. Many of the entitlement requirements are evident at this time. Because the property is owned by the State of Hawaii, any redevelopment will trigger an environmental analysis under the provisions of the State Environmental Impact Law, Chapter 343, Hawaii Revised Statutes. In addition, the property is located within the Diamond Head Special District, as defined by the Land Use Ordinance (LUO), the County zoning regulations, and will require the issuance of a Special District minor permit. Special District Minor Permit processing could require a public hearing, if determined appropriate by the Director of DPP.

In addition, it remains to resolve how to deal with the property's current zoning designation and the opportunity to develop a new DHT campus which is not consistent with the underlying zoning and Development Plan designations (see discussion under Task 1).

Task 7: Finalize Preliminary Design

This task will result in the production of floor plans, architectural elevations, site plans, infrastructure plans, a preliminary landscape plan, and perspective drawings, all of which will be included in the Final Project Report.

Task 8: Prepare Draft Project Report

A major work product to be delivered will be a Final Project Report. This report will include a narrative description of the process followed to develop the new campus master plan, and will include the findings of the civil engineer and the architects (design narrative for new buildings), and the various plans developed and itemized in Task 7. The Draft Final Report will also be submitted to the Project Manager and DHT for review and comment. The Draft Final Report will also include an estimate of the probable cost for redevelopment. Estimated costs

will be presented for the entitlement phase (Environmental Assessment, Diamond Head Special District Minor Permit, Variance [if necessary], rezoning [if necessary], and others, if necessary. Estimated construction costs will be provided by **Cost Engineering of Hawaii**. Estimated costs for the entitlement process will be provided by **HHF**. Estimated fees for architectural and engineering construction drawings will be provided by **Mason Architects, SOH, and Douglas Engineering**, respectively.

Task 9: Final Project Report

After review and comment, the Draft Project Report will be finalized and presented to the Project Manager and DHT in both hard copy and electronic format. Electronic images will be suitable for use in materials to be used for fund raising purposes.

FEE PROPOSAL

The total professional fees and General Excise Tax (GET) proposed for the completion of all tasks is \$109,380. The following table itemizes the costs for each discipline (and firm) included in this proposal.

Firm	Discipline	Proposed Fee (incl GET)
Helber Hastert & Fee	Planning	\$37,183
Helber Hastert & Fee	Landscape Architecture	\$16,125
Mason Architects	Architecture	\$29,625
Sam O. Hirota, Inc.	Civil Engineering/Survey	\$15,309
Cost Engineering of Hawaii	Cost Estimation	\$3,389
Douglas Engineering	Mechanical/Electrical Engineering	\$7,749
TOTAL		\$109,380

KEY PERSONNEL

Scott Ezer, Principal with **HHF**, will be the Principal-in-Charge and overall Project Manager for the Consultant Team. He will attend all Project Team meetings and will be the primary liaison with planning agencies to determine entitlement requirements for the redevelopment of the site. He will also be responsible for project administration, including billing, and will participate in the preparation of the Final Project Report. **Rick Quinn**, ASLA and Principal, of **HHF**, will be the primary design contributor to the landscape element of the preliminary design, and will also participate in discussions regarding the site plan. He will also attend all Project Team meetings. Mr. Ezer and Mr. Quinn will be assisted by **Wendie McAllaster**, Senior Associate, who will participate in all aspects of the project, including the preparation of the Final Project Report. These individuals are further described in the Firm Qualifications section, and their individual resumes have been attached to this submittal package.

Glenn Mason, AIA, Principal, will serve as the Principal-in-Charge for **Mason Architects**. He will be actively involved in the discussions with the Owner's

Theater Consultant regarding the use program for the new theater, and will oversee the design of elevations and floor plans, and the preparation of perspective drawings. Mr. Mason will attend all meetings of the Project Team. **Marianne Cooper, AIA**, will assume the responsibilities of lead designer for this project. Ms. Cooper will attend all meetings of the Project Team. Resumes for Mr. Mason and Ms. Cooper are attached to this submittal package.

BILLING PROCEDURES

HHF will bill monthly based on work completed during the previous month. Monthly invoices will include reimbursable expenses, as appropriate.

ASSUMPTIONS

The Proposed Scope of Work and Fees have been crafted with several assumptions, as follows:

- The owner (or owner's representative) is responsible for selecting and managing the Theater Consultant
- The project work period is estimated to take approximately six months; project team meetings will occur every two weeks, for a total of 12 team meetings
- One presentation will be made to the full Diamond Head Theater Board of Directors
- Reimbursable items will be estimated at a future date; this would primarily represent the cost of printing draft and final reports; at this time numbers of documents required is unknown

We are prepared to commence work within two weeks of receiving notice proceed. If you have any additional questions, please call me at 545-2055, or contact me via e-mail (sezer@hhf.com). We greatly appreciate this opportunity to be considered to work with the Diamond Head Theater, assisting with this project that will serve the residents of Hawaii for decades to come.

Sincerely,

HELBERT HASTERT & FEE, Planners



Scott Ezer
Principal

Attachment

September 30, 2008



Ms. Deena Dray, Executive Director
Diamond Head Theatre
c/o Heath Construction Services, Inc.
1210 Ward Avenue, Suite 201
Honolulu, Hawaii 96814

Dear Ms. Dray:

**Final Agreement
Site Redevelopment Planning Services/ New Theater Facility
Diamond Head Theatre
Waikiki, Oahu, Hawaii
TMK: (1) 3-2-030:001**

Helber Hastert & Fee, Planners, (HHF) is pleased to submit this Final Agreement for signature that will govern the Site Redevelopment Planning Services for the proposed new theater facility. Our total fee for this project is \$112,411, and includes all taxes, but does not include reimbursable expenses. The breakdown of fees by consultant and discipline is attached. We note that the total project fee is \$3,031 higher than our original fee proposal. This incorporates fees for Mason Architects to guide a facilitated charette that will help the project team and Diamond Head Theatre, reach a mutual understanding of the desired development program. There was also a slight increase due to a miscalculation of general excise taxes.

The work program to guide the execution of the project will follow the outline we presented in our response to your request for qualifications, which is dated May 16, 2008, and attached hereto. We have also attached a professional service agreement to be executed by Diamond Head Theatre and HHF. This agreement contains the recommended changes suggested by Diamond Head Theatre and agreed to by HHF in a series of e-mail correspondence over the last several days. Please print two copies, sign both, and return one copy to HHF.

We also note the requirement in the agreement (Section 19), requiring a \$10,000 retainer, within 5 days of the execution of the agreement.

We are truly excited about this opportunity to assist Diamond Head Theatre with this project that will enhance the cultural opportunities for the entire community of O'ahu and the state.

Ms. Deena Dray
September 30, 2008
Page 2

If you have any additional questions, please call me at 545-2055, or contact me via e-mail (sezer@hhf.com).

Sincerely,

HELBER HASTERT & FEE, Planners



Scott Ezer
Principal

Attachments

**Diamond Head Theatre
Final Fee Proposal
Helber Hastert & Fee, Planners
September 30, 2008**

Firm	Discipline	Total Firm Fee
Helber Hastert & Fee	Planning/Landscape Architecture	\$54,068
Mason Architects	Architecture	\$31,896
Sam O. Hirota, Inc.	Civil Engineering	\$15,309
Cost Engineering of Hawaii	Cost Estimation	\$3,389
Douglas Engineering	Mechanical/Electrical Engineering	\$7,749
Project Total Fee		\$112,411

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

Log No: 17-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:

Domestic Violence Action Center

Db/a:

Street Address: **Confidential**

Mailing Address: **P. O. Box 3198 Honolulu, Hawaii 96801-3198**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name NANCI KREIDMAN, M.A.

Title: Chief Executive Officer

Phone #: 808-534-0040

Fax #: 808-531-7228

e-mail : nancik@stoptheviolence.org

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

OFFICE ACQUISITION

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 400,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 0
 FEDERAL \$ 0
 COUNTY \$ 0
 PRIVATE/OTHER \$ 325,000 (KRESGE CHALLENGE GRANT)

PE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

NANCI KREIDMAN, M.A., (CHIEF EXECUTIVE OFFICER)

NAME & TITLE

1/23/09
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

Brief Description

The Domestic Violence Action Center is a 501(c) 3 non-profit organization dedicated to alleviating the problem of family violence in Hawaii. Founded in 1990, the organization began as a domestic violence legal hotline. The agency expanded to include a domestic violence clearinghouse a year later, using the name Domestic Violence Clearinghouse and Legal Hotline. Today, with a staff of 46, the Domestic Violence Action Center serves victims of domestic violence through a comprehensive array of services that includes legal representation and advocacy for victims, civil and criminal court outreach, education about dating violence, professional training, public awareness, employer training, advocacy for teen victims, and technical assistance to the public and private sector.

Goals and Objectives

In 2003, the Domestic Violence Action Center, in consultation with its staff, Board of Directors, and supporters, decided to purchase office space as part of a long-range plan to more effectively use financial resources. When the agency owns its offices, it can re-allocate funds used for lease rent to provide direct services to victims. To meet this goal, the Domestic Violence Action Center developed a two-phase, multi-year plan for a capital campaign to purchase office space.

Agency Board, staff and real estate professionals found an affordable, conveniently located building with sufficient square footage to accommodate client needs and program services. Management negotiated with the building owners, secured legal guidance, and created a financial plan to proceed with the purchase (design, construction, furniture, security and relocation).

Phase I of the capital campaign was recently completed with sufficient funds raised to purchase the third floor office space. The goal of Phase II of the capital campaign is to purchase the sixth floor office space. In April 2005, the agency began a five year lease for the sixth floor, with an exclusive option to buy.

Public Purpose and Need Served

Family violence seriously threatens the health and well-being of victims, their families, neighbors, and entire communities. Local incidents of domestic violence are all too common. The following facts highlight the pervasiveness and severity of the problem in Hawaii:

- Already in 2009 there has been one domestic violence related fatalities
- In 2008, there were nine domestic violence related deaths; three murder suicides.
- In 2007 there were six domestic violence related deaths.
- Between 1996 and 2006, there were 61 domestic violence related deaths.

- In 2005, there were 4,599 reports of abuse of family and household members and 2,704 arrests.

It is no surprise then, that the Domestic Violence Action Center is overwhelmed with requests for help from victims of domestic violence. In the past eight years (2000-2008), staff handled 163,862 telephone calls requesting assistance. Legal staff opened 2,990 new cases, closed 2,453 legal cases, and made 4,933 court appearances. Advocates completed 22,219 safety plans, and conducted 17,332 risk assessments for clients.

A study conducted by economists at Colgate University and the University of Arkansas concluded that access to legal services is a primary factor contributing to a nationwide decrease in domestic violence, above shelters, hotlines, and counseling programs. One of the economists who authored the study stated, "Legal Services are the most expensive support service, the service to which the fewest women have access, and, according to our research, the only service that decreases the likelihood women will be battered."

In a 2007 issue of Family Law Quarterly, Lisae C. Jordan wrote that "legal services are a very important tool to help end domestic violence. A recent study by the Dept of Justice found that domestic violence had decreased by 21% between 1993 and 1998. Two economists, Amy Farmer and Jill Tiefenthaler found three primary reasons for this decline." The economists found that one of the primary reasons for the decrease in domestic violence was "increased legal services for victims of domestic violence -- while other domestic violence services such as shelters, hotlines and counseling do help, it was only the availability of legal services in the county of residence that had a significant negative effect on the overall incidence of domestic violence."

Providing legal services to victims of domestic violence is one of the Domestic Violence Action Center's core functions, and what sets us apart from other organizations serving this community locally. Demand is greater than our current capacity to serve. Limited by the size of our staff, the agency imposes a moratorium whenever applicants are expected to wait more than three months for legal representation. In 2008, the moratorium was imposed two times. In each case, when the moratorium was lifted, applications for legal services flooded the office. Purchase of office space will enable significant funds (\$100,000), which would otherwise be used in lease rent annually, to be used to directly serve abused spouses who are low and moderate income persons needing legal counseling and advice.

Target Population Served

The primary population served by the Domestic Violence Action Center is battered spouses. Clients are a diverse group – including Native Hawaiian, Caucasian, Filipino, Chinese, and Japanese – of both genders and all ages. Approximately 75 percent are low income. Clients for legal and advocacy services are overwhelmingly victims with children; 34 percent are immigrants. 86 percent represent racial or ethnic minorities. The largest client group is Filipino, second largest Native Hawaiian, and third largest is Caucasian.

Tailored programs reach particularly vulnerable communities. Culturally competent programs serve rural Filipina and battered immigrant women. Specialized programs serve at-risk

adolescents who experience violence in dating relationships, employers whose employees may be victims, and the medical and social service community.

Geographic Coverage

The office is located in downtown Honolulu. Clients served are from throughout Oahu, including urban and rural areas.

II. Service Summary and Outcomes

Scope of Work

Phase I. The budget of \$2,557,085 for Phase I was fully funded. This includes third floor site cost and fee, along with associated costs, including electrical wiring, telephone system, and security system, furniture purchase, moving expenses, window tinting and shades.

Phase II. Phase II involves the purchase of the sixth floor site and associated costs. To date, \$2,957,765 (63%) of the \$4,721,655 total needed has been raised. \$1,763,890 is still needed to complete the project. We are seeking funds from government, foundations, corporations, businesses and individuals.

Timeline

Until we exercise our option to purchase the contiguous office space, we are renting under a lease agreement with a turnkey option. The capital campaign is ongoing, and we seek to purchase the sixth floor space as soon as we have completed our fundraising goal.

The five year lease with option to purchase extends until April 2010. Our goal is to secure funding to meet this lease termination and convert our site into agency owned facilities. The goal is to raise the remaining \$1,763,890 needed by the end of the calendar year, 2009 (December 31, 2009).

Evaluation and Effectiveness

Expected outcomes of a successful capital campaign include:

- stabilize operations, eliminating future rent negotiations and the possibility of lease termination as the real estate market fluctuates
- eliminate future relocations, preventing enormous pressures on staff to maintain services while in the midst of disruptive moves
- reduce overhead costs by approximately \$160,000 annually in lease rent
- reallocate funds to direct services for victims of domestic violence
- be client accessible and available to private and public agencies

The Domestic Violence Action Center continually assesses and improves its services. The management team oversees all programs, staff, and organizational activities. They meet regularly to examine current issues, raise concerns, and plan for future activities. Additionally, each department meets with its own supervisor to resolve service delivery problems and to express concerns. Methods of evaluation include tracking Measures of Effectiveness, collection

of data from every helpline call, quarterly Community Service Provider Feedback Forms from referring agencies, and Client Surveys.

A sample of surveys received from clients in 2007-2008 showed that:

- 95% felt talking with an advocate was “very helpful”
- 89% felt the information provided about TRO was “excellent”
- 90% used safety plan developed with help of advocate
- 90% characterized their advocate’s approach to their abuse as “excellent”

III. Financial

Budget

We are seeking \$400,000 toward the 6th floor site purchase.

Funds will be used toward the purchase of 6th floor office space to house EXPO, Teen Alert, Rural Filipina Battered Women and Battered Immigrant Women programs. To date, \$2,957,765 of the \$4,721,655 total needed has been raised. \$1,763,890 is still needed to complete the project. The Domestic Violence Action Center is also seeking funds from government, foundation, corporate, business and individual contributions.

1. Please see attached budget forms.
2. Anticipated quarterly funding requirements for the fiscal year 2008-2009.

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

IV. Experience and Capability

A. Necessary Skills and Experience

In the past seven years, Domestic Violence Action Center has made an enormous impact in Hawaii, as the following statistics clearly show:

Direct Services fiscal years 2000 – 2008:

- Staff had telephone contact with 163,862 callers
- 3,486 requests for legal representation received
- 2,990 cases opened
- 2,453 cases closed

- 4,933 court appearances by agency attorneys
- 12,558 hours working on document preparation and in court proceedings
- 3,438 children in the families served by the agency
- 14,663 accompaniments with clients to agencies, appointments or court
- 22,219 safety plans completed
- 17,332 risk assessments conducted

Teen Program 2002-2008:

- 25,065 students, educators & service providers trained through Teen Alert program
- 126 public schools statewide visited by teen program staff
- 30 private schools statewide visited by teen program staff

The Domestic Violence Action Center has been recognized by community and business leaders and foundations on both state and national levels. The agency competed in a business plan initiative hosted by Chaminade University Hogan Entrepreneurial Program and won a cash prize for Most Compelling Business Plan. Local foundation funds were awarded to support our Raising the Bar initiative to examine internal operations and structure and make organizational changes to strengthen infrastructure and increase efficiency.

Executive Director Nanci Kreidman has received numerous honors and awards, including selection as Honolulu Civic Entrepreneur, and Weinberg Fellow, competitive opportunities for non-profit executives to improve their leadership skills. Staff has been invited to speak locally, nationally, and internationally. The Domestic Violence Action Center has been selected to serve on statewide and national committees, including appointments from the governor, mayor and attorney general.

Additionally, the agency has a solid record of success in the current capital campaign. The Domestic Violence Action Center has successfully completed purchase of the third floor office space. Funds were raised from government, foundation and private sources. GIA funding was received in the amount of \$500,000 in 2006-2007 for the 3rd floor fee, and awarded in the amount of \$500,000 in 2007-2008 for the 6th floor site.

B. Facilities

The office space consists of two floors in an existing office building in downtown Honolulu. The Domestic Violence Center has already moved into these offices and renovations and furnishing of the offices has already been completed.

The project is consistent with its current zoning designation, which is BMX-4 Central Business Mixed Use District. The office is in an urban land use district.

The location selected offers clients ready access to Domestic Violence Action Center services and staff access to nearby public and private agencies. Staff makes daily appearances at civil and criminal court, within a few blocks from the offices. For instance, our attorneys make

appearances on the temporary restraining order calendar and the divorce calendar. Advocates conduct intake, safety planning, and risk assessments at the ex parte stage of the temporary restraining order process and at the order to show cause stage of the process. Advocates accompany clients to civil and criminal court. Advocates also accompany clients to the downtown police station, Legal Aid Society, and the offices of other attorneys in private practice. Additionally, staff attends meetings at the Department of the Attorney General, the Department of the Prosecuting Attorney, the State Capitol, State Office Tower, and Honolulu Hale.

Key Facts about the 6th Floor Offices:

- In same building as recently purchased third floor office space
- Located in downtown Honolulu (cannot disclose the exact location of these offices for safety reasons)
- The condominium association owns the fee title
- Facilities are in excellent condition
- Total rentable square footage is 4,573
- 5 parking spaces are available for the sixth floor
- Offices are accessible to handicapped people (meet American Disability Act requirements).
- A security system includes intrusion detection, key fob entry, and cameras.
- Currently occupied solely by Domestic Violence Action Center.

The sixth floor houses direct services including legal representation, crisis intervention, advocacy, risk/lethality assessments and safety planning, providing information on family court process and procedures, referrals to domestic violence and other community resources, and specialized programs for domestic violence victims who are young, immigrants to Hawaii, and those of a particular ethnic group who are in need of court assistance. The EXPO, Teen Alert, Filipina Rural Project and Battered Immigrant Women programs are designed with particular objectives identified by the agency as a result of addressing domestic violence for 18 years.

The sixth floor also holds a conference room and kitchen. The third floor houses legal services and client advocacy. Offices for management and support staff are located on both the third and sixth floors, nearest their program areas.

The programs on the sixth floor have the greatest client contact numbers. Direct client contact occurs over the phone, in the community, on site and at court. The conference room is available for use by community organizations, the Board, program staff, agency committees, and is used for in-service training and community outreach trainings and workshops.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Nanci Kreidman, Executive Director, has primary responsibility for the oversight and management of the capital campaign. Ms. Kreidman, M.A., has been working with local and

national efforts to address family violence issues for more than 25 years. She has been with the agency since its inception in 1990, growing the organization in both capacity and program areas. Her professional expertise includes program development, training, writing, consultation, and expert testimony in the area of domestic violence. System reform, program development, increasing community awareness and fundraising to support the growth of the Domestic Violence Action Center are the activities she devotes much of her time to. Nanci has served on many committees, at the community level and through appointment by the Mayor, Attorney General and Governor of Hawaii. She has earned various community awards including The Church of the Crossroads Peacemaker Award, the Hawaii Chapter of National Association of Social Workers, Friend of Social Work, Salvation Army Ohana Award, and the Hawaii Women Lawyers Distinguished Service Award. In 2007 she was awarded the "Making a Difference for Women Award" by Soroptimist International. In 2008, Ms. Kreidman was awarded the first Giraffe Award, presented by Patsy K. Mink PAC to a person in the community who sticks their neck out.

B. Organization Chart

Please see attached Organization Chart.

VI. Other

A. Litigation

There is no pending litigation against the agency...

B. Licensure or Accreditation

Not applicable.

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

Applicant: Domestic Violence Action Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	NA			
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES	NA			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	400,000			
TOTAL (A+B+C+D+E)	400,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	400,000	Pauline Ohlendorf-Chun 534-0040		
(b)		Name (Please type or print) Phone		
(c)		<i>Nanci Kreidman</i> [Redacted] 11/23/09		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	400,000	Nanci Kreidman, Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: _____ Domestic Violence Action 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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Domestic Violence Action Center

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: Domestic Violence Action 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	637,500	50,000	400,000	1,363,890		
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	637,500	50,000	400,000	1,363,890		
JUSTIFICATION/COMMENT \$2,270,265 has been raised between 2003-2006. Our request for \$400,000 will fund our 6th floor site. We are seeking funds from foundations, corporations, government, businesses and individuals to complete our campaign.						

**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.

Domestic Violence Action Center

(Typed Name of Individual or Organization)



(Signature)

1/23/09

(Date)

Nanci Kreidman, M.A.

(Typed Name)

Chief Executive Officer

(Title)

Domestic Violence Action Center

Board of Directors

DVCLH has a governing board that:

- (a) serves without compensation, and
- (b) is composed of members who have no material conflict of interest.

Domestic Violence Action Center has a governing board, consisting of 11 community representatives who serve without compensation. All our members are deeply committed to helping victims. The directors meet monthly. Every member contributes annually to the Domestic Violence Action Center. The Board in conjunction with the Executive Director develops policy and guides operations. They provide the agency with legal consultation, reviewing documents, assessing feasibility, and offering fiscal guidance.

PRESIDENT

Sandra Lacar, MSW
Vice President, Values Champion
Servco Pacific Inc.
2841 Pukoloa Street
Honolulu, HI 96819
Ph: 808-564-2014

SECRETARY

Sandi Chun, Esq.
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Honolulu, HI 96824

Kari Leong, MA
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Honolulu, HI 96822

Nora Nomura
Deputy Executive Director
Hawaii Government Employees
Association
888 Mililani Street, Suite 601
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Ph: 543-0000

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Ph: 808-523-5866

Wilhelmina (Bili) K. Young
Plant Administrator
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91-111 Kalaeloa Blvd.
Kapolei, HI 96707
Ph: 808-682-5288
Fax: 808-682-4996

Advisory Council Members

Lynne Jenkins McGivern, Esq., Ashford & Wriston

Jade Moon, Community Ally

Bradley R. Pulice, Esq., Clay Chapman Crumpton Iwamura & Pulice

Loretta Sheehan, Esq., U.S. Attorney's Office

Marcia Waldorf, Esq., Retired Circuit Court Judge

JAN 30 2009 1:52 PM

House District 26

Senate District 10

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

Log No: 18-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:
Easter Seals Hawaii
Dba:

Street Address:
710 Green Street, Hon., HI 96813
Mailing Address:
Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOHN F. HOWELL
Title President & CEO
Phone # (808) 536-1015
Fax # (808) 536-3765
e-mail John@EasterSealsHawaii.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:
COMPLETION OF FUNDING FOR WEST OAHU SERVICE CENTER

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ \$275,000

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

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 \$ 451,679
FEDERAL \$ 0
COUNTY \$ 122,441
PRIVATE/OTHER \$ 1,111,611

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

JOHN F. HOWELL, PRESIDENT & CEO
NAME & TITLE

January 29, 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;

Easter Seals Hawaii seeks this CIP funding to complete construction of its new West Oahu service center, *Napuakea*, scheduled to open in the summer of 2009. Funds previously committed by private donors and local trusts and foundations have been reduced due to current economic challenges. Recent and significant reductions in Medicaid Waiver reimbursements further threaten this project. This grant request for \$275,000 is needed to ensure the timely completion of this critical community project.

Easter Seals Hawai'i (ESH) was founded in 1946 by a group of parents, business and community leaders who believed in the value of a grass roots organization committed to helping people with developmental disabilities. Today, ESH operates 23 different programs on five islands serving more than 4,000 infants, youth, adults and seniors who experience a wide range of disabilities and other special needs. ESH, with its 400+ employees and a current annual operating budget of approximately \$15,000,000, delivers more than 400,000 hours of direct service to children and adults with development disabilities and special needs each year. ESH is unique in that it provides services to people of all ages with a variety of developmental disabilities and special needs. This includes individuals with autism, muscular dystrophy, cerebral palsy, spina bifida, speech and developmental delays, Down syndrome, and sensory impairments. ESH is the state's largest provider of Early Intervention Services for children with

special needs via programs that have been serving Hilo, Kauai, and Oahu for more than half a century. We are also one of the state's largest providers of services for adults with developmental disabilities on all major islands, and the only organization with formal social/recreational programs for youth with special needs.

ESH has earned a distinguished record of serving children and families through education, advocacy, rehabilitation and early intervention programs. ESH is consistently recognized as one of the best managed non-profit organizations in Hawaii by the State Departments of Health and Human Services. Programs under contract with the state are monitored annually for fiscal responsibility, program quality, and customer satisfaction. These surveys reveal that both families and employees who deliver services rank ESH in the 90th percentile for satisfaction of program services, which is one of the highest rankings in the state. All of Easter Seals Hawaii's Medicaid Waiver programs are CARF (Commission on Accreditation of Rehabilitation Facilities) accredited and are part of the National Easter Seals Center's of Excellence. CARF accreditation for all early intervention programs is scheduled for 2010.

2. The goals and objectives related to the request;

In the summer of 2009, Easter Seals Hawaii is expected to complete construction of a 20,000 square foot state-of-the-art service center called *Napuakea* on 3.3 acres of land adjacent to and mauka of St. Jude's Church in Makakilo. The new facility was created to address the incredible growth in West Oahu and will house a full service center that delivers programs and services for infants, toddlers, children, youth, adults and seniors with disabilities and other special needs. (Statewide administrative offices will remain at the Makiki service center on Green Street.) *Napuakea* will be fully accessible and feature therapy rooms equipped for physical, occupational and speech therapy, classrooms, recreational areas, meeting and conference rooms, a state-of-the-art training center for continuing education, and offices for center staff. *Napuakea* will provide support for West Oahu families from the Waianae Coast to Pearl City, including Waipahu and Ewa Beach. From this center of excellence, ESH will serve more than 500 infants, toddlers, youth and adults with a broad range of disabilities, delays, and other special needs. For the past three years, ESH has been providing many of these services from temporary leased facilities in Waipahu and Ewa while generating more than 100 new jobs. When *Napuakea* opens in the summer of 2009, services and staff will be transferred to the new facility.

From *Napuka*, ESH will also manage the state's largest early intervention program with the capacity to provide physical, occupational and speech therapy, case management and special education to 400 infants, toddlers and their families. *Napuka* will employ more than 25 therapists and social workers who will work primarily in the community, as well as additional staff who will support Medicaid adult services and after school programs. An additional 175 profoundly challenged individuals will be also be supported in a Medicaid funded adult day program, senior program, and various youth programs, including after-school activities for children and youth from West Oahu. *Napuka* will also serve as the base of operations for our Medicaid Waiver support services coordinators who will arrange one-on-one personal support in the home and in the community. In addition, *Napuka* will house a newly expanded workforce development program which supports young adults who have benefited from ESH services and introduces them to the workplace where they transition from being a recipient of public subsidies to being a tax-paying wage earner in a supported work environment.

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

Kapolei is experiencing the highest population growth on Oahu, the greatest demographic of which are young families. The State of Hawaii Department of Health operated several Early Intervention Programs on Oahu utilizing state employees for many years. Budget cuts and hiring freezes forced the state to privatize a number of select programs. In June 2003, the Early Intervention Section of the Department of Health asked ESH to launch a program to serve the greater Kapolei/Waipahu area and meet the needs of the rapidly expanding population. ESH began services to this area in 2004. To meet the compressed time frame, ESH arranged a short-term five year lease with Daiei in Waipahu for 3,000 square feet of unimproved office space. Since moving into this temporary service center, enrollment in this program has increased ten-fold with more than 300 infants and toddlers currently receiving services.

This part of Oahu is also home to the largest concentration of care homes for youth and adults with disabilities. ESH provides center- and community-based programs for individuals with developmental disabilities, including an adult day program through the state's Medicaid Waiver program. In seven short years of successful quality services provided by its Adult Day Health program, ESH has outgrown its facility in Ewa and needs to expand that program to an additional site.

In order to meet the demands for early intervention services as well as youth and adult programs in Hawaii, the Board of Directors of ESH decided that a permanent, multi-program service center in the greater Kapolei area was needed to address the needs of the growing West Oahu area. *Napuakea*, being centrally located, will provide easier access for Leeward parents and caregivers to the critical services they require. Rental cost for these supporting temporary facilities exceed \$100,000 annually and consumes funds that could be better used in underwriting other community services.

4. Describe the target population to be served; and

From its new West Oahu service center ESH will manage the state's largest early intervention program with the capacity to provide physical, occupational and speech therapy, case management and special education to 400 infants, toddlers and their families. *Napuakea* will employ more than 25 therapists and social workers who will work primarily in the community, as well as additional staff who will support Medicaid adult services and after school programs. An additional 175 profoundly challenged individuals will be also be supported in a Medicaid funded adult day program, senior program, and various youth programs, including after-school activities for children and youth from West Oahu. *Napuakea* will also serve as the base of operations for our Medicaid Waiver support services coordinators who will arrange one-on-one personal support in the home and in the community. In addition, *Napuakea* will house a newly expanded workforce development program which supports young adults who have benefited from ESH services and introduces them to the workplace where they transition from being a recipient of public subsidies to being a tax-paying wage earner in a supported work environment.

In Hawaii, approximately 111,000 people, or one in three families, are touched by disabilities. Disabilities range from hearing and sight loss to mobility and developmental delays. The goal of ESH is to help children and adults with developmental disabilities and other special needs achieve maximum independence through direct service programs, consultation, public education and advocacy. Annually the organization provides more than 400,000 hours of direct service to 4,000 individuals and their families through 23 programs on Kauai, Oahu, Maui, Molokai, Lanai and the Big Island. ESH is the only agency that serves people with disabilities and other special needs throughout their lives. The new West Oahu service center will support the largest single Early Intervention program in the state, in addition to one of the state's largest Medicaid Waiver programs for individuals with developmental disabilities.

5. Describe the geographic coverage.

Geographically and demographically, Kapolei is at the epicenter from where West Oahu can best be served and is an ideal location for Easter Seals Hawaii's new service center, *Napuakea*. Kapolei and the Ewa area are experiencing the highest population growth on Oahu, especially among young families, many of whom may need ESH services today or in the future. This area of the island is also home to the state's largest concentration of care homes and group homes for youth and adults with developmental disabilities who can benefit from the community based services ESH offers. *Napuakea* will provide services to more than 500 children, youth and adults from Makaha to Pearl City, including Waipahu and Ewa.

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;

In the summer of 2009, Easter Seals Hawaii is expected to complete development of a 20,000 square foot state-of-the-art service center called *Napuakea* on 3.3 acres of land adjacent to and mauka of St. Jude's Church in Makakilo. The new facility will house a full service center that delivers programs and services for infants, toddlers, children, youth, adults and seniors with disabilities and other special needs. (Statewide administrative offices will remain at the Makiki service center on Green Street.) *Napuakea* will be fully accessible and feature therapy rooms equipped for physical, occupational and speech therapy, classrooms, recreational areas, meeting and conference rooms, a state-of-the-art training center for continuing education, and offices for center staff. *Napuakea* will provide support for West Oahu families from the Waianae Coast to Pearl City, including Waipahu and Ewa Beach. From this center of excellence, ESH anticipates serving more than 500 infants, toddlers, youth and adults with a broad range of disabilities, delays, and other special needs. For the past three years, ESH has been providing many of these services from temporary leased facilities in Waipahu and Ewa, generating more than 100 new jobs. When *Napuakea* opens in summer 2009, these services and staff will be transferred to the new facility. By not paying costly rental fees, more funds will be available to help underwrite other community services.

From *Napuakea*, ESH will also manage the state's largest early intervention program with the capacity to provide physical, occupational and speech therapy, case management and special education to 400 infants, toddlers and their families. *Napuakea* will also house a Medicaid funded adult day program, a senior program, and various youth programs, including after-school activities for children and youth from West Oahu. *Napuakea* will employ more than 25 therapists and social workers who will work primarily in the community, as well as additional staff to support Medicaid adult services and after school programs. *Napuakea* will also serve as the base of operations for our Medicaid Waiver support services coordinators who will arrange one-on-one personal support in the home and in the community to approximately 175 profoundly challenged individuals throughout Oahu. In addition, *Napuakea* will house a newly expanded workforce development program which supports young adults who have benefited from ESH services and introduces them to the workplace where they transition from being a recipient of public subsidies to being a tax-paying wage earner in a supported work environment.

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

Construction of *Napuakea* will be complete in the summer of 2009 with full occupancy scheduled for later in the summer.

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

A Building Committee consisting of six experienced members of the Board of Directors of ESH has been responsible for monitoring quality assurance and evaluation, with the project scheduled for completion in summer 2009. For the construction of *Napuakea*, Steve Marlette of MC Architects has also been contracted as the project manager to oversee construction. Evaluation of the costs and timeliness of the project has been reviewed on an on-going basis by the Building Committee of the ESH Board of Directors. The Committee members bring specific areas of business, insurance and construction expertise to this project. Further, with the previous renovation or construction of ten properties in the past ten years, ESH has a proven and successful track record in facility development.

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 building is near completion with a completed roof in place and exterior walls erected. Interior walls have been completed and interior finishing is under way. The final components of the construction project include landscaping, playground facilities for the children and completion of the parking lot and roadway that connect the property to Palailai Street. While the building is expected to be completed in the summer of 2009, the exterior landscaping, parking lot and roadway will not be completed until later in the summer. A Notice of Completion for the project is expected in August 2009.

Programs to be supported by *Napuakea* are already in existence and are currently being administered in three temporary facilities in Waipahu and Ewa. Those programs operate under multiple Department of Health contracts and support more than 500 children and adults and their families. Each program is monitored by the State of Hawaii, Department of Health and/or Human Services.

III. Financial

Budget

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

With the building and the capital campaign both near completion, this request for \$275,000 is fairly straight forward. These funds would be used specifically to complete the final stages of the construction project which would include the parking lot and connecting roadway. With almost \$8M already collected, ESH has submitted a request to the City & County of Honolulu for additional CDBG funds to complete all fundraising.

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
-----------	-----------	-----------	-----------	-------------

\$275,000				\$275,000
-----------	--	--	--	-----------

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

Approximately \$8M has already been pledged or collected for this project. A request to the City & County of Honolulu for additional CDBG funds was submitted last fall.

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.

During the past 16 years, ESH has grown from a \$1.6 million operating budget with 40 employees and four programs to an operating budget of \$15 million supporting 23 different programs on five islands with more than 400 employees. Although the growth of the organization has been dramatic, ESH has maintained its commitment to delivering programs of the highest quality for Hawaii's residents.

ESH provides individualized programs for over 4,000 children, adults and their families on Oahu, Kauai, Maui, Molokai, Lanai, and Hawaii Island each year. Verifiable contracted programs include:

- Early Intervention Programs-including Physical, Occupational and Speech Therapy (through Early Intervention Section of the Department of Health)
- Home and Community Based Services (through Social Services Division of the Department of Human Services)
- Partners in Community Living (through Developmental Disabilities Division of the Department of Health)
- Family Support Program (through the Hawaii Children's Trust Fund)

Other services include:

- Information and Referral Services
- Autism Services
- Advocacy and Public Education Programs
- Camping

- Sibling support
- Extended School Day
- Assistive Technology
- Respite Care

By offering such diverse services, ESH is working with the State of Hawaii to save taxpayers money by lessening the need for institutionalization and costly state funded programs.

The vision of *Napuakea* resulted in Easter Seals Hawaii launching its third capital campaign under the direction of John Howell, ESH President & CEO. In 1997-1998, ESH completed a successful \$3.5 million capital campaign to renovate its flagship service center on Green Street, three buildings on Kauai, two buildings in Ewa and the service center in Hilo. In 2005-2006, the second campaign raised \$1 million to develop service centers in Waipahu and Kailua, and on Maui. The most recent capital campaign raised nearly \$8 million for the construction of *Napuakea*, a multi-program service center for West Oahu.

Mr. Howell's personal experience includes the building or renovation of eight large residential projects, as well as the ten ESH facilities mentioned above. In addition, members of the ESH Board of Directors and building committee contribute extensive expertise in the construction, insurance and finance fields.

All of the projects developed by ESH remain well maintained through budget allocations for ongoing repair and maintenance.

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.

Napuakea architectural plans (attached) have been followed. The new 20,000 square foot facility on 3.3 acres of land, mauka of St. Jude's Church in Makakilo, nears completion and will open in late summer 2008.

Napuakea will be two stories with full ADA accessibility. Program areas will be spacious and well lit, and include therapy rooms for physical, occupational and speech therapy, family

counseling rooms, and classrooms for early education. The facility will accommodate various programs for youth, adults and seniors and adequate space has been created for multiple activity rooms for these participants. In addition, there will be office space for staff, storage areas, meeting and conference rooms, and a state-of-the-art training center for continuing education. All restrooms will be ADA compliant and an elevator will ensure both levels of the center are accessible to all. Adequate outdoor recreation areas will be provided.

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.

Approximately 125 new jobs will be created as a result of the new Kapolei facility. Jobs created include:

- ↪ 4 Physical Therapists (Community based)
- ↪ 4 Occupational Therapists (Community based)
- ↪ 7 Speech Therapists (Community based)
- ↪ 3 Special Education Teachers (Community based)
- ↪ 9 Social Workers (Community based)
- ↪ 7 Administrative Assistants (Centered based)
- ↪ 6 Youth Services Activity Leaders (Part time/Centered based)
- ↪ 16 Adult Day Program Staff (Centered based)
- ↪ 9 Support Services Coordinators (Community based)
- ↪ 2 Registered Nurses (Centered based)
- ↪ 4 Program Managers (Centered based)
- ↪ 54 Community Based Providers (Home based)

Early Intervention and one-on-one support are provided in natural environments such as in the participant's home or in settings in his or her community. Therapists, educators, social workers, support services coordinators, and community based providers work outside the center to provide services. Center based services such as youth and adult day programs are provided in

the center with daily community outings. Part-time youth activity leaders, adult day program staff and nurses provide services in the service center. Program managers, and administrative assistants are based at the service center.

Staff qualifications follow established ESH guidelines for each position. All employees undergo criminal background checks. ESH provides on-going job training for all employees. As a result of the training and mentoring of staff, ESH was recently honored as one of the top 25 businesses to work for by *Hawaii Business Magazine*. ESH was voted the top **Healthy Workplace in Hawaii** by the Hawaii Psychological Association; and selected as a finalist in the *Pacific Business News Business Leadership Hawaii 2005*.

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 judgement. If applicable, please explain.

Easter Seals Hawaii is not party 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.

Easter Seals Hawaii's therapeutic, social work and education staff must maintain current licenses as required for their positions. The Youth Services After-School program is licensed by the Department of Human Services. All other programs are monitored or audited annually by the Department of Health or the Department of Human Services. ESH is has just completed a

survey and site visit by CARF (Commission on Accreditation of Rehabilitation Facilities) as part of the process of acquiring national accreditation.

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

Applicant: Easter Seals Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	N/A			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	N/A			
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				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	275,000			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	275,000	Lee Ann Matsuda	(808) 536-1015	
(b) Funds raised to date	7,561,000	Name	Phone	
© Funding proposals pending	875,000	 Signature of Authorized Official		
(d)		Date		
TOTAL BUDGET	8,711,000	Lee Ann Matsuda, Sr. VP of Finance & CFO Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Easter Seals Hawaii

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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Easter Seals Hawaii

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: Easter Seals Hawaii

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*	252,000					
LAND ACQUISITION	523,000					
DESIGN	374,000					
CONSTRUCTION**	330,000	6,081,000	275,000			
EQUIPMENT						
TOTAL:	1,479,000	6,081,000	275,000			
JUSTIFICATION/COMMENTS:						
*Plans include engineering and permitting. **Includes site work (2007-2008)						

**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.

Easter Seals Hawaii

(Typed Name of Individual or Organization)

(Signature)

(Date)

John F. Howen

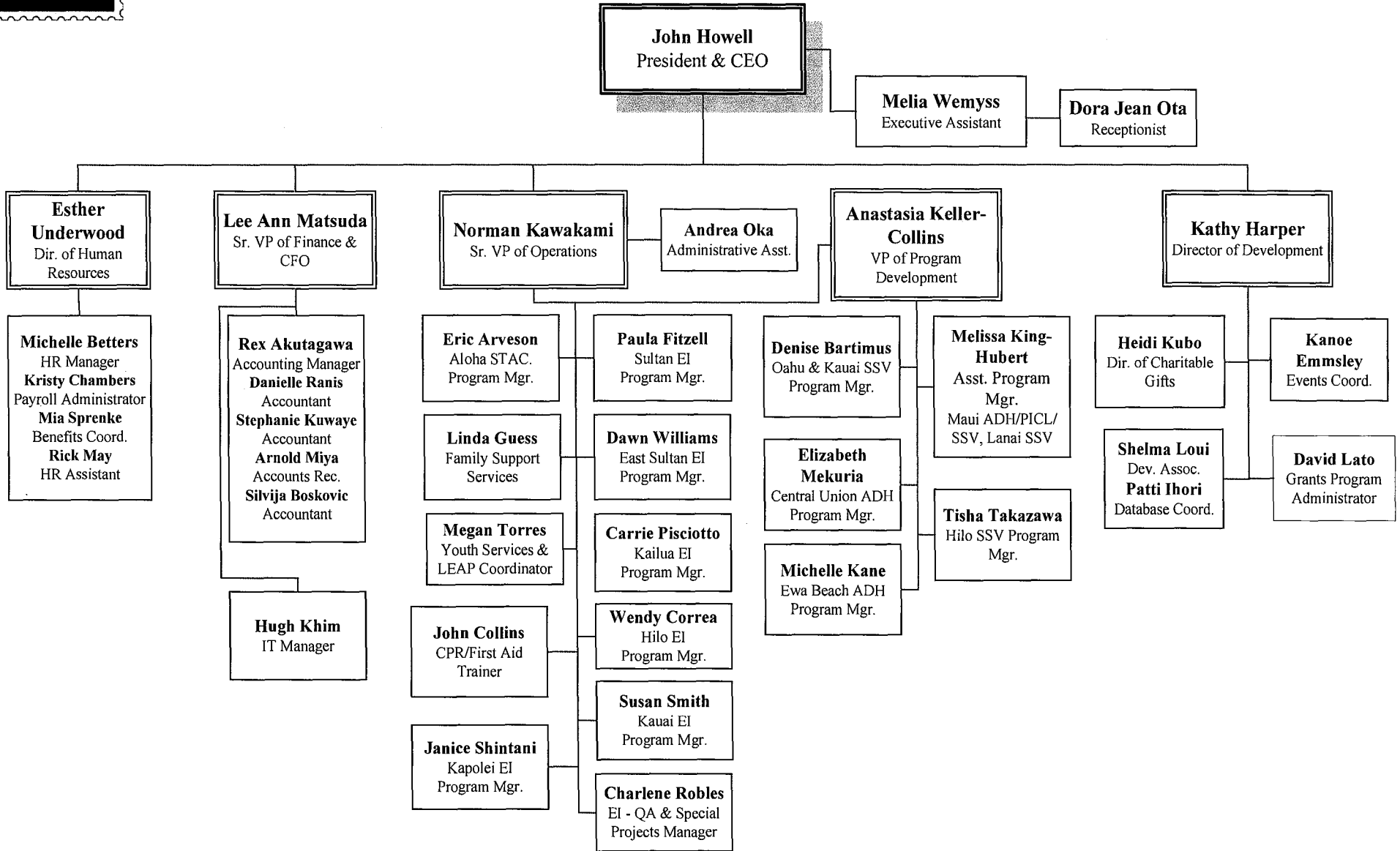
(Typed Name)

President & CEO

(Title)

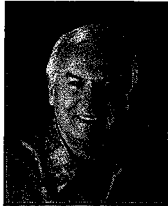


Easter Seals Hawaii – Organizational Chart 2008 - 2009







Easter Seals Hawai'i Senior Staff - 2009




John F. Howell, President & CEO, started with Easter Seals Hawai'i in 1992 as President & CEO after spending over 20 years in management positions with Xerox, Wang Computers, and GTE (Verizon). John came to Hawai'i in 1970 as an Infantry Officer stationed at Schofield Barracks.




Norman Kawakami, Senior Vice President, Operations, joined ESH in 1999 and oversees all programs statewide. Norman has over 23 years of general management experience in human services, healthcare, banking, finance, insurance, and the long-term care industry.




Lee Ann Matsuda, Senior Vice President, Finance & Chief Financial Officer, oversees all accounting and finance functions. She joined Easter Seals Hawai'i in 2005. Lee Ann has more than 18 years experience in various financial and operational managerial positions in the hospitality and healthcare industries.




Anastasia Keller-Collins, Vice President, Program Development, joined ESH in 2000. She is a Nationally Certified Therapeutic Recreation Specialist with over 19 years of experience in creating programs for individuals with special needs. Anastasia oversees the Home and Community Based Services which includes Adult Day Programs, Personal Assistance and Habilitation Services.



Kathy Harper, Director of Development, joined ESH in June 2008. She holds a master's degree in public policy and has more than 15 years management experience in marketing, public relations and fundraising with non-profit, public and private sector entities. She oversees the comprehensive development team which includes special events, grant writing, charitable giving and external communications.

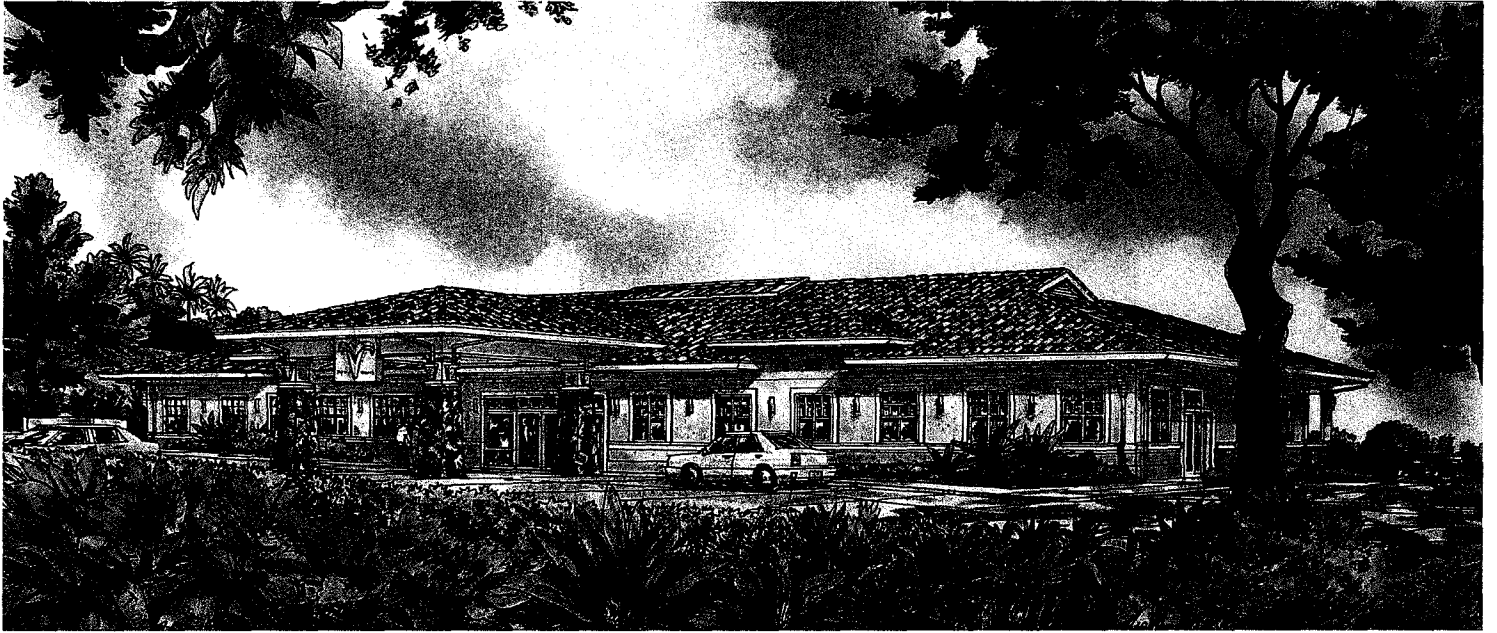


Esther Underwood, Director of Human Resources joined ESH in September of 2008. She has 25 years in management positions with profit and non-profit in the banking, human services, retail and manufacturing industries. She oversees the human resources department, as well as recruitment, training, employee benefits, and ongoing staff development.



Heidi Kubo, Director of Charitable Gifts, joined ESH in 2006. She has 27 years of experience working in the nonprofit sector in a variety of management capacities. Her role is to facilitate all forms of charitable giving, and to promote strong relationships between donors and the mission and work of ESH. She oversees direct mail marketing, Presidents' Council gifts, the Aloha United Way and Combined Federal Campaigns, and Planned Giving.

Easter Seals Hawaii Service Center Nāpuakea



**Easter Seals Hawaii
West Oahu Service Center
Nāpuakea**



Fig. 1: Lower level interior wall sheathing in progress. Tape and mud wall joints to start 1/26/09.



Fig. 2: Roof installation approx. 95% complete.

EXHIBIT "B"
EASTER SEALS KAPOLEI
PROPERTY

APPROX. SCALE:



MAKAKILO

MAKAKILO

FRONT

GULCH

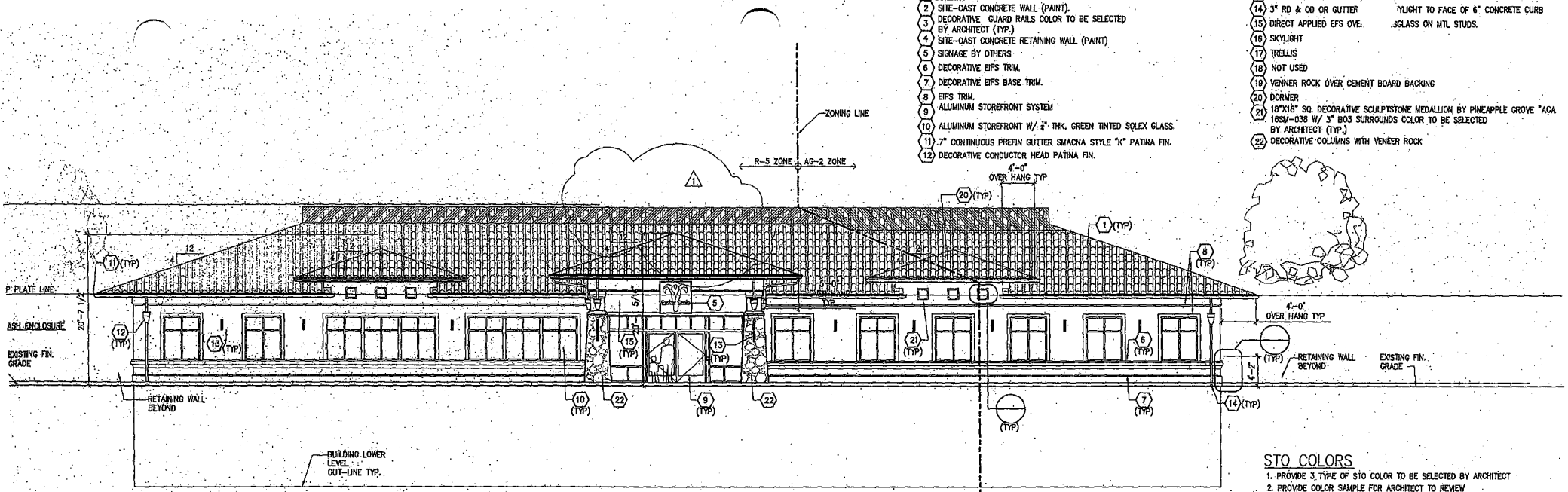
MAKAKILO DRIVE

ST. JUDE
ROMAN CATHOLIC
CHURCH

H-1
FREEWAY

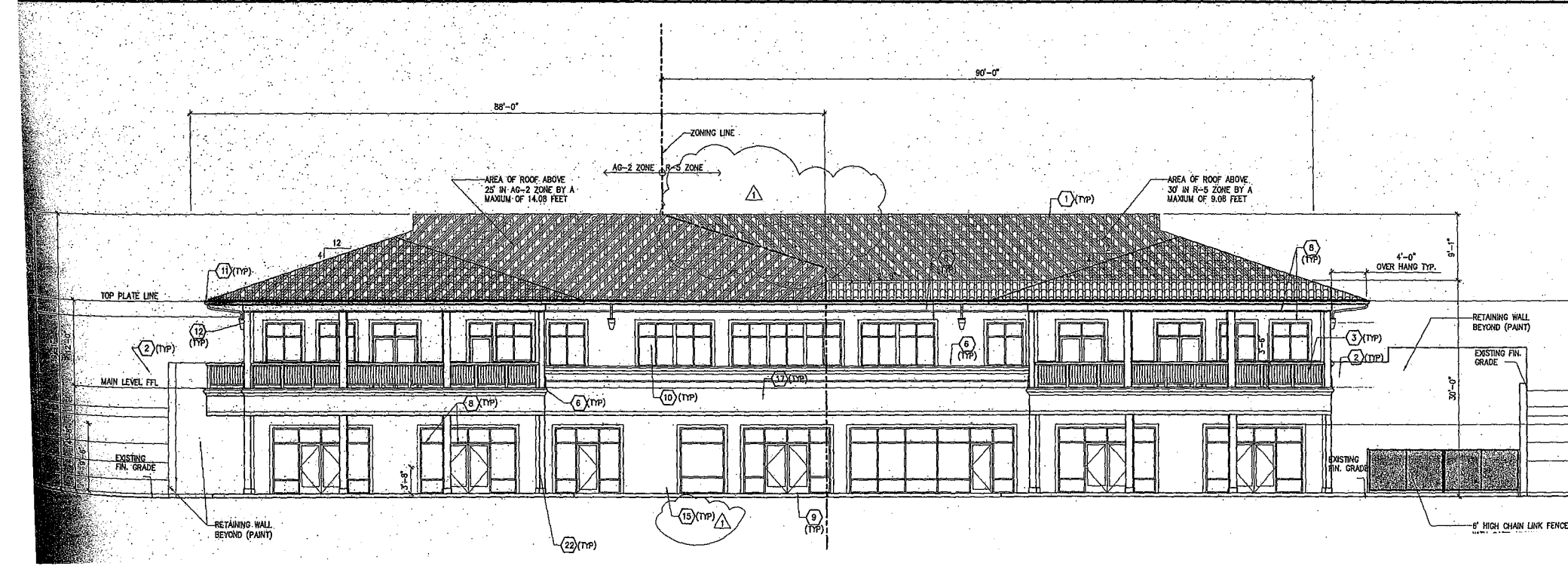
- 1 BUILDING
- 2 SITE-CAST CONCRETE WALL (PAINT)
- 3 DECORATIVE GUARD RAILS COLOR TO BE SELECTED BY ARCHITECT (TYP.)
- 4 SITE-CAST CONCRETE RETAINING WALL (PAINT)
- 5 SIGNAGE BY OTHERS
- 6 DECORATIVE EIFS TRIM
- 7 DECORATIVE EIFS BASE TRIM
- 8 EIFS TRIM
- 9 ALUMINUM STOREFRONT SYSTEM
- 10 ALUMINUM STOREFRONT W/ 1/4" THK. GREEN TINTED SOLEX GLASS.
- 11 7" CONTINUOUS PREFIN GUTTER SMACNA STYLE "K" PATINA FIN.
- 12 DECORATIVE CONDUCTOR HEAD PATINA FIN.

- 13 DECORATIVE LIGHT FIXTURE PATINA FIN. (SEE ELECTRICAL DRAWINGS)
- 14 3" RD & OD OR GUTTER LIGHT TO FACE OF 6" CONCRETE CURB
- 15 DIRECT APPLIED EIFS OVER GLASS ON NTL STUDS.
- 16 SKYLIGHT
- 17 TRELLIS
- 18 NOT USED
- 19 VENEER ROCK OVER CEMENT BOARD BACKING
- 20 DORMER
- 21 18"x18" SQ. DECORATIVE SCULPTSTONE MEDALLION BY PINEAPPLE GROVE "ACA 16SM-038 W/ 3" BO3 SURROUNDS COLOR TO BE SELECTED BY ARCHITECT (TYP.)
- 22 DECORATIVE COLUMNS WITH VENEER ROCK



STD COLORS
 1. PROVIDE 3 TYPE OF STD COLOR TO BE SELECTED BY ARCHITECT
 2. PROVIDE COLOR SAMPLE FOR ARCHITECT TO REVIEW

10 FRONT EXTERIOR ELEV.
 SCALE: 1/8"=1'-0"





1044 Nuuanu Avenue
 Honolulu, Hawaii 96817
 phone: 808.529.0907
 fax: 808.529.0907
 e-mail: mcl@mc-arch.com

This work was prepared by me or under my supervision and construction of this project will be under my observation. Observation of construction as defined in Hawaii Administrative Rules Title 19, Chapter 453.
 Signature: *[Signature]*
 EXPIRATION DATE 4/30/08



PROJECT TITLE

**EASTER SEALS
 KAPOLEI**

MAKAKILO, HAWAII 96707

REVISIONS

NO.	DESCRIPTION	DATE	BY

REV NUMBER: 7503 DATE: 1-19-08

PROJECT DIRECTOR: DESCRIBED BY

DRAWN BY: CHECKED BY

CAD FILE

SCALE: AS NOTED

PHASE: **CONSTRUCTION SET**

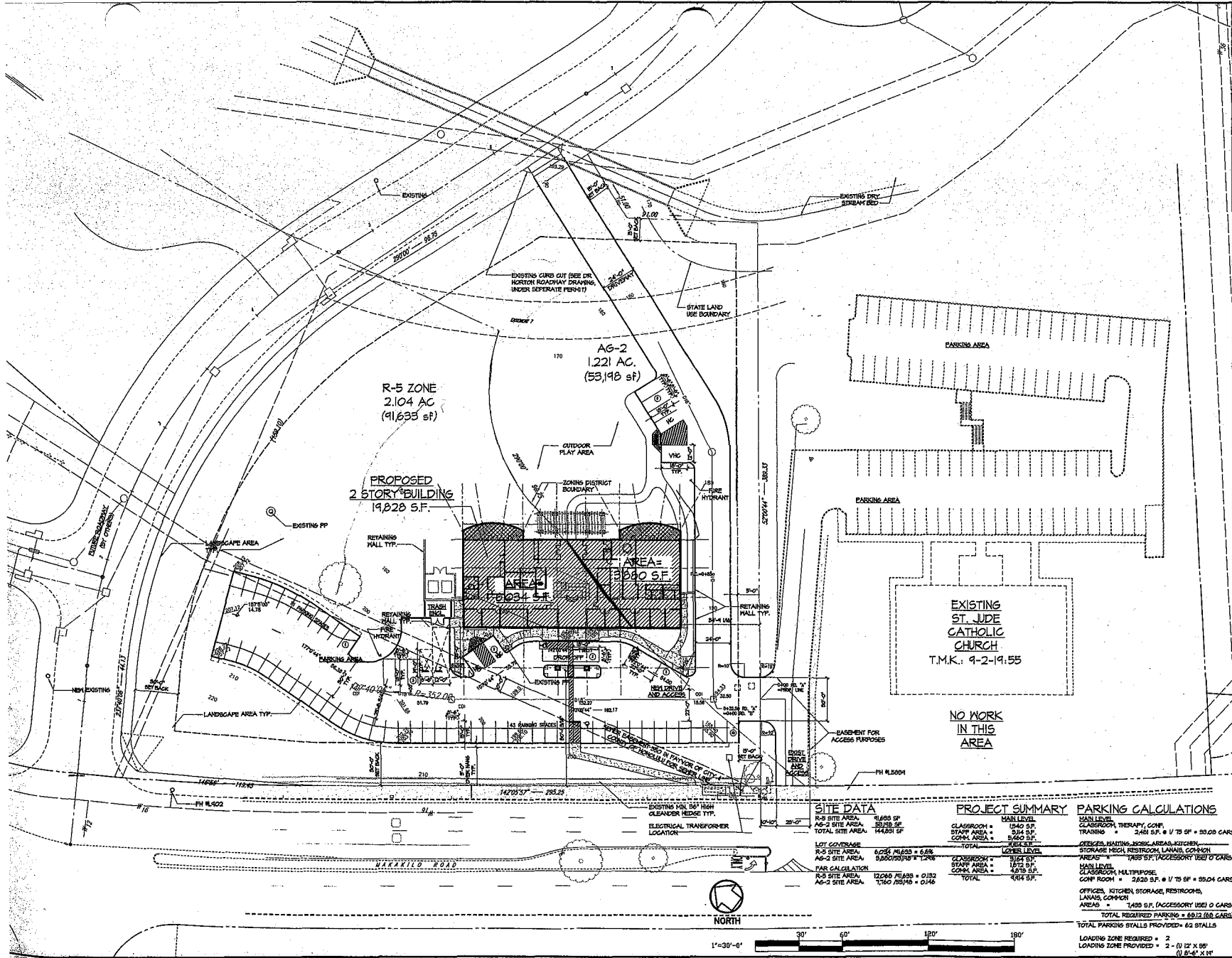
DATE: JUNE 27, 2008

SHEET TITLE: **SITE PLAN**

DATE: JUNE 27, 2008

SCALE: AS NOTED

SHEET NUMBER: **SD-1**



SITE DATA

R-5 SITE AREA	41,633 SF
AG-2 SITE AREA	53,198 SF
TOTAL SITE AREA	94,831 SF

LOT COVERAGE

R-5 SITE AREA	6,236 PL655 = 6.6%
AG-2 SITE AREA	5,800 PL125 = 6.1%
TOTAL	12,036 PL655 = 12.7%

PARK CALCULATION

R-5 SITE AREA	12,036 PL655 = 0.132
AG-2 SITE AREA	7,160 PL125 = 0.146

PROJECT SUMMARY

CLASSROOM	1,540 SF
STAFF AREA	514 SF
CONF. AREA	5,990 SF
TOTAL	8,044 SF

LOWER LEVEL

CLASSROOM	1,540 SF
STAFF AREA	1,472 SF
CONF. AREA	4,919 SF
TOTAL	7,931 SF

UPPER LEVEL

CLASSROOM	1,540 SF
STAFF AREA	514 SF
CONF. AREA	5,990 SF
TOTAL	8,044 SF

PARKING CALCULATIONS

CLASSROOM, THERAPY, CONF.	2,461 SF @ 1/75 SF = 33.00 CARS
TRAINING	2,461 SF @ 1/75 SF = 33.00 CARS
OFFICES, WAITING, WORK AREAS, KITCHEN, STORAGE MECH, RESTROOM, LANAIS, COMMON AREAS	7,653 SF @ 1/75 SF = 102.04 CARS
TOTAL REQUIRED PARKING	168.04 CARS

MAIN LEVEL

CLASSROOM, MULTIPURPOSE, CONF ROOM	2,828 SF @ 1/75 SF = 37.04 CARS
OFFICES, KITCHEN STORAGE, RESTROOMS, LANAIS, COMMON	7,653 SF @ 1/75 SF = 102.04 CARS
TOTAL REQUIRED PARKING	139.08 CARS

LOWER LEVEL

CLASSROOM, MULTIPURPOSE, CONF ROOM	2,828 SF @ 1/75 SF = 37.04 CARS
OFFICES, KITCHEN STORAGE, RESTROOMS, LANAIS, COMMON	7,653 SF @ 1/75 SF = 102.04 CARS
TOTAL REQUIRED PARKING	139.08 CARS

TOTAL PARKING STALLS PROVIDED = 62 STALLS
 LOADING ZONE REQUIRED = 2
 LOADING ZONE PROVIDED = 2 - (1) 12' X 95' (1) 8'-6" X 14'



PRELIMINARY SITE PLAN



1044 Nuuanu Avenue
 Honolulu, Hawaii 96817
 phone: 808.529.0807
 fax: 808.529.0907
 e-mail: mail@mc-arch.com

This work was prepared by me or under my supervision and construction of this project will be under my observation. Observation of construction as defined in Hawaii Administrative Rules, Title 15, Chapter 15-2.3.
 Signature: [Signature]
 EXPIRATION DATE: 4/30/2010



PROJECT TITLE

**EASTER SEALS
 KAPOLEI**

MAKAKILO, HAWAII 96707

REVISIONS

NO.	DESCRIPTION	DATE	BY
1	ADDENDUM B - VE ITEMS	27 JUNE 08	

JOB NUMBER: 2503 DATE: 1-19-08

PROJECT DIRECTOR: DESIGNED BY

DRAWN BY: CHECKED BY

CAD FILE

SCALE: AS NOTED

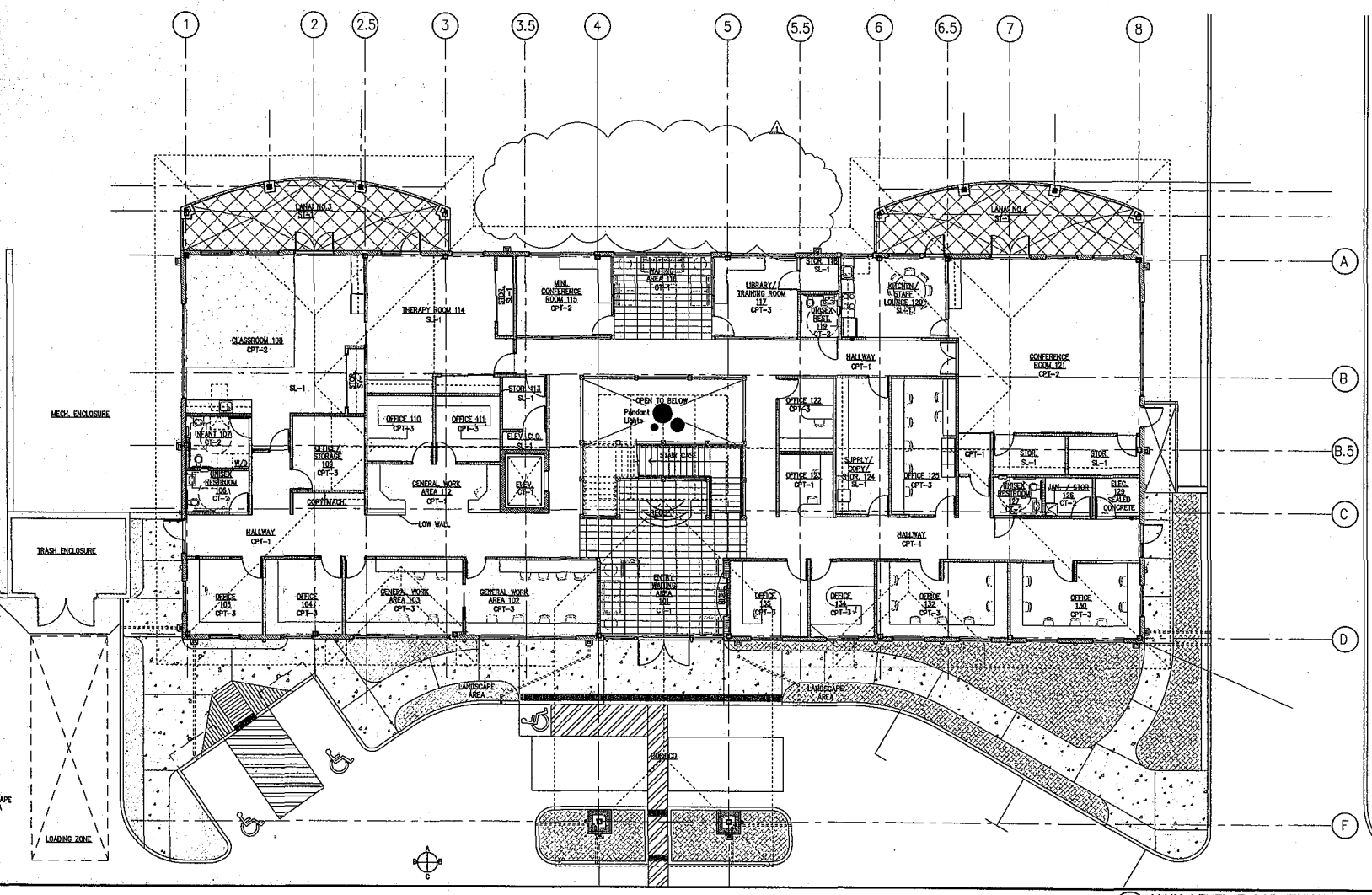
PHASE: CONSTRUCTION SET

SHEET TITLE: JUNE 27, 2008

**MAIN LEVEL
 FLOOR FINISH PLAN**

SHEET NUMBER

A-1.2



(20) MAIN LEVEL FLOOR FINISH PLAN



1044 Nuuanu Avenue
 Honolulu, Hawaii 96817
 phone: 808.529.0807
 fax: 808.529.0907
 e-mail: mail@me-arch.com

This work was prepared by me or under my supervision and construction of this project will be under my observation. Observation of construction as defined by Hawaii Administrative Rules Title 10, Chapter 192.
 Signature: [Signature]
 EXPIRATION DATE 4/30/08



PROJECT TITLE

**EASTER SEALS
 KAPOLEI**

MAKAKILO, HAWAII 96707

REVISIONS

NO.	DESCRIPTION	DATE	BY
1	ADDENDUM D - VE ITEMS	27 JUNE 08	

JOB NUMBER: 2503 DATE: 1-19-08

PROJECT DIRECTOR: DESIGNED BY

DRAWN BY: CHECKED BY

CAD FILE

SCALE: AS NOTED

PRICE

**CONSTRUCTION
 SET**

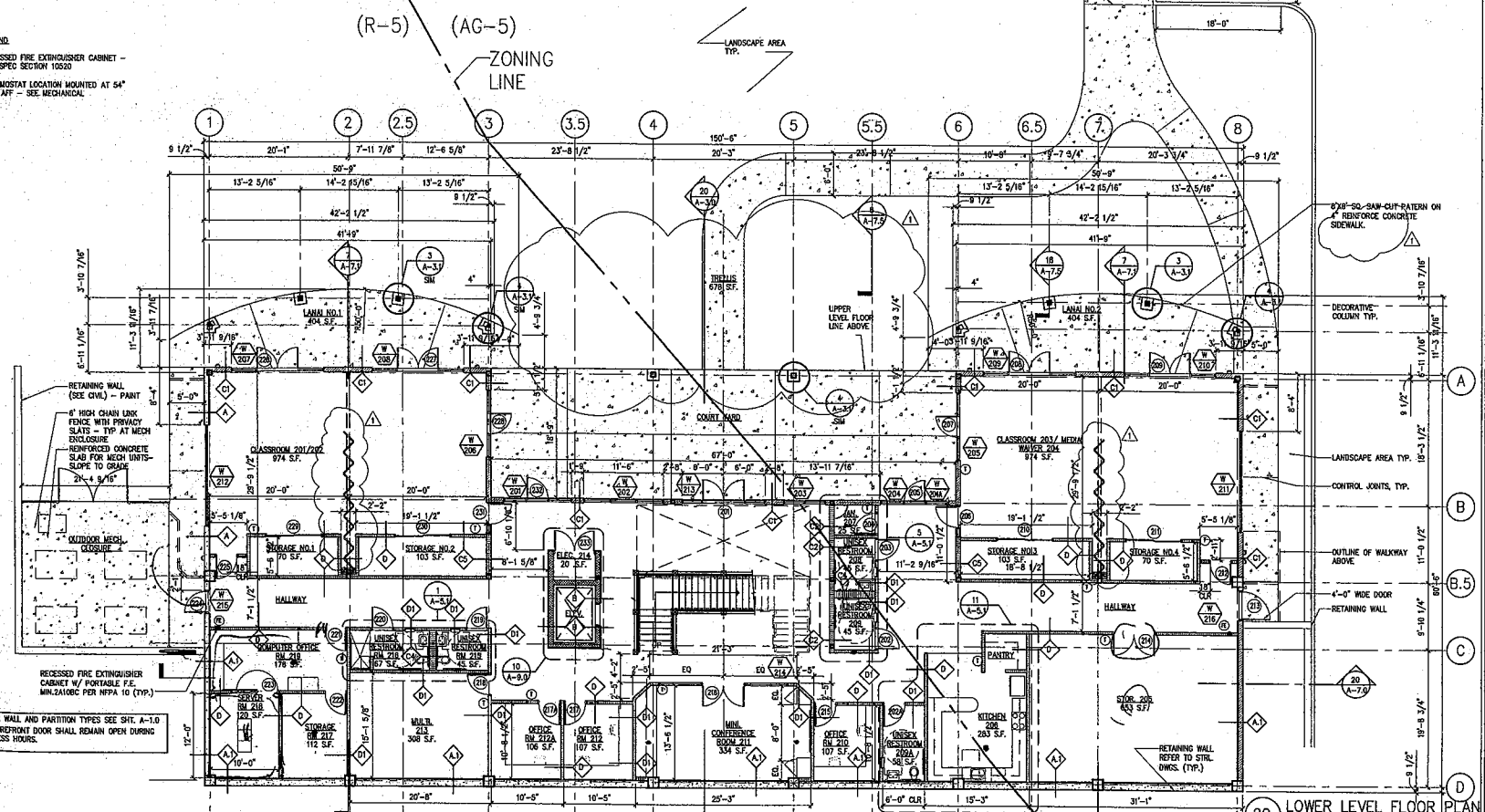
JUNE 27, 2008



**LOWER LEVEL
 FLOOR PLAN**

SHEET NUMBER

LEGEND
 (R) RECESSED FIRE EXTINGUISHER CABINET - SEE SPEC SECTION 10520
 (T) THERMOSTAT LOCATION MOUNTED AT 54" MAX AFF - SEE MECHANICAL



20 LOWER LEVEL FLOOR PLAN

EASTER SEALS HAWAII

Consolidated Financial Statements

August 31, 2008 and 2007

EASTER SEALS HAWAII

Table of Contents

August 31, 2008 and 2007

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Financial Statements:	
Statements of Financial Position.....	2
Statements of Activities and Changes in Net Assets	4
Statements of Functional Expenses	5
Statements of Cash Flows.....	7
Notes to Financial Statements.....	8



Wikoff Combs & Co., LLC
Certified Public Accountants

Independent Auditors' Report

Board of Directors
Easter Seals Hawaii

We have audited the accompanying consolidated statements of financial position of Easter Seals Hawaii and its subsidiary as of August 31, 2008 and 2007, and the related statements of activities and changes in net assets, functional expenses and cash flows for the years then ended. These financial statements are the responsibility of Easter Seals Hawaii's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits 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 significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide 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 Easter Seals Hawaii and its subsidiary as of August 31, 2008 and 2007, and the changes in its net assets and its cash flows for the years 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 November 5, 2008, on our consideration of Easter Seals Hawaii's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grants agreement and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and 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 read in conjunction with this report in considering the results of our audit.

Wikoff Combs & Co., LLC.

Honolulu, Hawaii
November 5, 2008

Honolulu

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Maui: 270-2045
Molokai: 660-2045
Kauai: 240-2045
Lanai: 568-2045

EASTER SEALS HAWAII

Consolidated Statements of Financial Position

August 31, 2008 and 2007

ASSETS

	2008	2007
Current assets		
Cash and cash equivalents	\$ 1,851,689	\$ 541,220
Investments (Note 2)	1,514,785	1,980,724
Receivables:		
Grants and other	2,657,007	3,582,778
Contributions (Note 3)	61,000	151,000
Easter Seals Inc. (Note 11)	39,282	67,668
Total receivables	2,757,289	3,801,446
Prepaid expenses and deferred charges	203,113	195,981
Total current assets	6,326,876	6,519,371
Property and equipment		
Land	914,887	914,887
Construction in progress	885,642	420,256
Building and building improvements	3,781,591	3,769,063
Furniture, fixtures, and equipment	758,686	729,494
Vehicles	328,023	360,928
Total property and equipment	6,668,829	6,194,628
Less accumulated depreciation and amortization	2,477,405	2,238,229
Net property and equipment	4,191,424	3,956,399
Other assets		
Board designated (Note 6):		
Cash	1,411,385	310,969
Investments	368,546	393,245
Total board designated cash and investments	1,779,931	704,214
Donor restricted:		
Cash	4,914	4,588
Investments	46,893	47,219
Certificates of deposit for endowment (Note 7)	450,000	450,000
Total donor restricted cash and investments	501,807	501,807
Contributions receivable, net of current portion and allowance for doubtful contributions (Note 3)	-	278,092
Total assets	\$ 12,800,038	\$ 11,959,883

See accompanying notes to financial statements.

EASTER SEALS HAWAII

Consolidated Statements of Financial Position, Continued

August 31, 2008 and 2007

LIABILITIES

	<u>2008</u>	<u>2007</u>
Current liabilities		
Accounts payable	\$ 258,039	\$ 186,830
Current portion of long term debt (Note 5)	11,153	10,453
Accrued expenses	727,053	809,811
Contract advance payments	100,000	618,573
Refundable advances	<u>133,803</u>	<u>171,179</u>
Total current liabilities	<u>1,230,048</u>	<u>1,796,846</u>
Long-term liabilities		
Accrued pension liability (Note 10)	396,778	473,139
Long-term debt, net of current portion (Note 5)	<u>728,373</u>	<u>739,508</u>
Total liabilities	<u>2,355,199</u>	<u>3,009,493</u>

NET ASSETS

Unrestricted		
Undesignated	4,531,927	3,961,214
Board designated (Note 6)	1,779,931	704,214
Invested in property and equipment	<u>3,451,898</u>	<u>3,206,438</u>
Total unrestricted	9,763,756	7,871,866
Temporarily restricted (Note 8)	179,276	576,717
Permanently restricted (Note 7)	<u>501,807</u>	<u>501,807</u>
Total net assets	<u>10,444,839</u>	<u>8,950,390</u>
Total liabilities and net assets	<u>\$ 12,800,038</u>	<u>\$ 11,959,883</u>

See accompanying notes to financial statements.

EASTER SEALS HAWAII

Consolidated Statements of Activities and Changes in Net Assets

For the Years Ended August 31, 2008 and 2007

	Unrestricted		Temporarily Restricted		Permanently Restricted		Total	
	2008	2007	2008	2007	2008	2007	2008	2007
Revenue and support								
Special events	\$ 587,013	\$ 531,961	\$ -	\$ -	\$ -	\$ -	\$ 587,013	\$ 531,961
Less direct costs	117,297	200,000	-	-	-	-	117,297	200,000
Net special events	469,716	331,961	-	-	-	-	469,716	331,961
Government fees and grants	13,143,290	12,296,119	-	-	-	-	13,143,290	12,296,119
Contributions	834,103	995,166	10,000	-	-	-	844,103	995,166
Program fees	181,729	118,142	-	-	-	-	181,729	118,142
Interest, dividends and capital gains	273,113	177,271	-	-	-	-	273,113	177,271
Realized (losses) gains on investments	(51,247)	16,991	-	-	-	-	(51,247)	16,991
Contributed facilities (Note 9)	133,268	109,094	-	-	-	-	133,268	109,094
Other income	62,769	59,060	-	-	-	-	62,769	59,060
Net assets released from restrictions (Note 8)	425,741	154,060	(425,741)	(154,060)	-	-	-	-
Total revenue and support	15,472,482	14,257,864	(415,741)	(154,060)	-	-	15,056,741	14,103,804
Expenses								
Program services:								
Direct services	13,191,397	12,718,252	-	-	-	-	13,191,397	12,718,252
Supporting services:								
Management and general	750,117	394,206	-	-	-	-	750,117	394,206
Fund-raising	722,557	544,791	-	-	-	-	722,557	544,791
Dues to national affiliate (Note 11)	41,335	40,054	-	-	-	-	41,335	40,054
Total supporting services	1,514,009	979,051	-	-	-	-	1,514,009	979,051
Total expenses	14,705,406	13,697,303	-	-	-	-	14,705,406	13,697,303
Increase (decrease) in net assets from operating activities	767,076	560,561	(415,741)	(154,060)	-	-	351,335	406,501
Nonoperating:								
Capital campaign:								
Contributions	1,201,700	135,000	18,300	125,000	-	-	1,220,000	260,000
Government assistance	265,968	132,308	-	-	-	-	265,968	132,308
Unrealized (losses) gains on investments	(338,322)	134,631	-	-	-	-	(338,322)	134,631
Effect on adoption of recognition and measurement date provisions of FASB Statement No. 158	-	(473,139)	-	-	-	-	-	(473,139)
Pension-related changes other than net periodic pension costs	(4,532)	-	-	-	-	-	(4,532)	-
Changes in net assets	1,891,890	489,361	(397,441)	(29,060)	-	-	1,494,449	460,301
Net assets at beginning of year	7,871,866	7,382,505	576,717	605,777	501,807	501,807	8,950,390	8,490,089
Net assets at end of year	\$ 9,763,756	\$ 7,871,866	\$ 179,276	\$ 576,717	\$ 501,807	\$ 501,807	\$ 10,444,839	\$ 8,950,390

See accompanying notes to financial statements.

EASTER SEALS HAWAII

Consolidated Statement of Functional Expenses

For the Year Ended August 31, 2008

	Program Services	Supporting Services			Total Supporting Services	Total Expenses
		Management and General	Fund- Raising	National Affiliate		
Salaries and benefits	\$ 10,621,662	\$ 302,687	\$ 409,264	\$ -	\$ 711,951	\$ 11,333,613
Occupancy	621,292	14,360	10,659	-	25,019	646,311
Travel and transportation	489,404	238	17,325	-	17,563	506,967
Specific assistance	344,208	-	-	-	-	344,208
Bad debt expense	-	328,092	-	-	328,092	328,092
Depreciation and amortization	261,357	9,517	1,206	-	10,723	272,080
Office supplies	194,490	2,211	33,320	-	35,531	230,021
Contract services	101,251	-	65,547	-	65,547	166,798
Staff training and development	131,518	3,560	3,338	-	6,898	138,416
Insurance	94,174	28,078	9,031	-	37,109	131,283
Rental and maintenance of equipment	57,759	19,471	34,076	-	53,547	111,306
Professional fees	58,040	11,218	41,214	-	52,432	110,472
Telecommunications services	103,953	3,096	2	-	3,098	107,051
Printing and publications	39,957	1,137	52,426	-	53,563	93,520
Dues and memberships	14,502	1,747	700	41,335	43,782	58,284
Miscellaneous	1,343	21,590	26,215	-	47,805	49,148
Conferences, conventions and meetings	15,360	2,167	11,727	-	13,894	29,254
Postage and shipping	20,782	948	6,507	-	7,455	28,237
Interest	20,345	-	-	-	-	20,345
Total functional expenses	\$ 13,191,397	\$ 750,117	\$ 722,557	\$ 41,335	\$ 1,514,009	\$ 14,705,406

See accompanying notes to financial statements.

EASTER SEALS HAWAII

Consolidated Statement of Functional Expenses, Continued

For the Year Ended August 31, 2007

	Program	Supporting Services				Total Expenses
	Services	Management	Fund-	National	Total	
	Direct	and	Raising	Affiliate	Supporting	
	Services	General			Services	
Salaries and benefits	\$ 10,342,714	\$ 266,078	\$ 274,416	\$ -	\$ 540,494	\$ 10,883,208
Occupancy	566,854	20,812	10,767	-	31,579	598,433
Travel and transportation	425,219	450	16,228	-	16,678	441,897
Specific assistance	208,927	-	-	-	-	208,927
Depreciation and amortization	277,487	13,205	1,753	-	14,958	292,445
Office supplies	183,844	3,869	5,317	-	9,186	193,030
Contract services	111,625	-	89,783	-	89,783	201,408
Staff training and development	109,265	2,845	3,109	-	5,954	115,219
Insurance	99,076	5,311	9,427	-	14,738	113,814
Rental and maintenance of equipment	62,128	16,519	17,541	-	34,060	96,188
Professional fees	72,530	20,788	18,112	-	38,900	111,430
Telecommunications services	112,766	4,014	178	-	4,192	116,958
Printing and publications	40,509	1,554	47,431	-	48,985	89,494
Dues and memberships	25,802	2,855	578	40,054	43,487	69,289
Miscellaneous	6,725	26,525	27,954	-	54,479	61,204
Conferences, conventions and meetings	33,369	6,029	10,056	-	16,085	49,454
Postage and shipping	18,429	1,305	12,141	-	13,446	31,875
Interest	20,983	2,047	-	-	2,047	23,030
Total functional expenses	\$ 12,718,252	\$ 394,206	\$ 544,791	\$ 40,054	\$ 979,051	\$ 13,697,303

See accompanying notes to financial statements.

EASTER SEALS HAWAII

Consolidated Statements of Cash Flows

For the Years Ended August 31, 2008 and 2007

	<u>2008</u>	<u>2007</u>
Cash flows from operating activities		
Changes in net assets	\$ 1,494,449	\$ 460,301
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Provision for uncollectible contributions	328,092	-
Pension related changes	(75,611)	473,139
Depreciation and amortization	272,080	292,445
Net realized losses (gains) on investments	51,247	(17,698)
Net unrealized losses (gains) on investments	338,322	(134,631)
(Gain) loss on disposition of property and equipment	(750)	1,071
(Increase) decrease in assets:		
Grants and other receivable	925,771	(1,235,576)
Contributions receivable	40,000	(12,807)
Easter Seals Inc.	28,386	(8,454)
Prepaid expenses and deferred charges	(7,132)	(17,556)
Board designated cash	(1,100,416)	461,057
Increase (decrease) in liabilities:		
Accounts payable	71,210	39,342
Accrued expenses	(82,758)	(136,904)
Contract advance payments	(518,573)	100,000
Refundable advances	(37,376)	(5,990)
Net cash provided by operating activities	<u>1,726,941</u>	<u>257,739</u>
Cash flows used in investing activities		
Purchase of property and equipment	(507,106)	(592,012)
Purchase of investments	(471,918)	(483,309)
Proceeds from sale of investments	573,313	535,512
Net cash used by investing activities	<u>(405,711)</u>	<u>(539,809)</u>
Cash flows used in financing activities		
Repayments of long-term borrowings	(10,435)	(9,008)
Contribution restricted for program and capital campaign	(326)	187,826
Net cash (used) provided by financing activities	<u>(10,761)</u>	<u>178,818</u>
Net increase (decrease) in cash	1,310,469	(103,252)
Cash and cash equivalents at beginning of year	<u>541,220</u>	<u>644,472</u>
Cash and cash equivalents at end of year	<u>\$ 1,851,689</u>	<u>\$ 541,220</u>
<i>Supplemental cash flow information:</i>		
Interest paid	<u>\$ 20,345</u>	<u>\$ 20,983</u>

See accompanying notes to financial statements.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

Background and Organization

Easter Seals Hawaii (Organization) is a tax-exempt, nonprofit organization that was incorporated in Honolulu, Hawaii in 1946, and is an affiliate of the national Easter Seals Inc. Its purpose is to provide services in the State of Hawaii that increase the skills and abilities for children and adults with disabilities or special needs and their families in order to enhance current abilities that lead to greater independence and self-sufficiency. Services are provided in both the home and community settings.

In October 2000, the Organization formed Easter Seals Foundation, a separate non-profit organization. The Foundation is organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of Easter Seals Hawaii. The Organization is the sole member of the Easter Seals Hawaii Foundation. Financial results of the Foundation are consolidated with Easter Seals Hawaii.

As a nonprofit corporation described in Section 501(c)(3) of the Internal Revenue Code (IRC), the Organization and its subsidiary are exempt from federal and State income taxes on related income pursuant to IRC Section 501(a) and the related sections of the Hawaii Revised Statutes. The Organization has been determined not to be a private foundation as defined in IRC Section 509(a).

The Organization's revenues are provided primarily from contractual arrangements with various federal agencies. Other sources of revenues include state grants, program income and contributions.

The Organization manages twenty five programs addressing the needs of infants, youth and adults with a very broad range of needs. Easter Seals Hawaii is available to assist individuals throughout the State and maintains offices on four islands. Currently, the Organization operates the following direct service programs:

Early Intervention Services – Comprehensive coordinated services are provided to children from birth to three years of age and their families on the islands of Kauai, Oahu and in East Hawaii on the Big Island of Hawaii. Family-centered and culturally sensitive support includes developmental evaluation, establishment of individualized family support plans, and coordination of services with family, pediatrician and other specialists, occupational/speech/physical therapy and parent education and support.

Medicaid Home and Community-Based Waiver Services – This program provides children and adults with individualized services in a group setting or on a one-to-one basis. Services include adult day programs, supported employment, chore services, and personal assistance. All programs focus on increasing/improving participants' skills and independence in a variety of areas while actively engaging him/her in the community and among peers.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

Background and Organization, continued

Partnerships in Community Living – This program works in partnership with children and adults with disabilities, their families, and members of their support team. Through the acquisitions of individualized goods and/or services, the goal is to directly increase the quality of the individual's involvement in his/her community. Services are provided on the island of Oahu and in the County of Maui.

Youth Services – There are several different programs that fall under the umbrella of Youth Services, including Extended School Day, Respite, Camping, I-REC (Inclusive Recreation Center), LEAP (Leadership Empowerment and Self-Advocacy Project) and Sibling Support Group. Services are provided on four islands.

Family and Community Support Services – This program includes public awareness, information and referral, parent education and training, social service coordination and in-home training.

Fish Speech Program – This program provides speech therapy to children ages 3 through 5 on the islands of Oahu, Kauai and Hawaii.

Assistive Technology – This program provides children and adults with disabilities assistance in the use of software programs and other innovative techniques for enhancing alternative communication system.

1. Summary of Significant Accounting Policies

Basis of Presentation

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted and permanently restricted.

Unrestricted net assets are not restricted by donors, or donor-imposed restrictions have expired.

Temporarily restricted net assets contain donor-imposed restrictions that permit the Organization to use or expend the assets as specified. The restrictions are satisfied either by the passage of time or by action of the Organization.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

1. Summary of Significant Accounting Policies, continued

Permanently restricted net assets contain donor-imposed restrictions that stipulate the resources be maintained permanently, but permit the Organization to use or expend part or all of the income derived from the donated assets for either specified or unspecified purposes.

Consolidated Financial Statement Presentation

The Organization's consolidated financial statements include the financial transactions of Easter Seals Hawaii Foundation (ESHF). All intercompany balances and transactions have been eliminated in the consolidation.

Cash and Cash Equivalents

The Organization considers all unrestricted highly liquid investments with original maturity of three months or less to be cash equivalents.

Investments

Investments are carried at fair value. Realized and unrealized gains and losses are determined by comparison of cost, computed on the first-in, first-out basis, with proceeds or fair value. Cost of securities is determined by purchase price, if purchased or fair value at date of receipt, if donated. Valuations of securities are based on published closing prices on the last day of the fiscal year.

Property and Equipment

Property and equipment are recorded at cost or estimated fair market value at the date of donation. Depreciation is calculated using the straight-line method based on the respective estimated useful lives ranging from three to ten years for furniture, equipment and vehicles. Leasehold improvements are amortized utilizing the straight-line method over the lesser of the lease term or the estimated useful lives of assets ranging from three to 48 years.

Purchased or donated assets in excess of \$1,000 are capitalized. Expenditures for maintenance, repairs and renewals of minor items are charged to earnings as incurred. Major renewals and improvements are capitalized. Upon disposition, the cost and related accumulated depreciation are removed from the accounts and the resulting gain or loss is reflected in the Statements of Activities and Changes in Net Assets.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

1. Summary of Significant Accounting Policies, continued

Long-Lived Assets

Long-lived assets held and used by the Organization are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. When such events or changes occur, an estimate of the future cash flows expected to result from the use of the assets and their eventual disposition is made. If the sum of such expected future cash flows (undisclosed and without interest charges) is less than the carrying amount of the asset, an impairment loss is recognized in an amount by which the assets' net book value exceed fair values.

Recognition of Government Grant Revenue

Government grants are received from the federal and state governments. Revenues on cost reimbursement contracts are recognized when allowable and reimbursable expenses are incurred, and upon meeting the legal and contractual requirements of the funding source. Revenues on fee for service contracts are recognized when the services required by the contractual agreements are satisfactorily performed. These revenues are generally considered exchange transactions, and are thereby recorded as revenues of the unrestricted net asset class.

Contributions

Contributions are recognized as income when they become unconditional promises to contribute, at their fair value.

The Organization records contributions as temporarily restricted if they are received with donor stipulations that limit their use, either through purpose or time restrictions and those stipulations have not expired. When donor restrictions expire in subsequent years, that is, when a purpose restriction is fulfilled or a time restriction ends, temporarily restricted net assets are classified to unrestricted net assets and reported in the Statements of Activities and Changes in Net Assets as net assets released from restrictions. Contributions received with donor stipulations that limit their use which expire in the same reporting period are recorded as unrestricted contributions.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

1. Summary of Significant Accounting Policies, continued

Contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. An annual review of the outstanding unconditional promises to give is performed to establish an allowance for doubtful contributions for estimated uncollectible amounts.

Donated Facilities, Materials and Services

Donated use of facilities and materials are recorded as support at their estimated fair value at the date of donation. Contributed services are recognized at fair value, except for the work of volunteers for which no monetary value has been assigned. Contributions of services are recognized in the financial statements if the services enhance or create nonfinancial assets or required specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Donated facilities, materials and services are reported as unrestricted support unless the donor has restricted the donations to a specific purpose. Expenses in the same amount are reflected in the Statements of Activities and Changes in Net Assets.

Unpaid volunteers conduct a significant portion of the Organization's functions. The value of this time is not reflected in the accompanying financial statements since the volunteers' time does not meet the recognition criteria.

Functional Classification of Expenses

In accordance with generally accepted accounting principles, expenses are categorized principally in terms of the Organization's individual program activities or functions.

Use of Estimates

Preparing financial statements according to generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts of assets and liabilities reported, the disclosure of contingent assets and liabilities, and the revenues and expenses reported during the stated period. Actual results could differ from management's estimates.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

1. Summary of Significant Accounting Policies, continued

Change in Presentation

Certain amounts in the prior year's financial statements have been reclassified for comparative purposes to conform with the current year financial statements presentation.

Recently Issued Accounting Standards

In September 2006, the Financial Accounting Standards Board (FASB) issued SFAS No. 158, *Employers' Accounting for Defined Benefit Pension and Other Postretirement Plans* (SFAS 158). SFAS 158 requires an employer to recognize the funded status of defined benefit pension and other postretirement plans as a net asset or liability on its Statement of Financial Position. The SFAS 158 also requires an employer to recognize changes in that funded status in the year in which the change occurs through changes in unrestricted net assets to the extent those changes are not included in the net periodic costs. SFAS 158 is effective for fiscal years ending after June 15, 2007, for employers without publicly traded equity securities. Accordingly, the Organization adopted SFAS 158 for the fiscal year ended August 31, 2007. The provisions of the SFAS 158 also require an employer to measure the funded status of a plan as of the date of its year-end Statement of Financial Position, with limited exceptions. This requirement is effective for fiscal years ending after December 31, 2008.

2. Investments

Investments at August 31, 2008, consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized (Losses)</u>
Certificates of deposit	\$ 779,803	\$ 779,803	\$ -
Mutual funds	<u>1,636,733</u>	<u>1,600,421</u>	<u>(36,312)</u>
Total	<u>\$2,416,536</u>	<u>\$2,380,224</u>	<u>\$(36,312)</u>

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

2. Investments, continued

Investments at August 31, 2007, consisted of the following:

	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized Gains</u>
Certificates of deposit	\$ 972,278	\$972,278	\$ -
Mutual funds	<u>1,602,279</u>	<u>1,898,910</u>	<u>296,631</u>
Total	<u>\$2,574,557</u>	<u>\$2,871,188</u>	<u>\$296,631</u>

The Organization's investments are exposed to risks, such as market and credit risks. Because of the risk associated with such investments, it is possible those changes in their values will occur and that such changes could materially affect the Organization's financial statements.

3. Contributions Receivable

Contributions receivable at August 31, 2008 and 2007, consisted of:

	<u>2008</u>	<u>2007</u>
Gross contributions receivable, due		
Less than one year	\$ 61,000	\$151,000
One to five years	<u>400,000</u>	<u>350,000</u>
Total	461,000	501,000
Less: discount to present value	<u>(71,908)</u>	<u>(71,908)</u>
Contributions receivable, net of discount	389,092	429,092
Less: allowance for doubtful contribution receivable	<u>(328,092)</u>	<u>-</u>
Total	<u>\$ 61,000</u>	<u>\$429,092</u>

Contributions receivable have been discounted to their present value as of August 31, 2008 and 2007, using a discount rate of 4%.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

4. Lines-of-Credit

The Organization has a \$1,000,000 bank line of credit for program development and expansion available until May 1, 2009. Interest on the line is .75% over the bank's base rate. At August 31, 2008, the entire \$1,000,000 line was available.

Another \$1,000,000 bank line of credit for working capital is available until June 1, 2009. Interest on the line is at the lender's prime rate. At August 31, 2008, the entire \$1,000,000 line was available.

5. Notes Payable

The Organization financed the rehabilitation and construction of improvements for certain of its facilities with borrowings from the City and County and a financial institution. The notes on various properties and their terms of repayment are as follows:

	<u>Balance at August 31,</u>	
	<u>2008</u>	<u>2007</u>
Bank note payable for the Organization's Kauai program facility is secured by a first security interest in the property. The \$380,000 note matures on November 1, 2024, with fixed interest rate for the first three years at 7.5%, and variable interest rates every three years thereafter. Effective October 1, 2005, the new interest rate is 6.50%.	\$306,531	\$316,966
A 1997, 20-year non-interest bearing loan of up to \$435,000 from the City and County of Honolulu towards the rehabilitation of its Ewa Beach facility. Remaining principal payments are deferred indefinitely unless certain events occur, one of which is the discontinuation of the use of the facility for the Organization's adult day programs.	<u>432,995</u>	<u>432,995</u>
Total notes payable	739,526	749,961
Less current portion	<u>11,153</u>	<u>10,453</u>
Notes payable, excluding current installments	<u>\$728,373</u>	<u>\$739,508</u>

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

5. Notes Payable, continued

Future annual principal payments on the notes as of August 31, 2008, are as follows:

<u>Year Ending</u> <u>August 31</u>	<u>Amount</u>
2009	\$ 11,153
2010	11,900
2011	12,697
2012	13,548
2013	14,455
Thereafter	<u>675,773*</u>
	<u>\$739,526</u>

* Included in this amount is \$ 432,995 that is indefinitely deferred.

6. Board Designated Reserve

As of August 31, 2008 and 2007, the Board of Directors has designated \$1,779,931 and \$704,214, respectively, of unrestricted funds for the following purposes:

	<u>2008</u>	<u>2007</u>
Capital improvements	\$ 168,682	\$168,682
Special events	264,011	279,621
Facilities maintenance	104,084	104,084
Capital expansion and improvement for Kapolei project	<u>1,243,154</u>	<u>151,827</u>
Total	<u>\$1,779,931</u>	<u>\$704,214</u>

7. Endowment Funds

The Organization has a \$250,000 endowment from the Harry and Jeanette Weinberg Foundation, for the future maintenance and upkeep of the Organization's facilities and a \$200,000 endowment for youth camps on all islands. Both of the contributions are invested in a certificate of deposit as prescribed by the donor and may not be withdrawn without approval. Earnings can be withdrawn annually upon approval by the donor.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

8. Restrictions on Net Assets

Temporarily restricted net assets are released from donor restrictions primarily by incurring expenses, which satisfy the restricted purposes or passage of time. Net assets of \$425,741 in 2008 and \$154,060 in 2007, released from restriction were for program and administrative expenses. Temporarily restricted net assets of \$179,276 and \$576,717, at August 31, 2008 and 2007, respectively, are for capital campaign, program and administrative expenses.

9. Contributed Facilities

The Organization leases its Ewa facility from the City and County of Honolulu until 2031 and its Honolulu and Hilo facilities from the State of Hawaii until the years 2042 and 2046, respectively, for \$1 per year for each location. The properties must be used for programs designated by the leases. Since the Organization can choose to terminate the leases at any time, the leases have been determined to be operating leases. Management has estimated the annual fair value for the use of the property of \$109,094 that is reflected in the accompanying Statements of Activities and Changes in Net Assets as contributed facilities support and expense.

10. Retirement Plans

Defined Benefit Plan - The Organization has a defined benefit pension plan covering substantially all of its employees. Benefits are based on years of service and compensation levels. The Organization's funding policy is to make the minimum required contribution under the Employee Retirement Income Security Act of 1974 plus other amounts that may be desirable from time to time.

The components of net pension expense for the years ended August 31, 2008 and 2007, were as follows:

	<u>2008</u>	<u>2007</u>
Benefit obligation	\$(2,211,887)	\$(2,281,916)
Fair value of plan assets	<u>1,815,109</u>	<u>1,808,777</u>
Funded status	<u>\$ (396,778)</u>	<u>\$ (473,139)</u>
Net actuarial loss	<u>\$ 517,098</u>	<u>\$ 512,570</u>

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

10. Retirement Plans, continued

Components of net periodic benefit costs for the years ended August 31, 2008 and 2007, are as follows:

	<u>2008</u>	<u>2007</u>
Interest cost	\$141,519	\$136,289
Expected return on plan assets	(136,954)	(128,569)
Amortization of actuarial loss	<u>20,070</u>	<u>18,283</u>
Net periodic benefit costs	<u>\$ 24,635</u>	<u>\$ 26,003</u>

Expected future benefit payments are as follows:

<u>Year</u>	<u>Pension Benefits</u>
2009	\$ 72,739
2010	106,847
2011	114,944
2012	124,792
2013	139,352
2014 to 2018	945,257

The Organization contributed approximately \$85,309 and \$87,688, for 2008 and 2007, respectively. Effective March 31, 2003, the Plan Administrator determined to freeze the Plan. All contributions to the Plan are intact but no new employees will be allowed into the Plan and benefits are frozen for current participants.

401(k) Plan - The Organization has a 401(k) plan and trust that covers all employees who have met certain age and service requirements. Employees may make contributions through payroll deductions. Annual contributions by the Organization are discretionary. Contributions of \$202,275 and \$168,384 for 2008 and 2007, respectively, are included in salaries and benefits in the accompanying Statements of Functional Expenses. The Organization added a safe harbor provision to the plan effective January 1, 2007.

Deferred Compensation Plan – Effective June 1, 2008, the Organization elected to terminate the 457(f) deferred compensation plan for eligible executives. All benefits accrued under the Plan shall be fully liquidated within 24 months of June 1, 2008, but no payments in liquidation of the Plan shall be made within the 12 month period between June 1, 2008 and May 31, 2009.

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

11. Transactions with Affiliate

Each year, the Organization's national affiliate, Easter Seals Inc., sponsors a mail campaign and distributes its share of contributions to the Organization. Mail campaign donations for the years ended August 31, 2008 and 2007, totaled \$356,332 and \$394,340, respectively. These amounts are net of materials and services costs of \$56,299 and \$54,899, respectively, incurred by the national affiliate.

The Organization paid the national affiliate membership dues of \$41,335 and \$40,054, for the years ended August 31, 2008 and 2007, respectively. The dues are based on the Organization's size and are used for support services such as national marketing, advertising and administrative costs.

12. Commitments

The Organization leases facilities for its programs under operating leases. In addition to the monthly base rent for facilities, a pro-rata portion of building operating expenses and general excise taxes are payable. Future minimum lease payments under the operating leases are as follows:

<u>Year Ending</u> <u>August 31</u>	<u>Amount</u>
2009	\$195,000
2010	137,000
2011	114,000
2012	69,000
2013	75,000
Thereafter	<u>116,000</u>
Total	<u>\$706,000</u>

EASTER SEALS HAWAII

Notes to Consolidated Financial Statements

August 31, 2008 and 2007

13. Economic Dependency/Financial Support

During the years ended August 31, 2008 and 2007, the Organization received a concentration of revenue from the following:

	<u>2008</u>	<u>2007</u>
Medicare/Medicaid contracts	46%	48%
State government	<u>36%</u>	<u>37%</u>
Total	<u>82%</u>	<u>85%</u>

A significant reduction in the level of this support, if it were to occur, would have an adverse effect on the Organization's programs and activities.

14. Capital Campaign

A capital campaign is underway to fund the development of a multi-program service center in the Kapolei, Hawaii area and to upgrade and improve facilities statewide. The Organization purchased a 3.3 acre parcel of land in Kapolei, Hawaii in December 2004. Site work is completed and the estimated date of completion is July 2009. Expected costs for all projects are approximately \$8,400,000. As of October 2008, approximately \$7,600,000 has been raised and fundraising efforts for the remaining amounts will continue through 2009.

15. Concentration of Credit Risk

The Organization generally places its cash with high credit quality financial institutions. At times, cash and money market balances may be in excess of the Federal Deposit Insurance Corporation and Securities Investor Protection Corporation limits. *Statement of Financial Accounting Standards No. 105* identifies uninsured deposits as a concentration of credit risk requiring disclosure, regardless of the degree of risk. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risks for cash and cash equivalents.



EASTER SEALS HAWAI'I, INC.

(Formerly known as the Easter Seal Society of
Hawai'i, Inc.)

BYLAWS

(A not-for-profit corporation)

Adopted by the National Board of Directors July 21, 2001
Effective as of September 1, 2002

Amended January 24, 2007

BYLAWS

of

EASTER SEALS HAWAI'I, INC.

(a not-for-profit corporation organized under the laws of the State of Hawai'i)

ARTICLE I

NAME

The name of this corporation is Easter Seals Hawai'i, Inc. (hereinafter referred to as "Easter Seals Hawai'i"). Pursuant to a Membership Agreement, Easter Seals Hawai'i has been granted a license to use the trade mark "Easter Seals" and the registered symbol, the stylized Easter Lily, which along with all other intellectual property rights of Easter Seals, Inc., ("Easter Seals") are the sole and exclusive property of Easter Seals, Inc., (hereinafter referred to as "Easter Seals" or "Easter Seals National Headquarters"). Easter Seals Hawai'i is affiliated with Easter Seals by means of a Membership Agreement between Easter Seals Hawai'i and Easter Seals (the "Membership Agreement").

ARTICLE II

PHILOSOPHY, OBJECTIVES AND PROGRAMS

SECTION 1. PHILOSOPHY. The following statements express the philosophy of Easter Seals Hawai'i:

- A.** Easter Seals Hawai'i is a not-for-profit organization providing services to children and adults with disabilities or other special needs and their families.
- B.** Easter Seals Hawai'i recognizes that children and adults with disabilities or other special needs and their families want and need to be a part of their community life, and be accepted by their communities as individuals with rights and responsibilities.
- C.** Easter Seals Hawai'i supports services provided to help children and adults with disabilities or other special needs and their families reach their maximum capabilities and secure opportunities for their education, training and employment.
- D.** Easter Seals Hawai'i is committed to assure the adequacy and effectiveness of programs and services for children and adults with disabilities or other special needs and their families.
- E.** Easter Seals Hawai'i believes that it is essential to maintain autonomy in the manner in which it raises funds for support of its programs and services. Subject to the Membership Agreement, Easter Seals Hawai'i reserves the right to appeal directly to the public for support in conformity with accepted standards for ethical fundraising.

SECTION 2. OBJECTIVES. The objectives of Easter Seals Hawai'i shall be:

- A.** To establish and maintain high quality services which meet the needs of children and adults with disabilities or other special needs and their families.
- B.** To empower children and adults with disabilities or other special needs and their families to find and make effective use of resources which support them in developing their abilities and living purposeful lives.
- C.** To assist communities in the development and implementation of necessary and appropriate services for children and adults with disabilities or other special needs and their families.
- D.** To empower children and adults with disabilities or other special needs and their families by supporting them in obtaining their legal rights.
- E.** To support integration of children and adults with disabilities or other special needs and their families into the mainstream of community life.

SECTION 3. PROGRAMS.

- A.** In harmony with its stated objectives and those of Easter Seals, Easter Seals Hawai'i shall:
 - 1. Identify, facilitate and implement programs and services (collectively, "Programs and Services") necessary for the rehabilitation and improvement of the quality of life of children and adults with disabilities or other special needs and their families, so that they can conduct their lives with equality, dignity and independence.
 - 2. Identify, facilitate, develop and implement Programs and Services for all who are concerned with services for children and adults with disabilities or other special needs and their families, including professional personnel, parents, volunteers, caregivers, employers, corporations, businesses, and the general public. Such Programs and Services shall include without limitation general public health education programs and public education programs relating to specific disability issues.
 - 3. Encourage the active participation of committed, capable and giving volunteers at all levels of Easter Seals Hawai'i.
 - 4. Conduct comprehensive development activities to promote successful Easter Seals Hawai'i operations.
 - 5. Cooperate with, counsel and share information with Easter Seals and other affiliate organizations of Easter Seals (collectively, the "Affiliates") in order to improve their collective ability to meet the common mission of Easter Seals and its Affiliates.

- B.** In the advancement of the foregoing, it shall be the responsibility of the Easter Seals Hawai'i to:
1. Comply with the Standards of Membership for Easter Seals Affiliates (as defined in the Membership Agreement) developed and maintained from time to time by Easter Seals.
 2. Develop and maintain standards for all activities carried out under Easter Seals auspices, including programs and services, personnel, membership, administration, fundraising, communication, advocacy, public affairs and fiscal accountability.
- C.** Easter Seals Hawai'i shall not discriminate on the basis of age, sex, race, color, creed, national origin, marital status, sexual orientation, disability or other classifications protected by applicable law with regard to receipt of services, appointment or election to voluntary office, or hiring for, assignment to, or promotion in staff positions. All offices and facilities operating under Easter Seals Hawai'i's auspices shall be in compliance with the Americans with Disabilities Act of 1990.

ARTICLE III

MEMBERSHIP

There shall be no members of Easter Seals Hawai'i.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. NUMBER AND TERM OF OFFICE OF DIRECTOR. The Board of Directors of Easter Seals Hawai'i shall consist of at least ten (10) but not more than thirty (30) directors elected by vote of the Board at the annual meeting of the Board or at such other time as the Board may determine. Any director not elected at an annual meeting shall be elected for a term which will expire as of the date of the next annual meeting. There shall be one additional member who shall be the person from time to time serving as the Chairman of the Board of Easter Seals Hawai'i. At each annual meeting of the Board, the nominees for directors whose term has expired shall be elected for a term of three (3) years. Subject to the provisions of Section 3 of this Article IV, additional directors shall be elected to fill existing vacancies.

The directors shall be elected by the voting directors from nominees submitted by the Governance Committee (as defined below) or persons nominated from the floor at the meeting of voting directors, provided the consent of any such persons has been obtained in advance. If the number of nominees for director exceeds the number of vacancies to be filled, voting shall be by secret ballot, and those nominees receiving the greatest number of votes to the extent of the vacancies to be filled shall be deemed to be elected; provided, however, that if two (2) or more nominees shall receive the same number of votes for the last vacancies to be filled, then one or more new ballots shall be cast among such tying nominees until one of them shall receive a plurality of votes over those received by such other tying nominee or nominees.

SECTION 2. QUALIFICATIONS. No employee or immediate family member of an employee (including spouse, domestic partner or companion living in the same household, children or step-children, sibling or step-sibling, parents, in-laws, grandparents or grandchildren of Easter Seals, Easter Seals Hawai'i, or any other Affiliate shall be eligible to serve as a director (elected, honorary or ex officio) of Easter Seals Hawai'i. No President/CEO of Easter Seals Hawai'i, any other Affiliate or Easter Seals shall be eligible to serve as a director for three (3) years after his or her employment as President/CEO has ended. A director who has served a full term of three (3) years shall be eligible to succeed himself in office for one additional term of three (3) years. For the purpose of the foregoing limitation, time served by a director in filling a vacancy or as a director elected for a term of less than three (3) years shall be disregarded, whether such time was served before or after his first or second full term of three (3) years; nor shall this limitation preclude the Chairman of the Board of Easter Seals Hawai'i from serving in the directorship conferred upon him by virtue of his office as Chairman of the Board. A former director who has not served as director for at least one (1) year shall again be eligible for election as a director.

SECTION 3. VACANCIES. A vacancy in the office of director arising from any cause shall be filled for the unexpired term by election by the Board. Any director who has three (3) consecutive absences from regular meetings of the Board, beginning with the first meeting after his election, shall be considered as having resigned his position unless the Board excuses one or more of the absences, and the vacancy thus created shall be filled as provided in Section 1 of this Article IV. In the event a person already serving as a director shall become Chairman of the Board of Easter Seals Hawai'i, then, in order to maintain a full board, a vacancy shall be deemed to exist which may be filled by the Board for the period of such person's term of office as Chairman of the Board.

SECTION 4. EX-OFFICIO MEMBERS. The Immediate Past Chairman of the Board of Directors of Easter Seals Hawai'i shall be a voting member of the Board. The President/CEO shall be an ex-officio member of the Board, and any other person elected by the Board as an Honorary or Emeritus Director shall be an ex-officio member of the Board. Each ex-officio member shall be entitled to participate in the deliberations of the Board but shall have no vote unless any such person shall then be serving a term as a duly elected member of the Board.

SECTION 5. MEETINGS. The annual meeting of the Board shall be held each year on a day determined by the Board. At least three (3) regular meetings per year shall be held as determined by the Chairman of the Board at the place and date specified in the notice sent to the Board. Special meetings of the Board may be called by the Chairman of the Board, or upon the written request of one-third or more voting members of the Board. Notice of the time, place, and, in the case of a special meeting, the purpose thereof, shall be given by the Secretary of Easter Seals Hawai'i to each member of the Board not less than ten (10) days before the date specified for such meeting, except forty-eight (48) hours' notice of any meeting shall also satisfy the requirements hereunder (other than in cases where such notice is given for the removal of a director) if given personally or by phone. Such notice shall be addressed to each member at his or her address last recorded with Easter Seals Hawai'i. Members of the Board may participate in a meeting through use of a conference telephone or similar communications equipment, so long as all members participating in such meeting communicate with one another. Participating in a meeting pursuant to the foregoing sentence constitutes presence in person at such meeting. Any members may waive notice of a meeting.

SECTION 6. POWERS. The Board, subject to these Bylaws, shall exercise all corporate powers and conduct, manage, and control the affairs and property of Easter Seals Hawai'i. It shall cause the books and financial statements of Easter Seals Hawai'i to be audited annually by independent certified public accountants. It shall have the power to receive, use, hold, invest, and reinvest gifts, bequests, devises, grants, or funds from whatever source and use the same or

the proceeds thereof for Easter Seals Hawai'i or any of its services or activities, or as specifically designated.

SECTION 7. QUORUM AND VOTING. A quorum for the transaction of business shall exist whenever a majority of the Board is present in person. Each director shall be entitled to one vote, to be cast in person and not by proxy. Unless a greater vote is required by these bylaws, any proposal to come before the Board shall be deemed to be adopted upon the affirmative vote of the majority of the directors present and voting, a quorum being present.

SECTION 8. CONFLICT OF INTEREST. Easter Seals Hawai'i shall endeavor not to enter into business relationships with persons or entities in which its directors, officers, staff or members of the immediate families of any of the foregoing (including spouse, domestic partner or companion living in the same household, children or step-children, siblings or step-siblings, parents, in-laws, grandparents or grandchildren) have a direct or indirect interest ("Related Transactions"). However, in the event of a potential Related Transaction, the director holding such an interest shall fully disclose the nature of the conflict and the interest to the Board, and such director shall not participate in, or attend, the discussions or votes regarding the proposed Related Transaction.

SECTION 9. ACTION WITHOUT MEETING. Any action required or permitted to be taken by the Board under the provisions of the applicable state code, the Articles of Incorporation or these Bylaws may be taken without a meeting, if all members of the Board consent in writing to such action. Such written consent or consents will be filed with the minutes of proceedings of the Board. Such action by written consent will have the same force and effect as a unanimous vote of such directors.

SECTION 10. REMOVAL OF DIRECTOR. Any director may be removed from office at any time, upon the affirmative vote of not less than two-thirds (2/3) of the entire voting members of the Board.

SECTION 11. COMPENSATION. No director will receive compensation other than reimbursement from time to time for expenses incurred on behalf of Easter Seals Hawai'i.

ARTICLE V

OFFICERS

SECTION 1. NUMBER AND TERM. The officers of Easter Seals Hawai'i shall consist of a Chairman of the Board, one (1) or more Vice Chairmen (who shall be designated "First," "Second," etc.), a Treasurer, and a Secretary, all of whom shall be elected by the Board. Officers shall be elected to serve until the next annual meeting of the Board or until their successors shall have been elected and qualified. The Chairman of the Board, if duly qualified and elected, may succeed himself or herself in office for not more than one (1) additional term, provided, however, in certain special circumstance where the retention of the Chairman for an additional year is deemed to be in the best interest of Easter Seals Hawai'i, the Chairman, upon recommendation from the Governance Committee and approval by the Board may be elected to serve as Chairman of the Board for a second additional one year term. The Vice Chairmen may succeed themselves in office for one (1) additional term, if duly qualified and elected. The Treasurer may succeed himself or herself in office for two (2) additional terms, if duly qualified and elected. The Secretary may succeed himself or herself in office without limitation on the number of terms. The Board may also elect an Assistant Secretary and such other officers in its sole discretion, all of whom shall serve at the pleasure of the Board and who need not be a member of the Board.

All officers shall be elected from nominees submitted by the Governance Committee or persons nominated from the floor, provided the consent of the person has been obtained in advance.

SECTION 2. QUALIFICATIONS. All officers, except the Chairman of the Board, the Secretary and the Assistant Secretary, shall be elected from among the members of the Board. The Chairman of the Board, the Secretary and the Assistant Secretary may, at the Board's discretion, be elected from among the members of the Board. No salaried employee of Easter Seals, Easter Seals Hawai'i, or any other Affiliate shall be eligible to serve as officer of Easter Seals Hawai'i, except as Secretary or Assistant Secretary.

SECTION 3. REMOVAL FROM OFFICE. Any officer may be removed from office at any time, upon the affirmative vote of not less than a majority of the entire Board.

SECTION 4. VACANCIES. Any vacancies for any reason in any office of Easter Seals Hawai'i shall be filled for the unexpired term by election by the Board.

SECTION 5. DUTIES OF OFFICERS.

- A. CHAIRMAN.** The Chairman shall preside at all meetings of Easter Seals Hawai'i and shall act as Chairman of the Board. The Chairman shall be an ex-officio member of all committees, except the Governance Committee, of Easter Seals Hawai'i. The Chairman shall perform such duties as usually pertain to such office or as may from time to time be assigned to him by the Board. The Chairman shall be directly responsible to the Board and shall report to the Board all significant matters pertaining to the welfare of Easter Seals Hawai'i.
- B. VICE CHAIRMEN.** The Vice Chairmen, in order of designation, shall perform the duties of the Chairman in the Chairman's absence, and shall perform such other duties as the Chairman or the Board may from time to time designate. In the case of the Chairman's inability or refusal to serve, resignation, removal from office or death, the Vice Chairmen, in order of designation, shall fill the unexpired term of the Chairman.
- C. TREASURER.** The Treasurer shall be responsible for all the funds and securities of Easter Seals Hawai'i; shall authorize the payment of monies on such approvals and signatures as the Board may determine; shall be responsible for the maintenance of adequate books of account; shall present to the Board monthly financial statements of receipts and expenditures; and, at the close of the fiscal year, shall present to the Board a financial report for the year accompanied by a balance sheet and an income and expense statement audited by a certified public accountant.
- D. ASSISTANT TREASURER.** The Board may from time to time elect an Assistant Treasurer. The Assistant Treasurer may sign on behalf of Easter Seals Hawai'i, with such other officers as are authorized by the Board, any and all contracts or agreements authorized by the Board. The Assistant Treasurer shall do and perform such other duties as may be assigned from time to time by the Board or by the Treasurer. In the case of the Treasurer's (i) absence or (ii) inability or refusal to serve, resignation, removal from office or death, the Assistant Treasurer shall perform the Treasurer's duties during the Treasurer's absence, or for the remainder of the unexpired term, respectively.
- E. SECRETARY.** The Secretary shall attend and shall be responsible for the preparation and preservation of the minutes of all meetings of the Board. The Secretary shall serve ex-officio on such committees as may be appointed by the Chairman except the Governance Committee. The Secretary shall give all notices which may be required by

law or by these bylaws. The Secretary may sign on behalf of Easter Seals Hawai'i, with such other officers as are authorized by the Board, any and all contracts or agreements authorized by the Board. The Secretary shall have charge of such books, documents and papers as the Board may determine and shall do and perform such other duties as may be assigned from time to time by the Board. The Secretary may authorize the Assistant Secretary, if any, to perform or discharge any of the Secretary's duties or responsibilities.

- F. ASSISTANT SECRETARY.** The Board may from time to time elect an Assistant Secretary. The Assistant Secretary may sign on behalf of Easter Seals Hawai'i, with such other officers as are authorized by the Board, any and all contracts or agreements authorized by the Board. The Assistant Secretary shall do and perform such other duties as may be assigned from time to time by the Board or by the Secretary. In the case of the Secretary's (i) absence or (ii) inability or refusal to serve, resignation, removal from office or death, the Assistant Secretary shall perform the Secretary's duties during the Secretary's absence, or for the remainder of the unexpired term, respectively.

ARTICLE VI

PRESIDENT/CEO

The Board shall employ a President/CEO (or other similarly titled chief executive officer) of Easter Seals Hawai'i for such period of time and upon such terms and conditions as the Board may determine, except that no director who served on the Easter Seals National Board, or on the board of any Affiliate shall be eligible to serve as President/CEO of Easter Seals Hawai'i for three (3) years after the director's term of service has ended. The President/CEO shall be the chief executive officer of Easter Seals Hawai'i, and shall have authority to employ and discharge employees of Easter Seals Hawai'i. The President/CEO shall have the title of Hawai'i, and shall exercise such other powers customarily given to the chief executive officer of a business organization, including executing any and all contracts, instruments or agreements authorized by the Board. The President/CEO shall serve ex-officio, without vote, on all committees of Easter Seals Hawai'i except the Governance Committee and shall do and perform such other duties as may be assigned to him from time to time by the Board.

ARTICLE VII

COMMITTEES OF THE BOARD OF DIRECTORS

SECTION 1. APPOINTMENT AND TENURE. The Chairman shall appoint annually standing committees and special committees. Committee members shall serve until the designation of their successors, except as otherwise provided herein. The chairman of each standing committee shall be a member of the Board. Other committee members may be appointed from among the membership of the Board and from outside of the Board. Each committee member, with the exception of ex-officio members and consultants, shall be entitled to vote at committee meetings.

SECTION 2. STANDING COMMITTEES. The following committees, each of which shall have a minimum of five (5) members, shall be appointed annually by the Chairman of the Board. Except as otherwise provided herein, each committee's recommendations shall be transmitted to the Board for action.

- A. DEVELOPMENT COMMITTEE.** The Development Committee shall have responsibility for the financial support of Easter Seals Hawai'i's programs and services,

the quality and quantity of volunteer participation in Easter Seals Hawai'i, and the internal and external image of Easter Seals Hawai'i. It shall oversee the fund-raising programs of Easter Seals Hawai'i. It shall review and make recommendations to the Board regarding fund-raising standards and regulations for Easter Seals Hawai'i.

The Development Committee shall also oversee the management of a volunteer program for Easter Seals Hawai'i, assist in meeting the volunteer needs of Easter Seals Hawai'i, and maintain an awards program for such volunteers.

The Development Committee shall further be responsible for creating a positive image with the public, professionals and consumers of services of Easter Seals Hawai'i and for helping to increase the understanding of the objectives and programs of Easter Seals Hawai'i.

- B. FISCAL COMMITTEE.** The Fiscal Committee, of which the Treasurer shall serve as chair, shall oversee on behalf of the Board all matters relating to the funds, securities and investments of Easter Seals Hawai'i. It shall maintain a continuous and overall review of income and expenditures and shall make recommendations to the Board relating thereto. The Fiscal Committee shall annually present to the Board a budget of anticipated receipts and expenditures for the coming year. It shall, in addition, review regularly Easter Seals Hawai'i's fiscal position and make recommendations to the Board relating thereto. It shall also consider and advise upon any other matters relating to the fiscal management of Easter Seals Hawai'i.

The Fiscal Committee, with the Chairman, shall have authority to act on behalf of the Board on all financial matters which cannot be delayed until the Board's next regularly scheduled meeting. The Fiscal Committee, with the consent of the Chairman, is authorized to commit expenditures up to a total amount which shall be determined from time to time by the Board. Any action taken by such committee pursuant to the foregoing authority shall be reported to the Board at its next regular meeting.

- C. PROGRAMS AND SERVICES COMMITTEE.** The Programs and Services Committee shall have responsibility for identifying needs for programs and services and for overseeing the planning, implementing, and evaluating the programs of Easter Seals Hawai'i. The Programs and Services Committee shall oversee the quality of programs and services by reviewing and making recommendations to the Board regarding program performance standards and by monitoring compliance with these standards. It shall also be concerned with public and professional education programs.

The Programs and Services committee shall further study and make recommendations to the Board on policy positions to be taken by Easter Seals Hawai'i regarding legislation and regulations affecting the programs and services of Easter Seals Hawai'i and shall be concerned with Easter Seals Hawai'i's relationships with other public and private agencies serving children and adults with disabilities or other special needs and their families.

SECTION 3. GOVERNANCE COMMITTEE.

- A. APPOINTMENT.** The Governance Committee shall be appointed annually as a standing committee of Easter Seals Hawai'i. The Chairman shall appoint at least three (3) members from among the members of the Board, one of whom shall be designated as chairman of the Governance Committee. Neither the Chairman nor the President/CEO of Easter Seals Hawai'i shall serve as a member of the Committee, as an appointee or ex-officio. The Governance Committee shall meet on an as-needed basis.
- B. RESPONSIBILITIES.** The Governance Committee shall have responsibility for preparing and submitting to the Board at its annual meeting, a list of nominees for: (i) those directorships on the Board required to be filled at its annual meeting and any additional vacancies then existing; (ii) for the various offices of the Board; and, (iii) for the number of delegates to the National House to which Easter Seals Hawai'i is entitled and as many alternate delegates as are deemed necessary to act in the latter's absence from meetings.

The Governance Committee shall evaluate the participation of members of the Board who are eligible for re-election; analyze the composition of the Board and its future needs; solicit, evaluate, recruit, and select candidates to serve as directors; and nominate one candidate for each directorship to be filled for the coming year based on appropriate geographic distribution of candidates and their qualifications.

SECTION 4. EXECUTIVE EVALUATION AND COMPENSATION COMMITTEE.

- A. APPOINTMENT.** The Executive Evaluation and Compensation Committee shall consist of at least three (3) members, including the Immediate Past Chairman of Easter Seals Hawai'i as chairman, the Chairman and one or more other members who shall be selected by the Immediate Past Chairman and the Chairman.
- B. RESPONSIBILITIES.** The Executive Evaluation and Compensation Committee shall evaluate the performance and review and establish the compensation of the President/CEO. It shall meet at least once per year.

SECTION 5. EXECUTIVE COMMITTEE.

- A. APPOINTMENT.** The Executive Committee shall consist of the officers of the Board and up to three (3) other Board members appointed annually by the Chairman. The President/CEO shall serve as staff liaison.
- B. RESPONSIBILITIES.** The Executive Committee shall meet at the call of the Chairman. It shall have authority to act on behalf of the Board on non-policy and emergency matters between Board meetings, provided that such authority shall not operate to circumvent the responsibility and authority vested in the Board and its other committees by these bylaws. Any action taken by the Executive Committee shall be ratified by the Board at its next meeting.

SECTION 6. AUDIT COMMITTEE.

- A. APPOINTMENT.** The Audit Committee shall consist of at least three (3) members of the board, who shall be appointed by the Chairman of the Board. Neither the Chairman of the Board nor the Treasurer shall be eligible to serve on this committee, except that the

Treasurer shall be appointed as an ex-officio member without the right to vote. This committee shall meet at least annually.

- B. RESPONSIBILITIES.** The Audit Committee shall assure that a certified audit is performed by an independent certified public accountant, which includes Statements of Financial Position, Statements of Activities and Changes in Net Assets, Statements of Cash Flows and Statements of Functional Expense is completed and submitted to Easter Seals by December 1 following the end of the fiscal year. This committee shall be responsible for assisting the Board in its oversight of: (i) the integrity of the financial statements of the organization, (ii) the compliance with legal and regulatory requirements, (iii) the independence, qualifications and performance of the independent auditor, and (iv) the appropriateness of the organization's internal control procedures and their implementation. It shall also receive on an annual basis copies of the audited financial statements and the auditor's management letter, and will receive the annual IRS Form 990.

ARTICLE VIII

DELEGATES TO THE EASTER SEALS NATIONAL HOUSE OF DELEGATES

SECTION 1. NUMBER AND TERM OF DELEGATES AND ALTERNATE DELEGATES. The number of delegates and alternate delegates to the Easter Seals National House of Delegates for Easter Seals Hawai'i shall be determined by Easter Seals, Inc., in accordance with the current formulas as described in the Bylaws of Easter Seals, Inc. At each annual meeting of the Board, the nominees for delegates and alternate delegates shall be elected for a term of one year or until their successors shall have been duly elected and certified. The delegates shall be elected by the voting directors from nominees submitted by the Nominating Committee (as defined above) or persons nominated from the floor at the meeting of voting directors, provided the consent of any such persons has been obtained in advance. If the number of nominees for delegate or alternate delegate exceeds the number of vacancies to be filled, voting shall be by secret ballot, and those nominees receiving the greatest number of votes to the extent of the vacancies to be filled shall be deemed to be elected; provided, however, that if two (2) or more nominees shall receive the same number of votes for the last vacancies to be filled, then one or more new ballots shall be cast among such tying nominees until one of them shall receive a plurality of votes over those received by such other tying nominee or nominees.

SECTION 2. QUALIFICATIONS. No salaried employee of Easter Seals, Easter Seals Hawai'i, or any other Affiliate shall be eligible to serve as a delegate or alternate delegate of Easter Seals Hawai'i. A delegate or alternate delegate who has served a full term of one (1) year shall be eligible to succeed himself or herself in office without limitation.

SECTION 3. VACANCIES. A vacancy in the position of delegate or alternate delegate arising from any cause shall be filled for the unexpired term by election by the voting directors from nominees submitted by the Governance Committee.

ARTICLE IX

RULES AND PROCEDURES

Unless otherwise provided in these bylaws, "Robert's Rules of Order Newly Revised" shall be observed as the rules of procedure for all meetings of the Board and the committees provided for in these bylaws.

ARTICLE X

FISCAL YEAR

The fiscal year of Easter Seals Hawai'i shall begin on September 1 of each year and end on August 31 of the next succeeding year.

ARTICLE XI

USE OF EASTER SEALS NAME AND SYMBOLS

It is hereby reaffirmed that the trade name "Easter Seals", the registered symbol, the stylized Easter Lily by which it is identified, and all other intellectual property rights of Easter Seals, Inc., are the sole and exclusive lawful property of Easter Seals, Inc., and are used by Easter Seals Hawai'i with the consent of Easter Seals, Inc. Accordingly, in the event of the dissolution of Easter Seals Hawai'i or in the event its affiliation with Easter Seals, Inc., shall be terminated, voluntarily or involuntarily, Easter Seals Hawai'i shall thereupon immediately discontinue the further usage of such name and symbol, and of any other name and symbol which may hereafter be adopted by Easter Seals, Inc., and authorized for use by Easter Seals Hawai'i, and will promptly take all required action under state law to amend its charter to change its name to a name which does not contain the words "Easter" or "Seals" and which is not otherwise confusingly similar to its present name. Upon any notice of termination of the Membership Agreement, such former affiliate shall no longer identify itself by name or otherwise, directly or indirectly, as a part, or an affiliate of Easter Seals in any manner whatsoever and shall not have any of the rights or privileges pertaining to its former status as an affiliate.

ARTICLE XII

INDEMNIFICATION

Easter Seals Hawai'i shall indemnify, to the fullest extent allowed by the laws of the State of Hawai'i, any and all of its directors, officers or staff, or former directors, officers, or staff, against all judgments, fines and penalties and all costs and expenses reasonably incurred by them or any of them in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been directors, officers or staff (such expenses to include the cost of litigation) except in relation to matters as to which any such director, officer or staff shall be finally adjudged in such action, suit or proceeding to be liable for willful misconduct or gross negligence in the performance of duty and/or when indemnification would not be available under Hawai'i law. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled, under any agreement or otherwise. Easter Seals Hawai'i shall have the power to indemnify other agents as set forth in the laws of the State of Hawai'i.

ARTICLE XIII

NOTICES

All notices or other communications required or permitted hereunder shall be in writing and shall be deemed given or delivered: (i) when delivered personally or by commercial messenger; (ii) one day following deposit with a recognized overnight courier service, provided such deposit occurs prior to the deadline imposed by such service for overnight delivery; or (iii) when transmitted, if sent by facsimile copy or email, provided confirmation of receipt (whether in hardcopy or electronic format) is received by the sender in each case provided such communication is addressed to the intended recipient at the last known address as set forth in Easter Seals Hawai'i's corporate records.

ARTICLE XIV

AMENDMENTS

These bylaws may be amended from time to time, or new bylaws adopted, at any time by a concurrent vote of a majority of the Board.

(The Bylaws of Easter Seals Hawai'i, Inc., consist of the foregoing fourteen Articles.)

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Phone Contact: James J. Flood
Phone Number : (202) 964-4027

MAR 8 - 1974

Internal Revenue Service
Washington, DC 20224

Date: MAR 5 1974 In reply refer to: T:MS:EO:R:1-2



DO 95 EIN [REDACTED]

The Easter Seal Society for
Crippled Children and Adults,
Inc. of Hawaii
710 Green Street
Honolulu, Hawaii 96813

Gentlemen:

RECEIVED
JAN 23 1985
C.H.

We have considered your application for a group exemption letter holding your subordinate units exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code.

Our records show that you were held exempt from the payment of Federal income tax under what is currently section 501(c)(3) of the Internal Revenue Code on August 24, 1948. We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

Based on the information supplied we recognize your named subordinates on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954.

Additionally, we have classified the organizations you operate, supervise; or control, and which are covered by your notification to us, as organizations that are not private foundations as described in sections 170(b)(1)(A)(vi) and 509(a)(1) of the Code.

This exemption letter supersedes the individual ruling of exemption which was issued to your subordinate, The Easter Seal Society for Crippled Children and Adults of Oahu, Inc. Therefore, you should advise your subordinate accordingly.

Each of your exempt subordinates whose gross receipts annually is normally more than \$5,000 is required to file

The Easter Seal Society for Crippled
Children and Adults, Inc. of Hawaii

Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the close of its annual accounting period unless you include the subordinate in a group return. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

Your exempt affiliate subordinates are not required to file Federal income tax returns unless the subordinates are subject to the tax on unrelated business income under section 511 of the Code. If your exempt affiliated subordinates are subject to this tax, the subordinates must file an income tax return on Form 990-T. In this letter we are not determining whether any of the exempt affiliated subordinates present or proposed activities is unrelated trade or business as defined in section 513 of the Code.

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, your exempt affiliated subordinates are not automatically exempt from other Federal excise taxes.

Your exempt affiliated subordinates are not liable for the taxes under the Federal Insurance Contributions Act (social security taxes) unless such affiliated subordinates file a waiver of exemption certificate as provided in that Act. Your exempt affiliated subordinates are not liable for the tax under the Federal Unemployment Tax Act. However, your exempt affiliated subordinates are required to withhold Federal income taxes of their employees. Inquiries about the waiver of exemption certificate for social security taxes, or any questions concerning excise, employment, or other Federal taxes should be addressed to the District Director, Internal Revenue Service, 300 North Los Angeles Street, Los Angeles, California, 90012, which is your key district for exempt organization matters.

Donors may deduct contributions to your exempt affiliated subordinates as provided by section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to or for the use of your exempt affiliated subordinates are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

The Easter Seal Society for Crippled
Children and Adults, Inc. of Hawaii

Each year, within 45 days after your annual accounting period closes, please send the following to the Director, Internal Revenue Service Center, 11601 Roosevelt Boulevard, Philadelphia, Pennsylvania 19155, Attention: EOR Branch:

1. A statement describing any changes during the year in the purposes, character, or method of operation of your affiliated chapters. (subordinates).
2. A list of the names, mailing addresses including Postal Zip Codes, and employer identification numbers (if required for group exemption letter purposes) of affiliated subordinates on your group exemption roster that during the year:
 - a. changed names and addresses:
 - b. were deleted from the roster; and
 - c. were added to the roster.

A directory of affiliated subordinates may be substituted for this list if it includes the required information and identifies the affected affiliated chapters according to the three categories above.

3. For affiliated subordinates added to the roster a letter signed by one of your principal officers containing or attaching:
 - a. a statement that the information upon which your present group exemption letter is based applies to the new affiliated subordinates

The Easter Seal Society for Crippled
Children and Adults, Inc. of Hawaii


- b. a statement that each has given you written authorization to add its name to the roster;
 - c. a list of those to which the Service previously issued rulings or determination letters relating to exemption; and
 - d. a statement that none of the affiliated subordinates are private foundations as defined in section 509(a) of the Code.
4. If applicable, a statement that your group exemption roster did not change during the year.

You should advise each of your exempt affiliated subordinates of the exemption and the pertinent provisions of this ruling, including the requirement for filing information or other returns.

The key District Director of Internal Revenue is being advised of this action.

Please be sure to enter your employer identification number on all your tax returns and in correspondence with the Internal Revenue Service.

Sincerely yours,


Milton Cerny
Chief, Rulings Section 1
Exempt Organizations Branch

Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810

RECEIVED
BUSINESS REGISTRATION
DIVISION
MAY 21 3 21 PM '80
REGULATORY AGENCIES
STATE OF HAWAII

In the Matter of the Amendment of)
the Charter of Incorporation of)
EASTER SEAL SOCIETY FOR CRIPPLED)
CHILDREN AND ADULTS, INC. OF)
HAWAII)

CERTIFICATE OF AMENDMENT

The President and Secretary, respectively, of EASTER SEAL SOCIETY FOR CRIPPLED CHILDREN AND ADULTS, INC. OF HAWAII, a Hawaii non-profit corporation, do hereby certify that at a special meeting of the members of said corporation duly called and held at 710 Green Street, Honolulu, HI on the 23rd day of February, 1980, for the purpose of changing the name of the said corporation, it was voted by not less than two-thirds of the members present at the meeting to amend the Charter of Incorporation of said corporation by deleting the name EASTER SEAL SOCIETY FOR CRIPPLED CHILDREN AND ADULTS, INC. OF HAWAII wherever it appears in the Charter of Incorporation, and inserting in lieu thereof the name EASTER SEAL SOCIETY OF HAWAII, INC.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands this _____ day of May 20, 1980.

[Redacted Signature]
[Redacted Signature] N.A. TAKETA
Secretary

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

KAREN A. TAKETA and _____ being

first duly sworn on oath depose and say that they are the President and Secretary, respectively, of EASTER SEAL SOCIETY FOR CRIPPLED CHILDREN AND ADULTS, INC. OF HAWAII; that as such officers they are duly authorized to sign the foregoing Certificate of Amendment; and that they have read the said Certificate, know the contents thereof, and that the same is true.

[Redacted Signature]
President, KAREN A. TAKETA
[Redacted Signature]
Secretary

Subscribed and sworn to before me this 20th day of May, 1980.
[Redacted Signature]

Notary Public, ~~Just~~ Judicial Circuit,
State of Hawaii

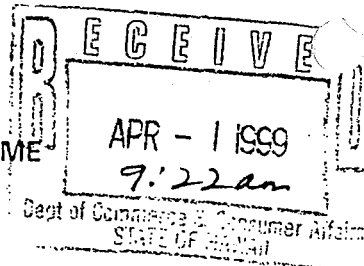
My commission expires: September 20, 1980

I hereby approve the foregoing amendment this 21st day of May, 1980.

Nonrefundable Filing Fee: \$20.00
Submit Original and One True Copy

DOMESTIC NONPROFIT
Name Change Amendment

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
Business Registration Division
1010 Richards Street
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810



ARTICLES OF AMENDMENT TO CHANGE CORPORATE NAME
(Section 415B-38, Hawaii Revised Statutes)

The undersigned, duly authorized officers of the corporation submitting these Articles of Amendment, certify as follows:

1. The present name of the corporation is:

~~The~~ Easter Seal Society of Hawaii, Inc.

2. The corporation's name is changed to:

Easter Seals Hawaii

3. If adoption of the amendment was by the members, complete the following:

A. A meeting of the members was held on _____
(Month Day Year)
A quorum was present at the meeting, and at least two-thirds of the members present at the meeting voted to adopt the amendment.

OR

B. The amendment was adopted by the written consent of all of the members of the corporation entitled to vote.

4. If adoption of the amendment was by the board of directors, complete the following:

A. A meeting of the directors was held on 08 26 98
(Month Day Year)
A quorum was present at the meeting, and an majority of the directors in office voted to adopt the amendment.

OR

B. ~~The amendment was adopted by the written consent of all of the Board of Directors.~~

5. If the amendment was adopted by the Board of Directors, check one of the following:

The corporation has no members. OR There are no members entitled to vote.

We certify under the penalties of 415B-158, Hawaii Revised Statutes, that we have read the above statements, and that the same are true and correct.

Witness our hands this 30 day of March, 19 99.

Diane D. Hastert, Chairperson

Mike Lam, Secretary



(Signature of Officer)

(Signature of Officer)

(See Reverse Side For Instructions)

House District 42 _____

Senate District _____

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

Log No: 19-0

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:

Dba: Ewa Historical Society, Inc.

Street Address:

Mailing Address: P.O. Box 60459, Ewa HI 96706-7459

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name NETRA HALPERIN _____

Title Legislative Aide _____

Phone # 808-586-6080 _____

Fax # 808-586-6081 _____

e-mail repcabanilla@capitol.hawaii.gov/netra@maui08.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:

HISTORICAL PRESERVATION OF: The Ewa Manager's Mansion. Verona Villages; Renton Village; Tenny Village; Lincoln Village; Ewa Mill; and the Ewa Chemical Mixing Plant

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 \$ 50,000. _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

ROSEBELLA MARTINEZ, PRESIDENT
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".

2009 JAN 30 P 4-27

I. Background and Summary

1. Ewa Historical Society, Inc. is a non-profit 501C-3 organization created for the acquisition, restoration, preservation, and maintenance of historical buildings, places, artifacts, and other entities in the Leeward coast - most importantly, the Ewa Villages. This organization has been in existence since 1995 upon the closure of Ewa Sugar Mill. The Villages consist of Varona, Tenney, Fernandez, and Renton. These villages were once the residences of the plantation workers. The center-point of these villages were the Ewa Sugar Mill, the shopping basket, the manager's houses and a church. There has been no restoration or preservation of these buildings since then.

2. This request is for seed money for the organization to carry out its objectives. These funds will first bring renovation construction jobs into our bedroom community. Upon completion, the historical society will offer tours. This will bring much needed dollars into our community and by allowing some residents to work close to home, will help alleviate commuter traffic.

1.

3. Ewa Villages is a community unlike any other in this country. It is a living portrayal of multi-ethnic plantation life. Preserving this district will provide a reminder of our heritage for current and future generations; for all residents and visitors to Hawaii.

2. The geographic area covers the buildings on Renton Road, the Mill area, the old Ewa Cemetery, and the rail depot. The organization's primary interest is to restore the Ewa Manager's Mansion as a museum.

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. The first goal is to acquire or lease the Ewa Manager's Mansion from the City & County of Honolulu, so that it can be preserved from further decay. This mansion is the cradle and the main center point of the community; the gathering place; the pride of Ewa. Ewa Villages received a grant for \$40,000. from "Preservation

America" - a federal government project - towards historic preservation. The money was given to the State Historical Preservation Division for the study on the amount of money needed to preserve the Ewa Villages Historical Core. With this study, we hope to garner more grants to augment the \$100,000 we hope to receive from the State. We have a fundraising dinner scheduled for July of this year.

The organization will call upon the expertise of the community for the restoration; such as changing the termite damaged walls, replacing outdated electrical and plumbing, and dealing with rat infestation. The officers will solicit donations of supplies from construction companies. We will try to conserve the seed money as much as we can; and only spend it on expertise and supplies that cannot be obtained otherwise.

Six months after the receipt of supplies we should be able to replace the termite infested walls. From six to twelve months, plan to be able to fix the electrical, plumbing and fixtures. In thirteen to twenty four months, we will work on restoring the aesthetics of the building and at the same time start storing artifacts.

Responsibilities lie with the officers and board of directors of the organization. We will provide a report to the legislature and to state auditors upon demand on how the funds were spent. The report will be provided every six months upon request.

The physical improvements of the building will be the measure of effectiveness. Ewa Historical Society, Inc will obtain photos; provide receipts of donations, receipts of expenditures and log of work performed; and by whom. The State Historical Preservation Division will be invited to visit the building.

III. Financial

Budget

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$100,000.00

a

Quarter 1 & 2: Garner donated supplies; request a lease agreement with the City & County of Honolulu. Purchase supplies we that we can't obtain as donations.

Quarter 3 & 4: If unable to enter into a lease agreement with the city for *the* Ewa Manager's Mansion, we will focus on restoring the abandoned Ewa Cemetery.

This project will bring jobs and commerce into the Ewa region. Tourists drawn to the historical tours will also patronize local shops and restaurants.

IV. Experience and Capability

Lance Arakawa has been the president of the organization since 1995. He has worked with multiple restoration projects within the Villages and was a project manager for the maintenance of Varona Villages and the Bachelor Quarters within Ewa Villages. We have not been able to get any professional help due to lack of funding. This grant will help the organization fund professional help as needed. Mr. Lance Arakawa had done preventive maintenance for the mansion since 1995. This is why the building is what it is today because of his efforts. Although the building is not fully restored, it has prevented further decay.

Vice President Pastor Noble is a clergy and community leader.

Mr. Keebul Pantohan is a retired sugar mill employee who single handedly, as a volunteer, has maintained the abandoned Ewa Cemetery until today. He has been a member of the Ewa Historical Society since 1995.

Mr. Tony Bise is a long time resident of Ewa, retired employee of Ewa Sugar Mill and Chairman of the Board of Ewa Credit Union. He has been a member since the inception of the organization.

Will Espero is a State Senator

Rida Cabanilla is a State Representative for the Ewa District

Philmund Lee Esq. is a well versed non-profit lawyer

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Since the appropriation is for seed money, there is no intention to hire paid staff at this time. The officers and board of directors will spearhead the whole project as volunteers.

B. Organization Chart

President: Rosabella Martinez

Vice president: Philmund Lee

Board of directors:

Lance Arakawa

Rida Cabanilla

Tony Bise

Keebul Pantohan

Will Espero

C. FACILITIES

The Ewa Cemetery was first used in the 19th century. There are headstones dating back to as early as 1896. Both this cemetery and the Ewa Managers' Mansion are registered in the State Historical Preservation Division. Since its closure for burial in 1976, it has been without maintenance except for a few volunteers - and lately it's has been left to the efforts of two members of this organization. The Ewa Managers Mansion is closed at this time. It's architectural significance dates back to when it was the residence of James Dole - the "pineapple man". Other attached buildings such as the Maid's Quarters have already disappeared without documentation. The biggest fear of the organization is that the mansion will become prey to arson

VI. Other

A. Litigation

None

B. Licensure or Accreditation

The members of the Ewa Historical Society are not accredited or licensed in historic preservation. However we are highly dedicated and sincere in our devotion to historical and cultural preservation. Lance Arakawa is excellent in construction and restorative work.

**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.

Ewa Historical Society Inc.

(Typed Name of Individual or Organization)



(Signature)

11/30/09

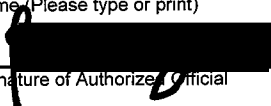
(Date)

RosaBella Martinez, _____ President _____
(Typed Name) (Title)

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

App

Ewa Historical Society

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Rosabella Martinez	808-224-1261	
(b)		Name (Please type or print)	Phone	
(c)			1/30/09	
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	100,000	President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Ewa Historical society Inc.

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
500 requested will be used to buy supplies and equipment for restoration			\$ 50,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ 50,000.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
none			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; width: 150px; height: 20px;"></div> <div style="font-size: 2em; font-family: cursive;">1/30/09</div> </div>				

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Ewa Historical Society, Inc

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
				\$ 0 -
				\$ 0 -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS: <div style="background-color: black; width: 150px; height: 20px; display: inline-block; vertical-align: middle;"></div> 1/30/09				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Ewa Historical Society, 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				100,000	50,000	
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:					50,000	
JUSTIFICATION/COMMENTS:						
<div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div> 1/30/09						

House District 28

Senate District 12

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

Log No: 20-C

For Legislature's Use Only

rec'd
JAN 28 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):

DEPT. OF LAND AND NATURAL RESOURCES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): LNR 806 (PARKS ADMINISTRATION AND OPERATION)

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: Friends of Iolani Palace

Street Address: 364 S. King St.

Mailing Address: P.O. Box 2259, Honolulu, HI 96804

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KIPPEN DE ALBA CHU

Title Executive Director

Phone # 522-0825

Fax # 532-1051

e-mail director@iolanipalace.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 PROVIDE FOR HURRICANE PROTECTION SYSTEMS FOR IOLANI PALACE AND TO RESTORE, REPAIR, AND REFINISH FACILITIES WITHIN THE PALACE COMPLEX, INCLUDING THE BARRACKS (HALE KOA) AND THE KANAINA BUILDING (OLD ARCHIVES).

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-

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

KIPPEN DE ALBA CHU, EXECUTIVE DIRECTOR
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;
2. The goals and objectives related to the request;
3. State the public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

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 grant request is to cover the following capital improvement costs:

- 1) Design and install a hurricane protection system for Iolani Palace;**
2) Repair, restore, and refinish both interior and exterior walls, ceilings, flooring, and windows on three buildings within the Palace Complex – Iolani Palace, Iolani Barracks, and Kanaina Building.
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

Grant monies are to cover costs incurred from July 1, 2009 through June 30, 2010.

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 application is to provide direct financial assistance for capital improvements to Iolani Palace and other historic structures within the 11-acre Palace complex. For these projects, work performed by outside contractors is supervised by Palace security and reviewed by a Facilities Manager and the Curator. If the work includes historic preservation, The Friends will also consult with a historic preservation architect as well as the State Historic Preservation Office.

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.
 - 1) **Full accounting of all state funds expended, including copies of invoices paid.**
 - 2) **Final narrative on all expenses paid, stating purpose for each expenditure and results achieved.**

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
- 0 -	\$200,000	\$100,000	\$100,000	\$400,000

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

The Friends is requesting federal funding through Hawaii's congressional delegation. In addition, The Friends is applying for a number of private foundation grants, including the Campbell Foundation, the Annenberg Foundation, and the McInerney Foundation.

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 applicant was founded in 1966 for the express purpose of supporting and guiding the restoration and management of Iolani Palace. Once the Palace reopened to the public in 1978, the applicant has dedicated itself to preserving the structure as well as the history of the Hawaiian monarchy. The applicant's main goal is to operate the Palace as an educational facility and to provide visitors with a fresh understanding of Hawaii's royal heritage.

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.

Iolani Palace is arguably the most significant historical building in Hawaii. It also stands as a powerfully emotional symbol of a modern and independent nation more than 100 years ago. As a state facility, ADA requirements are handled by DLNR.

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

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

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: Friends of Iolani Palace

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries		981,000		
2. Payroll Taxes & Assessments		90,000		
3. Fringe Benefits		135,400		
TOTAL PERSONNEL COST		1,206,400		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance		20,000		
3. Lease/Rental of Equipment		60,000		
4. Lease/Rental of Space		0		
5. Staff Training		18,620		
6. Supplies		24,500		
7. Telecommunication		14,000		
8. Utilities		312,000		
9. Marketing & Promotion		137,000		
10. Postage & Shipping		7,950		
11. Repair and Maintenance		128,700		
12. Equipment Purchases		8,500		
13. Regulatory Fees / Audit		18,600		
14. Printing		26,150		
15. Special Events		35,000		
16. Departmental Projects - Curatorial		69,180		
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES		880,200		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	400,000			
TOTAL (A+B+C+D+E)	400,000	2,086,600		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	400,000	Kippen de Alba Chu	522-0825	
(b) Operational Revenue	1,241,500		Phone	
(c) Development / Member Dues	851,000		1/28/09	
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	2,492,500	<i>Executive Director</i>		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Friends of Iolani Palace

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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Friends of Iolani Palace

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: Friends of Iolani Palace

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			10000			
CONSTRUCTION			210000			
EQUIPMENT			180000			
TOTAL:	0	0	400,000	0	0	0
JUSTIFICATION/COMMENTS:						

**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:

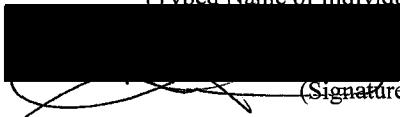
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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 Iolani Palace

(Typed Name of Individual or Organization)


(Signature)

1/28/09
(Date)

Kippen de Alba Chu

(Typed Name)

Executive Director

(Title)

House District 47
Senate District 23

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

Log No: 21-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST -- OPERATING

GRANT REQUEST -- CAPITAL

SUBSIDY REQUEST

rec'd
JAN 29 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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

FRIENDS OF SAMOA, INC.

Street Address:

48-501A Waiahole Valley Road
Kane'ohe, Hawaii 96744

Mailing Address: same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name VICKI HIGGINS

Title Executive Director

Phone # (808) 372-9937

Fax # none

e-mail info@friendsofsamoa.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:

FRIENDS OF SAMOA, INC., IS REQUESTING STATE FUNDS TO IMPLEMENT A SERIES OF PROGRAMS WITH A FOCUS ON TRADITIONAL NATIVE PRACTICES AND ITS RELEVANCE TO THE BUSINESS ENVIRONMENT. PROPOSED PROGRAMS ARE:

- Samoan and Pacific Island Culture and Traditional Language Programs
- Multi-cultural workshops and seminars to promote Unity in Community
- Distance learning course offerings
- Educational consultation, technical assistance, evaluation and development
- Health education seminars and workshops, to include disease control and prevention
- Better Choices (family strengthening) workshops designed to alter violent behavior and substance abuse, using culturally sensitive protocols
- Cultural brokering between and among ethnic communities, service providers, job training and placement groups, public and private entities.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 210,800

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 \$ 12,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

VICKI HIGGINS
NAME & TITLE

1/28/2009
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.

Our organization was established by a unique group of individuals as a Community-Based resource for Samoan and Pacific Islanders residing in Honolulu. In 2003, Friends of Samoa secured an agreement to lease 8.3 acres of land located in Waiahole Valley situated on the Windward Coast of O'ahu. At the time of signing, the property was in an advanced state of neglect, uncultivated and wild with an overgrowth of bushes, trees and tall grass. However, over the course of five years, the fortitude and determination of a core group of community volunteers have transformed our site into a thriving and vibrant farm consisting of diversified agriculture. Currently, the site encompasses a series of organically cultivated crops such as breadfruit, banana, tapioca, yams, coconut, avocado and mango. Approximately 2 acres of the site contains a luxuriant patch of dry-land taro.

Friends of Samoa is now postured to implement a series of community service programs by utilizing our land asset as an instrument to teach traditional values, instill self-assurance and mentor our youth. Concerns emerging from the recent economic troubles present an opportunity to advance and elevate the importance of a traditional food security system. We have established productive relationships with a number of youth groups located on the Windward Coast from Kahuku to Kailua. A needs assessment conducted by our organization indicates that our young adults would benefit from activities that allow them to engage in native practices.

With adequate funding, Friends of Samoa would focus on the following year-round programs and activities:

- Samoan and Pacific Island Culture and Traditional Language Programs
- Multi-cultural workshops and seminars to promote Unity in Community
- Distance learning course offerings
- Educational consultation, technical assistance, evaluation and development
- Health education seminars and workshops, to include disease control and prevention
- Better Choices (family strengthening) workshops designed to alter violent behavior and substance abuse, using culturally sensitive protocols
- Cultural brokering between and among ethnic communities, service providers, job training and placement groups, public and private entities.

2. The goals and objectives related to the request.

Friends of Samoa ultimately endeavors to serve as a point of compatible intervention for minority groups in environments impacted by poverty, crime, drugs, violence, poor health and limited educational opportunities. The fundamental underlying concept in our mission is that traditional values are an integral part of our lives - family, workplace, environment. The success of Friends of Samoa will ultimately be in the number of families, individuals, and community groups that make a choice to identify with the sustenance, safety and strength that is related to environmental stewardship.

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

For many migrants from Pacific Island nations and a significant part of the Hawaiian population, there are considerable hardships related to housing, employment and education. Many have found themselves at the bottom of the socio-economic scale and some have remained there for several generations. Without any intervention, there is a natural tendency for the family to experience erosion, resulting in diminished expectations for success.

However, in recent years, we have seen a substantial increase in cultural intervention and its positive impact on native groups. Many Pacific Islanders have experienced a separation from the familiar communal system and have adapted instead to Western thought which promotes ambition for the benefit of the individual. Village structure consists of interdependent responsibilities and social interactions, while modernization has challenged traditional values and focuses on a cash economy.

Following the line of logic that one's identity and culture are synonymous, Friends of Samoa promotes traditional intellect and its application in today's modern world. Planting and tending to the crops in a manner that ensures the well-being of the entire village may be compared to securing steady employment, performing at one's full potential and being appropriately recognized as the head of household. When confidence and self-esteem are in tact, there is an inclination to pursue compatible career choices that are rewarding and fulfilling. Further, there is less difficulty in adapting to adverse circumstances. The mere physicality that is required to sustain one's own food source encourages healthier lifestyles in terms of diet and exercise.

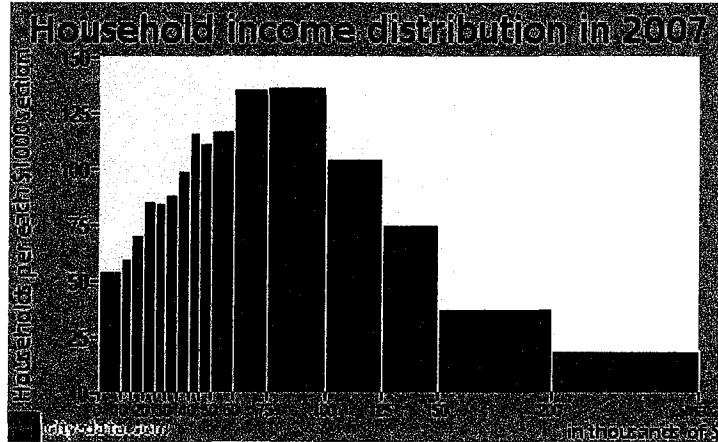
The ability to read, write and speak the traditional language is a necessary component to the survival of any group. The absence of language competency results in assimilation with a group in the nearest proximity.

4. Describe the target population to be served.

Friends of Samoa endeavors to be a model of social innovation and multi-cultural marketing. Our organization has engaged leaders that possess the experience and skills necessary to employ new strategies, concepts and ideas that meet a broad range of social needs - from working conditions and education to community development and health. Our proposed programs are

designed to extend, strengthen and perpetuate Hawai'i's families. Statistics indicate that families and individuals in need of such services tend to be low-income, single-parent households, and others residing in areas impacted by poverty, crime, drugs, violence, poor health and limited educational opportunities.

The following chart from www.city-data.com depicts 2007 household incomes for the 96744 zip code which covers districts from Kaneohe to Waiahole/Waikane. Friends of Samoa targets households earning less than \$60,000 annually. Data from this website also indicates that there were 2,260 single-parent households in 2007.



5. Describe the geographic coverage.

The area from Kane`ohe to Kahuku is under-served in terms of providing programs and activities for children and adolescents. Friends of Samoa has established productive relationships with residents, communities and sports groups located along the Windward Coast of O`ahu. We have an on-site Community Center that frequently accommodates meetings of all types; i.e., neighborhood meetings, language competency workshops, farmers' meetings, traditional farming practices workshops, etc. It is ideally located in Waiahole Valley, which is central and convenient for attendees from Kahuku to Kane`ohe.

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.

Friends of Samoa intends to measure its impact upon the needs of our constituency based upon quantitative and qualitative measures. Results will be assessed based on the number of individual and family participants each year; number of skilled instructors and trainers capable of engaging and sustaining community involvement; quality of on-site workshops, seminars and

conferences hosted/convened in Waiahole that promote relevant cultural themes; volume of produce successfully harvested and distributed; number and quality of native species identified, planted and cultivated for medicinal purposes; and other traditional and environmental-friendly practices.

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

The Board of Directors and volunteer consultants have ensured the integrity of the organization through sound infrastructure development, website development, organized year-round events, raised private funds and secured community relationships. Deserving of special recognition are the community volunteers that devoted every spare moment over the past five years to clearing 8.3 acres of land, planting and cultivating crops to bring the farm to its current condition, which is thriving.

Upon funding, Friends of Samoa is postured to immediately begin implementation of the proposed programs and activities, as well as continue existing activities and development. We are prepared to submit quarterly reports which demonstrate the number of families and individuals actively engaged in on-site programs.

First Quarter. Preparation for the initial three programs is minimal. Within the first quarter, Samoan and Pacific Island Culture and Traditional Language Programs, Traditional Farming Practices, and Multi-cultural workshops and seminars will be conducted on a regular schedule.

Second Quarter. Friends of Samoa will devote considerable time and focus on health and wellness in the second quarter of operation. Instruction on the cultivation, harvest, preparation and distribution of organic crops from the farm site will be incorporated as a major component in existing programs and activities. This information is critical to the target population in terms of adopting healthy eating habits and exercise routines. Through relationships with organized sports groups, Friends of Samoa will have a presence at sporting events on the Windward Coast throughout the year to engage families and distribute information relative to disease control and prevention.

Third Quarter. At the onset of the third quarter of operation, Friends of Samoa will engage in educational consultation, technical assistance, evaluation and development. Participants will be well-versed in the earlier components and be exposed to higher education opportunities, leadership building, civic participation and social justice. Also during the third quarter, Friends of Samoa endeavors to conduct research and development related to the conception and manufacturing of a "signature product." This unique product will consist of ingredients grown on site and marketed and distributed as a healthy alternative item. This exercise in social enterprise will be designed to generate revenue for the organization.

Fourth Quarter. Through relationships with existing participants and ongoing networking efforts, Friends of Samoa will engage community members in Better Choices, a family strengthening series of workshops designed to diminish negative behavior and empower positive

outcomes. This activity presents an opportunity to determine compatible career choices and steps needed to be successful in these pursuits.

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 Program Director will be assigned to monitor, evaluate, and improve results, if necessary. Quarterly reports will determine if goals are being met and that participants are on track to being successful. Any barriers to a successful outcome will be discussed immediately with leadership to determine appropriate action.

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.**

Friends of Samoa intends to accurately measure its impact upon the needs of our constituency based upon quantitative and qualitative measures. Results will be assessed based on the number of individual and family participants each year; number of skilled instructors and trainers capable of engaging and sustaining community involvement; quality of on-site workshops, seminars and conferences hosted/convened in Waiahole that promote relevant themes; volume of produce successfully harvested and distributed; number and quality of native species identified, planted and cultivated for medicinal purposes; and other traditional and environmental-friendly practices.

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 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
\$52,700	\$52,700	\$52,700	\$52,700	\$210,800

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

- Year-Round Grassroots Fundraising
- Minami Community Foundation
- HMSA – grant request
- Administration for Native Americans
- Revenue generation from organic crop sales and signature product sales.

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.

Staff Capabilities. Loia Manuele Fiaui holds a PhD. In Social/Cultural Anthropology, a Masters Degree in Interdisciplinary Studies in Anthropology, Asian Studies and Education from the University of Oregon and a BA in History from Brigham Young University-Hawaii Campus. He has submitted a dissertation “A Study of Samoa by a Samoan on the importance of native knowledge on cultural preservation and perpetuation of social organization in Samoa” for a Doctoral Degree in Cultural Anthropology at UCLA. Dr. Fiaui has a wealth of experience at local, regional and national levels in a variety of areas including design, development and management of service systems and organizations. He has a strong background in ethnographic research in both field research and research directorship. Dr. Fiaui directed and supervised all fieldwork sites in California, Washington, Oregon and Hawaii for the Northwest Regional Educational Laboratory’s research project funded by the U.S. Department of Labor in 1983-84 to complete the Study of Poverty and Job Training Needs of American Samoans in the United States. Dr. Fiaui also worked as Hawaii field director for the National Office of Samoan Affairs on its 1994-97 contract with the United States National Cancer Institute to do cancer research among Samoans in California, Hawaii and American Samoa. Currently, Dr. Fiaui is with the Department of Health as a counselor to incarcerated adults. He has also published in the areas of Culture, Education and Social Work.

Fituina Fiapule Tuanaitau holds a Masters Degree in Public Administration/Policy with specialization in program development, criminal investigation and the family court system. Tuanaitau has a depth of experience in a variety of settings including family mediation, drugs and domestic violence, community policing, youth gang and diversion programs, culture education and youth, anger management and counseling, social service research and program design and implementation, and program management and evaluation. He has directed and conducted local ethnographic survey research among Samoan communities and churches in Hawaii which are

incorporated into the "Master Comprehensive Plan" for Samoans and the Samoan Communities in the United States.

Vicki Higgins attended Marymount Palos Verdes College in California and is pursuing a Masters Degree in Business Administration. She has worked in Hawaii's non-profit sector for four years and as Executive Director for two organizations with Budgets exceeding \$1.5 million. Ms. Higgins previously worked for five years with an international law firm located in San Francisco as the Senior Legal Assistant in the Corporate Mergers department. She has conducted considerable research on Polynesian history and has authored a number of compositions in this area. She has been responsible for strategic planning, operational initiatives and Board governance matters.

Etene Peniamina Fau is a graduate from Samoa College and the University of the South Pacific School of Agriculture, obtaining a diploma in Tropical Agriculture. Mr. Fau worked as a technician in the Agricultural Engineering Department at the University of the South Pacific where he headed the workshop that built and maintained agricultural equipment. He also worked with the Prime Minister's Department of Rural Development on technology projects. Additionally, Mr. Fau is an accomplished musician and continues to entertain audiences in various venues in Hawai'i.

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.

There is an existing structure on-site that is currently utilized as a Community Center. This Center has the capacity to comfortably accommodate 30-35 people, either inside the meeting area, or outside accommodations are also available. There is also a sizable loft that is ideal for separate activities involving technical training or related projects.



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

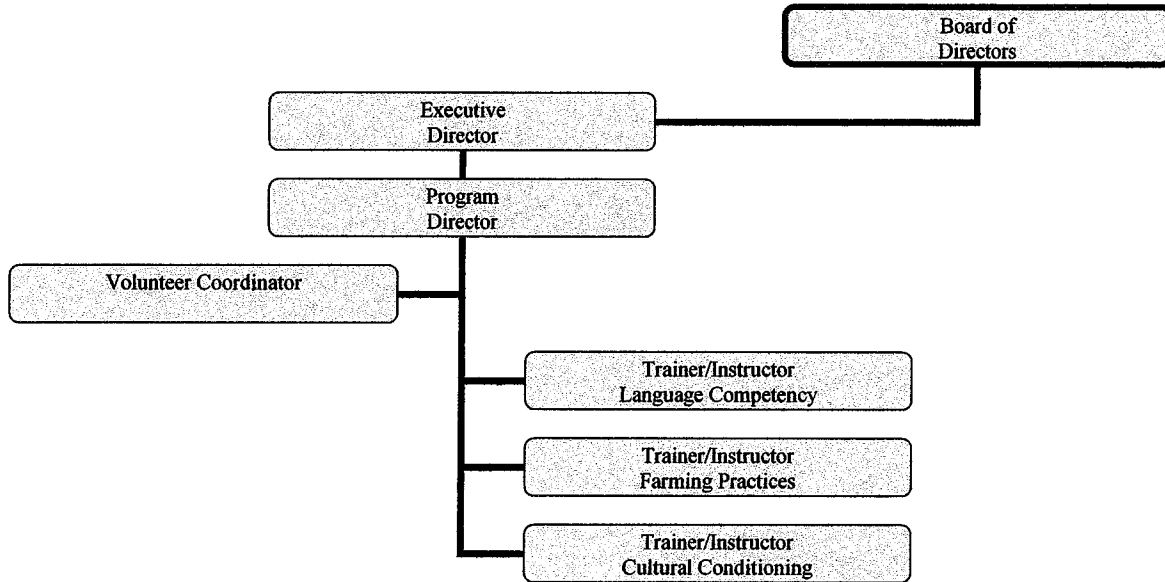
ability to supervise, train and provide administrative direction relative to the request.

In order to meet the stated objectives of the organization, the following personnel are required:

- **Executive Director (full time)**- Serves as an advocate for the organization's mission; responsible for staffing, overseeing project development and operation; establishes and maintains relationships with relevant agencies, and provides financial oversight; develops strategic and evaluation plans; ensures a healthy ratio of public and private funding; grant-writing, community philanthropy, fundraising events. The Executive Director reports directly to the Governing Board.
- **Program Director (full time)** – Responsible for developing and maintaining year-round calendar of agricultural activities and core cultural workshops, seminars and conferences. Develops working relationships with community leaders, agencies and organizations. Collects statistical data for reporting purposes and conducts assessments on all site activities.
- **Volunteer Coordinator (full time)**- Responsible for recruiting volunteers from a broad base of the community; develops training programs for volunteers, scheduling volunteers for service at the Center. Duties also include developing and implementing a system for periodic formative evaluation of the work of the volunteers.
- **Center Assistant (full time)** - Responsible for maintaining the structure and appearance of the Center, routine correspondence, and other forms of communication, and operational assignments as needed.
- **Trainer/Instructor (part time)** – Responsible for language competency.
- **Trainer/Instructor (part time)** – Responsible for traditional farming practices.
- **Trainer/Instructor (part time)** – Responsible for cultural conditioning.

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.

None.

B. Licensure or Accreditation

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

None.

**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.

FRIENDS OF SAMOA, INC.

(Typed Name of Individual or Organization)



(Signature)

1/28/2009

(Date)

VICKI HIGGINS

(Typed Name)

EXECUTIVE DIRECTOR

(Title)



Friends of Samoa was incorporated as a minority-operated, non-profit organization in 1990. Its mission is to augment the quality of life for native peoples through the promotion of indigenous intelligence, healthy lifestyles and pursuit of higher education.

2009 – 2010 Board of Directors

**Loia Fiaui, PhD
Chairman**

**Jim Nicholson, Esq.
Vice-Chairman**

**Tia Tauali`i
Treasurer & Secretary**

**Kevin Nip
Director**

**Tua Tuanaitau
Director**


**Al Harrington
Director**

**Aisea Unga
Director**

**Keaumiki Akui
Director**

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

Applicant: FRIENDS OF SAMOA, INC.

BUDGET CATEGORIES	Total State Funds Requested (a)	Minami Foundation (b)	HMSA (c)	Private Fundraising (d)
A. PERSONNEL COST				
1. Salaries	150,000	10,000		
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	150,000	10,000		
B. OTHER CURRENT EXPENSES				
1. Airfare	2,500		200	200
2. Insurance	1,500			
3. Printing of Program Materials	2,000	1,500	500	200
4. Lease/Rental of Space	33,000			
5. Staff Training	8,000			
6. Supplies	1,800	500	200	200
7. Telecommunication	2,200			
8. Utilities	1,200			
9. Contracted Services	6,000	5,000	6,500	200
10. Mileage & Parking	1,000			
11. Meeting Expenses	800			
12. Site Improvements		5,000		
13. Fund Development				3,000
14. Board Development	800			
15. Community Events			7,600	
16. Farming Tools		3,000		
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	60,800	15,000	15,000	3,800
C. EQUIPMENT PURCHASES	0	5,000		
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	210,800	30,000	15,000	3,800
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	210,800	 (print) (808) 372-9937 Signature of Authorized Official Date VICKI HIGGINS, EXECUTIVE DIRECTOR Name and Title (Please type or print)		
(b) Minami Community Found'n	30,000			
(c) HMSA	15,000			
(d) Private Fundraising	3,800			
TOTAL BUDGET	259,600			

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: FRIENDS OF SAMOA, 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)
Executive Director	40 hours/week	\$50,000.00	80.00%	\$ 40,000.00
Program Director	40 hours/week	\$40,000.00	80.00%	\$ 32,000.00
Volunteer Coordinator	40 hours/week	\$35,000.00	80.00%	\$ 28,000.00
Center Assistant	40 hours/week	\$30,000.00	80.00%	\$ 24,000.00
Trainer/Instructor - Language Competency	20 hours/week	\$12,000.00	100.00%	\$ 12,000.00
Trainer/Instructor - Traditional Farming Practices	20 hours/week	\$12,000.00	100.00%	\$ 12,000.00
Trainer/Instructor - Cultural Conditioning	20 hours/week	\$12,000.00	100.00%	\$ 12,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				160,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: FRIENDS OF SAMOA

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			210,800	48,800	200,000	200,000
LAND ACQUISITION	50,000	50,000			50,000	
DESIGN					25,000	
CONSTRUCTION	40,000	10,000			800,000	
EQUIPMENT	10,000	5,000			30,000	
TOTAL:	100,000	65,000	210,800	48,800	1,105,000	200,000

JUSTIFICATION/COMMENTS:

Friends of Samoa plans to aggressively pursue federal funding in FY 2010-2011 to cover the costs of construction of additional structures that will serve as an educational center. Long term planning is necessary as the lease will be renewed in 2018 for the subsequent 55 years.

House District _____

Senate District _____

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

Log No: 23-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

JAN 30 2009

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: Halau Lokahi
Public Charter School

Dbas:

Street Address: 401 Waiakamilo Rd. Unit 1A, Honolulu

Mailing Address: Same As Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LAARA ALLBRETT

Title Director

Phone # 808-227-8263

Fax # 808-842-9800

e-mail erin@halaulokahi.com

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 501,712

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 \$ _____

/PE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:



Erin A. Nagasawa - Admin
NAME & TITLE
ASST.

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

1. Halau Lokahi (HL), a K-12 Public Charter School was chartered in June 2001. Initial information provided to communities interested in seeking a charter included a per pupil funding that would allow for the financial support of the program designed by the community for the community and then approved by the Board of Education. Now in the 8th year of operation, the school continues to provide that described in the Detailed Implementation Plan, however for various reasons, annual funding has not been consistent causing an unexpected ripple effect in the operation.
2. The primary goal at this time is to provide students with instructional and related equipment and supplies that our per pupil funding allocation has not been able to support. An attached summary of the fiscal challenges this charter school has encountered clearly shows the serious effect the accumulated shortfall has had on the school.

A bigger goal and the true purpose of HL is cultural healing, preservation, everything that a standard school is, PLUS it is done with heart and lokahi , to enlighten children to walk in two worlds, to teach them to be able to cope with the main world, to remember what was lost, to think critically about how it was, what was lost,

What is the effect of this aloha we use as our guide to monitor and motivate us? How shall it be assessed?

As the aloha state, we believe it is imperative that children be guided by the principles of aloha. The charter school movement is filled with aloha.

Hawaiians have experienced a genocidal holocaust with the prevention of the dance, language and communication. With a genocided culture, we are trying to re-establish, regenerate, preserve and perpetuate the culture, concurrent with the aloha spirit law. If we don't have that culture anymore, it stops being there for tourists to come to.

The aloha culture is dying off, in part due to the media in its many forms, hand held video games which capture young minds rather than being raised with Hawaiian/'ohana values.

HL is on the cutting edge of many new techniques, psychology, technology. HL was one of the first schools to have an entire open source lab, we incorporate many unique approaches to learning which in our research shows definite effects on students. One of these is daily meditation which shows to be useful in focusing children instead of them taking medication. SPED and ADHD children often find success through the alternative methods used by HL.

3. The public purpose of this grant in aid would serve the student body of Honolulu's first and only K-12 Hawaiian focused public charter school and their families.

The school is in need of an upgraded technology lab in-house as well as a lab on wheels, manipulatives for elementary school, transportation to multiple outdoor learning sites, a Hawaiian health program, including the services of a health professional and teacher professional development. HL was a STEM school before STEM became popular in Hawai'i. Budget constraints greatly impacted our preference to pursue these areas of concentration. Details:

- Laptops for data entry and printer to print graphs etc.
Goal is to be able to apply the Research Investigation Process to all aspects of Hawaii's environment
- Microscopes for comparing, analyzing micro-organisms and plants at different elevations, different ahupuas, different bodies of water
- Mobile weather station
- Geology and soil testing for basic make-up and contaminants
- Outdoor classroom: need white boards, cameras
- Ecosystems studies around the islands to handle scientific specimens, cultural artifacts, and state-of-the-art equipment.
- A vehicle to be used as a science van on the go, outfitted with necessary scientific apparatus for student instruction

The possibility of being granted a Science Lab/Bus is a grand opportunity for Halau Lokahi PCS students to firmly establish themselves as aspiring young scientists and cultural historians. This would enable students to have access to an on-site lab, which in turn allows students to conduct research experiments and data collection at various learning sites throughout the Island of Oahu and possibly Maui.

- The SCIENCE BUS will be utilized for various student-driven science projects which would include but not be limited to Alternative Energy Research such as mounting Vertical Axis and Horizontal Axis Wind Turbines, as well as Photovoltaic Cell Panels on vehicle for research testing and data collection.
- The SCIENCE BUS will also facilitate and enhance hands-on learning by carrying science instruments and equipment such as those used for ocean and stream water quality tests. The vehicle would be vital in helping to gather specimens and samples for testing and analysis more readily.
- The SCIENCE BUS will serve as a traveling classroom to increase community awareness and education through presentations on both science and culture's role in providing a healthy, safe and sustainable environment. In essence, providing the SCIENCE BUS will greatly help Halau Lokahi PCS Students fulfill their education and responsibility as cultural stewards and scientific explorers in taking care of our island environment.
- HL is fortunate to employ a navigator who would take several students TO Mau Pailug in Satawal while Mau is still able to teach. This valuable journey would result in

curriculum to be shared not only in Hawai'i, but in the South Pacific region. The journey would include a leg to Saipan.

4. The population served includes: largely a Hawaiian population
5. Halau Lokahi serves students from the entire island (see attached geographic chart)

II. Service Summary and Outcomes

1) Halau Lokahi was able to soar to local and national recognition in the first quarter of our second year of operation for science projects which were cutting edge and had never been done before. Students worked with a scientist to research and present connections between culture and science. Final results included presentations on local and national levels, students are published authors in on-line science journal, the critical thinking skills developed served students in all areas of study. As college students now, they continue to use these skills learned at an early age.

The project collaboration ceased due to lack of funds from the state. Personal investments were made by founder to support staff training and further student learning, however, school was not able to support on long term basis. The level of accomplishment was stellar; students were invited to teach at the University of Hawai'i by professors. Since HL was doing this at an early stage of our charter program, we wish to once again have the ability to provide students with these opportunities.

As a school dedicated to combining culture with learning, the school attracted families that felt disenfranchised by system schools, children long feeling disconnected and their self esteem interfering with their learning.

It is our intent to bring back to life the level of scientific research and inquiry learning that students experienced in only our second year. The school continues to be leaders in integrating science, culture and the help of scientists would greatly enable the expansion of present work being done in the field. A science laboratory at main learning site in combination with a portable science lab to be used by HL science teacher, Erica Duffy, who has a B.S in biology and a M.Ed. would support learning in Kalihi Valley in collaboration with Kokua Kalihi Valley, Ho'oulu 'Aina project which serves a diversity of cultures. Halau Lokahi, the cultural caretakers/stewards of the 99 acre state park works with on-site staff, including ethno-botanists, agricultural experts, sustainability crusaders and community groups to provide cultural protocol, Hawaiian methods of planting and farming, etc. Students create art, poetry, music and do their math and other core subjects while learning in the pristine setting of this ancient site. A literacy collaboration with Pacific Writers has produced an anthology by Halau Lokahi students, presented to an authentic audience at the Bishop Museum.

The outcome we seek is: developing life long learners and to provide opportunities to continue to learn in the unique and natural settings of the outdoor lab sites that the community has made available to us.

From our Detailed Implementation Plan (DIP)

Students will:

1. think critically and problem solve effectively
2. work collaboratively
3. take responsibility for their own actions
4. evaluate their own performance and products

All are skills and attitudes necessary in a world that is getting more and more complex.

Students will become active participants in:

- perpetuation of Hawaiian language, culture and traditions
- transformation of their neighborhoods into more sustainable communities
- preservation of Hawai'i's unique natural resources

In order to assure that students are able to accomplish the vision of Hälau Lökahi and contribute positively to society, we establish the following goals relating to core content skills and knowledge.

HALAU LOKAHI CONTENT KNOWLEDGE AND SKILL PERFORMANCE GOALS

Students will:

- demonstrate mastery of academic, cultural and workplace competencies by thinking critically and solving problems
- effectively communicate in Hawaiian and English through speaking, listening, reading, writing, and performing
- access, evaluate, synthesize and present information using a variety of technologies
- apply mathematics and the sciences as a means for better understanding and relating to the natural world
- demonstrate attitudes and practices of life-long learning and work ethics as being essential elements in transitioning to economic self-sufficiency
- exhibit personal balance and a unity of mind, body and spirit - lökahi - in their plans, products and relationships with the community

Student outcomes:

1) they relate to nature, they are able to think clearly, they are able to deduce by observing the natural environment, gaining a respect and sense of duty to caretake the resources that are stressed. Students have shown a better overall attitude toward learning when they are allowed to touch and be near the earth. Poetry has become a way to connect with students who would normally be shy and quiet, but in the peace of nature, a child tends to let barriers down to allow their natural ability to create come forth. As research shows, working with a child on a hands on project gives a teacher a better understanding of the child, their history, and most importantly, their potential.

2) The work we are doing is related to mental health as most of our children come from socio economic backgrounds with an assortment of issues ranging from gender identification matters, to abuse and drug related family matters, to having no parental support. We realize that while learning through the arts (music, dancing, visual) and hands on outdoor projects, students feel safe and free to express their feelings. This is a means to tapping their inner potential for example the freedom of being in a ranch setting, looking at the ocean as they do their writing, pulls up a much deeper meaning for a child than sitting in a classroom with walls. Many of our students are accustomed to learning in non-traditional settings since HL has no true 'classroom' building/s.

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

Halau Lokahi plans span the next several years as many student driven projects involve nature and planting, harvesting etc. One of the biggest factors at this school is that we must first prepare a child to learn and then the real academics begin. Until the child feels safe and is a cooperative learner, we are bogged down with management issues and the lack of motivation. Experience has shown that once the child feels safe and accepted, the attitude toward learning shifts. A huge problem is getting parental support, so often the school is the child's main source of inspiration and guidance.

Short term timelines include student annual presentations to community at fairs and conferences will be enhanced by the upgrade of current outdated technical equipment and absence of necessary technological expertise to teach the latest in IT developments.

- Beginning with summer school in 2009, HL will launch the next level of internal restructuring, a process the school goes through quarterly, semi annually and annually as we tweak and fine tune what works and what does not seem to be making a difference. The instructional equipment included in this request will be used for school year 2009-2010 and forward.
- The off island studies and travels will take place over the next 2 years. The resulting curriculum created from those travels will be used in perpetuity for those studying Pacific Island history and culture.

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

HL is working with curriculum developer/educational planner Ka'ohua Lucas, a well respected professional to assure the breadth and scope of our projects are aligned with DOE standards in addition to the cultural standards essential to perpetuating and preserving the Hawaiian culture. Woven into each project are evaluation components; students, parents, teachers and community. These evaluations are currently used and will continue to be used as guidelines for improvement of the instructional operation.

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

- As stated in our annual end of the year report, HL tracks graduates, maintains and supports those in college, provides college preparation for those interested in higher education as one means of measuring our success.
- The yearly Hawaii State Assessment tests, while currently used as the primary assessment mechanism by the DOE, is not geared to native learners. Research shows that indigenous learners excel when oral measurements are incorporated in their assessments, so HL has included presentations before authentic audiences at conferences, 'ohana night gatherings for HL families and the community, presentations to other schools on a local and international level.
- Educators from South Pacific countries and continental native communities and tribes acknowledge the accomplishments of HL students in the area of cultural perpetuation in a time of heavy western/colonized influence on their daily lives. The input of other cultural and native leaders is used as an evaluation tool by our team.
- In-house evaluations are on-going by staff and former staff who remain committed to HL.
- Current guidance and adherence to being a school of excellence is driven by retired DOE, and HL teacher June Nagasawa who is acting in the role of HL's educational consultant. With HL since 2002, June was a part of the initial science project with Dr. Landsman and knows first hand the level the school can attain in just a short amount of time with the proper resources, be it HQT or contracted professional resources and the necessary tools and equipment. Her unwavering participation in student projects and her coaching students to reach for higher standards spurs the necessary growth many of our students simply thought was impossible. She has worked with SPED children who did not even dream of graduating

III. Financial

Budget

- 5. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
- 6. 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
\$171,712				

- 7. 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

- A. HL has continued to conduct research and present findings to community for all sites currently in our care; Ulupo Heiau, Kalihi Valley project, Correa Ranch, Lo'i Kalo Park and Retired Fire Capt. Ed Gabriel's lo'i in Nu'uauu.
- B. HL employs fine cultural resources who have a wide range of experiences and wisdom to share with students to perpetuate the culture while embracing 21st century tools and technologies.
- C. HL participated in 'Hawaii Alive' a 3 year collaboration with the Bishop Museum where students were trained by professionals in the use of media equipment, culture, environmental awareness etc. Mentored by teacher June Nagasawa, students traveled nationally to other native communities to present and to learn more about technology. Please see their web site: www.hawaiialivemedia.org for works done by students.
- D. Pacific Writers Connection a 3 year program of the 'Writers in the School has been a huge success, led by retired teacher June Nagasawa
- E. Annual collaboration with Kamehameha Schools to present authentic cultural arts program to community, led by Hina Wong.
- F. For 5 years, HL was a main performer in the annual Maohi Fest held locally and internationally
- G. Leonelle Akana, songwriter, composer, musician, pianist, researcher, historian, ran a program entitled 'Puka Through' which provided a safe place for children and families challenged by home/family situations to be counseled and coached by her, a Hawaiian psychologist, Dr. Bill Rezentes and our media technology teacher. Dinners were provided by the school for the twice monthly evening gatherings. Program was very successful but no further funding from OHA to continue.
- H. Correa Ranch collaboration where students are welcomed on school days and weekends to an atmosphere of aloha where animals abound, canoe's are being carved, where

navigators trade stories and share experiences with students, where Mau Pailug stays and teaches children about the heavens and sea. Children bask in this beautiful environment, where their creative juices flow as they gaze at the ocean from beneath the hale, where they study their core academics prior to hands on learning IN the ocean. Children have gotten over fears, have learned to stretch beyond their comfort zones in this precious place in Waimanalo.

- I. Kalihi Valley Nature Park collaboration with Kokua Kalihi Valley. Approached by Gary Gill in 2005 to be the cultural caretakers and stewards, we have embarked on a commitment to breathe life back in to the forest setting, long left overgrown and unattended prior to KKV getting the lease. Staff was so impressed with HL that they offered the one and only space available to HL for use on a pilot project where a multi age group of students including 1st, 2nd and 3rd graders share one room and have kept the teacher since last year, learning cultural protocols, literacy, music, moon phases and planting cycles, math, reading and technology as the wind blows and the rain falls in this special setting. They can identify plants, they understand what to plant and when, they create their own music about the ‘aina.
- J. Celestial Navigation provided by ‘Jr.’ Coleman, trained by Pius Mau Pailug, respected teacher/mentor of Nainoa Thompson. Students are given life long lessons that serve every area of their lives.
- K. Hina Wong, highly regarded for her cultural knowledge and wisdom throughout the Pacific region leads students in reviving a dying culture through, song, dance and oli. Students are frequently requested to do opening protocols for government events.
- L. Clarence ‘Kauai’ Chun, a candidate for doctoral degree in visual arts is providing a means to tap into the creative abilities of children by using art and writing.

B. Facilities

HL is a school without walls for the most part. We have a main site which houses administration and school records and is used as a computer lab and has been turned into several class type learning areas. Many of our sites consist of the beauty of the outdoors, mountain to ocean learning as stated in our DIP. Several community partners extend use of their facilities for shelter when students are not in the field.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

HL will primarily use contractors for services requested in GIA application.

- 1) June Nagasawa, educational consultant \$50,000
- 2) Ka’ohua Lucas, curriculum developer \$30,000
- 3) Dr. Bill Rezentes, psychologist \$40,000

On staff: Milton John Coleman Jr., student of Mau Pailug, master navigator

Clarence Kau’I Chun, Masters in Visual and Contemporary Arts, PhD candidate
Leonelle Akana, cultural historian

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 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.

Applicant: Halau Lokahi Public Charter School, chartered June 21, 2001
Our Detailed Implementation Plan includes:

LÖKAHI

Harmony of Body, Mind and Spirit

Striving for knowledge in the Hawaiian way is to holistically encounter and use experiences and information with the feelings of the naïau, the vision of the mind, and an awareness of its spiritual origin and connection. On a larger scale, this holistic experience of knowing acknowledges one’s place in the family, the culture, and the environment—the cosmic scheme of things. Knowledge for the native Hawaiian, defined by the core of the Hawaiian worldview, is far more comprehensive and is oriented differently than that which is offered in the dominant culture of the United States and its public and private schools. Hälau Lökahi’s approach to schooling accepts and applies the holistic orientation of Hawaiian culture.

Hälau Lökahi will provide a balance for our students so they may maximize their potential. Body, mind and spirit working in unison allow for a natural flow in the acquisition and use of knowledge to accomplish that which is useful. As we tap the magnificence within each individual, we trust that members of the Hälau family will experience success in each of the three components of lökahi. All three areas of lökahi work in unison to establish a healthy flow in matters of the body, mind and spirit. Hälau Lökahi creates an environment where all

participants, students, educators, families and the community are supported in achieving a sense of personal lōkahi and an even greater sense of unity within their 'ohana and community.

NÄ LEI NA'AUAO

A culture-based circle of learning

Hälau Lökahi is one of 12 Hawaiian based charter schools who have joined together to form Nä Lei Na'auao Native Hawaiian Charter School Alliance. We are engaged in establishing community based educational centers throughout the archipelago that provide K-12 students with an academically vigorous curriculum designed within the context of Hawaiian values and beliefs, using Hawaiian teaching strategies and standards of assessment. As a founding member of Nä Lei Na'auao, Hälau Lökahi board members are committed to implementing a culturally driven K-12 school in urban Honolulu, which allows students to reach high performance standards while at the same time enabling them to continue the native traditions of their kūpuna.

We believe that as an internationally recognized indigenous peoples, the native people of Hawai'i have an inherent right to design and control models of education designed to meet our unique cultural needs. One such model or prototype of Hawaiian Education was developed by Kanu o Ka 'Äina Charter School, located on Hawai'i Island, through a decade of action research. Like other Nä Lei Na'auao Schools, Hälau Lökahi draws from this prototype our primary educational foundation. By implementing and evaluating models similar to Kanu o Ka 'Äina, Nä Lei Na'auao hopes to collect valuable, multi-island data that will allow us to establish what constitutes quality, 21st century Hawaiian education. This is of vital importance, if, as part of our assertion to indigenous sovereignty, Hawaiians are to establish a Hawaiian system of education, as advocated by the federally funded Native Hawaiian Education Council in a 1998 report.

DESCRIPTION OF THE PURPOSE, VISION, MISSION...BELIEFS AND GENERAL GOALS OF THE PROPOSED CHARTER SCHOOL

Purpose: The purpose of Hälau Lökahi is to provide students residing on O'ahu the opportunity to access quality education that is safe, supportive and nurturing, providing a culturally holistic, spiritually grounded and mentally stimulating environment. To facilitate those purposes Hälau Lökahi will implement a learner-centered, experience-based curriculum with instruction and assessment focused on the inter-connection of land, ocean, heavens and community.

Vision: Hälau Lökahi seeks to equip students, grades K-12, with two kinds of literacy necessary in the 21st century. Students read, write, speak and calculate with clarity and precision, along with participating passionately and responsibly in the life of the community. As a community based, family oriented school, Hälau Lökahi actively involves parents and extended family as well as community members in the educational process. As a result, the community and the surrounding environment become living learning laboratories where students and community work together to create a future that is pono. Hälau Lökahi shall excel as one of the many quality K-12 standards-based educational institutions specifically designed to meet the unique needs of Hawai'i's indigenous student population through a community based model of education grounded in Hawaiian principles and values.

Mission: The mission of Hälau Lökahi is to provide a means to personal sovereignty through the use of the principles of lökahi, acceptance and self-responsibility. We call this commitment:

“ Learning to be self-responsibly free “

Beliefs: The Hawaiian way of experiencing and knowing includes a broad spectrum of awareness and making connections. Called by Dr. Manu Meyer an “ocean of knowing”, this includes:

- Spirituality and Knowing: the cultural contexts of knowledge
- That which feeds: physical place and knowing
- The cultural nature of the senses: expanding the idea of empiricism
- Relationship and Knowledge: self through others
- Utility and Knowledge: ideas of wealth and usefulness
- Words and Knowledge: causality in language and thought
- The body-mind question: illusions of separation

In summary this means that learning, from our perspective, is deeper, wider, more holistic and different in orientation than most schooling opportunities. We believe that the disconnect that occurs in traditional western schooling presents obstacles for all students with an increased opportunity for success in their own community, and in the global society as well.

Additionally we know a person grounded in who they are, mentally, emotionally and spiritually is more apt to view the world as their canvas, upon which they shall create with their personal palette of colour, a masterpiece genuinely theirs, designed specifically to suit their needs and dreams. Filled with the joy of self-confidence and the resulting freedom, the gifts and talents of the individual are at the forefront for creation and interpretation, rather than that which has been determined by a system that is neither student centered nor inclusive.

General Goals: Hälau Lökahi focuses on *igniting the spark within each student*, allowing each to reach his/her potential. As a performance-based model of education, where individual and collective progress and accomplishment is the point of it all, Hälau Lökahi brings together the best of the 21st century educational paradigms with the strength of native Hawaiian culture and traditions.

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

App Halau Lokahi Public Charter School

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	10,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	30,000			
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Navigational Culture Program	40,000			
10. Bill Rezentes (Contract work)	40,000			
11. Audio Video Equipment	30,000			
12. Art supplies	30,000			
13. STEM Equipment	55,719			
14. June Nagasawa (Contract Work)	50,000			
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	285,719			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	215,993			
E. CAPITAL				
TOTAL (A+B+C+D+E)	501,712			
SOURCES OF FUNDING		Budget Prepared By: Erin Nagasawa		
(a) Total State Funds Requested	501,712	Erin Nagasawa 832-3594		
(b)		Name (Please type or print) Phone		
(c)		39,843		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	501,712	Erin Nagasawa Administrative Assistant Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Halau Lokahi Public Charter School

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
MacBook computers	30.00	\$	\$ -	
MacBook Pro Computers	5		\$ -	
Audio Video Equipment (iMac Workstations, microphones, tripods, DV Deck, hard drives, G5 Server Xraied, Misc. cords)			\$ -	
STEM equipment (not including MacBooks)		\$20,000.00	\$20,000	
			\$ -	
TOTAL:	35		\$ 20,000.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Collins 15 passenger school bus	2.00	\$50,000.00	\$ 100,000.00	
Science Bus	1.00	\$115,993.00	\$ 115,993.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	3		\$ 215,993.00	
JUSTIFICATION/COMMENTS:				

**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.

Halau Lokahi Public Charter School
(Typed Name of Individual or Organization)

 for  1-30-09

Erin A. Nagasawa Administrative Asst.
(Typed Name) (Title)

House District 42

Senate District 20

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

Log No: 24-C

For Legislature's Use Only

rec'd
JAN 29 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:
DLIR - DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

AND PROGRAM I.D. NO.:

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Hale Kipa, Inc.

Db/a:

Hale Kipa, Inc.

Street Address: 615 Pi'ikoi Street, Suite 203
Honolulu, Hawai'i 96814-3139

Mailing Address: 615 Pi'ikoi Street, Suite 203
Honolulu, Hawai'i 96814-3139

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Ernest M. Pletan-Cross

Title President & Chief Executive Officer

Phone # (808) 589-1829, ext. 101

Fax # (808) 589-2610

e-mail punky@halekipa.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:
Hale Kipa Services Center and Residential Shelter Complex - Planning, Design and Construction.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): [REDACTED]

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 1,500,000

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	\$ 500,000
FEDERAL	\$-----
COUNTY	\$-----
PRIVATE/OTHER	\$ 1,656,588
TOTAL	\$ 2,156,588

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

ERNEST M. PLETAN-CROSS, PRESIDENT & C.E.O.

NAME & TITLE

01-29-2009

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.

Hale Kipa was founded in 1970 by a group of concerned O'ahu citizens and community groups to operate a single group shelter for runaway, throwaway, and homeless adolescents in need. Today, it is the leading private nonprofit agency in the State of Hawai'i serving at-risk youth and their families and their guardians. Hale Kipa services annually some 2,000 youth throughout the islands with dozens of comprehensive youth service programs that span an entire continuum of need, from prevention / intervention and shelter services to foster care, transitional / residential homes and youth outreach. Please see **Attachment No. 1**, "*Roster of Programs and Services*."

2. The goals and objectives related to the request.

Hale Kipa, Inc. respectfully requests \$1,500,000 from the State of Hawai'i for FY 2009-2010, which in effect would be a re-authorization of the \$1.5 million appropriation from Section 5 of Act 160, SLH 2006, the purpose of which was to assist in facilitating the planning, design and construction of the **Hale Kipa Services Center** in 'Ewa, Hawai'i. Upon its request for release and encumbrance of these funds to leverage matching federal funds from the U.S. Department of Agriculture, Hale Kipa was informed by the Dept. of Budget and Finance that the Act 160 appropriation had lapsed effective July 1, 2008.

The Hale Kipa Services Facility on Old Ft. Weaver Road in 'Ewa will initially consist of a 12,000 sq. ft. community services center, three residential shelters and a 4,000 sq. ft. educational facility, with additional plans for expansion of the educational facility in the final phase of the development. Hale Kipa purchased in fee in 2007 a 4.3 acre site for this specific purpose, which will provide the agency an ideal location from which youth and families can better be served. Findings from its recent feasibility study support both the rationale for the development and its prospects for success, and Hale Kipa anticipates breaking ground by December 2009.

The ADA-compliant, multi-purpose services center will house a school and classrooms for program youth, counseling rooms, conference rooms, and administrative offices, enabling Hale Kipa to more effectively meet the many diverse needs of at-risk youth in one on-site location. Each ADA-compliant residential structure will provide temporary lodging, a structured environment and emotional support for up to eight adolescents who are in crisis and / or facing the prospect of homelessness. A key component of the Hale Kipa Services Center will be a fully-accredited and staffed school and classrooms for program youth, including counseling and conference rooms, which will allow residents and program participants to continue their education in a formal and structured setting, and prepare them for life in their respective communities upon their transition from shelter to a home environment.

Hale Kipa's residential shelter services operate 24-hours-a-day, seven days a week at various locations around the State of Hawai'i, providing safe haven to troubled youth working through their problems, and offering support to parents and guardians endeavoring to keep the family unit intact. However, many of these current shelters are in fact modified and non-ADA compliant residential structures, and continued maintenance has become an expensive burden upon the agency's operating budget. Many of these structures are also sited in quiet communities such as Mānoa, and their operation has all too frequently incurred the indignation and wrath of neighbors who resent the intrusions.

Consolidation of residential shelters in a campus setting will provide both a sense of security for at-risk youth and a buffer zone for nearby residents, and have the added benefit of alleviating several potential sources of friction otherwise caused by a facility's close proximity to other inhabited structures in quiet neighborhoods of urban Honolulu. The strategic relocation and consolidation to 'Ewa of programs and personnel from 14 separate O'ahu facilities will provide Hale Kipa a more efficient and effective operation; facilitate easier access to facilities by clients, family members, agency staff and other visitors; and allow the executive administration and staff to immediately and efficiently sustain key program services and obligations throughout O'ahu and the State of Hawai'i.

Further, Hale Kipa will seek compliance with the U.S. Green Building Council's "Leadership in Energy and Environmental Design" (LEED) specifications for "New Construction and Renovations" (NC) to ensure that the project will result in a "green" facility. LEED / NC-certified buildings and facilities are noted for sustainability and harmony with the surrounding environment. Such developments enjoy significantly lower operating costs, reduce the amount of waste that is sent to area landfills, conserve natural resources, and enhance the health and productivity of its occupants. Contingent upon funding, Hale Kipa will address USBGC requirements for sustainable site development, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and design innovation.

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

Hale Kipa is an integral part of the social safety net for youth in the State of Hawai'i. Because Hale Kipa does not charge its clients for services, the agency depends upon both government and private sources for its funding. Construction of the Services Facility will enable the agency to more effectively and efficiently meet the many diverse needs of at-risk youth in one on-site location, by consolidating the agency's operations in close proximity to a rapidly growing service area in west O'ahu, and allowing the administration to more immediately and efficiently sustain key program services and obligations.

By housing residents on a large and self-contained campus, rather than scattering them piecemeal throughout the community, Hale Kipa will alleviate the prospect of continued friction with its shelters' immediate neighbors. Shelter residents will in many instances also be closer to home, and its convenient location in 'Ewa will enable families to more readily visit shelter facilities, an intangible but valuable aid in the reconciliation process.

The school will also help Hale Kipa be more effective in continuing the clients' education while receiving treatment. Further, the clients themselves will be able to continue their education in a formal classroom setting, which will prepare them for school in their respective communities upon their transition from shelter to a home environment. And the service center's conference rooms will be made available to the general public for community meetings.

4. Describe the target population to be served;

Hale Kipa has already made a profound difference in over 37,000 lives since its 1970 founding, and annually services about 2,000 at-risk youth whose lives have reached the point of dysfunction. The agency's clientele includes runaway and throwaway children, status offenders, pregnant teens, youthful offenders under court supervision, and youth served by the Department of Health's Child and Adolescent Mental Health Division, among others. Further, it should be noted that while children of native Hawaiian descent account for approximately 22% of public school enrollment, they comprise over 40% of clientele enrolled in Hale Kipa's base programs.

5. Describe the geographic coverage.

Because Hale Kipa's services provided to west O'ahu communities has grown proportionally with the region's rise in population, the Hale Kipa Services Center will be located on Old Fort Weaver Road in 'Ewa. However, the agency has and will continue to effectively provide services and shelter to at-risk youth on a statewide basis.

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 or outcomes from this request.

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

The initial phase of development of the Hale Kipa Services Facility will include its 12,000-sq. ft. community services center, three residential shelters and a 4,000 sq. ft. educational facility, with additional plans for expansion of the educational facility in the final phase of the development. Hale Kipa holds title in fee to a 4.3-acre site for this specific purpose, which will provide the agency an ideal location from which youth and families can better be served. Hale Kipa will also seek to comply with the U.S. Green Building Council's "Leadership in Energy and Environmental Design" (LEED) specifications for "New Construction and Renovations" (NC) to ensure that the project will result in a "green" facility.

Findings from its recent feasibility study support both the rationale for the development and its prospects for success, and Hale Kipa anticipates breaking ground by December 2009. The development process will be tracked on a weekly, monthly and quarterly basis, and also at the completion of a particular phase of the contract. The Board of Directors – a roster of which is also attached – will receive regular reports from both the CEO and Project Manager. The President / CEO will also report on a regular basis to the Board.

Total estimated costs of the Hale Kipa Services Center and residential shelter complex are expected to be \$17 million. Development will proceed in an orderly fashion and will include:

- Initial site work and the installation of all necessary utilities, and initial landscaping;
- Procurement of all necessary permits and payment of fees;
- Construction of several residential shelters, walkways and recreational facilities;
- Construction of the Hale Kipa Services Center, educational facility, driveways and parking areas;
- Procurement of furniture, fixtures and equipment for the entire facility;
- Payment of all necessary administrative, project management, loan, tax and contingency costs.

Hale Kipa is also currently engaged in preliminary discussions with potential collaborative partners, including the Kamehameha Schools, regarding the proposed development on its 'Ewa property of a fully-licensed and credentialed educational facility for at-risk youth residing in Hale Kipa's shelters and / or enrolled in its programs. This phase of the development will occur after the Services Center and residential shelters become operational, and those costs are not included in the current development budget.

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

Please see **Attachment No. 2, "Hale Kipa Services Center Project Timeline."** As is shown therein, Schematic Design is underway with associated budget estimates. This schedule projects Foundation Permits issued by the end of 2009 and the Building Permit issued in June 2010. These are target dates with this schedule constantly being updated.

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 development process will be tracked on a weekly, monthly and quarterly basis, and also at the completion of each particular phase of the contract. The Project Manager will be responsible for the oversight of all development-related processes – which will include contract procurement, timelines, and cost and fiscal management – and will work with the architect and lender to ensure that the project will be completed in a timely manner and according to prior specifications. The Project Manager will be overseen by the CEO, and any material deviations from specifications and schedules will be reported to and approved by the CEO, who is accountable to the 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.

Hale Kipa anticipates breaking ground for the new facilities by the end of the 2009 calendar year. As stated earlier in Section I.1, approval of said funds requested by Hale Kipa would amount to a re-authorization of monies appropriated previously by the Legislature in Section 5 of Act 160, Session Laws of Hawaii 2006. With the development's planning and design stages nearing completion, and the necessary permits being secured, the requested \$1.5 million in GIA funds will allow Hale Kipa to successfully complete its leverage of matching funds from the U.S. Depts. of Agriculture and Education, some of which have already been provisionally approved for the agency, pending the availability of said matching funds.

Once completed, the Hale Kipa Services Facility will reduce the agency's occupancy costs relative to its total budget, stabilize overall costs of agency services, and direct more contract funding to client-based programs rather than administrative operations. Further, Hale Kipa will more effectively and efficiently meet the many diverse needs of at-risk youth at one strategically-located site of operations, consolidate agency programs in close proximity to a rapidly growing service area in west O'ahu, and effectively sustain key services and obligations from a centralized administrative locale.

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 budget forms, pages 10-13.

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

Q1 FY 2009-10: July 1 – Sept 30, 2009	Q2 FY 2009-10: Oct 1 – Dec 31, 2009	Q3 FY 2009-10: Jan 1 – Mar 31, 2010	Q4 FY 2009-10: Apr 1 – June 30, 2010	FY 2009-10: Total Amount of Grant Expended
\$375,000	\$375,000	\$375,000	\$375,000	\$1,500,000

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

<u>Agency or Foundation</u>	<u>Amount to Be Requested **</u>
Cooke Foundation, Ltd.	\$ 100,000
Atherton Family Foundation	300,000
U.S. Department of Education	1,000,000
U.S. Dept. of Housing & Urban Development	1,300,000
U.S. Dept. of Agriculture	1,000,000

** Please note that figures provided are extremely preliminary, and actual amounts to be requested will depend in large part upon the information provided in all ensuing requests for proposals (RFP) issued by private foundations and state / local government, and in notices of funding availability (NOFA) from relevant federal agencies.

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.

Hale Kipa has for over 38 years successfully met the needs of at-risk youth, with a solid reputation and track record for achievement. Hale Kipa's administration also brings years of knowledge and experience to the project. Please see "Section III – Proposed Staffing and Organization" for further details on the individuals who will bear the responsibility for bringing the project to fruition.

B. Quality Assurance and Evaluation

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 development process will be tracked on a weekly, monthly and quarterly basis, and also at the completion of each particular phase of the contract. The Project Manager will be responsible for the oversight of all development-related processes – which will include contract procurement, timelines, and cost and fiscal management – and will work with the architect and lender to ensure that the project will be completed in a timely manner and according to prior specifications. The Project Manager reports to the CEO, and any material deviations from specifications and schedules will be reported to and approved by the CEO, who in turn is accountable to the Board of Directors.

C. 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 ADA-compliant Hale Kipa Services Center will be a multi-purpose facility, and will house conference rooms, training facilities, classrooms and file storage. Administrative and clerical staff currently spread across O'ahu in 14 different sites will be consolidated in the Services Facility. The Center's conference rooms will be made available to the general public for community meetings. Each ADA-compliant residential shelter will initially house clients from the Department of Health – Child and Adolescent Mental Health Division, and will also be used for emergency shelter homes. The ADA-compliant and fully-accredited educational facility will allow Hale Kipa clients displaced from their daily routine by circumstances to continue their education in a formal classroom setting, pending their transition back to a stable home and school environment.

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.

President and Chief Executive Officer is **Ernest M. Pletan-Cross**, who founded a multi-service adolescent and family counseling agency, LUK, Inc., in Fitchburg, Massachusetts in 1970, where he served as chief executive officer until joining Hale Kipa in 1998. Mr. Pletan-Cross also held an adjunct faculty position at Fitchburg State College, where he taught classes in human services, juvenile justice, and crisis intervention, among others. He is a nationally recognized expert in his field, and has conducted numerous workshops covering a wide range of management and clinical topics. During his tenure at Hale Kipa, Mr. Pletan-Cross has overseen an unprecedented period of growth for the agency, which includes an expansion of its foster care services, and implementation of several important new programs that target the needs of homeless and other at-risk youth.

Jacque Kelley-Ueoka, ACSW, LSW, serves as Hale Kipa's Deputy C.E.O. and Director of Outreach Services. She has been with Hale Kipa since 1979, and has developed and implemented a range of programming including emergency shelter foster homes, street outreach, independent living and advocacy programs.

Armand A. Cote of AAC & Associates, Inc. is the Project Manager for the Hale Kipa Services Center complex. A civil engineer by training, Mr. Cote served as Outrigger Hotels' representative during the recent \$250 million Waikiki Beachwalk improvement project, and successfully oversaw the development of the \$150 million Kahala Nui senior living community, the \$130 million Hokua Condominium project, and a \$11.5 million research facility on Kaua'i.

Fiduciary oversight of all project activities is the purview of the Board of Directors, of which several members hold relevant experience in bringing major development projects to successful conclusion. **Chris Deuchar**, President of U.S. Pacific Development, LLC, serves as chair of Property Committee, brings to the project a wealth of knowledge and experience in real estate development. **Luis Salaveria** is the property group finance manager for Kaiser Permanente Health System in Hawai'i.

Please see **Attachment No. 3**, "*Hale Kipa Board of Directors, 2009*," and **Attachment No. 4**, "*Hale Kipa Campaign Cabinet*."

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 **Attachment No. 5**, "*Hale Kipa 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.

Rental dispute. Hale Kipa leased a house in 'Ewa Beach, which was intended for use as a residential treatment facility. The agency informed the landlord / Defendant of the intended use. However, during the subsequent licensing process with the State Department of Health, Hale Kipa was informed by the City & County of Honolulu that the property was not in compliance with requisite fire, building, electrical, plumbing, sanitation and zoning codes. The Defendant refused to return the security deposit and rent paid from September 2006 through February 2007. The case is currently in discovery.

B. Licensure or Accreditation

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

Hale Kipa is fully accredited by the Council of Accreditation, and its facilities are similarly licensed and accredited by the appropriate federal, state and professional agencies to ensure that its operations will continue to conform with high administrative, fiscal and program standards.

Please see **Attachment No. 6**, "*IRS Letter of Not-For-Profit Status Determination*," and **Attachment No. 7**, "*Certificate of Good Standing, Dept. of Commerce & Consumer Affairs, State of Hawai'i*."

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

Applicant: HALE KIPA, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	State GIA Funds Act 213, SLH 07 (b)	Funds Rec'd Other Sources (c)	Prospective Fundraising (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. Property Purchase in Fee ('Ewa)			1,254,000	
10. Planning, Design & Construction	1,500,000	500,000	402,588	11,864,912
11. Permits & Fees				550,000
12. Equip, Furnish & Contingency				3,428,500
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	1,500,000	500,000	1,656,588	15,843,412
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. OTHER				
TOTAL (A+B+C+D+E)	1,500,000	500,000	1,656,588	15,843,412
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,500,000	Mary Batten, Dev. Assoc. 589-1829 x 113		
(b) State GIA (Act 213, SLH 07)	500,000	Phone		
(c) Funds from Other Sources	1,656,588	01-29-2009		
(d) Prospective Fundraising	15,843,412	Signature of Authorized Official Date		
TOTAL BUDGET	19,500,000	Ernest Pletan-Cross, Pres. & C.E.O. Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HALE KIPA, 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.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -
JUSTIFICATION/COMMENTS: 				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HALE KIPA, 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: HALE KIPA, 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, DESIGN & CONSTRUCTION	500000	402588	1500000	3000000	4000000	4864912
LAND ACQUISITION		1254000				
PERMITS AND FEES				550000		
EQUIPMENT AND FURNISHINGS					3428500	
TOTAL:	500000	1656588	1,500,000	3,550,000	7,428,500	4,864,912
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.

HALE KIPA, Inc.

 (Signature)

01-29-2009
 (Date)

ERNEST M. PLETAN-CROSS
 (Typed Name)

PRESIDENT & C.E.O.
 (Title)



Roster of Programs and Services

Hale Kipa offers an array of residential and non-residential programs and services encompassing a multi-faceted, comprehensive approach to a client's immediate and long-term needs, which include:

Ho'okala Program: Started in 1993 to provide diversion (intake and assessment) for youthful status offenders and non-violent law breakers, with 24-hour access to immediate crisis intervention, attendant care and emergency shelter.

Hui Mālama 'Ohana Youth Service Center: Part of a collaborative effort serving youth in two middle schools and providing positive alternative activities, outreach, pregnancy prevention and case management services.

Hawai'i Advocate Program: Statewide program which provides strength-based, wrap-around services to youth and families to prevent out-of-home placement, and assist youth re-integration back into the community upon release from the Hawai'i Youth Correctional Facility.

Emergency Shelter and Sanctuary: Provides for homeless, runaway, and throwaway youth in need of support and protection, and includes two group homes in Kalihi and 'Ewa, and some foster (Kamala) homes for adolescents between the ages of 12 and 17 that provide a structured environment for residents, and foster home placement for youth between 10 and 17 years of age who have been abused or neglected.

Foster Homes Program: Offers short-term (Hānai), longer term placements with individual and family therapy (Therapeutic Foster Homes), and highly structured foster homes (Multi-dimensional Treatment Foster Care).

Independent Living Program (ILP): Provides specific outreach and skill building services for youth transitioning out of foster care into adulthood

Hapai Homes: Offers specialized transitional residences for pregnant and parenting teen mothers.

Transitional Living Program (TLP): Residential services for young men and women transitioning out of homelessness.

Therapeutic Group Homes: Range of group homes that serve youth referred from the Dept. of Health – Child and Adolescent Mental Health Division, which includes emergency / crisis placement and independent living options.

Intensive-In Home Services: bringing clinical therapy and services to families and youth in their homes, helping families stay together.

Valid Court Order: Advocacy program for youth who violate court orders.

Youth Outreach (YO!), a collaborative program with the Waikīkī Health Center, which provides street outreach, drop-in, and health services to homeless and street youth.

Community-based Outreach and Advocacy Program (CBOA): Outreach program focused on providing case management and community linkages for youth to prevent initial or further system involvement.

Evening Counseling Program: Diversion program for youth who've been arrested that provides counseling and linkages to community resources.

Sexual Exploitation Prevention Program: Interactive video presentation delivered to schools and community groups to assist youth learn about and prevent sexual exploitation.

Act ID	Description	Orig Dur	Early Start	Early Finish	2008												2009												2010												2011											
					O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
DESIGN																																																				
CONCEPTUAL																																																				
1000	Reprogramming Info/Prel. Site Layout	10	26SEP08 A	30OCT08 A	■ Reprogramming Info/Prel. Site Layout																																															
1010	Conceptual Design	15	13OCT08 A	15JAN09	■ Conceptual Design																																															
1020	Conceptual Budget Estimate	5	16JAN09	22JAN09	■ Conceptual Budget Estimate																																															
1030	Conceptual Design Review	10	23JAN09	05FEB09	■ Conceptual Design Review																																															
1040	Conceptual Budget Estimate Review	10	23JAN09	05FEB09	■ Conceptual Budget Estimate Review																																															
SCHEMATIC																																																				
1050	Schematic Design	35	06FEB09	27MAR09	■ Schematic Design																																															
1060	Schematic Design Review	10	30MAR09	10APR09	■ Schematic Design Review																																															
1070	Schematic Budget Estimate	15	06APR09	24APR09	■ Schematic Budget Estimate																																															
1080	Schematic Budget Estimate Review	10	27APR09	08MAY09	■ Schematic Budget Estimate Review																																															
DESIGN DEVELOPMENT																																																				
1090	Design Development	55	27APR09	15JUL09	■ Design Development																																															
1100	Design Development Review	15	16JUL09	05AUG09	■ Design Development Review																																															
1110	Design Development Estimate	20	30JUL09	26AUG09	■ Design Development Estimate																																															
1120	Design Development Estimate Review	10	27AUG09	10SEP09	■ Design Development Estimate Review																																															
PERMIT DOCUMENTS																																																				
1130	Permit Drawings	20	27AUG09	24SEP09	■ Permit Drawings																																															
1140	Construction Drawings	50	27AUG09	06NOV09	■ Construction Drawings																																															
ENTITLEMENTS																																																				
ENTITLEMENTS																																																				
1150	Archaeological Survey	20	23JAN09	20FEB09	■ Archaeological Survey																																															
1160	Environmental Assessment	30	23JAN09	06MAR09	■ Environmental Assessment																																															
1170	Conditional Use Permit	30	23JAN09	06MAR09	■ Conditional Use Permit																																															
1180	Other Entitlements Allowance	100	23JAN09	16JUN09	■ Other Entitlements Allowance																																															
PERMITTING																																																				
PERMITS																																																				
1190	Grading Permit Allowance	30	25SEP09	06NOV09	■ Grading Permit Allowance																																															
1200	Foundation Permit Allowance	50	09NOV09	21JAN10	■ Foundation Permit Allowance																																															
1210	Building Permit Allowance	180	09NOV09	28JUL10	■ Building Permit Allowance																																															

Start date	26SEP08
Finish date	28JUL10
Data date	04NOV08
Run date	19JAN09
Page number	1A
Project name	HK 001
© Primavera Systems, Inc.	

HALE KIPA SERVICE CENTER
 PLANNING SCHEDULE
 JANUARY 19, 2009

- Early bar
- Progress bar
- Critical bar
- Summary bar
- ◆ Start milestone point
- ◆ Finish milestone point



Hale Kipa Board of Directors, 2009

Stacy Evensen | Vice President of Government Affairs, Hawaii Medical Service Association
Chair

Luke W. T. Yeh | Senior Vice President, Bank of Hawaii
Vice Chair

Dennis H.K. Hu | Sr. Vice President & Deputy Manager, First Hawaiian Bank
Treasurer

Lianne Iwanaga-Ohashi | Director of Government Affairs, Hawaiian Telcom
Secretary

Paul A. Schraff | Partner & Director, Dwyer Schraff Meyer Grant & Green
Immediate Past Chair

Heidi A. Cregor | Financial Advisor, Financial Architects of Hawaii
Past Chair

Brian Isobe | Manager, Nishihama & Kishida, Inc.
Past Chair

Sterling Yee | Management Consultant
Past Chair

Zadoc W. Brown, Jr. | Financial Consultant / Branch Manager, Smith Barney

Chris Deuchar | President, U. S. Pacific Development LLC

Ed Fountain | Administrative Officer, Office of Vice Chancellor for Administration, University of Hawai'i at Mānoa

Phil Gray | Independent Real Estate Developer

Wendy A. Kamiya | Chief Information Officer, Punahou School

Andy Levin | Managing Director, County of Hawai'i
Neighbor Island Liaison

Luis P. Salaveria | Finance Manager, Kaiser Permanente

Scott W.H. Seu | Manager, Energy Projects Department, Hawaiian Electric Co., Inc.

Rona M. Suzuki | Sales Manager, Century Computers, Inc

Susan Y.M. Utsugi | Vice President & West O'ahu Region Manager, Central Pacific Bank

Heidi K. Wild | President, Wild Consulting LLC

Dianne Willoughby | Economist, Acquisition Research Corporation



Hale Kipa Capital Campaign Cabinet

Jeannie Hedberg | Partner, Hedberg Batara & Vaughan-Sarandi LLC
Chair

Momi Cazimero | Proprietor, Graphic House
Vice Chair

Chris Benjamin | Sr. Vice President & Chief Financial Officer, Alexander & Baldwin, Inc.
Vice Chair

Pip White | Architect, Phillip White Architects
Vice Chair

Rick Ching | Sr. Vice President, Servco Automotive

Heidi A. Cregor | Financial Advisor, Financial Architects of Hawaii
Hale Kipa Board of Directors

Chris Deuchar | President, U. S. Pacific Development LLC

Stacy Evensen | Vice President – Community & Government Relations, Hawaii Medical Service Association
Hale Kipa Board of Directors – Chair, Government Relations

Ed Fountain | Administrative Officer, Office of Vice Chancellor for Administration, University of Hawaii
Hale Kipa Board of Directors

Brian Isobe | Manager, Nishihama & Kishida, Inc.
Hale Kipa Board of Directors

Lianne Iwanaga-Ohashi | Director, Regulatory Affairs, Hawaiian Telcom
Hale Kipa Board of Directors

Mike Kido | The Pacific Resource Partnership

Joanna Markle | Government Relations, Goodsill Anderson Quinn & Sifel

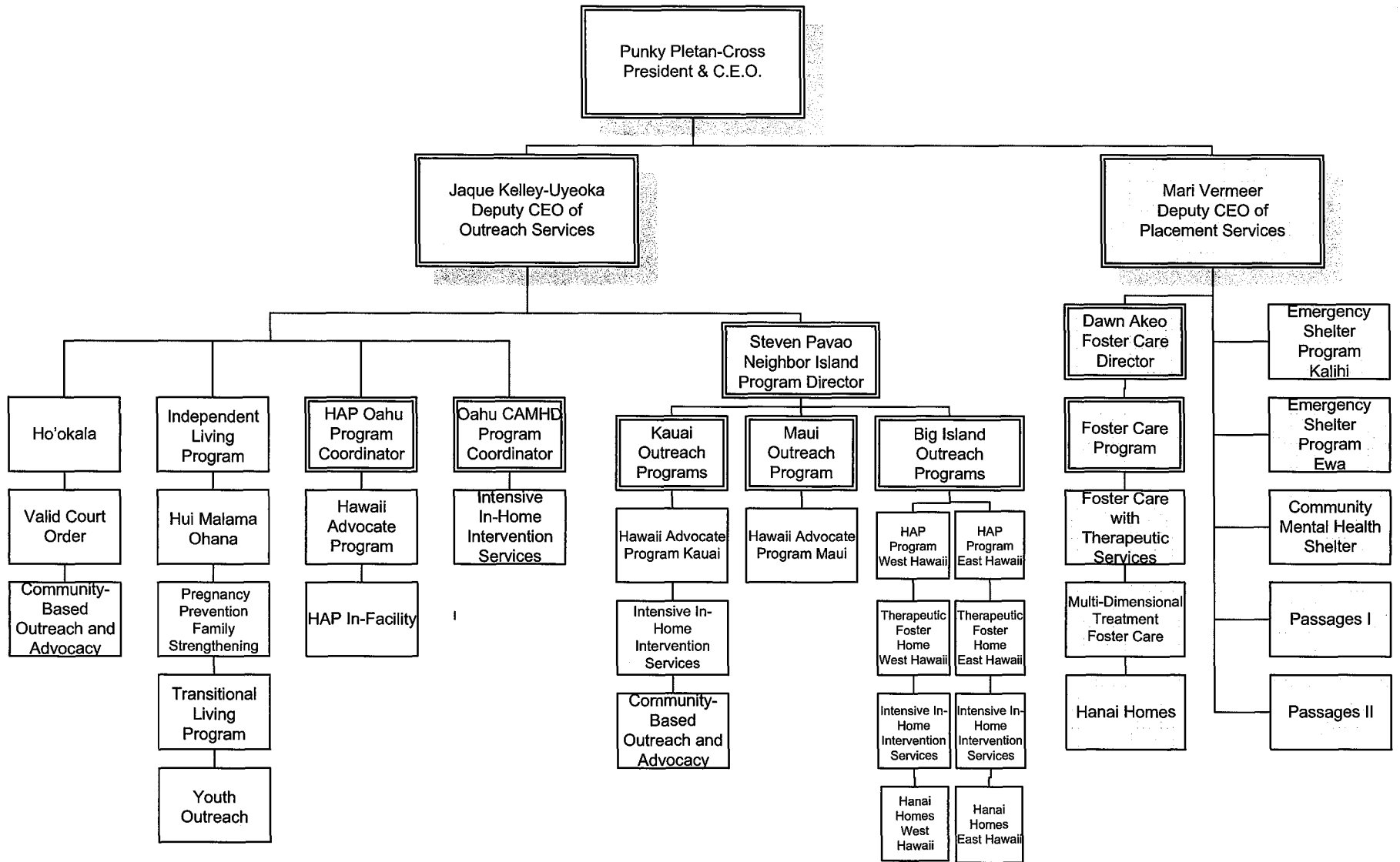
Richard Reese | President, Richard Reese Designs

Peter Trask | Attorney-at-Law

Val Trotter | Consultant

Dianne Willoughby | Economist

Luke W. T. Yeh | Sr. Vice President, Bank of Hawaii



Hale Kipa, Inc.
Program Organizational Chart

Internal Revenue Service

Date: October 23, 2006

HALE KIPA INC
615 PIIKOI ST STE 203
HONOLULU HI 96814-3139

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Ms. Lumpkins 31-08344
Customer Service Representative

Toll Free Telephone Number:
877-829-5500

Federal Identification Number:



Dear Madam:

This is in response to your request of October 23, 2006, regarding your organization's tax-exempt status.

In June 1970 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

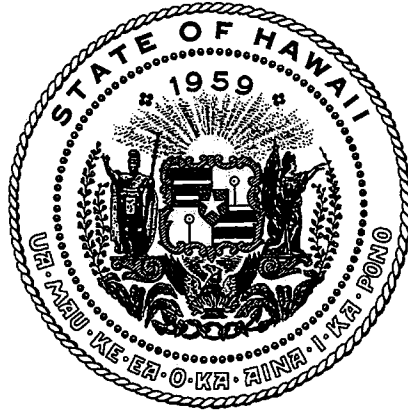
Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

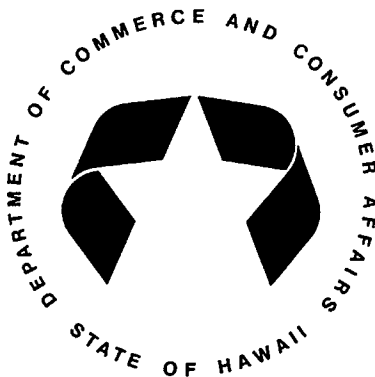
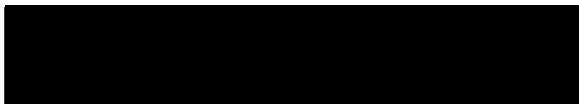
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HALE KIPA, INC.

was incorporated under the laws of Hawaii on 01/26/1970 ; 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 27, 2009



Director of Commerce and Consumer Affairs

House District 99

Senate District 99

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

Log No: 27-0

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

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): EDN 400

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: HAWAII 3R'S

Dba:

Street Address: 735 BISHOP STREET, SUITE 336
HONOLULU, HAWAII 96813

Mailing Address: SAME AS ABOVE

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RYAN SHIGETANI

Title EXECUTIVE DIRECTOR

Phone # (808) 521-5525

Fax # (808) 621-5527

e-mail ryan@hawaii3rs.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:

Operating and grant funds for the Hawaii 3R's School Repair and Maintenance Fund for the repair and maintenance of Hawaii's public schools. Hawaii 3R's leverages these funds with federal and private funds, as well as with sweat equity from community and business volunteers.

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 \$400,000
FEDERAL \$2,200,000
COUNTY \$10,000
PRIVATE/OTHER \$100,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

RYAN T. SHIGETANI / EXECUTIVE DIRECTOR

JANUARY 30, 2009

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

1. A brief description of the applicant's background

In 2001, U.S. Senator Daniel K. Inouye initiated a program called Hawaii 3R's, which stands for Repair, Remodel and Restore Hawaii's Public Schools, to assist the State in tackling the enormous backlog in school repair and maintenance projects. Hawaii 3R's is a 501(c)(3) organization whose purpose is to help provide a safe and nurturing learning environment in public schools, by leveraging State, Federal, and private funds with extensive support from the community. Additionally, Hawaii 3R's promotes civic vitality by increasing community pride and participation, supporting and facilitating volunteerism, and by recruiting the participation of key sectors of the community – businesses, the military, unions and trades organizations, churches, civic groups, etc. Since then, the success of Hawaii 3R's can be easily illustrated by the following statistics:

- 384 grants awarded to 161 different schools on six islands (Oahu, Hawaii, Maui, Kauai, Lanai, and Molokai) totaling \$11.8 million
- The estimated value of the projects completed or in progress is \$28.8 million
- The State has appropriated (or invested) just over \$2.5 million in grant-in-aid funds
- Hawaii 3R's has saved the State over \$26 million since 2001
- Therefore, for every State dollar that has been appropriated, ten dollars of work has been completed

In the 2007 Legislative session, Hawaii 3R's was appropriated \$400,000 in State grant-in-aid funds for both FY2008 and FY 2009. These funds are in the base budget of the Department of Education (EDN 400). The Executive budget will request that this grant be "backed out" as a non-recurring cost, and Hawaii 3R's will be asking the Legislature to "not concur" with the removal of the grant. Therefore, while may not necessarily be required to submit this application because our grant is already in the budget, we wanted to cover all of our bases and submit it.

2. The goals and objectives related to the request

The goal of this request is to allow Hawaii 3R's to continue to award grants, energize the community, and complete much needed repair and maintenance projects at any public school statewide. To do this, it is necessary for Hawaii 3R's to continue to receive State funds to fund the grants to schools that do not qualify for federal funds. The federal funds received by Hawaii 3R's are earmarked for schools that meet certain pre-established criteria (e.g. high military student populations/military partnered, or more than 50% Native Hawaiian student populations). There are approximately 140 schools that do not qualify for these federal funds – so if any of these schools apply for a grant from Hawaii 3R's, there may be insufficient funds to award the grant because funding would have to come from State funds. Also, Hawaii 3R's will be ramping up private fundraising, but it is difficult to be too optimistic in this economy. Furthermore, while the Federal government allows a small portion of its funds to be used for administrative costs, the State funds are also needed to cover administrative costs. Hawaii 3R's is proud to report that its administrative costs have been less than 10% over the past five years.

3. State the public purpose and need to be served

The public purpose and need to be served is the expediting the repair and maintenance of public school facilities.

4. Describe the target population to be served

The primary target population to be served is public school students, parents, teachers, and administrators who will benefit from improved facilities, and donated products and services. The secondary target population to be served is the community by giving them the means to give back to the schools, either through "sweat equity" or by donations.

5. Describe the geographic coverage.

Hawaii 3R's grants are available to any public school statewide, as funding allows. As mentioned earlier, we have awarded grants to schools on six islands.

II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

The scope of work, tasks and responsibilities of Hawaii 3R's varies from community facilitator, to grant writer, from construction manager to volunteer coordinator. To illustrate one aspect of the scope of work, and to show the depth of the procedures that have already been established, we have provided our application and project management procedures below:

- 1) H3R's contacted by an interested school or interested party
 - i. School Admin (sometimes teacher, PTSA, individual parent, etc.)
 - ii. Other DOE/DAGS staff (BIPS, DM, engineer, etc.)
 - iii. Community (business, legislator, church, military, etc.)
- 2) Basic Research
 - a. Determine basic information from contact (phone or e-mail, sometimes site visit)
 - i. Scope of work – problem and solution
 - ii. Have they discussed project with Inspector or DM?
 - iii. When would school like to schedule project?
 - b. Consult with BIPS Inspector and/or DM (or DAGS District Engineer)
 - i. Are they aware of project?
 - ii. Should project be done by H3R's?
 1. Is the project being funded/completed through other means?
 2. Are there any issues that we should be concerned about?
 - iii. If not on backlog list, would they be willing to add it?
 - iv. If everything is okay, request project E0#, description, and estimate.
- 3) Schedule meeting with school (Can be phone or e-mail for an experienced school)
 - a. Meeting can include volunteers and contractors, if appropriate
 - b. Share results of basic research
 - c. Get more details on project (scope, timeline, volunteers, contractors, etc.)
 - d. Visit project location on campus

- i. Look for other issues (access for contractors, additional projects, potential problems like wires, pipes, drainage, etc.)
 - e. Provide basic information on H3R's application process, including deadlines and expectations, including letters of support, pictures, estimates from licensed contractor, etc.
 - f. Provide school/project manager with sample application of similar project
 - g. Offer appropriate level of H3R's assistance
- 4) Schedule follow up meetings (if needed) with contractors and/or volunteer leaders
 - a. Ask Inspector/District Manager/Engineer to attend if their expertise is needed
 - b. Make sure contractors are licensed
 - i. Double check contractor estimate versus DOE/DAGS estimate to ensure matching requirement is met
 - c. Make sure contractors and volunteer leaders understand the scope of work and project schedule
- 5) Review Preliminary Plans
 - a. Follow up with school/project manager if plan is incomplete or incorrect
 - b. If plan is okay, notify school/project manager to proceed with application
- 6) All H3R's staff to compile list of potential projects for that round
 - a. Notify Monica if any projects need lead/asbestos testing
- 7) Schools/project managers to finish and submit applications (electronically or fax/mailed)
 - a. Assist school/project manager if necessary (meeting, phone, e-mail)
 - b. Double check contractor estimate versus DOE/DAGS estimate to ensure matching requirement is met
- 8) Review applications
 - a. Check for completeness
 - b. Edit, as appropriate (or return to school for revision)
 - c. Submit revised application and all attachments to Ryan
- 9) Application review and approval
 - a. Applications graded by Technical Review Committee
 - b. Satisfactory applications recommended for approval by Board of Directors
 - c. Board of Directors approval based on project quality and funding availability
- 10) Ryan and Elaine to formally notify schools of grant award and send out MOU
 - a. (New notification letter will include appropriate staff person's contact info)
 - b. At this point, you can informally notify your contact people of approval and they can begin final planning
- 11) Schedule final planning meeting if needed
 - a. Meeting can include contractors and volunteer leaders, if needed
 - b. Finalize project schedule if not done yet, including contractors and volunteer days
- 12) Contractor work
 - a. Determine Contractor work schedule
 - b. Ensure safety of students, school staff, general public, etc.
 - c. Monitor contractor work as needed
 - d. Site visits as needed
 - e. Ask Inspector/District Manager/Engineer to attend if their expertise is needed
- 13) Volunteer Day(s)
 - a. Determine when volunteer day(s) will be held
 - i. Notify Ryan so he can notify Board of Directors
 - b. Assist with planning (number of volunteers, equipment, materials, etc.)
 - c. Ensure safety of volunteers
 - d. Remind school to use "Volunteer Sign In Sheet" and "Waiver of Liability and Release" Forms
- 14) Final site visit
 - a. Must include school representative who can sign "Statement of Completion and Final Acceptance" to attest that school is satisfied with project
 - b. Ask Inspector/District Manager/Engineer to attend if their expertise is needed

- 15) Staff follow up to ensure that school/project manager submits Final Project Report
 - a. Schools that do not submit will not be eligible for another project
 - b. Includes any additional donations, volunteers, businesses that helped project
 - c. Includes "Volunteer Sign In Sheet" and "Waiver of Liability and Release" forms

Hawaii 3R's will also continue to help the schools develop lasting partnerships with businesses and other organizations within the community. These partnerships ultimately help the school, but also help the community give back to the schools.

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

Hawaii 3R's has four rounds of grants applications per year to coincide with school scheduled vacations. It is during the vacations that most of the work takes place on school campuses to provide safety for students and staff, and to provide the easiest work environment for contractors. Applications are reviewed by the Technical Review Committee and approved by the Board of Directors quarterly. Therefore, projects are ongoing throughout the year, as funding and the school schedule allows.

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

Hawaii 3R's has the organizational and operational structure to provide quality assurance and evaluation. Along with the formal application process and the Technical Review Committee and Board of Directors, Hawaii 3R's partnership with the DOE ensures that all state specifications will be followed in the construction process.

Also, once the project is completed, there is post project reporting requirements and a survey to ensure that any lessons learned are documented for the future. For example, contractors who do not perform satisfactorily are prohibited from working on future Hawaii 3R's projects.

Finally, Hawaii 3R's works closely with its accountant and auditor to ensure that all revenues are tracked and expenditures are proper.

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.
 - 1) Number and dollar amount of grants awarded
 - 2) Estimated cost of projects completed
 - 3) Number of new applicants (schools that have never applied before)
 - 4) Percentage of administrative expenses versus total expenses

III. Financial

Budget

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

Budget forms are attached

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
\$250,000	50,000	50,000	50,000	400,000

IV. Experience and Capability

A. Necessary Skills and Experience

Hawaii 3R's has a proven track record from its results for the past seven years. Hawaii 3R's has completed a myriad of different projects in all areas statewide, while saving the State over \$26 million. Along with this experience and expertise, Hawaii 3R's has the organizational and operational structures in place to provide the necessary skills and experience.

The Hawaii 3R's Board of Directors is made up of experienced and knowledgeable members of the community, including State Senator Norman Sakamoto and Deputy DOE Superintendent Clayton Fujie. Hawaii 3R's also has a Board of Advisors that includes Superintendent Patricia Hamamoto. As mentioned earlier, Hawaii 3R's also has a Technical Review Committee that is made up of architects, engineers, and other experts from both private industry and the State. Also, there is a coordinator position within the DOE that is responsible for being the liaison between the Hawaii 3R's and the State. This coordinator position also represents the DOE when it comes to specifications and certifying the State tax credit.

Hawaii 3R's currently has two full-time employees, one part-time employee, and an independent contractor to administer all aspects of the program and handle all the responsibilities of community involvement, school communication, assist with the application process, construction management, volunteer monitoring, final project completion reporting, processing and paying invoices, and tracking budget and accounting figures. The qualifications of these individuals are discussed in the Personnel section.

B. Facilities

Hawaii 3R's currently leases office space in downtown Honolulu in the Dillingham Transportation Building, which is part of the Pacific Guardian Center. The facilities meet all ADA Accessibility Guidelines.

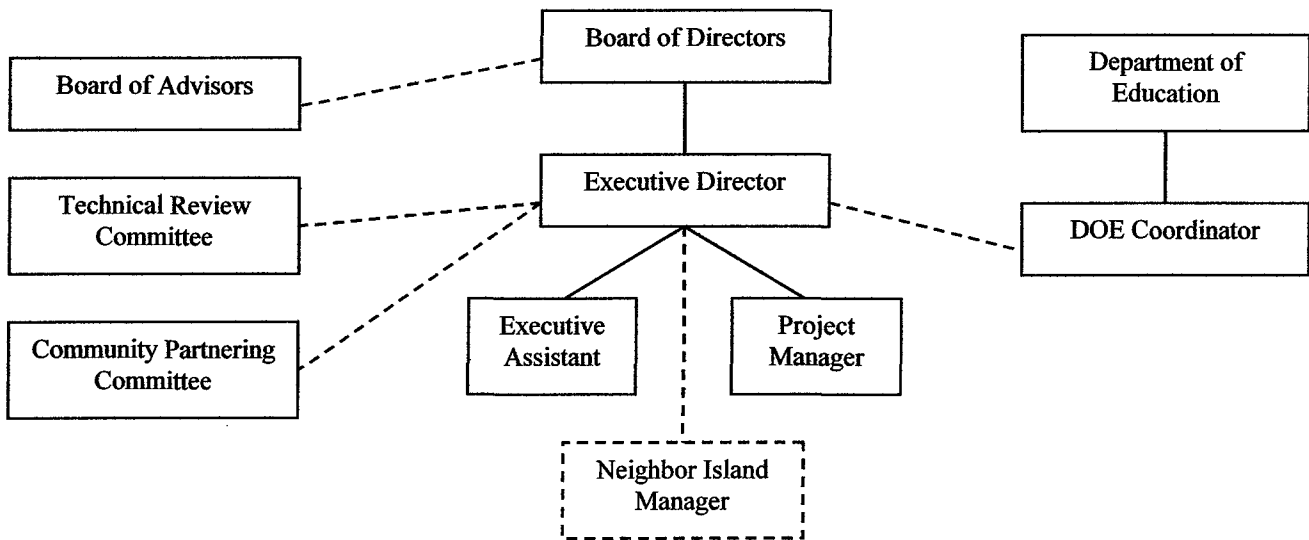
V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Executive Director, Ryan Shigetani, has worked with Hawaii 3R's from its inception in 2001, initially in the DOE Coordinator position, until he became the Executive Director on January 1, 2006. Prior to that, he worked at the Legislature as a budget analyst and capital improvement projects analyst. He has also worked for the Department of Budget and Finance, the Department of Health, and the Office of Hawaiian Affairs.

The Executive Director is the direct supervisor of the Executive Assistant and the Project Manager, as well as being responsible to monitor the contract of the Neighbor Island Manager. The Neighbor Island Manager, Yuki Lei Sugimura has been an independent contractor with Hawaii 3R's for over three years and provides a valuable on-site presence and community contacts. The Executive Assistant, Elaine Mock, was previously a secretary with DAGS and the DOE, which provided her experience with school and contractor issues. The Executive Director falls under the supervision of the Board of Directors, which is made up of education and industry professionals.

B. Organization Chart



VI. Other

A. Litigation

Hawaii 3R's is not a party to any past or pending litigation.

B. Licensure or Accreditation

Hawaii 3R's is a 501(c)(3) organization and is incorporated in the State of Hawaii.

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

Applicant: HAWAII 3R'S

BUDGET CATEGORIES	Total State Funds Requested (a)	Federal Native Haw'n. Ed. Act (b)	Federal Dept. of Defense (c)	Private & Other (d)
A. PERSONNEL COST				
1. Salaries	50,000	30,000	30,000	10,000
2. Payroll Taxes & Assessments	5,000	3,000	3,000	1,000
3. Fringe Benefits	15,000	9,000	9,000	3,000
TOTAL PERSONNEL COST	70,000	42,000	42,000	14,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,000			
2. Insurance	8,000	2,000	2,000	
3. Lease/Rental of Equipment	2,500			
4. Lease/Rental of Space	7,500	5,000	2,000	500
5. Staff Training	500			
6. Supplies	1,000	500	500	
7. Telecommunication	1,000	500	500	
8. Utilities	500	500	500	
9. Accountant/Auditor	7,500	5,000	2,500	500
10. Neighbor Isle Mgr. (Ind. Contractor)	20,000	4,000		
11. Parking	5,500	500		
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	55,000	18,000	8,000	1,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. PROJECT (CONSTRUCTION) COSTS	275,000	1,170,000	950,000	385,000
TOTAL (A+B+C+D+E)	400,000	1,230,000	1,000,000	400,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	400,000	HAWAII 3R'S (808) 521-5525		
(b) Federal NHEA	1,230,000	[Redacted] Phone		
(c) Federal DOD	1,000,000	January 30, 2009		
(d) Private & Other	400,000	Signature of Authorized Official Date		
TOTAL BUDGET	3,030,000	RYAN T. SHIGETANI / EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: HAWAII 3R'S

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	1	\$65,000.00	41.00%	\$ 26,650.00
Executive Assistant	1	\$44,000.00	42.00%	\$ 18,480.00
Project Manager	0.5	\$12,000.00	41.00%	\$ 4,920.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				50,050.00
JUSTIFICATION/COMMENTS:				
The remainder of salaries will be paid out of the portion of federal and private funds that allows for administrative costs				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HAWAII 3R'S

Period: July 1, 2009 to June 30, 2010

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HAWAII 3R'S

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						
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						
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.

HAWAII 3R'S
(Typed Name of Individual or Organization)


Ryan T. Shigetani
(Typed Name)

January 30, 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: 28-0

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: Hawaii Alliance for Community-Based Economic Development

Dba: HACBED

Street Address: 677 Ala Moana Blvd. Suite 702 Honolulu, HI 96813

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ROBERT AGRES, JR.

Title Executive Director

Phone # 808-550-2661

Fax # 808-534-1134

e-mail bagres@hacbed.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 FAMILY & INDIVIDUAL SELF SUFFICIENCY PROGRAM

4. FEDERAL TAX ID # _____

5. STATE TAX ID # _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 198,480

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 \$ 75,000

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

ROBERT AGRES, JR.
NAME & TITLE

JANUARY 30TH, 2009
DATE SIGNED

I. Background and Summary

I. **Applicant's Background**

The Hawaii Alliance for Community Based Economic Development (HACBED) was established in 1992 as a statewide nonprofit intermediary organization to “achieve economic, social, and environmental justice in Hawai`i through community-based economic development.” It supports the field of community-based economic development and asset building in Hawai`i by helping to strengthen the strategic readiness and capacity of communities and community-based entities to expand economic choices, increase wealth, create hope, and promote self-empowerment and self-sufficiency for individuals, families, and communities across the islands. In its commitment to building and growing the CBED and asset building field and movement in Hawai`i, HACBED has strategically focused on: [1] *Asset Policy Development & Advocacy* – moving social and economic justice issues from the “grassroots” to effective policy through asset building policy development, advocacy and organizing, and implementation; [2] *Capacity Building* – providing technical support and learning opportunities for organizational development, asset building, community-based planning, and community-based economic development; and [3] *Knowledge Development & Dissemination* – developing and sharing information to strengthen community voice and collective action around planning and implementation of viable asset building policy and practice strategies.

A primary goal of the Asset Policy agenda is to expand awareness and access to the federal Earned Income Tax Credit (EITC). HACBED supported efforts to create statewide staff support for the network of Volunteer Tax Assistance (VITA) sites in an effort to increase the number of low income tax filers that receive free tax preparation services and claim the EITC. Over the past three tax seasons the Family and Individual Self-Sufficiency Program at Aloha United Way (“FISSP”) has organized the EITC outreach, volunteer recruitment, coordination and training, and reporting of the VITA sites. This program was created at the support volunteer VITA sites due to the need to have permanent staff support to conduct the activities that no one organization alone has the resources to cover. For the last three (3) tax seasons, the FISSP has increased VITA returns by 395% since the start of the program (See Table on Page 16).

The original intent of the VITA pilot at Aloha United Way was to incubate the program and then transfer the program activities to a more appropriate organization with a statewide mission and one that is not primarily focused on fundraising. To this end HACBED and Aloha United Way have worked over the past year to begin hosting the VITA coordination within HACBED. For this reason, HACBED is the GIA applicant and, if successful, AUW's FISSP program coordinator will formally work as HACBED staff to support the VITA activities.

2. Goals and Objectives

The goals and objectives of Applicant's request are to (1) educate low-to-moderate income taxpayers about the EITC and other valuable tax credits to which they may be entitled through outreach utilizing print media, radio, the internet, and community-based efforts that deal directly with these taxpayers, (2) to inform these taxpayers about the availability of free tax assistance services through similar outreach efforts and to persuade more of these low-to-moderate income workers to use this free service so that they will receive the full benefit of their refunds and tax credits, (3) to expand free tax assistance services in order to assist more low-income taxpayers, particularly those residing in homeless and transitional shelters and rural or other hard-to-reach areas of the State, and (4) link the free tax assistance program to financial literacy and asset building efforts so that taxpayers will learn to make better financial decisions regarding the refunds that they receive and the money that they save by using free tax assistance services.

3. Public Purpose and Need.

The Earned Income Tax Credit ("EITC") is the nation's most effective anti-poverty program and, as a result, it has continually received strong bi-partisan support. President Ronald Reagan once called the EITC "the best anti-poverty, the best pro-family, the best job creation measure to come out of Congress." President Barack Obama intends to expand the reach of the EITC to 5.8 million more Americans and increase its benefits for another 6.2 million Americans as part of his plan to stimulate the nation's economy. In his words, "I have seen firsthand the ineffectiveness of some

traditional anti-poverty programs. That's why I have a strong commitment to pursuing only the most effective anti-poverty programs."

How effective is the EITC in fighting poverty? A study conducted by the Center on Budget and Policy Priorities (CBPP) in 2006 found that in 2003, census data showed that without the EITC, an additional 4.9 million people would have been in poverty, including 2.4 million children. According to the CBPP, "Census data show that the EITC lifts more children out of poverty than any other single program or category of programs." Furthermore, since the EITC is a credit that is only available to those who work, it serves as an incentive for people to enter and remain in the workforce and to file their tax returns. In fact, the EITC is credited with substantially increasing the participation of single mothers in the labor force because of the greater effects of the credit on single women with children.

For states, the EITC draws a huge amount of federal dollars into the local economy. During Tax Year 2007, the IRS reports that Hawaii residents received \$155,139,420 in EITC benefits, most of it in the form of new federal dollars that were brought into the State. Even if only 80% of that amount was spent locally, the State received more than \$4.9 million in general excise taxes (using 4% as the applicable tax rate and excluding any multiplier).

However, based on estimates provided by the IRS, approximately \$42 million of EITC funds are unclaimed by Hawaii residents every year because taxpayers fail to file a federal return or self-prepare their returns and are unaware of this valuable tax credit or the fact that they are eligible to claim it. For Tax Year 2008, a married couple or a single person with two or more qualifying children can receive as much as \$4,824 in EITC benefits. For many, this could mean the difference between being homeless and being sheltered.

In addition to putting much needed money back into the pockets of the working poor and drawing a substantial amount of new federal dollars into the State, the EITC also:

- Stimulates the local economy since taxpayers use these funds to purchase much needed goods and services for themselves and their families from local businesses.

- Generates income for the State in the form of general excise taxes on more than one level since there is a multiplier effect when new funds enter into the State's economy.

- Provides an incentive for workers to remain employed and for the unemployed to enter the workforce which also increases the State's revenue from income taxes and reduces the burden on public welfare programs

- Boosts the annual income of some workers by as much as 30 to 40 percent without any cost to employers.

- Reduces the gap between income and "affordable rent" for cost-burdened households with children.

The need for free tax assistance: Free tax assistance sites enable taxpayers to receive the full benefit of their refunds and tax credits such as the EITC because those refunds and credits are not reduced by tax preparation fees and predatory "fast refund" loan products such as Refund Anticipation Loans (RALs) which charge the taxpayer extremely high interest rates and which are heavily marketed to low-income taxpayers.

In 2007, there were 88,000 taxpayers in Hawaii who claimed the EITC. Over 51,000 of these taxpayers used a paid preparer to file their tax returns. Since the National Taxpayer Advocate estimates that the average cost of commercial tax preparation is \$150 per return, low-income taxpayers in Hawaii paid approximately \$7.65 million in tax preparation fees in 2007 and reduced the benefit of the EITC by that amount. During that same Tax Year, free tax assistance sites saved Hawaii taxpayers more than \$1.1 million in tax preparation fees.

Free tax assistance sites also protect taxpayers from predatory loan products such as Refund Anticipation Loans (extremely high interest loans disguised as "quick refunds"), which are heavily marketed to low-income taxpayers. According to the Internal Revenue Service's National Taxpayer Advocate, EITC-eligible taxpayers account for 56% of those who obtain RALs which have annualized interest rates that range from 97% to 2000%.

The foregoing demonstrates the need for continuing the EITC campaign and free tax assistance program. It is also important to note that unlike other types of assistance programs, expansion of this Program will NOT result in a corresponding increase in operating costs. This is due to the fact that the free tax assistance program is largely volunteer driven. Tax sites are established at organizations that desire to provide this service to the public and to the clients that they serve. Those who prepare tax returns at these sites, as well as trainers and site coordinators and intake specialists are all volunteers from the community. There is only one paid full-time position. All other services are provided pursuant to subcontracts or by the primary organization. While the increase of sites may increase the cost of such items as supplies, equipment, and program activities, other costs such as inter-island airfare, subsistence and per diem will actually decrease as the Program expands since successful volunteer recruitment on the neighbor islands will make it less necessary for Oahu based volunteers to fly to the neighbor islands to assist at those sites. For this reason, anticipated travel costs during the current tax season will be approximately 50% less than what it was last year.

In fact, the more the Program expands and succeeds, the more it will pay for itself because additional tax sites will bring more federal dollars into the State and generate more income for the State through general excise taxes as well as reduce the burden on public welfare programs. Economists suggest that every increased dollar received by low and moderate-income families has a multiplier effect of between 1.5 and 2 times the original amount in terms of its impact on the local economy and how much money is spent in and around the communities where these families live. Over the last three tax seasons, the existing Program's non-military VITA-only sites has obtained \$2,699,525 in EITC and CTC benefits for low-income taxpayers. Applying the conservative multiplier of 1.5, these benefits had an impact on the local community in the amount of \$4,049,287.

4. Target Population To Be Served

The target population for this Program is low to moderate income taxpayers, particularly those who are qualified for the EITC and other valuable tax credits (CTC, Additional CTC, Child and Dependent Care Credits) and are unaware of

these credits and the availability of free tax assistance. The Program will emphasize outreach and service to those who the IRS believes fails to file for the EITC. This includes workers who are:

- Living in rural areas
- Disabled
- Childless
- Not proficient in English
- Recently divorced, unemployed, or have experienced other changes to their marital, financial or parental status which may now qualify them for the EITC and other tax credits.

Also included in the target population to be served are the homeless, hidden homeless, and those who are considered “at risk” – i.e., those who are 3 monthly paychecks away from being homeless- many of whom are employed full or part-time but cannot afford to rent.

5. Geographic coverage

The geographic coverage of this Program is Statewide with a focus on underserved geographic and/or hard to reach areas. For the past two tax seasons, the existing Program has coordinated and funded free tax assistance services on the island of Molokai where unemployment is almost double the Statewide average and the per capita income is among the lowest in the State. Molokai also has the highest percentage of young children living in poverty.

For the current tax season, the Program has recruited new organizational partners located in those areas where many who belong to the target population are located including Waianae Community Outreach on the Leeward Coast, KEY Project in Kahaluu, and the Council for Native Hawaiian Advancement in Waimanalo.

II. **Service Summary and Outcomes**

I. **Scope of work, tasks and responsibilities.**

Program Coordinator: The Program Coordinator will be the only salaried full-time position covered by the grant. The following describes the scope of the Program Coordinator's work and responsibilities:

- Conducts on-going recruitment of partners in order to establish new sites and expand services to low-income taxpayers.
- Works with the IRS-SPEC agents to deliver and collect all necessary paperwork from organizations that want to participate in the free tax assistance program and to assure that sites are provided with their software, e-file authorization, and site identification numbers.
- Conducts recruitment of volunteers for all partnering sites utilizing print media, radio announcements, the internet, flyers, and internal recruitment campaigns at financial institutions and other organizations and manages a volunteer database to enable direct communication with old and new volunteers.
- Coordinates volunteer training - assists Oahu trainers, mails out training materials to those interested in training online, and arranges for training sessions to be conducted on the neighbor islands by Oahu trainers.
- Communicates directly with volunteers, tracks their certification, and puts them in contact with sites requesting volunteer assistance.
- Tracks volunteer certification and provides certified volunteers with information about participating sites to enable volunteers to commit to a site and obtain further training on how to use the applicable software.
- Conducts extensive outreach regarding the EITC and other valuable tax credits and the availability of free tax assistance through print media, radio announcements, the internet including the Program's own website at www.hawaiiitaxhelp.org, and flyers (this year approximately 40,000 were delivered to agencies and departments of the Department of Human Services pursuant to a list provided by the DHS, several thousand more were delivered to financial institutions and organizations such as City and County Section 8,

OHA, and Kauai Food Bank pursuant to their request, and approximately 2,000 more were distributed by canvassers).

- Prepares a combined listing of free tax assistance sites (VITA and AARP) which is provided to 2-1-1, the information and referral system at Aloha United Way, and to organizations and agencies, including the State of Hawaii Department of Taxation in order to facilitate referrals of taxpayers who are seeking to have their returns prepared.
- Prepares and provides 2-1-1 with questions for callers in order to collect data on workers who are interested in free tax assistance.
- Arranges for airfare, accommodations, ground transportation, and per diems to volunteers to enable them to assist neighbor island sites.
- Prepares and distributes a supplemental survey form to sites to enable the FISSP to collect relevant information about the taxpayers that receive service.
- Provides banners, supplies and equipment to sites upon request or as necessary.
- Prepares detailed reports regarding the results of all aspects of the Program.
- Assists as necessary at sites as an intake specialist, quality reviewer, or tax preparer.
- Assists in the preparation of expenditure and budget reports.
- Works with the IT (MIS) Department to purchase computer equipment and related hardware that meet IRS and TaxWise specifications.
- Arranges a Volunteer Recognition and Mahalo Event at the end of the season for all volunteers and partners to share and celebrate the results of their efforts.

Marketing: The program coordinator works with an outside marketing firm – Pentate Creative - to produce all printed materials such as flyers and posters, newspaper advertisements, press releases, and radio public service announcements. The marketing firm has also helped the program coordinator develop an informational website: www.hawaiiitaxhelp.org The marketing firm is small but has

extensive experience working with non-profits. It has developed marketing materials for clients such as Hawaii Community Foundation, The Nature Conservancy, and Connection For Children. The firm's solid relationship with the media has also enabled the program coordinator to obtain reasonable publication and broadcasting rates.

HACBED Administrative Oversight:

- Administers any and all grant funds.
- Reviews all requests for payments and reimbursements.
- Prepares expenditure and budget reports.
- Arranges for audits as necessary or required.
- Purchases computers and related hardware that meet the specifications of the IRS and TaxWise.
- Loads software programs as necessary.
- Repairs computer equipment if possible.
- Disposes of computer equipment that is no longer usable.

2-1-1 Information and Referral Service

- Answers all calls relating to the EITC and free tax assistance service.
- Collects information from callers based on questions provided by the Program Coordinator and prepares monthly and end-of-season reports.
- Informs callers about basic EITC eligibility requirements and what they are required to bring with them to a free tax site and assists callers in locating a site that best suits their needs.

Participating organizations

Organization/Agency	Role and Responsibilities
ALU LIKE, Inc. - Central	Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake. Will prepare tax returns and has the capacity to e-file Distributes and collects client surveys and reports final tax prep data to program coordinator
ALU LIKE, Inc. – Kauai	Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.

	<p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program coordinator</p>
American Savings Bank	<p>Conducts EITC and free tax assistance service outreach</p> <p>Conducts volunteer recruitment by launching an internal campaign among its employees.</p>
Bank of Hawaii	<p>Conducts EITC and free tax assistance service outreach</p> <p>Conducts volunteer recruitment by launching an internal campaign through the use of its intranet system.</p>
Bank of the Orient	<p>Provides volunteer tax return preparers from its employees.</p>
Chaminade University	<p>Provides classroom space for training volunteers</p> <p>Professor of accounting Wayne Tanna conducts training sessions</p>
City and County of Honolulu's Section 8 Family Self-Sufficiency and Home Ownership Program	<p>Outreach regarding the EITC and free tax assistance services.</p>
Council for Native Hawaiian Advancement	<p>Provides locations for tax preparation on Oahu and certain neighbor islands, a volunteer to coordinate the sites, and a screener to conduct intake.</p> <p>Will prepare tax returns using own equipment and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep results to the program coordinator</p>
Goodwill Industries	<p>Provides locations for tax preparation on Oahu as well as on Hawaii Island and Maui Island, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p>
Hawaii Credit Union League	<p>Conducts EITC and free tax assistance service outreach</p> <p>Provides access to credit union members for purpose of establishing new sites</p>
Hickam Federal Credit Union	<p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p>

	<p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p>
Human Services Department of the State of Hawaii	<p>Provided names and addresses of departments where program coordinator was requested to deliver approximately 40,000 flyers.</p>
ING Direct	<p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p> <p>Also able to provide seminar rooms for training.</p>
Kekaha Federal Credit Union	<p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p>
KEY Project	<p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p>
Labor's Community Services Liaison Program of Hawaii	<p>Conducts outreach regarding the EITC and availability of free tax assistance services via their connections to local labor unions</p>
Leeward Community College	<p>Provides a location for training as well as for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program</p> <p>Use of computers</p> <p>Recruits student volunteers</p>
Volunteer Hawaii	<p>Volunteer recruitment through its website</p>

Volunteer Legal Services of Hawaii	<p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Arranges for tax prep services at homeless, transitional, and other special shelters.</p> <p>Distributes and collects client surveys and reports final tax prep data to program coordinator</p>
Volunteer Tax Prep - Kauai	<p>Provides a location for tax preparation, a volunteer to coordinate the site, and a screener to conduct intake.</p> <p>Will prepare tax returns and has the capacity to e-file</p> <p>Distributes and collects client surveys and reports final tax prep data to program coordinator</p>
2-1-1	<p>Operators to respond to calls regarding the EITC and free tax assistance, to collect relevant data from callers, and to refer callers to tax prep sites.</p>

2. Annual timeline

July through September: Recruitment of new partners to assist with sponsoring a site, recruiting volunteers, and/or conducting outreach regarding the EITC and free tax assistance sites. Confirmation of continued participation of established sites. Design, produce, and distribute marketing materials to partners, including multi-lingual posters and flyers. Obtain and submit all necessary paperwork for new partners in order to obtain their SIDNs and EFINs. Update content of website with new EITC information and training information as it becomes available.

September through October: Continue recruitment of partners. Commence volunteer recruitment utilizing newspaper ads, press releases, radio announcements, website, internet announcements on sites such as Volunteer Hawaii, Craigslist and Facebook, and intranet services of certain organizations such as Bank of Hawaii.

October through December: Continue volunteer recruitment utilizing print media, radio, website of the existing program (www.hawaiiataxhelp.org), posting on Volunteer Hawaii, intranet services at financial institutions such as BOH. Commence outreach regarding EITC and availability of free tax assistance services

through print media, radio, website, and direct delivery of flyers. Communicate with those interested in volunteering informing them of the training options, certification requirements, and the availability of resources and support to assist them in getting certified. Coordinate volunteer training, commence delivery of training kits to those interested in training online, and arrange for training on the neighbor islands. Conduct site coordinator meeting to confirm their responsibilities, their paperwork, and the assistance that they need.

December through January. Volunteers begin training with classroom training taking place in January. Program Coordinator compiles and provides 2-1-1 with color-coded list of all of the VITA and AARP sites, new EITC information, and questions to ask callers to collect data. Preparation of survey of clients and distribution of survey to site coordinators for the purpose of collecting relevant data regarding those who use free tax assistance sites. Outreach for EITC awareness and availability of free tax assistance continues. Oversee volunteer certification and coordinate volunteer referrals to sites needing assistance. Additional training sessions held summarizing State tax law and credits and use of the TaxWise software.

February through April: All sites are operational. Arrange for information regarding financial literacy to be distributed to taxpayers at the free tax sites. DVD of the financial literacy program piloted by the existing program is shown on a television screen to taxpayers while they wait for service at certain sites that have the necessary equipment and space to accomplish this. Taxpayers are invited to sign up for free seminars, workshops or classes relating to financial literacy. Commence collecting surveys and tabulating results.

May through June: Complete tabulation of survey results and collection of site results from site coordinators. Results are shared with volunteers at Mahalo Event held in May. A detailed written report containing results of the tax season is prepared and shared with partners as well as distributed to organizations that may be interested in participating in the free tax assistance program during the next season. Financial literacy seminars, workshops and classes begin in June.

]

3. Quality Assurance and Evaluation

Since the free tax assistance program is established in connection with the Internal Revenue Service's VITA (Volunteer Income Tax Assistance) program, certain procedures are in place to enhance the quality of site operations and the accuracy of returns prepared. All of the organizations participating in the free tax assistance program are required to provide at least one person from their organization who will act as a site coordinator. Site coordinators are required to train and be certified as site coordinators and as tax preparers to enable them to quality review the returns prepared at their sites. All volunteers preparing returns are required to train and be certified. Certification requires the passing of an online test accessible through the IRS' website. Training regarding State tax laws, forms and use of the software program is also required of volunteers.

Classroom training for volunteers ranges from 16 hours (accelerated instruction) to 24 hours. The amount of time involved in online training depends on the individual volunteer but can take just as long. The amount of time spent on the certification test is also dependent on the individual volunteer but usually involves an additional 5 hours. State tax law training and use of the software for tax return preparation involves an additional 5 to 8 hours. Whenever possible, new volunteers are invited to sit with an experienced volunteer while a tax return is being prepared to make them more comfortable about using the software.

All sites are encouraged to provide services "by appointment only". This enables the appointment taker to inform taxpayers of the documents that they are required to bring to the site. This procedure reduces the number of taxpayers that are turned away because of insufficient documentation and therefore increases the efficiency of the site. This procedure also allows the appointment taker to determine whether the taxpayer can be helped at their site. If the taxpayer's situation requires the preparation of a complex return, it is necessary that a volunteer has been trained and certified at that level of complexity is present at the tax site. Otherwise, the taxpayer is referred to another site. At the site, intake specialists review the taxpayer's documents and complete a mandatory interview and intake form. All returns prepared are quality reviewed by another volunteer or the site coordinator prior to being e-filed.

Site coordinators are offered disposable cell phones during the season. The numbers of these cell phones are used as the appointment line for the sites which reduces the amount of taxpayer phone calls to the organization's main phone number - a situation which, in the past, resulted in complaints from the organization that taxpayer phone calls were preventing them from servicing their own clients. Trainers will also be offered disposable cell phones since they have agreed to be available to answer calls from site coordinators in the event that they have tax law questions while their site is operational. Accessibility by new site coordinators to trainers and more experienced coordinators helps to reduce the number of errors on returns.

The program coordinator remains in contact with the site coordinators throughout the tax season and requests periodic reports regarding any problems they have encountered in running their sites, including any rejected returns, the reasons for rejection, and how the problem was resolved. At the end of the season, site coordinators are required to submit the results of their sites to the program coordinator and are encouraged to suggest changes that they feel may improve delivery of the services.

4. Measures of effectiveness

Volunteer recruitment: All outreach materials for volunteer recruitment refer interested individuals to the program's website - www.hawaiiitaxhelp.org. The number of "hits" on the website is recorded and indicates the amount of interest generated by the outreach. Individuals who proceed to complete a request for information form provide data that shows where they reside and how they heard about the program. The program coordinator is then able to determine the level of response from the different islands and the effectiveness of the various types of outreach methods that were used. The program coordinator responds to interested individuals with general information about the program and training requirements. If a person thereafter requests training, their names and contact information is entered into a volunteer database. The trainers provide the program coordinator with a list of volunteers who attended the classroom training sessions. For volunteers who opt to train online, the program coordinator mails or delivers all

training materials. At the end of the tax season, site coordinators are required to provide the program coordinator with a complete listing of all of their certified volunteers. This enables the Program Coordinator to determine how many of those who trained or requested training materials actually obtained their certification and volunteered.

Outreach for EITC and free tax services: All site coordinators are required to submit a report to the program coordinator at the end of the tax season. The report, which is generated by the tax preparation software, contains data pertaining to the number of returns filed, total amount of refunds claimed by taxpayers, number of EITC filings, total amount of EITC dollars claimed, number of Child Tax Credit filings, total amount of CTC dollars claimed. The results from the individual sites are compiled into a list that compares the current tax season results with the results of the previous tax seasons. An increase in filings is considered a direct result of effective outreach. An example of the type of data generated is shown below (excerpt from TY 2007 report):

Individual site data:

Alulike	TY 2005	TY 2006	TY 2007
No. of returns	17	81	368
Total refunds	19,983	102,996	384,994
No. of EIC	9	33	152
Total EIC dollars	6,577	51,124	197,522
No. of CTC	N/A	14	59
CTC	N/A	16,980	75,914

Compiled data from all sites:

Summary	TY2004*	TY 2005	%+/-	TY 2006	% +/-	TY 2007	% +/-
Number of returns	368	654	+ 77.72	1259	+ 92.50	1822	+44.72
Total refunds	\$364,497	\$727,794	+ 99.67	\$1,478,255	+103.11	\$1,879,852	+27.17
Total EIC	\$170,337	\$306,022	+ 79.66	\$736,676	+140.73	\$ 889,796	+20.79
Total CTC	\$ 63,043	\$138,985	+120.46	\$283,206	+103.77	\$ 344,840	+21.76

*TY 2004 is included for comparison purposes only. The Program's first tax season was for TY2005. These are the results of non-military VITA sites only, which service primarily low-to-moderate income workers. It does not reflect the Program's assistance and impact on the free tax assistance sites coordinated by AARP

Client demographics: Since all outreach materials direct interested persons to call 2-1-1 or to log onto the program's website, the effectiveness of the program's outreach efforts is also measured by the number of calls received by 2-1-1 and the number of hits recorded on the website. 2-1-1 is also instructed to ask all callers certain specific questions, including how they heard about the EITC and free tax assistance. The callers' responses are logged and 2-1-1 is capable of tabulating these responses and providing the FISSP with a written report monthly or for any particular time period. A sample of the data provided by 2-1-1 is shown below:

Quantity and Gender

Time Period	12/1/05-4/30/06	12/1/06-4/30/07	12/1/07-4/30/08
No. of FISSP Callers	543	976	2159
% Female	66	72	71
% Male	26	23	27
Unknown	8	5	2

How Callers Found Out About The EITC and 2-1-1 (in percentages)

	Tax Season 2006	Tax Season 2007	Tax Season 2008
Flyers	28	34	41
Media – includes website	54	49	43
Word of Mouth	15	13	13
Referrals	3	4	3

The program coordinator also collects relevant data regarding those who use free tax assistance sites through a survey form that clients are requested to complete during the intake process. At the end of the last tax season, 1,093 forms were returned to the program coordinator by the site coordinators. Volunteers manually tabulated the surveys from the various sites and the program coordinator totaled all individual tabulations to arrive at the final results. The following shows the type of data that is collected by this method:

- During Tax Season 2007, 6.2% of the responding taxpayers stated that English was not the primary language spoken in their homes. During the last tax season that percentage increased to 16%, which indicates that the program's outreach is reaching more of the ESL population.
- 75% of the taxpayers stated that they had filed a return during the previous year. Of these taxpayers, 31.4% stated that they had used a paid preparer, which indicates that an increasing number of taxpayers are deciding to save money by using a free tax assistance site.
- Asians (including Filipinos) comprised the largest ethnic group who used free tax assistance sites (34%). Hawaiians comprised the next largest group (31%), then Caucasians (22%), and Pacific Islanders (12%).
- Slightly more females (54.5%) than males (45.5%) took advantage of free tax assistance services.
- 73% of those who completed the survey stated that they had a bank account.
- 72% of respondents indicated that they expected a refund but only one-half of these taxpayers indicated that they were going to have their refunds directly deposited into a bank account.

Taxpayers are also asked whether they would be interested in receiving specific types of information while at a free tax site. The following subjects were of greatest interest to taxpayers (listed in order of importance): debt elimination, higher education, home ownership, and understanding taxes. Other subjects of interest to taxpayers include job training, owning a business and rental assistance. Based on these statistics, the FISSP encourages organizations that offer services in these areas to make information about their programs available to taxpayers at free tax assistance sites.

III. Financial

I. The budget is attached to this request. As previously mentioned, the expansion of this program cost does NOT result in a corresponding increase in operating costs. In fact, because a substantial portion of the program is volunteer driven and because a system is already established with respect to outreach and data collection, the program could continue growing for several years without any increase in the annual amount requested.

2. The anticipated quarterly funding requests for fiscal year 2009-2010:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$48,000	\$68,000	\$38,000	\$38,000	\$192,000

3. Other sources of funding applied for:

a. The existing program was awarded one of the nation’s new VITA grants by the Department of the Treasury – Internal Revenue Service. Those funds are required to be spent by June of 2009 and there is no guarantee that further VITA grants will be offered. However, if another VITA grant opportunity arises, this program intends to apply once again.

b. The applicant was awarded an RFP by the Department of Human Services to provide free tax assistance services for the island of Kauai ONLY. The contract start date was set as 2/1/09. However, there has been a further delay and no contract has yet been issued.

IV. Experience and Capability

A. Necessary Skills and Experience

The Program Coordinator who will be in charge of this program has managed the EITC campaign and free tax assistance program at Aloha United Way since October of 2005 (i.e., for the last three tax seasons). The number of sites have increased from 7 sites in Tax Season 2006 to 21 confirmed sites to be operating during this tax season. This count does not include the numerous “roving” sites that will be operating at homeless, transitional, and other special shelters. An extensive volunteer recruitment campaign has also resulted in a substantial increase in the number of volunteers that are willing to work at these sites. Further, as a result of continued site expansion and aggressive outreach, the number of returns filed at participating VITA sites over the last three tax seasons has increased by 395%.

	Tax Year 2004	Tax Year 2005	Tax Year 2006	Tax Year 2007	Tax Year 2008 (current season)
No. Of Sites	Unknown	7	11	12	21
No. Of Certified Volunteers	Unknown	18	31	59	74(still counting)
No. of Returns Prepared	368	654	1259	1822	

* The program coordinator was not involved during Tax Year 2004. The program coordinator’s involvement began in Tax Year 2005

The Program Coordinator also has experience in working with grants on the State level, complying with governmental cost principles, and preparing detailed reports focusing on the Program's outcomes inasmuch as the self-sufficiency program has been funded almost completely by grant funds. During the first 2 years of operation, the program was funded by a grant-in-aid from the State of Hawaii. Subsequently, the program received funding from the Department of Human Services under a restrictive purchases contract. The program is currently operating under a no-cost extension of time contract with current expenditures being paid for by unspent funds. In addition to the unspent funds, the program received one of the nation's first VITA grant awards in the amount of \$57,300.

As stated in Section I, Applicant HACBED has, over the last 16 years, developed, coordinated, or otherwise been substantially involved in various State-wide projects, workshops, and conferences that have focused on enhancing the financial skills of low-to-moderate income workers, particularly through community-based efforts. Because it is and has been involved in community-based efforts on several islands, HACBED has developed a strong connection with a network of organizations that will help to expand the EITC and free tax assistance program, particularly on the neighbor islands.

B. Facilities

Tax return preparation occurs at the premises of organizations who have agreed to sponsor free tax assistance sites. Since the sites are established in conjunction with the IRS' VITA program, they are required to comply with ADA requirements. Therefore, all sites that are not situated on the ground level have lifts or elevators to accommodate those with mobility problems.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing

Program Coordinator. This is the primary paid position in the Applicant's program. All other positions related to tax return preparation are staffed by volunteers. The marketing company and 2-1-1 are paid but are not considered part of the staff as they will be operating pursuant to independent contractor agreements.

Site Coordinators: Site coordinators are responsible for making appropriate arrangements at their sites for scheduling clients for tax preparation, managing the volunteers who elect to work at their sites, ensuring that their sites comply with federal regulations pertaining to non-discrimination, privacy, and VITA guidelines, and working with the IRS-SPEC representative on matters such as ordering software and checking the adequacy of equipment to be used. Site coordinators are also responsible for doing quality reviews of tax returns prepared at their sites, e-filing all tax returns, and resolving any problems that may arise regarding any returns submitted to the IRS.

Volunteer intake specialists: Intake specialists greet clients, conduct the initial interviews of those clients, and complete the required intake and interview form provided by the IRS. They are also responsible for having the clients complete the survey forms provided to each site by the Program Coordinator. Finally, intake specialists review the clients' documents to make sure that the clients have brought all necessary documents with them to the site and that the documents and the information provided during the interview are accurate.

Volunteer tax return preparers. Preparers meet with the clients, confirm information on the intake and interview form, and prepare the tax returns, state and federal, for the clients. Preparers also do quality reviews of other preparers' returns. It takes approximately 1 hour to 1½ hours to prepare the average tax return. Most sites are open approximately 4 1/2 hours each session. Therefore, one volunteer can service, on the average, 3-4 clients per session.

HACBED Support. HACBED program staff will provide support to the program coordinator.

Staff Qualifications

Program Coordinator: Has 3 years of experience in successfully coordinating, establishing, and supporting free tax assistance services, conducting outreach through various marketing venues, and volunteer recruitment. Possesses the ability to collect and compile data, generate reports, and create databases. Understands state cost principles and reporting procedures.

Site Coordinators: Must be trained in federal and state tax law (approximately 20-24 hours of training) and be able to pass an IRS certification exam. Must learn to use the IRS' software for preparation of tax returns and undergo additional training relating to management of their respective sites and their volunteers and to familiarize themselves with the laws and regulations concerning non-discrimination and protection of taxpayers' privacy. Must also be able to perform quality reviews of tax returns prepared by their volunteers and to e-file the tax returns prepared at their sites. Responsible for resolving any errors on returns filed at their sites by working with the clients and the IRS.

Intake Specialists: Must be trained in conducting interviews of taxpayers using the IRS' intake and interview form and the survey form provided by Applicant. Must understand the rules and regulations pertaining to non-discrimination and protection of taxpayers' privacy.

Tax Return Preparers: Must be trained in federal and state tax law (approximately 20-24 hours of training) and be able to pass an IRS certification exam. Must learn to use the IRS' software for preparation of tax returns and be able to conduct quality reviews of tax returns prepared by other volunteers. Must also be able to communicate with clients effectively.

Training and Supervision. Volunteer tax return preparers are required to receive training in federal tax law, state tax law, and use of the IRS' Taxwise software. After training, they are required to pass a certification test online at the IRS' website regarding the federal tax law portion.

Currently, in-class training is only available on Oahu at classes conducted by accounting professors at Chaminade University and Leeward Community College. Volunteers will be offered the opportunity to travel to Oahu to attend these classes and

the VITA program will evaluate options to have training on neighbor Islands in the future.

Volunteers can also train online at the IRS' website. For volunteers selecting this option, the Program Coordinator will provide them with the necessary training materials and assistance by e-mail or telephone.

The Program Coordinator has just recently produced DVDs from videotapes of the entire training session that occurred at Chaminade University during January of 2008. These DVDs have been used to provide classroom type training to volunteers without the need of a trainer. The Program Coordinator has been able to recruit 2 facilitators to present these DVDs to volunteers. A facilitator would be someone who is knowledgeable about tax law but not necessarily willing or able to actually teach the sessions.

State tax law training is part of the live training curriculum and is also available on a DVD that was produced by the Program Coordinator in 2006. There is no online training option for state tax law.

TaxWise training is part of the live training curriculum and can also be conducted by IRS representatives. This year, TaxWise training is also available online at the TaxWise site with access available through the IRS making it possible for site coordinators to conduct their own training with their volunteers.

Site coordinator training occurs at the site and via telephone by the IRS representatives who support VITA programs. This year, site coordinator training is also available online.

All volunteers who complete the training and pass the certification test on the IRS' website will contact the Program Coordinator and receive a list of sites and contact information for the site coordinators. The site coordinators will provide the Program Coordinator with a list of the volunteers who have elected to work at their sites. All information regarding volunteers, including their contact information and their selection of a site, is entered into a database.

Once a volunteer selects a particular site, the volunteer will work directly with the site coordinator. Site coordinators are required to provide all volunteers with a password so that they can access the tax preparation software provided by the IRS.

This prevents unauthorized use of the software and allows the site coordinator to track returns prepared by a particular volunteer.

Intake specialists are trained by the site coordinators and/or the program coordinator with respect to conducting client interviews, reviewing documents, completing surveys, and privacy and non-discrimination laws and regulations. Intake specialists are supervised by the site coordinators.

The Program Coordinator reports directly to and is supervised by the Executive Director of HACBED.

B. Organization Charts.

See the attachments for the Organization-wide and Program organizational charts.

VI. Other

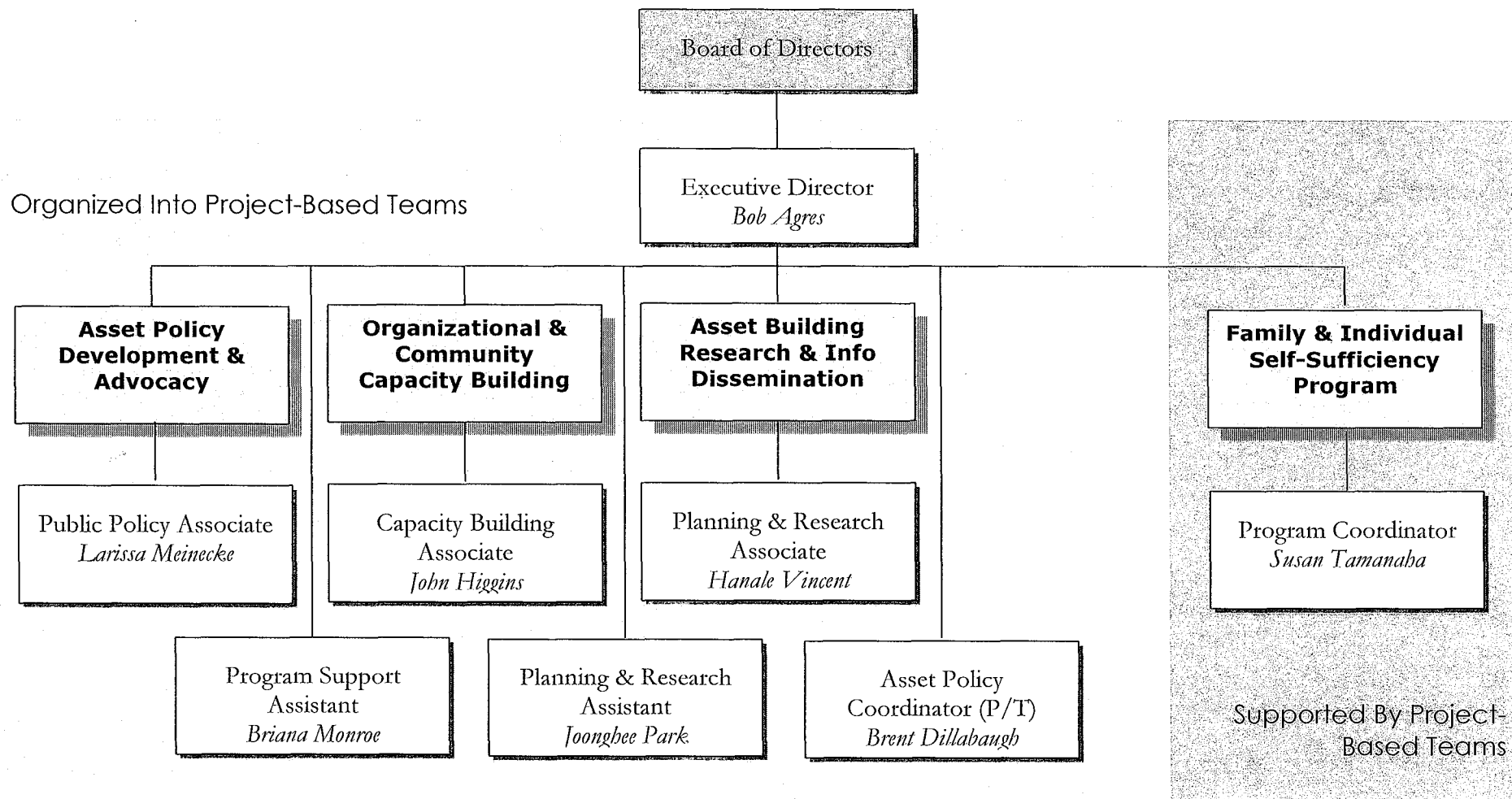
A. Litigation

Applicant is not involved in any pending litigation and has no outstanding judgments against it.

B. Licensure or Accreditation

There are no standing licenses or accreditation qualifications required for tax preparation services, however the Program coordinator, Site coordinators, Intake specialists, and volunteer preparers are annually certified by the IRS as outlined in the proposal narrative to meet current tax year rules and regulations.

ORGANIZATIONAL CHART



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

Applicant: Hawaii Alliance for Community Based Economic Development - HACBED

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	53,400			
2. Payroll Taxes & Assessments	5,000			
3. Fringe Benefits	5,820			
TOTAL PERSONNEL COST	64,220			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,500			
2. Insurance	200			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	11,760			
5. Staff Training	3,000			
6. Supplies	3,500			
7. Telecommunication	1,750			
8. Utilities				
9. Contractual Services-Admin	3,000			
10. Contractual Services-Subcontracts	11,000			
11. Mileage	500			
12. Publication & Printing	50,000			
13. Postage, Freight & Delivery	2,200			
14. Subsistence/Per Diem	4,250			
15. Transportation	1,000			
16. Lease/Rental of Motor Vehicle	1,200			
17. Program Activities	34,200			
TOTAL OTHER CURRENT EXPENSES	131,060			
C. EQUIPMENT PURCHASES	3,200			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	198,480			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	198,480	SUSAN TAMANAHA 381-0881		
(b)		[Redacted] Phone		
(c)		[Redacted] 01/30/09		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	198,480	ROBERT AGRES, JR - Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Alliance for Community Based Economic Development

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 Coordinator	1	\$48,000.00	100.00%	\$ 48,000.00
Program Support Assistant	1	\$36,000.00	15.00%	\$ 5,400.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				53,400.00
<p>JUSTIFICATION/COMI The only full-time salaried position. Amount shown does not reflect any adjustments for payroll taxes or fringe benefits.</p> <p>Please refer to the overall budget form for tax and fringe benefits information.</p>				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant re
Applicant:

Period: July 1, 2009 to June 30, 2010

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hawaii Alliance for Community Basec
Economic Development

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						
TOTAL:						
JUSTIFICATION/COMMENT 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.

Hawai'i Alliance for Community-Based Economic Development (HACBED)

(Typed Name of Individual or Organization)



January 30th, 2009

(Date)

Robert Agres, Jr.

(Typed Name)

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: 37-0

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: Hawaii Family Law Clinic

Db: Ala Kuola

Street Address: 550 Halekauwila Street Hon. HI 96813

Mailing Address:

P.O. Box 4559 Honolulu, Hawaii 96812-4559

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name EDWIN K. FLORES

Title Director

Phone # (808) 545-1880

Fax # (808) 545-1887

e-mail edkflores@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:

DOMESTIC ABUSE/TEMPORARY RESTRAINING ORDERS

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 282200.00

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 \$ 37500.00

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 4200.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

EDWIN K. FLORES, DIRECTOR

EDWIN K. FLORES

DIRECTOR

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

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

App Hawaii Family Law Clinic dba Ala Kuola

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	183,000			
2. Payroll Taxes & Assessments	49,500			
3. Fringe Benefits	18,000			
TOTAL PERSONNEL COST	250,500			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	4,500			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	18,000			
5. Staff Training	1,200			
6. Supplies	4,000			
7. Telecommunication	4,000			
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	31,700			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	282,200			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		<i>EDWIN K. FLORES</i> 808-545-1890		
(b)		Name (Please type or print) Phone		
(c)		[Redacted Signature] 1/30/09		
(d)		Signature of Authorized Official Date		
TOTAL REVENUE		<i>EDWIN K. FLORES Director</i> Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Ala Kuola

Period: July 1, 2009 to June 30, 2010

POSITION TITLE	FULL TIME EQUIVALENT	2 ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director	1	\$57,500.00	80.00%	\$ 46,000.00
Program Coordinator	1	\$38,500.00	100.00%	\$ 38,500.00
Legal Assistant/Court Assistant	1	\$36,000.00	100.00%	\$ 36,000.00
Legal Asst./Court Assistant/Admin.Asst	1	\$33,000.00	80.00%	\$ 26,400.00
Attorney	0.3	\$60,000.00	30.00%	\$ 18,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				164,900.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Ala Kuola

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 N/A						
LAND ACQUISITION N/A						
DESIGN N/A						
CONSTRUCTION N/A						
EQUIPMENT N/A						
TOTAL:						
JUSTIFICATION/COMMENTS:						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Ala Kuola

Period: July 1, 2009 to June 30, 2010

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

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

Hawaii Family Law Clinic dba Ala Kuola

(Typed Name of Individual or Organization)



1/20/09

(Date)

Edwin K. Flores

Director

(Typed Name)

(Title)

Grants-in-Aid Application Instructions
Fiscal Year 2009-2010 Budget (July 1, 2009 to June 30, 2010)

1. Fill out application form in its entirety.
2. Submit the completed original of the application to the Senate Committee on Ways and Means:

State Capitol, Rm. 210
Honolulu, HI 96813
Attn: Rod Becker

3. Submit (1) copy of the application to the House Committee on Finance:

State Capitol, Rm. 306
Honolulu, HI 96813
Attn: Eric Nouchi

4. Do not include bound materials or brochures with applications. All materials submitted should be submitted on three hole punched 8 and ½ by 11 inch paper and clipped.
5. The deadline for application submissions will be **January 30, 2009**. Please note that applications may be submitted effective immediately.

Questions should be directed to Mr. Eric Nouchi of the House Committee on Finance staff (586-6200), or Mr. Rod Becker of the Senate Committee on Ways and Means staff (586-6800).

Be advised that your application is considered to be a public document and may be posted on the internet.

GIA REQUEST

Hawaii Family Law Clinic dba Ala Kuola Application for Grant in Aid Subsidy 2009-2010

The Hawaii Family Law Clinic, dba Ala Kuola, hereinafter Ala Kuola, (*A Path to Safety and Life*), is a 501c(3) non-profit organization whose primary purpose is to assist individuals affected by domestic abuse to obtain temporary restraining orders (TRO's) for protection from their abusers.

In order to pursue a restraining order in the Family Court, persons must be spouses, former spouses, persons who have a child in common, parents on behalf of children, persons related by blood, persons jointly residing or formerly residing in the same dwelling unit, and/or persons who have or have had a dating relationship.

Ala Kuola has received funding as a sub-grantee of the Faith And Technical Support (FACTS) grant funded by the Office of Violence Against Women administered through Baylor University, the Office of Hawaiian Affairs, the 2008 Hawaii State Legislature, Kosasa Foundation, Hawaii Hotel Association Charity Walk, and the Harry and Jeanette Weinberg Foundation, Inc.

In calendar year 2007, Ala Kuola first entered into a contract with the Judiciary to provide TRO services to the Family Court of the First Circuit. During the 2007 calendar year, there were approximately 2,475 cases docketed in the Family Court related to domestic abuse. During this period Ala Kuola assisted approximately 17% of this total. Ala Kuola's present staff includes the Director, two staff persons and one quarter-time volunteer. In the calendar year 2008, approximately 2,829 were docketed of which Ala Kuola accounted for approximately 25% of the total. In spite of its staff size, Ala Kuola makes every effort to accommodate any victim of domestic abuse to utilize its services. Ala Kuola has demonstrated its ability to provide effective quality services to the public and the Judiciary. To increase its capacity to provide an increase of services and accessibility to victims who experience domestic abuse, Ala Kuola seeks additional funding to add an additional staff person. With the addition of additional staff, Ala Kuola looks to provide its services to outlying communities throughout Oahu through outreach and collaborations with existing community providers.

Goals:

- Ala Kuola will provide greater access to all individuals throughout the island of Oahu who face safety issues and are in need of a protective order from their abuser.
- All individuals will receive individualized assistance in the completion of a petition seeking a temporary restraining order.
- All individuals within the meaning of HRS Section 586 will receive assistance from Ala Kuola
- All individuals will be tracked to ensure that a protective order is appropriate and relative to the individual's needs.

Objectives:

- Intake service hours will be offered throughout the business day to accommodate individuals who for logistical reasons are not able to fulfill the requirements of obtaining a TRO through existing services.
- All individuals will be provided information and referrals
- A full explanation will be provided to all individuals to ensure a complete understanding of orders entered by the Court.

Public Purpose:

Through services provided by Ala Kuola, the public is afforded greater access to obtain a temporary restraining order against their abuser.

Statement of Need and Summary of Service:

Currently, the Adult Client Service Branch (ACSB) of the Family Court of the First Circuit is charged with providing the public services to obtain a temporary restraining order (TRO) on Oahu. In order for an individual to obtain services, the individual must first call in advance to obtain an appointment. Appointments are only available in the morning hours. The individual must be present at the offices of ACSB by 8:00 a.m. on the day of the scheduled appointment and should the individual be late, a new appointment would need to be scheduled. The requirement in many cases may be too restrictive due to practical logistical issues faced by many victims of domestic abuse which make it prohibitive to fulfill this requirement. Such logistical issues may include but are not limited to child care, work commitments, transportation, hiding from one's abuser and disability. As many are not able to fulfill an appointment requirement, victims may forego seeking a protective order of the court which results in further exposure to abuse. Those who are late and miss their scheduled appointment at ACSB are referred to Ala Kuola for services.

It should be noted that in many instances, the abuse may have recently occurred and the victim may not be able to obtain a protective order until an appointment can be made.

Those seeking assistance in obtaining a temporary restraining order are referred by the police, various social services and legal services organizations, word of mouth, and a good majority are referred by the Family Court mainly due to its availability to provide restraining order services.

Ala Kuola TRO Services

Ala Kuola is structured and its procedures are designed to conduct intake services throughout the business day from 8:00 a.m. to 4:30 p.m., Monday thru Friday by either accepting pre-set appointments or seeing individuals on a walk-in basis. In special circumstances, Ala Kuola may be able to conduct intake services outside its office, in an appropriate, secure location that will not compromise the safety of the victim or Ala Kuola's staff member. Depending on the hour of the day when services are requested, most seeking a protective order will obtain one the very same day.

Currently, Ala Kuola procedures as provided by Family Court Management call for the petitions for a restraining order be presented to a Family Court judge between the hours of 1:00 p.m.- 2:00 p.m., Mondays through Thursdays, and between 10:00 a.m. and 11:00 a.m. on Fridays. It should be noted that the Family Court Judges have permitted petitions to come before their review after the noted specified times.

As previously noted, an individual requesting assistance in obtaining a restraining order can either call Ala Kuola or seek services on a walk-in basis. Ala Kuola's staff screens the request to ensure that the petition for a temporary restraining order being requested is within the purview of the Family Court. (A restraining outside of HRS Sec. 586 is referred to the District Court).

Following the initial assessment, the individual is provided the Petition for A Temporary Restraining Order to complete in their own words and is only provided technical assistance in completing their petition. As Ala Kuola does not serve as an individual's legal representative nor does it act as their advocate, no legal advice is provided. After the petition is completed, it is reviewed to ensure that all relevant information is provided, and instructions to the Honolulu Police Department or other relevant law enforcement agencies are completed to effectuate service of process on the respondent. The completed petition is transmitted to the Family Court for review by a Judge where he or she will either grant or deny the petition. The petition is then taken to Court Management where a hearing notice is issued. (A denied petition does not generate a hearing notice). The granted petition is photocopied, filed with the Circuit Court, and certified copies are obtained for service of process on the respondent. After completion of the processing of the petition by Ala Kuola's staff, the individual is notified that the petition is available for pick up for delivery to the Honolulu Police Department for service of process on the respondent. Along with the filed petition, individuals are provided information regarding the violation of the court order.

Referrals are also provided to individuals to obtain the services of an advocate in intimate partner matters and to legal service providers as well as various social services agencies and organizations. Referrals include but are not limited to the Legal Aid Society of Hawaii, Domestic Violence Action Center, Women In Need, Army Victims Advocacy Program, Marine Corp Victim Advocacy Program, Navy Victim Advocacy Program, Volunteer Legal Services of Hawaii, Hawaii State Bar Association and Department of Human Services.

Court Hearing Process:

Pursuant to statute, a court hearing is scheduled within 15 days of the date of filing of the restraining order petition. On the date of the hearing, Ala Kuola's staff continues to act as a neutral party to the proceeding. At the court hearing, Ala Kuola's staff act as a "court assistant", (ACSB workers are referred to as "Court Officers)" in which their actions include but are not limited to attempting to arrive at an agreement between the parties as to the issues of the temporary restraining order to expedite the hearing process, drafting various court orders as ordered by the court, and service of process of the court's orders on the involved parties. Ala Kuola's post-hearing responsibilities include transmittal of all court orders to the Honolulu Police Department Records Division to be placed on file.

Ala Kuola Timeline:

At this writing, Ala Kuola continues to provide services to the public. Ala Kuola will continue to assist those individuals who are not able to fulfill the appointment requirement of the Family Court to obtain temporary restraining orders. Ala Kuola will continue the development to implement a process whereby individuals, community-based organizations, or domestic violence agencies/organizations utilizing restraining order forms found on the Judiciary website can utilize the services of Ala Kuola to process with the Family Court petitions for a temporary restraining order.

Quality Assurance and Evaluation:

Ala Kuola has managed various grant awards which include private foundations as well as government awards on the State and Federal level and is familiar with various mandated reporting requirements.

Ala Kuola will continue to maintain a system of improving delivery of services through external and internal monitoring, ongoing case evaluation, and problem-solving. Formal internal program evaluations serve as useful tools to Ala Kuola in determining whether the program objectives are being met and service contract obligations are being fulfilled. Establishing an internal evaluation team indicates an organization's serious effort to track the program's progress and ensures success. Our program evaluation will be formative, summative, qualitative and objective.

Ala Kuola utilizes a Satisfaction Questionnaire as a tool to ensure that services being provided fulfill our objective to continually provide quality services to the public. As evidence of the quality of services that Ala Kuola is currently providing, attached is a representative sampling of questionnaires completed by individuals who have received Ala Kuola's assistance. (See attachment 1)

The staff of Ala Kuola meets on a periodic basis with its staff attorney for review and update of its process and procedures. These meetings ensure that a high quality of service is provided to the public.

Reporting Measures of Effectiveness:

As previously noted, Ala Kuola has been a recipient of various grants, both private and governmental. Ala Kuola possesses the experience in oversight and control. Specifically, as Ala Kuola has experienced with other reporting requirements, Ala Kuola is prepared and will provide to the respective reporting agency, program progress reports of detailed work during the reporting period and will include statements on the nature of work performed, actual performance measures, activity levels, targeted groups, and a description of any immediate problems encountered in the delivery of services.

Financial:

Ala Kuola continues to seek Federal, County and private foundation sources of funding for 2009- 2010.

Experience and Capability:

Ala Kuola is the only private agency that assists victims of domestic abuse on Oahu with the filing of a temporary restraining order and is committed to devoting its resources to promote and protect the rights of the broad spectrum of abused victims.

Currently, Ala Kuola contracts with the Judiciary of the First Judicial Circuit to provide TRO services to the general public. Ala Kuola's experience and familiarization of the TRO process and working with the population of those who have experienced domestic abuse will ensure quality in the delivery of services. It should be noted that with the significant number of those assisted in 2007 and 2008, as previously noted, (approximately 17% of the totaled docketed in 2007 and 25% in calendar year 2008), Ala Kuola has demonstrated the capacity to deliver services to those victims who experience domestic abuse.

Facilities

Ala Kuola is located in the downtown area of Honolulu directly across the street from the Family Court. The office is accessible by both private and public transportation.

Although the building which houses Ala Kuola does not have public parking, ample parking to the public is available within the vicinity. The facility is fully accessible and meets all ADA requirements.

Staffing:

Edwin (Ed) K. Flores, Ala Kuola's Executive Director has over 23 years of legal experience as a paralegal, the majority of which is in the area of public sector law with the Legal Aid Society of Hawaii, Disabled Rights Legal Project and Volunteer Legal Services Hawaii (VLSH). In his capacity as paralegal with VLSH, he was responsible for the creation of the TRO program that once existed at VLSH. He was successful in reaching agreements with the Family Court administration, and in devising a process to serve more victims of abuse. Ed has approximately six years of experience in working with individuals who experienced domestic abuse.

Eugenie Naone, Program Coordinator, has approximately 5 years of experience working with individuals in domestic abuse matters. Her experience includes extensive client intake, coordination of Ala Kuola TRO process, and several hundred appearances in the Family Court with assisting petitioners and drafting of court orders. She possesses extensive knowledge in providing appropriate referrals to provide further assistance to individuals.

Stacey Gabriel, Paralegal has approximately 15 plus years as a legal secretary/paralegal primarily in the private sector. She has been employed with Ala Kuola for approximately 1 year 4 months and appears in the Family Court with assisting petitioners and drafting court orders on daily basis

Greg Nishioka, staff attorney. Mr. Nishioka is licensed to practice law in Hawaii and is in good standing with well over 20 plus years of experience. Mr. Nishioka's concentration is in litigation District Court, Family Court, Circuit Court, Court of Appeals, as well as on the Federal level. Mr. Nishioka provides oversight of Ala Kuola.

Ala Kuola continues to have available an attorney, in good standing, licensed in the State of Hawaii to provide technical assistance to Ala Kuola's staff. As Ala Kuola does not engage in legal representation of the individuals assisted, the attorney is readily available to Ala Kuola to provide technical advice when necessary. Ala Kuola is currently negotiating with two members of the private bar to continue such services.

Organization Chart:

See attached.

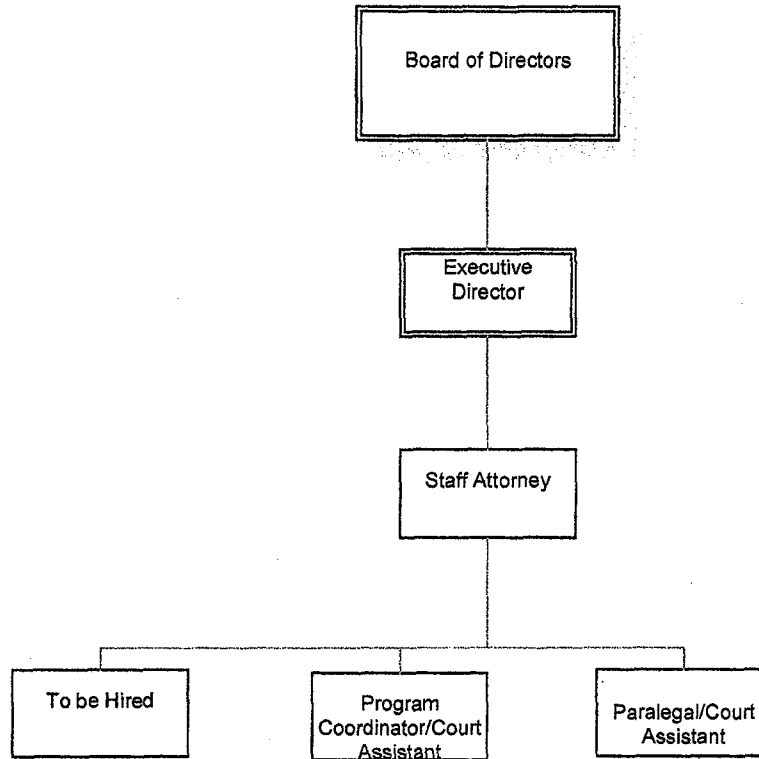
Litigation:

Ala Kuola is not involved in any litigation nor has any actions be brought.

Licensure/Accreditation:

Ala Kuola does not possess any license or Accreditation.

Ala Kuola



ATTACMENT 1.

Date: 1-5-09

Ala Kuola Satisfaction Questionnaire

Ala Kuola is dedicated to improving its services and operation. To insure that all who seek the assistance of Ala Kuola receive a high quality of service, it is essential that we receive feedback from you. May we ask that you take a few minutes to complete this questionnaire and add your comments if you wish and send it back to us.

1. Name: _____

Ethnicity: Caucasian Zip Code: 96707

2. How did you find out about Ala Kuola? CPS

3. Did you contact any other agency or organization to assist you prior to contacting Ala Kuola? yes

4. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate your overall satisfaction with the services provided to you by Ala Kuola.

1 [] 2 [] 3 [] 4 [] 5 [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? *They were able to help me to provide protection for my family. Thank God for Ala Kuola*

5. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate the information provided to you concerning the temporary restraining order process.

1 [] 2 [] 3 [] 4 [] 5 [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? *The process was explained thoroughly by Stacey and she was very articulate*

6. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate Ala Kuola's accessibility and hours of availability for your personal convenience?

1 [] 2 [] 3 [] 4 [] 5 [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? *They were open when I needed them*

7. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate how the court orders entered in your case were explained to you after your court hearing.

1 2 3 4 5
[] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? *Simply - not complicated.*

8. How likely are you to recommend Ala Kuola to someone who may be in need Of Ala Kuola's services? Would you say your chances are ...

Excellent
[] Very good
[] Good
[] Fair
[] Poor

Mahalo for taking the time to fill out this questionnaire.

Special thanks to Stacey for helping me thru this very emotional experience and procedure



Date: Dec. 29, 2008

Ala Kuola Satisfaction Questionnaire

Ala Kuola is dedicated to improving its services and operation. To insure that all who seek the assistance of Ala Kuola receive a high quality of service, it is essential that we receive feedback from you. May we ask that you take a few minutes to complete this questionnaire and add your comments if you wish and send it back to us.

1. Name: _____

Ethnicity: Japanese Zip Code: 96825

2. How did you find out about Ala Kuola? Friend

3. Did you contact any other agency or organization to assist you prior to contacting Ala Kuola? NO

4. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate your overall satisfaction with the services provided to you by Ala Kuola.

1 2 3 4 5
[] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? Prompt Service, Friendly Staff, Comforting advice

5. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate the information provided to you concerning the temporary restraining order process.

1 2 3 4 5
[] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? Very Accurate

6. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate Ala Kuola's accessibility and hours of availability for your personal convenience?

1 2 3 4 5
[] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? Very Accessible

7. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate how the court orders entered in your case were explained to you after your court hearing.

1 2 3 4 5
[] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? *Very understandable*

8. How likely are you to recommend Ala Kuola to someone who may be in need Of Ala Kuola's services? Would you say your chances are . . .

Excellent
[] Very good
[] Good
[] Fair
[] Poor

Mahalo for taking the time to fill out this questionnaire.

Date: 12/29/08

Ala Kuola Satisfaction Questionnaire

Ala Kuola is dedicated to improving its services and operation. To insure that all who seek the assistance of Ala Kuola receive a high quality of service, it is essential that we receive feedback from you. May we ask that you take a few minutes to complete this questionnaire and add your comments if you wish and send it back to us.

1. Name: _____

Ethnicity: Hawaiian, Filipino, Puerto Rican, Chinese, American Indian Zip Code: 90817

2. How did you find out about Ala Kuola? referred by police and legal aid.

3. Did you contact any other agency or organization to assist you prior to contacting Ala Kuola? NO

4. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate your overall satisfaction with the services provided to you by Ala Kuola.

1 2 3 4 5
[] [] [] [] [✓]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? The services was great and the people are very friendly.

5. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate the information provided to you concerning the temporary restraining order process.

1 2 3 4 5
[] [] [] [] [✓]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? I got whatever information needed w/out really asking.

6. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate Ala Kuola's accessibility and hours of availability for your personal convenience?

1 2 3 4 5
[] [] [] [] [✓]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? They were open when I needed them to do my TPO. And it was done A.S.A.P.

7. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate how the court orders entered in your case were explained to you after your court hearing.

1 2 3 4 5
[] [] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? *Understandable and Direct.*

8. How likely are you to recommend Ala Kuola to someone who may be in need Of Ala Kuola's services? Would you say your chances are . . .

[] Excellent
[] Very good
[] Good
[] Fair
[] Poor

Mahalo for taking the time to fill out this questionnaire.

Date: 12/10/08

Ala Kuola Satisfaction Questionnaire

Ala Kuola is dedicated to improving its services and operation. To insure that all who seek the assistance of Ala Kuola receive a high quality of service, it is essential that we receive feedback from you. May we ask that you take a few minutes to complete this questionnaire and add your comments if you wish and send it back to us.

1. Name: _____

Ethnicity: Caucasian Zip Code: 96734

2. How did you find out about Ala Kuola? _____

3. Did you contact any other agency or organization to assist you prior to contacting Ala Kuola? _____

4. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate your overall satisfaction with the services provided to you by Ala Kuola.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

They were very helpful & patient & understanding

5. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate the information provided to you concerning the temporary restraining order process.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

They helped me when I was so emotional and not sure what areas to fill out

6. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate Ala Kuola's accessibility and hours of availability for your personal convenience?

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

They were available when I needed them.

7. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate how the court orders entered in your case were explained to you after your court hearing.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? *They were very patient & explained every question I had.*

8. How likely are you to recommend Ala Kuola to someone who may be in need Of Ala Kuola's services? Would you say your chances are . . .

[] Excellent
[] [] Very good
[] [] Good
[] [] Fair
[] [] Poor

Mahalo for taking the time to fill out this questionnaire.

Thank you!
= =

Date: 12/3/08

Ala Kuola Satisfaction Questionnaire

Ala Kuola is dedicated to improving its services and operation. To insure that all who seek the assistance of Ala Kuola receive a high quality of service, it is essential that we receive feedback from you. May we ask that you take a few minutes to complete this questionnaire and add your comments if you wish and send it back to us.

1. Name: _____

Ethnicity: Filipino Zip Code: 96792

2. How did you find out about Ala Kuola? fatherhood

3. Did you contact any other agency or organization to assist you prior to contacting Ala Kuola? ACSB

4. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate your overall satisfaction with the services provided to you by Ala Kuola.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

5. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate the information provided to you concerning the temporary restraining order process.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? they were accurate fast and friendly

6. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate Ala Kuola's accessibility and hours of availability for your personal convenience?

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? Easy to contact and very satisfied

7. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate how the court orders entered in your case were explained to you after your court hearing.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? *I could understand everything clearly.*

8. How likely are you to recommend Ala Kuola to someone who may be in need Of Ala Kuola's services? Would you say your chances are . . .

Excellent
 Very good
 Good
 Fair
 Poor

Mahalo for taking the time to fill out this questionnaire.

Date: 11/26/08

Ala Kuola Satisfaction Questionnaire

Ala Kuola is dedicated to improving its services and operation. To insure that all who seek the assistance of Ala Kuola receive a high quality of service, it is essential that we receive feedback from you. May we ask that you take a few minutes to complete this questionnaire and add your comments if you wish and send it back to us.

1. Name: _____

Ethnicity: Hawaiian Zip Code: 96731

2. How did you find out about Ala Kuola? Salvation Army - Babes

3. Did you contact any other agency or organization to assist you prior to contacting Ala Kuola? YPO

4. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate your overall satisfaction with the services provided to you by Ala Kuola.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? They were there for me when I called. Other agency was not available (hours closed)

5. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate the information provided to you concerning the temporary restraining order process.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? The staff heard my concerns & then repeated them to me to validate me.

6. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate Ala Kuola's accessibility and hours of availability for your personal convenience?

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola? Because the other agency was closed by 2:30 pm

7. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate how the court orders entered in your case were explained to you after your court hearing.

1 2 3 4 5
[] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

they were able to clarify the process for motions to me

8. How likely are you to recommend Ala Kuola to someone who may be in need Of Ala Kuola's services? Would you say your chances are . . .

- Excellent
[] Very good
[] Good
[] Fair
[] Poor

Mahalo for taking the time to fill out this questionnaire.

Date: 01-14-2009

Ala Kuola Satisfaction Questionnaire

Ala Kuola is dedicated to improving its services and operation. To insure that all who seek the assistance of Ala Kuola receive a high quality of service, it is essential that we receive feedback from you. May we ask that you take a few minutes to complete this questionnaire and add your comments if you wish and send it back to us.

1. Name: _____

Ethnicity: Caucasian Zip Code: 96789

2. How did you find out about Ala Kuola? by ZAMARRETE

3. Did you contact any other agency or organization to assist you prior to contacting Ala Kuola? no

4. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate your overall satisfaction with the services provided to you by Ala Kuola.

1 2 3 4 5

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

ANSWERED. COMBESOME, ALWAYS
COURTEOUS, CARING, POLITE.

5. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate the information provided to you concerning the temporary restraining order process.

1 2 3 4 5

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

VERY THOROUGH WENT OVER DETAILS

6. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate Ala Kuola's accessibility and hours of availability for your personal convenience?

1 2 3 4 5

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

WHEN I WENT I NEVER HAD ISSUES
WITH THE AVAILABILITY.

7. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate how the court orders entered in your case were explained to you after your court hearing.

1 2 3 4 5
[] [] [] [] [X]

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

I am satisfied with NO UNANSWERED QUESTIONS. EVERYTHING EXPLAINED WELL.

8. How likely are you to recommend Ala Kuola to someone who may be in need of Ala Kuola's services? Would you say your chances are . . .

- Excellent
- Very good
- Good
- Fair
- Poor

Mahalo for taking the time to fill out this questionnaire.

rec'd

JAN 29 2009

[Handwritten mark]

House District All Districts
Senate District All Districts

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

Log No: 38-0

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):

BED

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): BED 227

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Hawaii HomeOwnership Center
 Dba: _____
 Street Address: 1259 Aala Street, Suite 201
 Mailing Address: Honolulu, Hawaii 96817
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Dennis Oshiro
 Title Executive Director
 Phone # (808) 523-9500
 Fax # (808) 523-9502
 e-mail dennis@hihomeownership.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:

Homebuyer education and counseling services in the State of Hawaii.

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 \$ _____
 FEDERAL \$ _____
 COUNTY \$ 150,000
 PRIVATE/OTHER \$ 674,500

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

Dennis Oshiro, Executive Director

NAME & TITLE

1/26/09

DATE SIGNED

2009 Hawai'i State Legislature
Application for Grants and Subsidies

Hawai'i HomeOwnership Center

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Attachment A. Hawai'i HomeOwnership Center Homebuyer's Flowchart to Success

BUDGET FORMS

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DECLARATION STATEMENT

Application for Grants and Subsidies

I. Background and Summary

A. Brief description of the applicant's background

The Hawai'i HomeOwnership Center (herein, Center) is a 501(c)(3) non-profit agency which was established by a cross-sector group of business, non-profit and government leaders. The goal was to create a highly capable, non-profit organization that could help first-time homebuyers successfully address the barriers to homeownership and become successful homeowners. The Center offers education and pre- and post-purchase counseling to help prospective homebuyers prepare for and sustain homeownership. The 2003 State Legislature passed S.C.R. 96 supporting and encouraging the establishment and operation of the Center.

The Center opened its doors on O'ahu in October 2003, and expanded to open offices on Kaua'i in 2006 and in Hilo and Kona in January 2008. Families join the Center and make a commitment of time and effort to finish an education and one-on-one counseling program tailored to their needs. Since inception, the Center has served over 5,233 individuals representing over 1,690 member households: 331 on Kaua'i, 108 on the island of Hawai'i and 1,251 on O'ahu. Over 550 of those households that have graduated from the Homebuyer Education Course have gone on to become successful first time homebuyers. The Center is successful in reducing barriers to first time homeowners by producing default resistant borrowers, and adding new homebuyers to the market.

The Center is chartered by, affiliated with, and recognized with an "exemplary" rating by the congressionally-chartered non-profit organization NeighborWorks America. NeighborWorks America provides support, technical assistance, and training for community-based revitalization efforts. The Center is a part of the national NeighborWorks network of more than 230 community-based organizations in 50 states creating new opportunities for residents while creating healthy communities. To retain charter status with NeighborWorks America, all staff members receive training and the Center is periodically audited by the national organization to insure operational and program compliance.

The Center was established by a broad-based group of stakeholders who are engaged in housing-related issues. These members not only provided key, start-up funding, but they also formed the initial volunteer board of directors for the Center. The Center continues to work with diverse partners to ensure its success. Current sponsors and funders include individuals, government and economic development programs, lenders, realtors, developers, title and insurance companies and NeighborWorks America.

B. Goals and objectives related to the request

The Center requests State grant-in-aid funds to provide services on O'ahu, Kaua'i, and the island of Hawai'i. These services include:

- (1) Continuing to implement the financial education curriculum with an emphasis on first-time homebuyers; and
- (2) Implementing foreclosure intervention counseling to 108 clients in FY 2009-2010.

The Center offers a continuum of strategies to ensure successful sustainable homeownership for people of modest means throughout the state. As the current foreclosure crisis is demonstrating, this begins with educated consumers who have the tools, capacity and options to make good choices about their homeownership decision, financing products and maintaining their homes.

The primary objective of the services provided by the Center is to prepare members for the successful purchase and owning of their home. Our program of homebuyer education, one-on-one counseling and post-purchase education has produced over 550 homeowner families since the Center opened its doors in October 2003. The projected outcomes are based on the Center's experience. The Center will graduate families from the education program and assist them with the home purchase process while providing on-going support services including counseling and classes to existing and new members.

The core mission deliverables mentioned above are measured based on the following:

- Homebuyer Education Graduates
- Mortgage-Ready and In Escrow
- Successful New Homeowners

The Center's year end goals for 2009 is 610 homebuyer education program graduates (number of households) and 663 households in 2010. The goals for successful homebuyers are 311 households in 2009 and 332 households in 2010. The Center also projects to have over 2,000 member households at the end of 2009.

The key to keeping a mortgage from going into foreclosure is to address the problem early. This, in turn, makes the marketing of services and outreach to potential clients an important component of a successful program. The Center will implement foreclosure intervention counseling with existing staff. Three of the Center's O'ahu counselors have taken all required courses through NeighborWorks to do foreclosure counseling at every level. Neighbor island counselors are being trained as well. O'ahu counselors are taking calls and assisting without funds at this time so the process has been informal. Grant-in-aid funding will help formalize the process and allow the Center to offer foreclosure intervention counseling and prevention workshops on a larger scale. In FY 2009-2010, the Center's goal is to service 108 clients.

C. Public purpose and need to be served

Market research in Hawai'i identified five major barriers to homeownership – income in relationship to the cost of housing; too much debt; no down payment; lack of information about the homeownership process; and the pervasive feeling of hopelessness. Homeownership centers in other communities throughout the nation have been successful in reaching lower income and underrepresented groups of new homeowners. The Center serves as a “one-stop shop” for assisting individuals and families in becoming successful homeowners. The Center will provide services that will assist low- and moderate-income households become homeowners; thereby serving the public purpose of providing affordable housing.

Research confirms that homeownership provides benefits that strengthen families, build stronger communities and help the economy. The Center addresses the needs by helping families budget, improve credit scores, providing information on down payment assistance programs and accurate and reliable information on the home buying process. The one-on-one counseling gives clients the confidence to begin the home buying process. Hawai'i has the 2nd lowest homeownership rate of any state. According to the 2000 Census, Hawai'i's homeownership rate was 56.5 percent compared to the national rate of 66.2 percent. Hawai'i has historically lagged the national rates of homeownership by about 10 percentage points and the Center works to reduce the homeownership gap. If Hawai'i were to match the national rate for homeownership, we could see an additional 50,000 homeowners in Hawai'i. The general economy is a beneficiary of broader, responsible homeownership.

Homeownership benefits the community at large:

- Homeowners live 4 times longer in their home than a renter, on average 10 years.
- Homeowners have 12 times more equity than a renter with comparable income enabling them to maximize assets.
- Homeowners' children are more likely to go to college than families who are renters.
- Homeowners' children are more likely to become homeowners themselves.
- Homeowners are more likely to volunteer, vote and contribute to political campaigns.
- Financing 250 home purchases will result in \$16 million or more in revenue to the lenders.
- Building 250 new homes will result in more than 600 full-time jobs.
- Homeowners are more likely to have the assets to trade-up or down on other real estate transactions.

In the wake of the recent financial crisis, the rising rate of foreclosures is of great concern. The rippled effects of financial loss, particularly the loss of a home, can threaten a family's financial security and undermine the strength of a community. The alarming increase in foreclosure rates underscores a mounting need for increased financial education.¹

¹ Loudon, Alejandra Medina and Angela Cardenas, “Sustainable Homeownership: Market and Policy Implications for Communities”, October 2007.

D. Target population to be served

The Center is ready and able to assist any household or individual that truly desires to become a successful homeowner. Though, most of the Center's clients fall into low- to moderate-income categories. The following demographic information for members of the Center provides a sense of the Center's "target" population.

- Average age of members is 38; members fall between the ages of 20 to 60
- Average income is \$41,302 with the median income \$38,085
- 66% of member families are considered low/moderate under federal income guidelines
- Average household size is 2.91; households range in size from one to 14
- 52.10% of members are female and 47.84% are male
- 5.06% of members are persons with disabilities
- Ethnic background of families include 37% Pacific Islander and Hawaiian, 32% Asian, 21% Caucasian, 6% Hispanic and 2% African American

The Center targets low-income residents and provides extensive services in the rural areas of the state. In addition, the Center makes a special effort to target the Native Hawaiian population.

E. Geographic coverage

The geographic reach of the Center is statewide. The Center provides services from four business locations: O'ahu, Kaua'i, Hilo and Kona.

The foreclosure intervention counseling services will be provided statewide with an emphasis on rural areas. Over 60% of the Center's current clients reside in what are considered to be rural areas.

II. Service Summary and Outcomes**A. Scope of work, tasks and responsibilities.**

Modeled after successful home ownership centers across the country, the Hawai'i HomeOwnership Center provides pre- and post-purchase education and counseling services to prospective first-time homebuyers.

Orientation: The Center offers free one-hour orientations which serve as an outreach vehicle to build awareness and provide information about the services available to the community. Once an individual/family enrolls, a one-on-one financial assessment is done, allowing clients to better understand what issues and challenges need to be addressed in becoming successful homeowners.

One-on-one Counseling: Counselors then develop a plan with the client(s) to overcome barriers in their way of homeownership (i.e. low credit scores, high debt, no savings, etc.). Following the first four hours of homebuyer education, one-on-one counseling sessions are scheduled to reinforce class curriculum and to provide guidance on applying the principles at home. One-on-one counseling then continues as needed. On average the counselor spends approximately 12 – 20 hours in one-on-one counseling with each family.

Education: The client is then enrolled in eight hours of homebuyer education, with the first four hours focusing on financial literacy (i.e. budgeting, credit, debt, and savings). As the clients move closer to becoming mortgage ready, they are then enrolled in the second four-hour class, covering mortgage loans and shopping for a home, and also the types of insurance involved in homeownership.

Successfully purchasing a home is challenging, but keeping the home is just as challenging for some. This is why the Center continues to provide education and counseling after the purchase of a home. The Center believes that providing homeowners on-going education and support will ultimately result in less defaults and foreclosures in the future. Some of the post-purchase education includes (but not limited to):

- Planning for success and protecting your investment
- Refinancing do's and don'ts
- Minor repair and maintenance
- Predatory lending awareness

The Center's strategy for reaching homeowners who are delinquent or in default will include direct outreach to homeowners and general publicity to the public at large. The direct outreach to homeowners will build on the efforts already in place. The goal of the direct outreach is to reach homeowners who are delinquent or having credit problems that could lead to delinquency while there is still time to prevent foreclosure. The direct outreach will center on the communication tools already in use by the Center including information about foreclosure and the counseling services available on their website. Links on these websites will direct people to the counseling services. The Center conducts ongoing housing counseling and workshops that attract homeowners who are having trouble making their mortgage payments. Material on foreclosures and referrals to the counseling services will be incorporated into these sessions.

B. Projected Annual Timeline

**Hawai'i HomeOwnership Center
Projected Annual Timeline
Fiscal Year 2009-2010**

Action	Dates	Responsibility
Publicize services	Ongoing	Executive Director, Program Director, Education Coordinator
Conduct outreach, orientation sessions and counseling for homebuyer education services*	Ongoing	Program Director, Education Coordinator, All Counselors
Assess performance and customer satisfaction; make changes as needed to outreach for homebuyer education services	09/30/09 12/31/09 03/31/10 06/30/10 (Quarterly)	Program Director, Advisory Councils, Board
Conduct outreach to lenders to set-up informational and referral program for foreclosure intervention counseling services	Begin 08/01/09	Program Director, Education Coordinator
Assess performance and customer satisfaction; make changes as needed to outreach for foreclosure intervention counseling services	09/30/09 12/31/09 03/31/10 06/30/10 (Quarterly)	Program Director, Advisory Councils, Board

* See also the attached flowchart (Attachment A. Hawai'i HomeOwnership Center Homebuyer's Flowchart to Success) which describes the ongoing process of homebuyer education and the services the Center provides to clients.

C. Quality Assurance and Evaluation Plans

The Center measures and tracks the number of persons and households that attend the orientations; the number of homebuyer education graduates; and the mortgage status of members (i.e. closed, in escrow, mortgage ready, near ready, long term, inactive, not yet assessed). The Center obtains feedback on its homebuyer's education course through survey instruments. Areas of assessment include the effectiveness of course material and instructors; the extent to which questions were effectively answered and participants felt supported and encouraged during class; whether graduates have a better understanding of the home buying process; and the usefulness of class activities, the textbook, and homework. Graduates are asked whether they would recommend the homebuyer course to a friend. The feedback and metrics assist the Center in monitoring, evaluating and improving its performance. All of the Center's staff is nationally trained and certified.

The Center also partners with trained and experienced professionals in the real estate industry.

The Center conducts an anonymous pre- and post- assessment survey of its member households. The pre-assessment survey is voluntarily taken before the household members have met with their assigned counselor or before they have taken Part I of Homebuyer Education. The post-assessment survey is voluntarily taken after the household members have completed their Part II of Homebuyer Education. The Center asks households to complete a survey comprised of 20 questions which evaluate their confidence level in various important categories including money management, credit, assistance programs, mortgages, real estate, insurance and the home buying process. Survey takers can choose confidence levels on a scale of 1 to 7. The higher their score the more confident a family is in relation to the various areas the Center strives to improve. There has been measured improvement noted from the beginning of the class to the end with an increase in member confidence of about 20% in all categories surveyed.

The pre-and post assessment tool has proven valuable to the staff in assessing the impact of the education and training the members participate in and shows that what is being done does improve skills and increase confidence levels.

D. Measure(s) of Effectiveness

A variety of performance measures are used to measure, assess and report the success of the Center over time. These measures include:

- Number and ratio of clients who complete each stage of service (from orientation to homebuyer education; from orientation to one-on-one counseling; from homebuyer education to mortgage readiness);
- Number of first time homebuyers;
- Number of clients receiving foreclosure intervention counseling
- Diversity of referral sources for new clients;
- Range of partners is reflective of stakeholders;
- Clients reflect the diverse market of potential first time homebuyers (socio-economic characteristics such as family composition, ethnicity, income and education); and
- Client satisfaction as determined by regular client surveys.

III. Financial

A. Budget

See Attached Budget Forms.

B. Quarterly Funding Requests

The anticipated quarterly funding requests for the fiscal year 2009-2010 from the Center:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$62,500	\$62,500	\$62,500	\$62,500	\$250,000

C. Other Funding Sources

Listing of all other sources of Center funding projected for the fiscal year 2009-2010:

FY 2009-2010 Projected Sources of Funding	Amount
Special Events (golf tournament, etc.)	35,000
County Funds	150,000
NeighborWorks America Grants	175,000
Other Government Funds	5,000
Corporate Donations and Private Foundations	306,500
Interest	10,000
Mortgage Operations	50,000
Program Fees and Credit Reports	93,000
TOTAL	824,500

IV. Experience and Capability

A. Necessary Skills and Experience

The Center has been operating since October 2003 and has helped more than 1,690 families (approximately 65% of whom are low- and moderate-income earners) to attain their goal of homeownership. Over the years, the Center has helped over 550 families into homeownership with another 78 families in escrow on their first home, and 267 more who are now mortgage ready and shopping for their first home.

To demonstrate experience, the Center has contracts with the following entities:

- City and County of Honolulu = \$125,000 in Community Development Block Grant (CDBG) funds was released to the Center in March 2007 to support services on O'ahu.
- County of Kaua'i – Fee-for-service homebuyer education and counseling contract and CDBG funds up to \$70,000 awarded to the Center in 2007.
- County of Hawai'i - \$50,000 in County funds for 2007 Homebuyer Education and Counseling Services Grant
- Department of Hawaiian Home Lands Home Ownership Assistance Program (HOAP) – partial reimbursement per participant contract

B. Facilities

The Center has four locations in Hawai'i with the main offices on 'A'ala Street near downtown Honolulu. All of our facilities meet ADA requirements and are listed below. The Center also conducts classes and orientations out of the Kaua'i County Building and

the Princeville area when providing services on Kaua'i. The Center will ensure that all future sites for classes will be ADA accessible.

Hawai'i HomeOwnership Center Locations:

Island	Street Address
O'ahu (main)	1259 'A'ala Street, Suite 201, Honolulu, Hawai'i 96817
Hawai'i - Hilo	71990 Kino'ole Street, Suite 102, Hilo, Hawai'i 96720
Hawai'i - Kona	73-5611 Olowalu Street, Kailua-Kona, Hawai'i 96740
Kaua'i	2970 Haleko Road, Suite 205, Lihu'e, Hawai'i 96766

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Center's program staff are trained and certified by NeighborWorks America to provide education and counseling services.

Dennis Oshiro, the Center's Executive Director, received his MBA degree and has extensive mortgage lending experience. He is also a certified home buyer educator and counselor through NeighborWorks America.

Reina Miyamoto, the Center's Program Director, has over 11 years of non-profit management experience in the realm of program services. She is also a certified home buyer educator through Neighbor Works America.

Dale Tomei, the Center's Education Coordinator, received his economics degree and is a certified home buyer educator through NeighborWorks America.

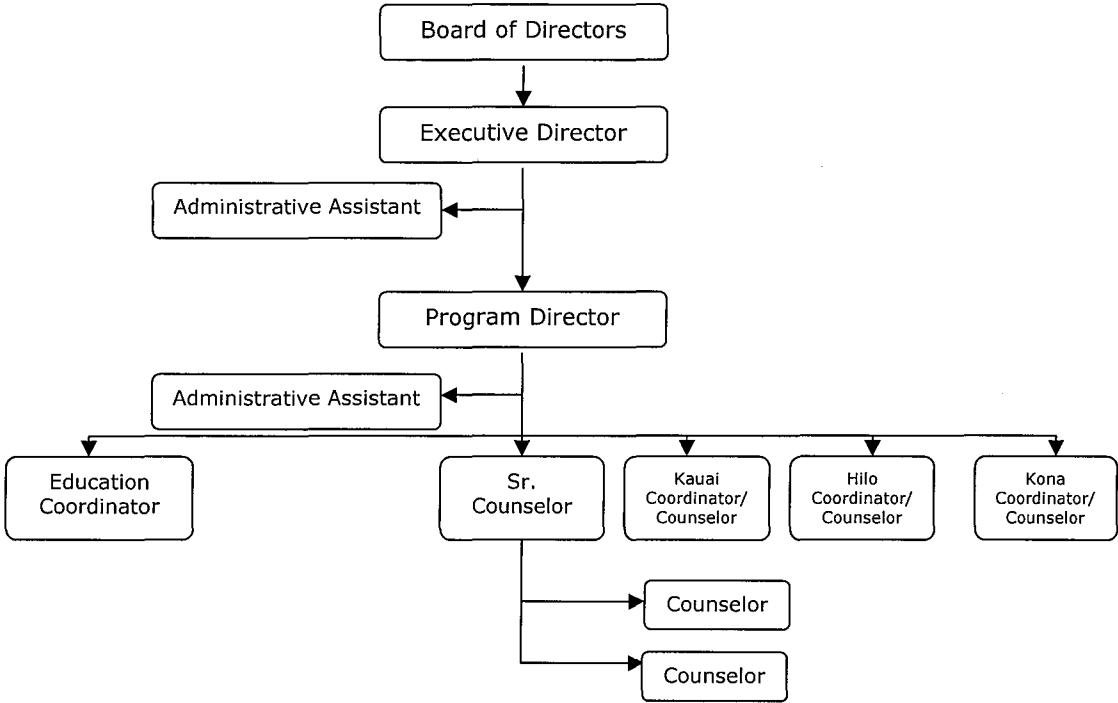
Becky Yara, the Center's Senior Counselor, spent over 26 years in the mortgage lending industry and is a certified home buyer counselor through NeighborWorks America.

Lehua Rosa Malott, the Center's Counselor, has an associate of arts degree and was previously working for PACT and the Waimanalo Community Development Corporation. She is a certified home buyer educator and counselor through NeighborWorks America.

Guy Inouye, the Center's Counselor, is a certified Home Buyer Educator and Counselor. He has over 12 years experience in the Title Insurance and Escrow industry.

The Center staff also consists of three neighbor island counselors – one at each of the following locations: Kaua'i, Hilo, Kona. All staff attend training at least once per year and often take on-line training in specific topics. Almost all counselors have had level one and two foreclosure counseling training.

B. Organization Chart



VI. Other

A. Litigation

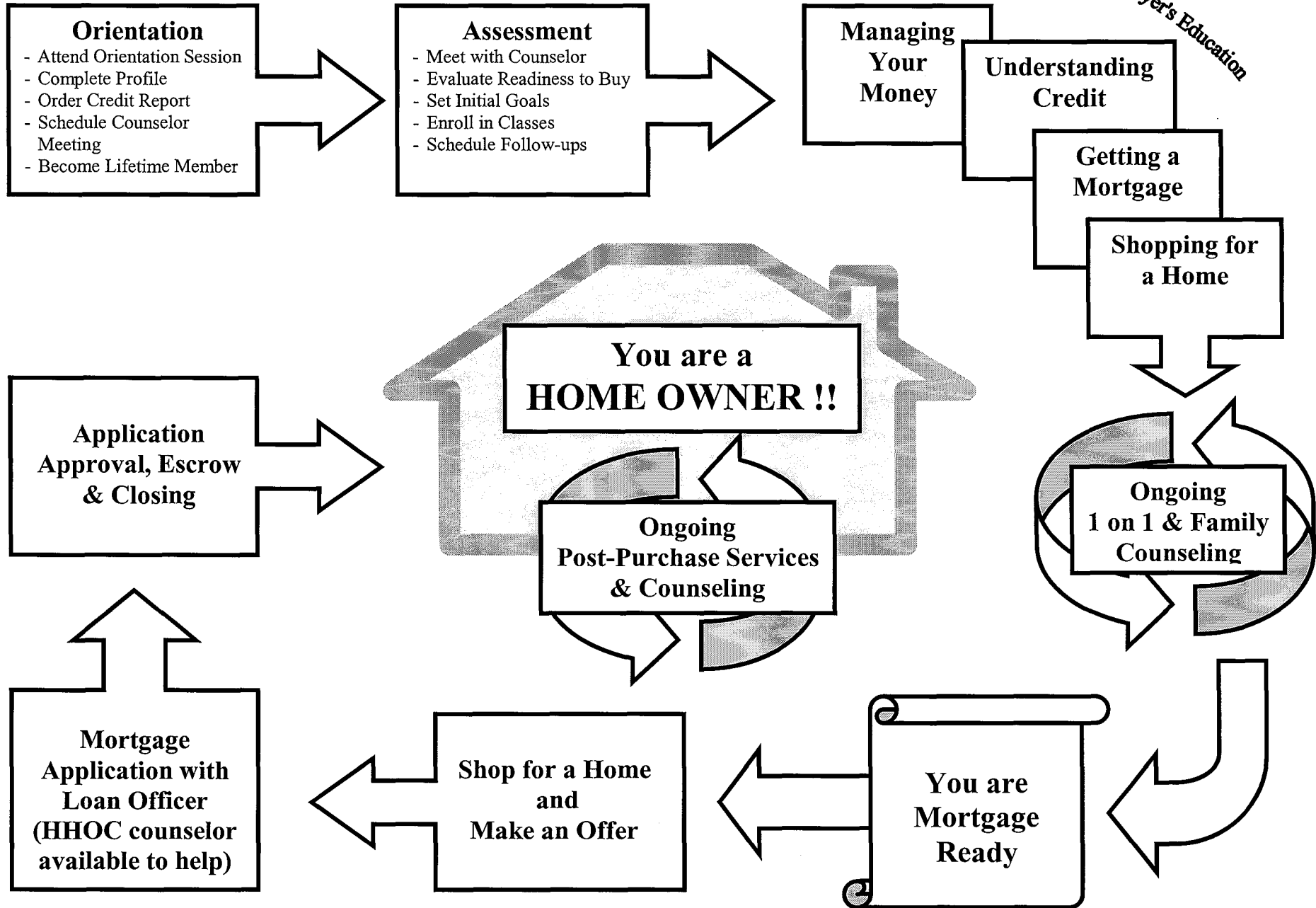
The Center is not a party to any pending litigation. There are no outstanding judgments against the Center

B. Licensure or Accreditation

The Center is a chartered member of the NeighborWorks network of organizations working in more than 4,400 communities nationwide building safe, affordable housing, providing homeownership and financial fitness opportunities, and spurring economic development in all 50 states. The network is supported by NeighborWorks America (formerly known as the Neighborhood Reinvestment Corporation), a national non-profit organization created by Congress in 1978 to provide support, technical assistance, research and training for community-based revitalization efforts. Each of the Center's program staff are trained and certified by NeighborWorks America to provide education and counseling services.



Hawai'i HomeOwnership Center Homebuyer's Flowchart to Success



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

Applicant: Hawaii HomeOwnership Center (HHOC)

BUDGET CATEGORIES	Total State Funds Requested (a)	HHOC Funds (b)	Total FY 09-10 Budget	
A. PERSONNEL COST				
1. Salaries	182,064	304,122	486,186	
2. Payroll Taxes & Assessments	18,635	31,128	49,763	
3. Fringe Benefits	33,544	56,033	89,577	
TOTAL PERSONNEL COST	234,243	391,283	625,526	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island, mainland		31,080	31,080	
2. Insurance		15,000	15,000	
3. Lease/Rental of Equipment		7,000	7,000	
4. Lease/Rental of Space	15,757	124,243	140,000	
5. Staff Training		15,000	15,000	
6. Supplies		5,000	5,000	
7. Telecommunication		12,000	12,000	
8. Utilities		0		
9. Dues & subscriptions		2,000	2,000	
10. Professional Fees		30,000	30,000	
11. Contracted Services		36,000	36,000	
12. Mileage, Parking		4,000	4,000	
13. Parking validation		3,600	3,600	
14. Internet		3,000	3,000	
15. Printing		15,000	15,000	
16. Postage & Delivery		4,000	4,000	
17. Events		9,000	9,000	
18. Marketing		7,500	7,500	
19. License, permits		1,200	1,200	
20. Misc Expenses		3,500	3,500	
TOTAL OTHER CURRENT EXPENSES	15,757	328,123	343,880	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000	719,406	969,406	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	<i>Dennis Oshiro</i> (808) 523-8115 Name (Please type or print) Phone		
(b) HHOC	719,406	[Redacted Signature] → 1/26/09 Signature of Authorized Official Date		
(c)		<i>Dennis Oshiro, Executive</i> Name and Title (Please type or print) Director		
(d)				
TOTAL BUDGET	969,406			

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii HomeOwnership 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)
Executive Director	100	90,000	10.00%	9,000
Program Director	100	55,000	40.00%	22,000
Education Coordinator	100	43,709	50.00%	21,855
Senior Counselor - Oahu 1	100	43,709	60.00%	26,225
HomeOwnership Counselor - Oahu 1	100	40,314	50.00%	20,157
HomeOwnership Counselor - Oahu 2	100	40,314	50.00%	20,157
HomeOwnership Counselor - Kauai	100	39,140	50.00%	19,570
HomeOwnership Counselor - Big Island 1	100	38,000	50.00%	19,000
HomeOwnership Counselor - Big Island 2	100	38,000	50.00%	19,000
Administrative Assistant	100	34,000	15.00%	5,100
Loan Officer	100	24,000	0.00%	0
				0
				0
				0
TOTAL:				182,064
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii HomeOwnership Center 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: Hawaii HomeOwnership 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						
TOTAL:						
JUSTIFICATION/COMMENTS: <div style="text-align: center; font-size: 1.2em;">NOT APPLICABLE</div>						

**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 HomeOwnership Center

(Typed Name of Individual or Organization)

 _____
(Signature)

1/26/09
(Date)

Dennis Oshiro,
(Typed Name)

Executive Director
(Title)

House District 27

Senate District 13

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

Log No: 39-0

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:
Hawaii Immigrant Justice Center (formerly Na Loio)

Db:

n/a

Street Address:

245 N. Kukui Street

Honolulu, HI 96817

Mailing Address:

Hawaii Immigrant Justice Center

P.O. Box 3950

Honolulu, HI 96812

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ROBIN H. KOBAYASHI

Title Chief Executive Officer

Phone # (808) 536-8826

Fax # (808) 537-4644

e-mail rkobayashi@hijcenter.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:

CIVIL LEGAL SERVICES FOR IMMIGRANTS

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 292,000

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 \$ 292,000

FEDERAL \$ _____

COUNTY \$ 0

PRIVATE/OTHER \$ _____

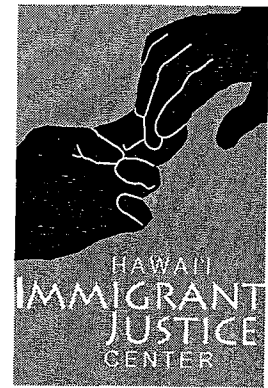
TYPE, NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

ROBIN H. KOBAYASHI, CHIEF EXECUTIVE OFFICER
NAME & TITLE

JANUARY 27, 2009
DATE SIGNED

Hawai'i Immigrant Justice Center's Application For Grants And Subsidies



EQUALITY
OPPORTUNITY
HOPE

I. Background and Summary

A. Background

The Hawai'i Immigrant Justice Center ("Justice Center") f/k/a Na Loio is a 501(c)(3) non-profit corporation that provides legal services to and advocates for the rights of indigent immigrants and their families. Since 1983, the Justice Center has helped thousands of low-income immigrants unite or remain with their families; acquire needed medical services and benefits; obtain language access rights; obtain the right to work; become naturalized citizens; attain safety and relief from domestic violence, sexual assault, and human trafficking; and secure legal status for abused immigrant children and asylees. Our services include, but are not limited to, full legal representation, advice and counsel, community education and outreach, social work case management services, and referrals to other agencies.

1. **An Opportunity To Improve Efficiency, But Balanced With An Increased Need for Services**

The Justice Center understands the dire economic condition that the State now faces, and at this time of great hardship we must all make great sacrifices. But we also hope to protect the State's delicate safety net, which we expect will be increasingly needed, for our most vulnerable populations. In fiscal year 2009 ("FY 09"), the Justice Center received an almost 40% cut in its State funding request. The effects were that the Justice Center made several budget cuts in its already lean budget, and continues to make further and deeper cuts. For instance, the Justice Center will implement a reduction in force ("RIF"). This RIF will reduce our ability to provide services even though the need for them is growing. However, to be responsive to the State's

economic crisis, the Justice Center has reduced its monetary request by almost 40% from its FY 09 request.

Even with this nearly 40% reduction request and smaller staff, the Justice Center will try to meet the ever expanding needs of the community. In FY 10, the Justice Center is faced with maintaining its current work of providing over 2,300 individuals with full legal representation, referrals, and advice.

In addition to these responsibilities, the Justice Center recently learned there are impoverished Human Trafficking victims on Oahu, Maui, Kauai, and the Big Island. There are potentially over 100 victims. Many of these individuals were exploited and abandoned by their employer. The Justice Center is collaborating with State and Federal officials to secure the just application of our criminal and civil laws.

To help compensate for these lean times, the Justice Center will expand the breadth of service providers that it will educate on how to identify, treat, and refer victims of human trafficking, domestic violence, and sexual assault to the Justice Center to include federally-qualified health centers. The Justice Center will also form a partnership with other service agencies to better coordinate comprehensive social services for our clients.

B. Goals And Objectives

The overarching goal of the Justice Center is to ensure access to justice for all indigent immigrants and refugees. Other more specific goals include the following:

- To promote family unity and prevent unnecessary separations triggered by poverty or immigrant legal status.
- To provide essential legal services for indigent immigrants and refugees with an emphasis on helping battered or abandoned children, crime victims, refugees, and other vulnerable immigrant residents.
- To help immigrants who are victims of domestic violence, sexual assault, stalking, or other major crimes escape abuse, gain independence from their abusers, and start life anew.
- To provide training to social workers, law enforcement, federally-qualified health centers, and other service providers about how to better understand, and thereby serve, immigrants and refugees, and to increase collaborations to enhance efficiency in helping our clients.

- To give safe haven in Hawai'i to all individuals persecuted in their home countries because of their political opinion, race, nationality, membership in a particular social group, or religion.
- To create a structured partnership with at least five (5) other agencies to provide indigent clients with comprehensive social services, including but not limited to: food, employment, education, and medical and psychological care.
- To provide legal assessment, referrals, and workshops for teenagers in foster care on dating violence, stalking, and human trafficking (which is unfortunately true of prostitution victims).
- To end human slavery in Hawai'i through direct legal services, community education, outreach, and collaboration with law enforcement officials.

C. **Public Purpose and Need To Be Served**

The purpose of this grant is to help indigent immigrants and their families live in Hawai'i lawfully and with the inherent rights that accompany lawful status. This means assisting indigent immigrants obtain legal status to work, providing language access to navigate lawfully through our legal system, bestowing safety and support to raise children, and imparting other necessary tools to help our clients build a meaningful life in Hawai'i.

1. **Hawai'i Has a Large And Disproportionately Poor Immigrant Population.**

The need for the Justice Center's services is only growing. The most recent census figures show that Hawai'i has the third largest immigrant population per capita, and the second highest share of immigrants and children born to immigrants in the Country. See http://www.fairus.org/site/PageServer?pagename=research_researchdd47 (citing 2000 U.S. Census Report); *The Foreign Born Population, Census 2000 Brief*, United States Census (2000) at p. 3. Over 60% of Hawai'i's population increase over the past thirty-four years has been attributed to immigrant migration and children born to immigrants. See *id.*

Most immigrants in Hawai'i are from the Philippines (99,341), Japan (19,499), China (18,603), Korea (315,641), Vietnam (7,393), and Canada (6,746). See http://www.fairus.org/site/PageServer?pagename=research_researchdd47. Between 20,000 and 35,000 undocumented persons live in Hawai'i. See Jeffrey Passel, *Estimates of the Size and Characteristics of the Undocumented Population*, Pew Hispanic Center (2006).

Hawai'i's immigrants fuel our economy while working in employment sectors eschewed by citizens. For instance, many immigrants work in the agricultural, landscaping, janitorial, and adult home care industries. In many cases, immigrants work multiple minimum wage, part-time jobs.

In spite of their hard work, immigrants in Hawai'i are disproportionately poor when compared to non-immigrant residents. Nearly twice as many immigrants (18.6%) live in poverty as non-immigrants (10.7%). *See* U.S. Census Report 2000. It is expected this gap will only widen in these harsh economic times.

The need for the Justice Center's assistance is particularly acute because, a vast majority of impoverished immigrants do not qualify for public benefits. Thus, these individuals have no other safety net available to them.

2. The Purpose Of This Grant Is To Help Poor Immigrants Flee From Abuse, Remain With Their Families, And Earn A Living Wage.

A large number of the Justice Center's clients seek affirmative legal relief as victims of human trafficking, domestic violence, sexual assault, and other major crimes. The Trafficking Act of 2000 permits trafficking victims and certain victims of major crimes to obtain legal residency in the United States. Unfortunately, some of these victims of major crimes are also children and juveniles. Over the past year, over one-third of the Justice Center's 323¹ full representation cases involved victims of human trafficking, domestic violence, sexual assault, stalking, or other major crime.

For instance, the Justice Center is working on a large number Human Trafficking cases that involve potentially over 100 indigent workers. While we cannot disclose the facts of this ongoing case, the Justice Center is working with other agencies, including State and Federal officials, to help these individuals receive justice.

Additionally, the Justice Center helps victims of major crimes. The Justice Center helped "Sally"² and her six children apply for a "U" Visa. Sally's son was beaten by another family member with such severity that he was arrested and convicted of a crime. Sally and her family now live in safety and independence from family member.

¹ On average, a full representation case takes about one to two years.

The existing demand for immigration legal services is further compounded by a surge in deportation/removal proceedings. In 1986, the United States deported over 25,000 persons. In 2007, the United States deported almost 113,000 persons – a 352% increase. *See Department of Homeland Security, www.dhs.gov.* Within one year, by 2003, Hawai'i increased the number of deportations by 27% to 1,142 persons. *See Statistical Yearbook Executive Office for Immigration Review, www.usdoj.gov/eori/statspub.*

Contrary to popular belief, a majority of these individuals did not commit a crime. In fact, many individuals have lived in Hawai'i for several years and raised their babies and children in Hawai'i. Deportation often tears families apart, typically rips the primary wage earner from dependents, and has overall devastating effects on local families. Indeed, many of the Justice Center's clients in deportation no longer speak their native language and have not seen their "home" country for years.

For instance, one the Justice Center's clients, "John"³ lived in Hawai'i for eight (8) years, met and married a local woman, and had three (3) children – all under the age of six (6). Unfortunately, one of the children was born with a congenital defect, which required constant medical care. John's wife stayed at home to care for the children. John held a steady job, and paid for needed medical treatment for his child. John was a law-abiding citizen. However, in October 2008, John was faced with deportation proceedings, and was forced to return to his home country. Now, John's family is without a father, husband, and primary wage earner. The Justice Center is helping John return to his family. The Justice Center uses the State's Grant-In-Aid ("GIA") funds to help individuals like John remain with their families.

While the number of deportation proceedings that the Justice Center receives is small, a majority of our cases involve preventing individuals from reaching the point of deportation. For instance, through the Justice Center's paralegal project, which is funded by the State's Grant-In-Aid, more than 150 individuals each year receive assistance with applications and other legal documents to become and remain legalized residents. Consequently, these individuals can avoid deportation proceedings.

² The client's name was changed to preserve her identity.

³ Our client's name has been changed to preserve his identity.

The Justice Center also uses State Grant-In-Aid funds to assist Compact of Free Association States ("COFA") individuals on various issues. For instance, the Justice Center helped two COFA children who were diagnosed as disabled and abandoned by their parents. They were in foster care, and two families expressed an interest in adopting them. The Justice Center obtained Special Immigrant Juvenile Status and obtained permanent resident status for one child, and is working on obtaining permanent resident status for the second child. Consequently, the likelihood these children will be adopted increase because there are no immigration barriers.

The Justice Center also uses the State's GIA funds extremely effectively. State funding under the GIA for FY 09 composed only one-third of the Justice Center's total funding. However, 77% of all full representation cases were completed by programs funded by the State's GIA. For this reason, the Justice Center hopes to renew its contract to provide the same level of service at even greater rates to the poor under funding for FY 10.

D. Target Population

The Justice Center's target population is indigent immigrant and refugee individuals, families, and children who live at or below 150% of the federal poverty level for Hawai'i. The Justice Center does not and will not discriminate based on any protected class or give preference to one ethnic group over another.

The Justice Center also conducts free training and education of service providers, including medical personnel at federally-qualified health centers who work with immigrants and refugees, if funding permits.

E. Geographic Coverage

The State's Grant-In-Aid assistance to the Justice Center will have a statewide impact. The Justice Center will take, and has taken, cases from at least those residents who live on Hawai'i, Maui, Kauai, and Oahu. The Justice Center also provides advice and referrals from and to agencies that are located in all regions of the State. The Justice Center will provide free education and training of service providers in all regions of the State, if funding permits.

II. Service Summary and Outcomes

A. Scope Of Work, Tasks, And Responsibilities

The Justice Center will provide competent and professional legal advice, outreach, counsel, case advocacy, and full legal representation for indigent immigrants in matters involving immigration, discrimination, and public benefits. The Justice Center will also provide education and outreach to service providers who work with immigrants.

1. Legal Services.

Legal services include, but are not limited to: intakes, screening, referrals, case assessment, legal advice, court appearance, administrative hearing appearances, legal research and writing, and preparation and filing of required immigration applications and petitions. All of these services will be fully operational by July 1, 2009, and will continue for the duration of the contract period on a statewide basis.

- a. *The Justice Center provides full legal representation, advice, and referrals to almost 2,500 individuals a year.*

Intakes, screening, referrals, and case assessment include fielding calls from potential clients. The Justice Center screens calls to determine whether potential clients qualify by both income and subject matter guidelines.⁴ Staff Attorneys assess cases and determine the viability of relief. If potential clients do not meet income and subject matter guidelines or do not present a matter for which the Justice Center can provide relief, Staff Attorneys will provide appropriate referrals.

If a case is accepted, the Staff Attorney, or Paralegal under the supervision of a Staff Attorney, provides all services necessary to fully and competently represent that client after signing a retainer agreement. These responsibilities include: completing appropriate paperwork and applications, legal research, drafting and filing legal documents, preparing clients for trials or administrative interviews, obtaining evidence, drafting and filing motions and memoranda, conferencing and negotiating with opposing counsel, and appearing before adjudicative and administrative bodies.

The Justice Center will provide complete legal representation for the entire duration of the case. The only exception is where the client is uncooperative or fails to keep appointments/court appearances.

⁴ The potential client must be at or below 150% below Federal Poverty guidelines, and seek legal assistance with immigration, discrimination, or public assistance.

b. *The Justice Center Will Assist Over 100 Victims of Human Trafficking On A Statewide Basis.*

The Justice Center assist more than 100 victims of Human Trafficking in the State of Hawai'i. Approximately sixty (60) are living on Oahu and the other almost sixty (60) remaining trafficking victims live on the Big Island, Maui, and Kauai. The Justice Center has interviewed and is currently processing about thirty (30) individuals on Oahu, and is coordinating medical care and food services for them. The Justice Center anticipates completing interviews and processing the remaining trafficking victims by the end of 2009. The Justice Center anticipates that this case involving these Human Trafficking victims will ultimately be of great importance. Consequently, the Justice Center is committed to helping these individuals, despite the budget short-fall.

2. **Educational and Outreach Presentations:**

The Justice Center will give presentations to a minimum of 400 service providers each year on issues related to immigration law, civil rights/discrimination, public assistance, earned legalization, and other topics of interest to the community. These presentations will be conducted throughout the contract year in Honolulu, Hawai'i, Maui, and Kauai Counties. Special attention will be given to those communities in which the immigration population is particularly high and where unemployment and poverty is prevalent.

a. *The Justice Center Will Expand The Breadth Of Outreach And Educational Services To Include Federally-Qualified Health Centers.*

The Justice Center will work with various federally-qualified health centers to educate key personnel on (1) identifying immigrant victims of human trafficking, domestic violence, and sexual assault; and (2) referring these victims effectively to the Justice Center. If the presentations prove effective, the Justice Center will explore further collaborations with the federally-qualified health centers, including on-site naturalization clinics.

b. *Language Accessibility For Legal Assistance And Presentations.*

The Justice Center will provide its clients and participants with services in a manner that are language accessible and in accordance with the Title VI of the Civil Rights Act of 1964. The Justice Center's employees speak Mandarin, Cantonese, Vietnamese, and Tagalog, and can

provide translation services. Where the Justice Center does not have on-site interpreters available, it will retain competent, professional assistance.

3. The Justice Center Will Partner With Other Service Agencies To Provide A Safety Net For Increasingly Indigent People In These Harsh Economic Times.

The Justice Center is devising a structured collaboration with at least five (5) other agencies to expand our services to indigent immigrants and refugees. This partnership will provide comprehensive social services that will provide assistance with food, employment, legal matters, and medical and psychological care for homeless and poor individuals.

In addition to this collaboration effort, the Justice Center will collaborate with its co-tenants in the Weinberg Kukui Children's Center. This building is composed of six non-profit organizations that provide services to children, among others. Each of the co-tenants at the newly renovated building has a dedicated history of providing services for children who have been or are at risk of abuse or neglect. The co-tenants have agreed to engage in collaborative activities for the benefit of Hawai'i's children. The Justice Center will provide safety planning for youth in abusive dating situations; emergency legal consultation and referral in critical matters involving vulnerable children; and workshops for youth on domestic violence, stalking, dating violence, and human trafficking for our co-tenants' clients. In return, these co-tenants will provide various services for our clients and their children.

B. Annual Timeline for Accomplishing Goals.

	1st Qtr	2nd Qtr	3rd Qtr	4 th Quarter
Full Representation Cases	15	17	17	11
Paralegal Cases	20	25	25	25
Advice, Counsel, and Referral	185	190	190	190
Presentations	1 presentation reaching 30 people	3/90	3/100	4/180

C. Quality Assurance and Evaluation Project.

1. The Justice Center Strictly Monitors This Grant-In-Aid Project.

The Justice Center will monitor this Grant-In-Aid Project ("the Project") by using a computer software, FileMakerPro database ("the program"), to maintain standardized, relevant client data for all clients. This program monitors relevant information including: the number of

full service cases were opened and closed; the nature of the case involved; the number of immigration application forms started and completed; the number of persons, government agencies, community organizations, and others who receive advice, counsel, and referral; the ethnicity, age, sex, country of origin, county of current residence, language spoken, client identity, and problem of the caller or client; and the number of individuals who receive case advocacy services.

Information input into the program is completed by each staff member and contemporaneously with the case on which the staff member is working. The Chief Executive Officer regularly reviews information in the program to ensure the Justice Center meets contract objectives.

With respect to fiscal compliance, the Justice Center uses another computer program, Quickbooks, to maintain its financial records. The Office Manager is responsible for recording income and expenses and balancing the budget every month. The Chief Executive Officer reviews the budget every month. The Treasurer from the Justice Center's Board of Directors submits quarterly profit and loss statements, and reports the findings to the Board for review. Financial accountability is further assured by the Chief Executive Officer's quarterly and final reports, which require the Justice Center to compare actual expenditures with budgeted expenditures, to the State of Hawai'i and other funders. The Chief Executive Officer selects, subject to Board approval, a duly qualified and licensed accountant or accounting firm to perform the annual audit, which will be filed no later than December 31, 2009.

2. The Justice Center Carefully Reviews the Project.

The Justice Center will evaluate the quality of the project in three ways. First, the Justice Center distributes client satisfaction surveys to each of its full legal representation clients at the completion of services. The Justice Center provides the survey by mail with a self-addressed and stamped envelope and allows for complete anonymity by the preparer. This survey assesses the client's satisfaction with the services, courtesy of staff, and overall satisfaction with the agency.

Second, the Justice Center provides peer agency reviews to a minimum of five (5) private, state, or federal agencies with which the Justice Center interacts. Where appropriate, the Justice Center also elicits feedback and evaluation from participants in the Justice Center's

community education presentations. The Chief Executive Officer reviews the client surveys and agency reviews on a regular basis.

Third, the Justice Center staff conducts a meeting every month to discuss and evaluate the cases and workload of each staff member. The Chief Executive Officer conducts annual reviews of the Staff Attorneys and the Office Manager.

3. The Justice Center Reviews Methods To Improve The Grant-In-Aid Project.

The Justice Center finds methods to improve the Project in two main ways. First, the Chief Executive Officer evaluates the programmatic, administrative, and fiscal performance of the program, and reports her findings to the Board of Directors on a regular basis. The Chief Executive Officer and the Board evaluate the success or shortcomings of the program. At the direction of the Board of Directors, the Chief Executive Officer corrects any shortcomings of the Project. Finally, at the end of the fiscal year, the Chief Executive Officer and Staff Attorneys evaluate the merits of the Project and develop ways to improve outcomes.

The Justice Center will conform to all Federal, State, and County requirements, and the requirements of the Grant-In-Aid.

4. Measure of Effectiveness.

The Justice Center will measure its effectiveness by the following standards. For the Legal Services Program, which will provide legal assistance for immigration-related⁵ and asylum cases, the key standards include:

- Providing at least sixty (60) indigent immigrants and refugees full legal representation;
- Providing at least 110 indigent immigrants with legal assistance in completing immigration applications and forms, such as naturalization and adjustment of status applications;
- Providing at least 750 individuals, governmental agencies, community organizations, and others with advice, counsel, and referral; and

⁵ The only immigration-related services that will not be funded by the State's Grant-In-Aid money are those that are already covered by the Violence Against Women Act grant from the United States government.

- Referring at least thirty (30) immigrants and refugees to agencies that provide employment training/finding, food, and medical and psychological care.

In addition to legal services, the Justice Center will also create and present community information and educational presentations on issues related to immigration law, civil rights/discrimination, public assistance, earned legalization, and other timely topics of interest to the community. Key standards for the community and educational presentations include:

- A minimum of twelve (12) community information and educational presentations.
 - ✓ Eight (8) presentations will be held in Honolulu County;
 - ✓ One (1) presentations in Hawai'i County;
 - ✓ One (1) presentation in Maui County; and
 - ✓ One (1) presentation in Kauai County.
- All twelve (12) community presentations will reach a combined total of at least 400 individuals.

The location of the remaining presentations will be decided after the initial six (6) presentations have been conducted and will be based on need, audience response, and community request.

III. Financial

A. Budget

1. Please see **Attachment A** for the Justice Center's detailed request.
2. **Anticipated Quarterly Funding**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$73,000	\$73,000	\$73,000	\$73,000	\$292,000

3. **Funding Sources Sought for FY 2009-10**

Office of Community Service (Purchase of Service Contract)	\$292,000
Grant-In-Aid, State of Hawai'i	\$292,000
Aloha United Way Partner Program	Depends on donor designations
Combined Federal Campaign, U.S. Office of Personnel	Depends on donations

Management	
Department of Justice, Office on Violence Against Women	\$175,092
Indigent Legal Assistance Fund	Depends on Filing Fees
Hawai'i Justice Foundation	Depends on IOLTA
Hawai'i Community Foundation	\$5,000
Hawai'i Women's Legal Foundation	\$20,000
Friends of Hawai'i Charities	\$18,000
Mertz-Gilmore Foundation	\$50,000
Consuelo Foundation	\$1,600
Gates Foundation	\$60,000
E Pluribus Unum Award	\$50,000
Women's Fund of Hawai'i	\$10,000
Justice Assistance Grant, United States Government I	Around \$33,222
Appropriations Request	\$200,000
Justice Assistance Grant, United States Government II	Undetermined at this time, but at least \$40,000

IV. Experience and Capability

A. Necessary Skills and Experience

The Justice Center possesses the necessary expert skills and experience in immigration legal services to meet the goals outlined in this Grant.

First, the Justice Center is the only legal services organization that provides exclusive legal and social services to immigrants in the State of Hawai'i. The Justice Center has provided legal services to immigrants for more than twenty-five (25) years.

Second, the Justice Center has received several grants designated specifically to provide legal and social services to Hawai'i's immigrant population within the past three years. These grants include:

- Violence Against Women Act
- CFVAP
- Language and Culture
- Judiciary Grant-In-Aid

Third, the Justice Center has been recognized and awarded by the State Senate in 2003 and 2004 and the State House in 2003 and 2008.

Finally, the Justice Center's staff has more than sixty years of legal experience combined. The staff's breadth and years of experience is sufficient to monitor and evaluate the needs of their

clients. The Chief Financial Officer will also monitor, plan, and evaluate the level of services provided to clients and the needs of the target population.

B. Facilities

The Justice Center recently relocated to the Weinberg Kukui Children's Center, which is a two-story building that is fully compliant with the American with Disabilities Act regulations. The Weinberg Kukui Children's Center is centrally located for our client-population. It is housed in a high density immigrant neighborhood that is on all major bus lines. The Justice Center's offices ensure confidentiality by providing private rooms for meeting with clients, and are completely equipped to provide full-service legal aid to our clients. The Weinberg Kukui Children's Center offers a conference room that may be used for presentations that involve large groups.

The Justice Center attorneys have full access to our on-site comprehensive immigration resource center, including research texts and periodicals.

On the outer islands, the Justice Center has strong and long-standing relationships with the International Longshoremen's & Warehousemen's Union, Local 142 and domestic violence shelters on all of the Neighbor Islands. The Justice Center uses these facilities as necessary for outreach efforts, screening and intake of new cases, case assessment, legal advice and counsel, and direct legal representation. Residents on the Neighbor Islands may also use the Justice Center's toll-free telephone number.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision, and Training

1. Staffing and Staff Qualifications

The Justice Center is composed of five (5) attorneys, one paralegal, one Office Manager, and one administrative assistant. *See Attachment B* for all Resumes of Staff employed under this Grant-In-Aid.

The Chief Executive Officer ("CEO")/Attorney, Robin H. Kobayashi, will be employed 80% under the Project, and responsible for project oversight and financial management. Specifically, she will implement and evaluate the project, attend meetings with community partners, ensure that all program objectives are met, oversee the budget, prepare and submit program and fiscal reports, and carry out other administrative and management duties that are

necessary to the successful delivery of services under the project, including administrative directives to the staff. The CEO will provide personnel oversight over project participants, including program and personnel evaluations. Finally, the CEO will play a key role in advocacy and community education efforts that are part of the project.

Two Staff Attorneys, Bow Mun Chin and Aubrey Wood, will be employed under the Project to provide legal advice, counsel, and direct representation for the Justice Center's clients. They will organize, facilitate, present information to service provider on immigration, civil rights, and public benefits. The Staff Attorneys are supervised by the Chief Executive Officer. Mr. Chin is staffed at 51% and Mr. Wood at 83% under the Grant-In-Aid.

Two other Staff Attorneys, Calleen Ching and Cheryl Tokunaga provide legal advice, counsel, and direct representation for solely victims of domestic violence, sexual assault, and stalking. They also organize, facilitate, and provide trainings to service provider on immigration, civil rights, and public benefits. Ms. Ching is staffed at 3.5% and Ms. Tokunaga at 5%.

The Office Administrator/Secretary, Kamaile Brown, will be employed at .9 full-time equivalent, but only 49% of her total time will be allocated to the Grant-In-Aid. She will maintain the budget and pay expenses, coordinate staff schedules, perform clerical duties, order supplies, and monitor important client information databases.

The Paralegal, Paul Luu, is fluent in several languages. He provides interpretation and translation services in addition to working as a paralegal. Mr. Luu conducts intake and maintains a full case load of clients seeking assistance in completing and filing basic immigration forms, including naturalization petitions, work authorization applications, or adjustment of status petitions and applications. Mr. Luu also performs legal research as needed and as requested by the Staff Attorneys. At all times, Mr. Luu is closely supervised by Mr. Bow Mun Chin, a licensed attorney. Mr. Luu will be funded at 93% under this Grant-In-Aid.

Bonny Ngai, Social Worker, will not be employed under this Project. Ms. Ngai provides community outreach and education, community building, and limited case advocacy for the Chinese immigrant community. Through a series of focus groups and conferences sponsored by the Justice Center, the Chinese immigrant community has identified case advocacy as the foremost community need for immigrant victims of domestic violence, sexual assault, human trafficking, and other serious crime. Her program has been of such immense success that it is being considered for a national award.

Law student volunteers and lay volunteers provide in-kind service. They will conduct client interviews, screen applicants for service, perform legal research, and draft memoranda. They will not practice law. These volunteers are closely supervised by Staff Attorneys.

The Justice Center is fully qualified to meet the project goals and objectives.

B. Organizational Chart

Please see **Attachment C** for the Justice Center's organizational chart.

The Justice Center offers two main programs: The Immigration Law Project and Immigrant Domestic Abuse Project. The Immigration Law Project has been supported by the Hawai'i State Legislature for nearly 22 years through either a purchase of service contract or Grant-In-Aid funding. The Immigration Law Project is the Justice Center's core legal services program that reaches out to and provides statewide civil legal services for victims of human trafficking, immigrant crime victims, disabled naturalization applicants, asylum seekers, abused and neglected children, and other vulnerable members of our community in need of immigration-related services.

Funded primarily by the Department of Justice, Immigrant Domestic Abuse Project ("IDAP") partners with various domestic violence shelters and service agencies in Hawai'i to provide comprehensive shelter-based services, family law services, and immigration law services for these fragile populations. IDAP also provides statewide outreach, training, and community education on domestic violence, sexual assault, and stalking.

VI. Other

A. Litigation

No litigation is pending against the Justice Center. The Justice Center is not aware of any impending litigation to which it may be a party. Finally, the Justice Center does not have any outstanding judgments.

B. Licensure or Accreditation

The Justice Center maintains all appropriate licensures, permits, and authorizations required under Federal, State, and County laws.

All employees are fully qualified to engage in the proposed activities and perform the assigned work. All Staff Attorneys are fully licensed to practice law in Hawai'i, and remain in

good standing with professional and ethical licensing bodies. They meet and will continue to meet all standards as required by applicable Federal, State, or County laws and regulations.

C. Certification

Please see **Attachment D**.

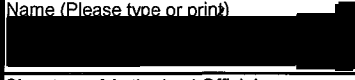
VII. Conclusion

The Justice Center respectfully requests the State to provide at least \$292,000 in Grant-In-Aid to fund these vital services for Hawai'i's indigent immigrants and refugees.

ATTACHMENT A

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

Applicant HAWAII IMMIGRANT JUSTICE CENTER

BUDGET CATEGORIES		Total State Funds Requested (a)	(b)	(c)	(d)
A.	PERSONNEL COST				
	1. Salaries	201,660			
	2. Payroll Taxes & Assessments	18,783			
	3. Fringe Benefits	32,005			
	TOTAL PERSONNEL COST	252,448			
B.	OTHER CURRENT EXPENSES				
	1. Airfare, Inter-Island	1,000			
	2. Audit	6,000			
	3. Dues/Fees/Subscriptions	1,797			
	4. Insurance	3,500			
	5. Interpreters/Translation	4,000			
	6. Lease/Rental of Space	14,000			
	7. Postage	3,520			
	8. Professional Fees	100			
	9. Telecommunication	3,328			
	10. Supplies	2,307			
	TOTAL OTHER CURRENT EXPENSES	39,552			
C.	EQUIPMENT PURCHASES	0			
D.	MOTOR VEHICLE PURCHASES	0			
E.	CAPITAL	0			
TOTAL (A+B+C+D+E)		292,000			
SOURCES OF FUNDING			Budget Prepared By:		
	(a) Total State Funds Requested	292,000	Robin H. Kobayashi	(808) 536-8826	
	(b)		Name (Please type or print)	Phone	
	(c)			1/27/09	
	(d)		Signature of Authorized Official	Date	
TOTAL BUDGET		292,000	Robin H. Kobayashi, Executive Director		
			Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: HAWAII IMMIGRANT JUSTICE 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)
Executive Director	1	\$75,000.00	45.00%	\$ 33,750.00
Supervising Attorney	1	\$72,000.00	92.60%	\$ 66,672.00
Supervising Attorney	1	\$73,500.00	3.50%	\$ 2,520.00
Staff Attorney	1	\$48,000.00	83.00%	\$ 39,840.00
Staff Attorney	1	\$59,160.00	5.00%	\$ 2,958.00
Paraleagl	1	\$38,000.00	93.00%	\$ 35,340.00
Social Worker	1	\$50,000.00	0.00%	\$ -
Office Administrator/Secretary	0.9	\$42,000.00	49.00%	\$ 20,580.00
Clerk	1	\$23,800.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				201,660.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HAWAII IMMIGRANT JUSTICE CENTE 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

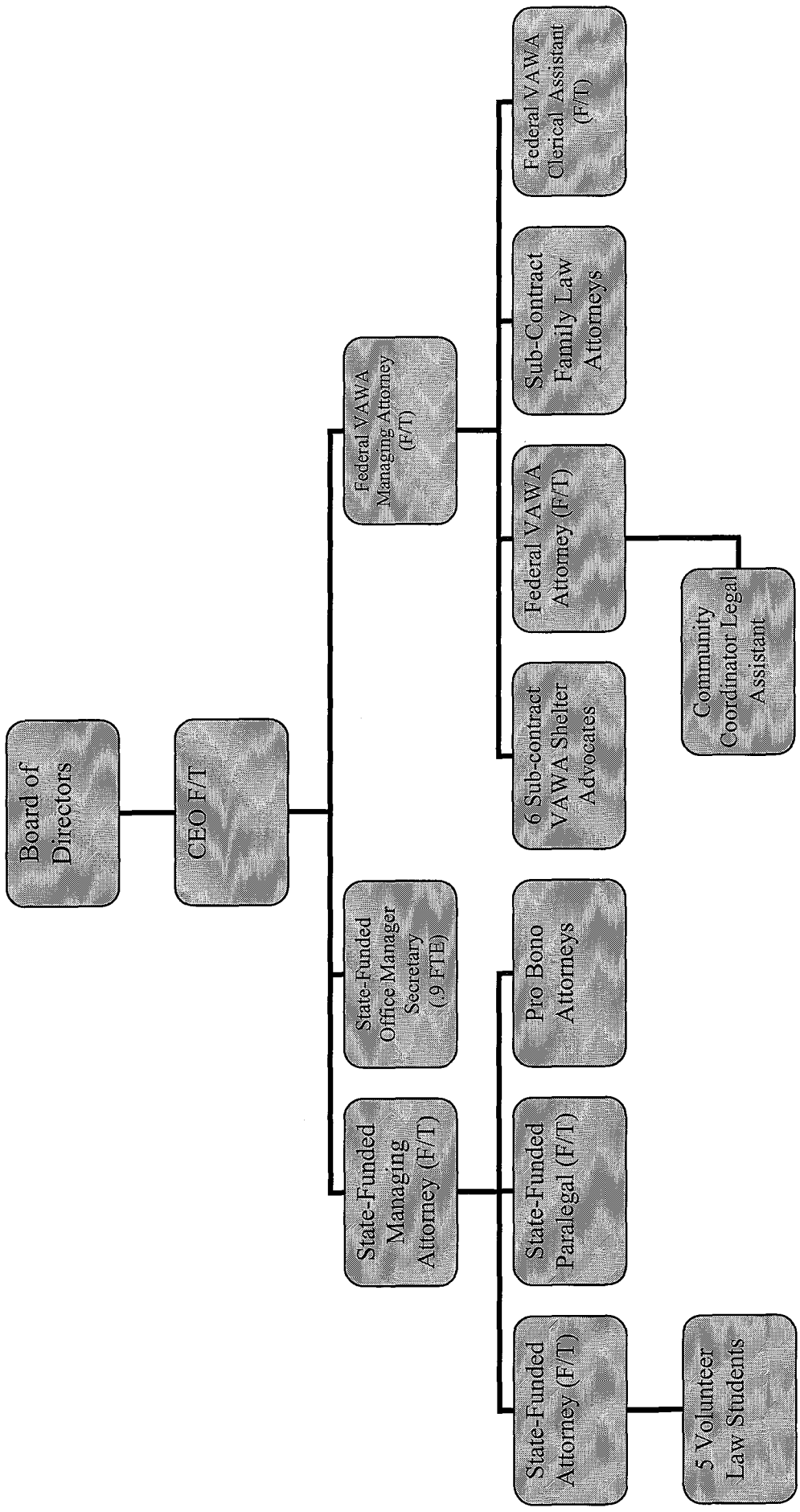
Applicant: HAWAII IMMIGRANT JUSTICE CEN

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	Not Applicable					
LAND ACQUISITION	Not Applicable					
DESIGN	Not Applicable					
CONSTRUCTION	Not Applicable					
EQUIPMENT	Not Applicable					
TOTAL:						
JUSTIFICATION/COMMENTS:						

ATTACHMENT B

ATTACHMENT C



ATTACHMENT D

**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 Hawaii Immigrant Justice Center

(Typed Name of Individual or Organization)



(Signature)

January 27, 2009

(Date)

Robin H. Kobayashi

(Typed Name)

Executive Director

(Title)

JAN 30 2009 *John*

House District 8,15,25
Senate District 4,7,11

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

Log No: 40-0
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):

DEPARTMENT OF LAND & NATURAL RESOURCES

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

<p>1. APPLICANT INFORMATION:</p> <p>Legal Name of Requesting Organization or Individual: Dba: <u>Hawaii Nature Center, Inc.</u></p> <p>Street Address: <u>2131 Makiki Heights Drive Honolulu, HI 96822</u></p> <p>Mailing Address: <u>2131 Makiki Heights Drive Honolulu, HI 96822</u></p>	<p>2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:</p> <p>Name <u>MICHAEL LEE</u></p> <p>Title <u>Director of Grants & Contract Administration</u></p> <p>Phone # <u>(808) 955-0100 ext. 27</u></p> <p>Fax # <u>(808) 955-0116</u></p> <p>e-mail <u>mike@hawaiinaturecenter.org</u></p>
<p>3. TYPE OF BUSINESS ENTITY:</p> <p><input checked="" type="checkbox"/> NON PROFIT CORPORATION <input type="checkbox"/> FOR PROFIT CORPORATION <input type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> SOLE PROPRIETORSHIP/INDIVIDUAL</p> <p>4. FEDERAL TAX ID #: <u>[REDACTED]</u></p> <p>5. STATE TAX ID #: <u>[REDACTED]</u></p> <p>6. SSN (IF AN INDIVIDUAL): _____</p>	<p>7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST: SCIENCE & CULTURALLY BASED ENVIRONMENTAL EDUCATION EXPERIENCES FOR SCHOOL GROUPS ON OAHU & MAUI. <i>(Maximum 300 Characters)</i></p> <p>8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:</p> <p>FY 2009-2010 \$ <u>150,000</u></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 \$ _____
 FEDERAL \$ _____
 COUNTY \$ 20,000
 PRIVATE/OTHER \$ 75,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED] GREGORY D. DUNN, EXECUTIVE DIRECTOR JAN. 29, 2009

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;

The Hawaii Nature Center (HNC) is a 501(c)(3) private non-profit organization incorporated in 1981. Founded by community members who were interested in providing quality outdoor experiences to their children, the Nature Center has become an environmental education organization that offers programs revered by teachers, community members, and visitors.

In 1992, HNC opened a Maui field site and Interpretive Nature Museum in 'Iao Valley conservation district. Like its sister site on Oahu, the 'Iao Valley Center serves private and public school children, their families plus thousands of Maui visitors each year. In 2005, HNC received a Grant in Aid to explore the possibility of expanding services by adding a Center on Kauai.

The mission of the Hawai'i Nature Center is to *"foster awareness, appreciation and understanding of the environment by and for the people of Hawai'i, and to encourage wise stewardship of the islands."* The Center is consistently recognized as the lead organization in Hawai'i dedicated to teaching island children about their unique environment. A fundamental philosophy at the Center is the experiential learning model and the notion that children learn and develop a sense of responsibility for the natural environment by experiencing it first hand and engaging their five senses.

HNC's core commitment is to provide school and community based programs. With a recent expansion of revenue generating projects, such as eco-tours and voluntourism, the Center's goal is to obtain financial sustainability so that all students have access to environmental education. Currently, HNC continues to rely on fundraising efforts as well as grants from foundations, corporations and government organizations.

2. The goals and objectives related to the request;

The primary goal of this GIA request is to secure funding to provide science and culture based environmental education programs for 9,000 students on Oahu and Maui. With a subsidy Grant-in-Aid, 150 schools will only pay \$400 of the \$1,400 it costs HNC to provide one day of programming. The subsidy will directly support the salary and benefit expenses for six environmental educators (2 full-time & 4 part-time), their on-going staff training, and a volunteer coordinator. Funding will also cover the expense of a vehicle to be used to transport educational props to & from program field sites on Oahu. If funded, this request

will ensure environmental education field programs for 150 school groups of up to 60 students. For the 2009-2010 school year, approximately 9,000 students will be able to attend and directly receive benefit from this subsidy.

When the Hawai'i Nature Center stresses that it "connects kids to nature," the real connectors in this process are the professional staff. Environmental educators are the backbone of the Nature Center's programs. They lead classes in field programs, supervise volunteer field docents, assist teachers with curriculum development and field test new school and community programs. Environmental educators also conduct the teacher-planning sessions that are required before each class's field excursion. At these sessions teachers are acquainted with the physical aspects of the field experience and are given teacher packets that contain pre- and post-visit activities to enhance the value of their class's visit to the Nature Center. Teachers are briefed using materials important to the whole experience. These materials, developed by environmental educators, include evaluation forms and take-home projects for students.

In 2008, with assistance from volunteers, the Nature Center's environmental educators provided programs that served more than 15,000 school children in preschool through the fifth grade. The volunteer coordinator schedules docents for the education program and is available as a back-up educator. The coordinator also schedules hikes and leaders for weekend programs and compiles and distributes the quarterly weekend calendar of activities. The position also provides support for special events and some routine office duties such as mailing and supplies.

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

The State of Hawaii is falling behind the rest of the United States in science and ranked 49th nationwide in 8th grade science scores, (*Students rank 2nd to last Nationwide in Science*'- Jill Tucker, *Oakland Tribune*; May 25, 2006).

The Hawaii Nature Center offers school programs that immerse children in the outdoors while teaching important science lessons that enhance their classroom curriculum. The Center's science and culturally based educational curricula are considered by many Department of Education and private school teachers to be "the best field experience for their students" and "The only field trip that really teaches them something valuable".

The Hawaii Nature Center is asking for program subsidy support to subsidize the cost of providing programs to public school groups on Oahu and Maui. Many of the children that attend these schools come from backgrounds where education has not been a priority, and as a result have experienced limited success in the classroom. These students also come from homes that would not be able to afford the fees to partake in the cultural and science based programs that will enrich the students' educational experience. With State Grant-in-Aid support, these children will not be 'left behind' and devoid of this positive hands-on nature experience.

Many public schools have a high population of low-income minority students that tend to fall below other groups in educational performance, due in part to the family's income.

"Lower educational performance of disadvantaged minority students is partly explained not by innate intelligence or intellectual ability, but by differences in school quality and in educational inputs related to income" (p.208, Ka Huaka'i: 2005 Native Hawaiian Educational Assessment). With greater demands being placed on teachers to provide science, math and literacy curriculum in the classrooms and schools being held to multiple standards to meet national "No Child Left Behind" criteria, HNC's hands-on investigative programs provides teachers with enhanced program support. The Hawai'i Nature Center's programs have been designed to meet or exceed the Hawai'i DOE Content and Performance Standards. Also, emerging research shows that time spent in nature reduces many negative indicators in children, such as hyperactivity, lack of focus and lack of compassion for others.

Each year, tens of thousands of school children participate in full day learning experiences in forests, wetlands and coastlines on Oahu, Maui, and now Kauai. Recently, due to federal budget cuts, HNC has had to reduce its programming efforts. Although the programs are invaluable experiences it does cost the Nature Center over \$1,400 to run a one-day program. Many schools cannot afford this fee, so HNC subsidizes the cost with funding from other sources such as Foundations, Federal and State Grants. Without Federal funding, a cut to the subsidy was necessary and schools could not afford to attend the programs, therefore, unless we find other support, thousands of students will not be able to escape from the walls of their hot and dusty classroom into the wonders of the Rainforest where they learn about the natural world.

With support from the State, HNC envisions an Environmental Stewardship Scholarship program that will enable up to 9,000 students to explore the outdoors. With this scholarship, 150 public school groups who might otherwise not be able to afford or access HNC's programs, will have an opportunity to experience nature hands-on. They will have an enhanced understanding of our natural environments and the tools and methods necessary to be their wise stewards. These experiences will allow students to form a relationship with nature, a relationship that will not only benefit Hawaii's fragile ecosystem, but also the self-esteem, community pride, and physical and mental health of our future leaders.

4. Describe the target population to be served

Children from public and private schools participate in programs at HNC's field sites on Oahu and Maui. More than 25 percent of the children we serve live at or below the poverty level. These children are growing up in increasingly urbanized areas. With parents working two or three jobs, these children have less opportunity to get out, connect with and learn about Hawai'i's natural world. It is these children we would most like to continue to serve. If these children do not learn to understand or appreciate nature, they will not care if their green space is paved over or their water source is polluted. Without hands-on experiences in nature, they will also be at a disadvantage when trying to comprehend what is being taught in their science classes.

This grant will afford the Hawai'i Nature Center the opportunity to continue to provide its essential environmental education programs to the children and communities on O'ahu

and Maui, particularly to children of lesser means. The community benefits because it now has thousands of young citizens—since our inception, a generation of young people—who are better prepared to become wise and informed stewards of Hawaii's precious natural resources. As can be felt with the recent public awareness of environmental concerns raised by many young adults who are now community leaders. This investment in our future leaders will afford benefits now as they implement their new knowledge in their homes and communities, and are compounded over time when these children become adults.

The Hawaii Nature Center also provides interpretation, trail guides, maps and information to hikers and the general public and provides emergency support, and restrooms to hikers and park users.

On Maui, an added benefit to the community is the Nature Center's Interactive Nature Museum and Gift Shop in 'Iao Valley. A hands-on natural science center with more than 30 exhibits and activities about Hawaii's unique environment that is frequently visited by residents and visitors alike.

5. Describe the geographic coverage.

Schools from all over O'ahu and Maui currently attend HNC programs. Programs on Oahu are geographically accessible to all schools on the island and are attended by a cross-section of public and private institutions of diverse socio-economic representation. In Maui County, school programs are readily accessible to all but six schools. Still, some of these schools make the extra effort to attend Nature Center field trips; in these cases, we adjust our normal programmatic schedule to accommodate their travel needs. Other schools are served through outreach programs and/or teacher training workshops. The school programs serve roughly 20 percent of all elementary school students in grades K-5 on Oahu and 65 percent of the same group in Maui County. HNC now has a presence on Kauai and has begun teaching programs at schools while awaiting the building of a Center at Wailua Reservoir.

Currently, the Hawaii Nature Center's elementary school field programs are offered in Makiki Valley (grades K-2); Pu'u Ualaka'a State Park (grade 4); the USFWS Pearl Harbor Refuge-Honouliuli Unit (grade 3); Pouhala Marsh (grade 3); and Waimanalo Beach Park (5-6). On Maui, programs for all grade levels except the third are offered at our site in 'Iao Valley. Third grade is offered at Kealia Pond, a USFWS Refuge. Site selection is still being developed on Kauai, but it is anticipated that most classes will be held at the Wailua Reservoir facility.

Each site has specific attributes that support the particular teaching program. For example, a stream in Makiki Valley supports the stream habitat unit in grade one; Makiki forest supports a unit on decomposition and nutrient cycling in grade two. Grade three wetland programs are offered at the Honouliuli wetland and Kealia sites, which are home to all four species of endangered, endemic wetland birds.

- Schedule each experience and reschedule as needed (rain days)
- Build curriculum
- Train and supervise educators and fill in on-site as needed
- Gather and analyze teacher evaluations and assess comprehension of student submissions

Volunteer Coordinator Tasks & Responsibilities:

- Develops and implements volunteer recruitment strategies
 - Coordinates volunteer support for programs, special events, office support, fund raising, etc., as needed
 - Develops and implements volunteer training, orientation, recognition, etc., in cooperation with program staff
 - Assists in development of recruitment and training and other related materials
 - Provides counsel and guidance to volunteers and staff on issues of relevance to both
 - Maintains statistics and records for volunteer program for reporting purposes
 - Networks with other community volunteer leaders
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

Project Timeline:

Deliver curriculum to a total of 150 groups from Oahu & Maui schools (60 students per program, totaling up to 9,000 students):

- July 1, 2009 – July 15, 2009:* Program managers & educators will provide teachers with updated curriculum including pre and post program activities to enhance the students learning experience. Purchase vehicle to be used for programs on Oahu.
- July 15, 2009 – December 20, 2009:* Environmental Educators will teach 75 school programs to school groups from Oahu & Maui.
- November 20, 2009 – January 15, 2009:* EE's and program managers will evaluate programs and make changes if appropriate, schedule programs with teachers and provide teachers with appropriate pre and post visit materials.
- January 15, 2010 – June 1, 2010:* EE's will teach 75 school programs to Oahu & Maui schools.
- June 1, 2010 – June 15, 2010:* EE's and Program Managers will evaluate programs and make changes if appropriate.

HNC contracts directly with teachers to assemble 60 students per program, the optimum level for instruction using three environmental educators (EE) and up to six chaperones. It is strongly encouraged for teachers to use the pre and post experience activities to maximize the educational benefits 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;

Hawaii Nature Center offers school programs that immerse children in different ecosystems and provides invaluable experiences that give students the opportunity to learn while exploring. Center curriculum introduces children to new information each successive year starting with a gentle introduction to flora and fauna in kindergarten and first grade which then expands through 2-3rd grade to introduce the ahupua'a (Native Hawaiian natural resource management) based curriculum which leads to examining complex ecosystems and land management systems in grades 4-6. The Center also has a strong community service and volunteer program, with a volunteer base that now exceeds 1,500 volunteers annually.

Scope of Work

- Our programs begin with a teachers conference held at the outdoor field site, where the teachers are trained in the lessons, concepts and activities that will teach and engage their students in the lesson objectives before and after the field trip, are provided a resource packet and technical assistance if needed
- The action phase is a full day of outdoor exploration and learning, and has been upgraded to include stewardship activities beginning from grade 1
- To reinforce the scientific concepts learned, the teachers assign their students' essays and art activities to recount their experiences
- The environmental education programs lend themselves to integrating curriculum. Emphasis is towards place-based resources and examining human and natural history

Environmental Educators Tasks & Responsibilities:

- Conduct HNC environmental education school programs
- Conduct HNC weekend and community programs
- Assist in developing environmental education materials for school, weekend and community programs
- Develop and maintain educational resources, props and exhibits
- Conduct teacher planning sessions
- Supervise and train volunteer field docents
- Recommend educational program curriculum for school, weekend and community programs
- Network with other programs and environmental education organizations

Program Manager Tasks & Responsibilities:

- Supervise Environmental Educators
- Plan the registration process and packets each year

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;

All Nature Center programs undergo a vigorous annual review and assessment, incorporating feedback from staff, volunteers, teachers, students and the public. An action plan is then developed to add, strengthen, modify, or revise content, curriculum, exhibits and/or supporting material as necessary.

Evaluation is built into every aspect of our programming. Regular staff performance is monitored and evaluated through procedures that include verbal feedback by the employee's supervisor, annual written evaluations and annual self-evaluations. Equally important is feedback received from teachers whose students have participated in programs. Teachers complete a written evaluation offering feedback about all aspects of our program, including quality of instruction and program content. The hundreds of evaluations received are compiled, reviewed weekly by supervisors and teaching staff, and analyzed at the end of each teaching semester to identify training opportunities; comments requiring immediate attention are handled promptly by the Curriculum Specialist – Natural Historian.

Our measure of success is derived from two sources: the artwork and essays produced by the children, and the teacher evaluation that verifies we are "on track" in meeting our objectives. Project success is best seen during the program day, as we see children involved in exciting, hands-on activities—and during that time we also see the effectiveness of the pre-trip activities.

Improvement activity is a regular part of our annual education process, and thus is an ongoing cycle. For instance, we have made changes in our registration process and teacher training based on input from our evaluation cycles. In addition, the Board of Directors conducts an annual review of progress against the Center's strategic plan, and makes suggestions for improvement and advancement of the Center's mission.

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.

HNC will share teachers' evaluations and students' drawings and notes with the State agency. Teacher evaluations are used to measure the effect of the programs, while students' artwork and thank you notes measure what students take away from the program. HNC will also provide the State Agency with a list of schools that attended programs, what program they attended, how many students, and the date of the program. This will ensure that the funds were expended appropriately and the schools were able to benefit from the Grant-in-Aid subsidy.

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, which covers the costs to run 150 school programs. For 2009 HNC has received funding to provide programs to schools from Windward and Leeward, Oahu. These funds are reflected on the cover sheet. For this grant-in-aid we are requesting funds for Oahu & Maui schools that have not already received subsidy funding in 2009 and all schools beginning 2010. See Appendix A: Budget Assumptions.

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
\$37,500	\$37,500	\$37,500	\$37,500	\$150,000

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 Hawai'i Nature Center has been offering environmental education experiences for over 28 years. It is an equal opportunity employer with 19 employees. Staff range in age and experience but all staff are required to have a college degree and/or substantial equivalent experience in their field.

At the heart of all these services are the Nature Center's environmental educators. Their combined experience at the Nature Center and their backgrounds in early childhood education, anthropology, ecology, biology, archaeology and other fields contribute immensely to the quality of education that is inherent in every program experienced by each participant. It has been determined that in learning, we retain 10 percent of what we read, 25 percent of what we hear and 75 percent of what we do. The Nature Center's environmental educators guide children and adults in learning by doing. The Nature Center stresses real experiences, not virtual ones, providing our community with exciting and effective learning opportunities of lasting value.

The high caliber of the Hawaii Nature Center's out-of-doors field education curriculum has been affirmed by the recognition of its programs and staff through the bestowal of national honors including the Take Pride in America award in education; the Nancy Hanks

Memorial Award for Professional Excellence granted by the American Association of Museums; and the United Nations Environmental Leadership Award bestowed by the United Nations Environment Programme. The U.S. Department of Education's Eisenhower Regional Consortia recognized our programs as a Promising Practice in math and science education.

As a grassroots organization, the Hawai'i Nature Center enjoys substantial community involvement and support for its mission. In 2008 (through 10/08), over 1,241 volunteers gave 8,177 hours as teaching docents, resource specialists, hike leaders, outreach volunteers, administrative assistants, trail and facility maintenance assistants and for special events and projects. The volunteer contributed hours is valued at \$159,333 (using the industry standard of \$19.51/volunteer hour in 2007).

Central to the success of the Hawaii Nature Center is its Board of Directors (see Appendix B: Board of Directors). Composed of a diverse group of men and women who are recognized leaders in the community, our Board has demonstrated a commitment to the mission of the Hawaii Nature Center. Board members are selected based upon their expertise in areas such as law, marketing, education, etc., as well as for their ability to provide financial support. Board members are asked for—and have delivered—the traditional three Ws: Wealth, Wisdom and Work. The Board is responsible for major policy decisions, assisting with fundraising, strategic planning, and hiring and supervising the Executive Director.

The Executive Director serves as the chief executive officer, reports to the Board of Directors, and is responsible for all daily operations of the organization. The Executive Director is supported by a management team comprising of an Education Director, Development and Communications Director, and Directors of Operations for each island. This team oversees and manages all day-to-day operations of programs and facilities, personnel, and internal and external communications. This structure is effective for the Hawaii Nature Center because it limits the number of layers between front-line staff and senior management. It is essentially a two-tiered operational system, with policy and governance provided by the Board of Directors.

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 Hawaii Nature Center currently operates one facility on Oahu, consisting of a renovated "ranger's cottage" shared with DLNR (used for administrative offices) and the Nature Center's new Harry and Jeannette Weinberg Interpretive Center, made possible with major funding support from the Weinberg Foundation and the Harold K.L. Castle Foundation. This new facility, to be used as a model for our facility planned for Kauai, includes a classroom, storage and staff kitchen area and facilities for community use. In addition, our facility on Maui comprises three separate buildings including the Interactive Nature Museum and Gift Shop, a classroom facility and a dormitory structure used as

lodging for persons involved in nature volunteer service projects and overnight or weeklong eco-tour groups.

On Oahu, we also have a Special Use Permit from the State for 2,000 acres of forest reserve and from the USFWS for 40 acres of wetland habitat at the Honouliuli Refuge (closed to the public) allowing us exclusive access for our educational programs.

In 'Iao Valley, on Maui, we own all three buildings and the 1.5 acres of conservation-zoned land upon which they are located. A permanent lease agreement permits use of an adjacent 35 acres, and a Special Use Permit allows operation of programs in Kealia Pond, a 750-acre USFWS Refuge.

Facilities on both Oahu and Maui include displays and activities that complement the school teaching program. While these specifically target school groups, they also serve families and community groups as well as weekend and summer program participants. These facilities will be replicated in function at our Kauai site.

On Maui, one building houses the Nature Center's Interactive Nature Museum and Gift Shop. While the Nature Center has been providing elementary school programs on Maui since 1992, in 1997 it opened the Nature Museum in response to a growing interest in Hawaiian natural history and ecology by community residents and visitors to Maui.

At all facilities and teaching sites, safety of staff, volunteers, and the public takes highest priority. All teaching staff (and many volunteers) are certified in CPR and first aid and carry cell phones and first aid kits during programs. Staff are alert to unsafe weather conditions which could compromise the safety of school students and protect against hazards such as leptospirosis (which occurs in freshwater areas statewide), dehydration, and falls.

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 environmental educators funded by this proposal satisfy the qualifications described in this section. All staff are required to have a college degree and/or substantial equivalent experience in their field. (See Appendix C: Education Staff Resumes)

Personnel policies encourage regular staff training and development. As a learning community supervisory and teaching staff meet each week to review program results, highlight lessons learned and share successes and challenges. This continual process spotlights best practices and lifts the overall performance of the teaching community.

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

Applicant: Hawaii Nature Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Hawaii Nature Center (b)	(c)	TOTAL (d)
A. PERSONNEL COST				
1. Salaries	109,440	19,200		128,640
2. Payroll Taxes & Assessments	8,100	1,420		9,520
3. Fringe Benefits	24,060	4,225		28,285
TOTAL PERSONNEL COST	141,600	24,845		166,445
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island		0		
2. Insurance		18,000		18,000
3. Lease/Rental of Equipment		0		0
4. Lease/Rental of Space		145		145
5. Staff Training		2,500		2,500
6. Supplies		7,500		7,500
7. Telecommunication		0		0
8. Utilities		6,600		6,600
9. Transportation (bus fees for schools in need)	1,400			1,400
10 Motor Vehicle	7,000			7,000
11 Advertising		6,000		6,000
12 Postage		1,660		1,660
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	8,400	42,405		50,805
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000	67,250		217,250
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Michael Lee (808) 955-0100 ext.27		
(b) School Program Fees	45,000	Name (Please type or print) Phone		
(c) Fundraising/Donors	22,250	Signature of Authorized Official Date		
(d)		Gregory D. Dunn, Executive Director		
TOTAL REVENUE	217,250	Name and Title (Please type or print)		

Senior employees are credited \$60 annually to use towards fees and expenses related to approved in-state conferences and workshops, and allotted two working days to attend them.

Hawaii Nature Center staff have been actively involved in local, regional and national associations, including the Hawaii Museums Association, Hawaii Environmental Education Association, North American Association for Environmental Education, Hawaii Audubon Society, Hawaii Visitors Bureau Ecotourism Conference, National Society for Fundraising Executives, Hawai'i Community Services Council and the Network of Volunteer Leaders, the Na Ala Hele Advisory Board, and the Secretariat for Conservation Biology.

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 Hawaii Nature Center organization includes 19 positions, including 8 people in the education department, two in administration and operations, three in fundraising, marketing and membership including the executive director, and the remaining support in maintenance and gift shop operations (see Appendix D: Organizational 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.

There is no litigation active or pending against the Hawaii Nature Center.

B. Licensure or Accreditation

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

There is no applicable licensure or accreditation currently available for an environmental education organization.

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Nature Center

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
Environmental Educator (Oahu)	1	\$33,280	50%	\$ 16,640
Environmental Educator (Oahu)	0.5	\$16,640	50%	\$ 8,320
Environmental Educator (Oahu)	0.5	\$16,640	50%	\$ 8,320
Environmental Educator (Maui)	1	\$33,280	50%	\$ 16,640
Environmental Educator (Maui)	0.5	\$16,640	50%	\$ 8,320
Environmental Educator (Maui)	0.5	\$16,640	50%	\$ 8,320
Volunteer Coordinator (Statewide)	1	\$40,000	50%	\$ 20,000
Program Manager (Oahu)	1	\$45,760	25%	\$ 11,440
Program Manager (Maui)	1	\$45,760	25%	\$ 11,440
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 109,440
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii Nature Center

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Used Truck or Minivan	1	\$ 7,000	\$ 7,000	\$ 7,000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 7,000	\$ 7,000

JUSTIFICATION/COMMENTS: This vehicle will be used to transport educational props to/from program sites.

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Hawaii Nature 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	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						
TOTAL:						
JUSTIFICATION/COMMENTS: <p align="center">Not Applicable to this Request</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.

Hawaii Nature Center

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

Gregg Dunn

(Typed Name)

Executive Director

(Title)

List of Appendices

- A. Budget Assumptions (Section III. Financial: Budget: 1)
- B. Board of Directors, Hawaii Nature Center (Section IV. Experience and Capability: A. Necessary Skills and Experience)
- C. Education Staff Resumes (Section V. Personnel: Project Organization and Staffing: A. Proposed Staffing, Staff Qualifications, Supervision and Training
 - Jennie Peterson, Curriculum Specialist and Natural Historian
 - Jay Franey, Program Manager and Environmental Educator
 - Jamie Nakama, Environmental Educator
 - Brooke Cleveland – Environmental Educator
 - Jeremy Percich, Environmental Educator
- D. Organizational Chart: Hawaii Nature Center

Budget Narrative

(Environmental Education Programs for 9,000 Economically-Disadvantaged Elementary Children)

Hawaii Nature Center – covered expenses are highlighted in yellow

A. PERSONNEL

1. SALARIES

Environmental Educators **\$66,560**

3 Environmental Educators (staff to student ratio 1:20) for each full day experience - Conduct on-site/conference call training for teachers, prepare supplies, materials and props for use on-site, conduct program to 20 students and teachers/chaperone, clean-up replenish supplies following program, obtain artwork and essays and evaluations from teachers. Budget is for 12 hours per program day.

4 x part-time educators 50% @ \$16,640/year = \$33,280

2 x full-time educators 50% @ \$33,280/year = \$33,280

Program Manager **\$22,880**

Program manager supervises the environmental educators. One manager on each island, they plan the registration process and packets each year, schedule each experience and reschedule as needed (rain days), build curriculum train and supervise educators and fill in on-site as needed, gather and analyze teacher evaluations and assesses comprehension of student submissions together with educators. Budget is 4 hours for each program day.

2 x Program Managers 25% @ \$45,760/year

Volunteer Coordinator **\$20,000**

The volunteer coordinator sources, trains and schedules docents who accompany classes and are integral to the Hawaii Nature Center's success. The coordinator manages the permit process for restricted access areas, and maintains the company vehicles and supplies used for on-site transportation. Budget is 4 hours per program day

Volunteer Coordinator ½ time @ \$40,000/year

Directors of Operations (O'ahu and Maui) **(HNC Expense)** **\$19,200**

Directors of Operations for each island program set operational policies for each property and program, and supervise the program manager and educators. They will continue to work on upgrading our facilities, in order to better serve our keiki. Budget is 2 hours per program day

2 Directors @ \$32/hour x 2 hours x 150 experiences = \$19,200

2. PAYROLL TAXES & ASSESSMENTS (7.4% of program salaries) **\$8,100**

Directors of Operations (O'ahu and Maui) **(HNC Expense)** **\$1,420**

3. FRINGE BENEFITS (22% of program salaries) **\$24,060**

Directors of Operations (O'ahu and Maui)	(HNC Expense)	\$4,225
NON-PERSONNEL		
1. AIRFARE		\$0
No airfare is needed for this project		
2. INSURANCE	(HNC Expense)	\$18,000
HNC activities are insured for liability and casualty; outdoor trips have a higher incident rating than classroom. HNC has never had a major incident in its 24 years of operation.		
\$120 insurance premium x 150 experiences = \$18,000		
3. LEASE OF EQUIPMENT		\$0
4. LEASE OF SPACE (annual)	(HNC Expense)	\$145
5. STAFF TRAINING	(HNC Expense)	\$2,500
Continuing education and trainings offered by community organizations or institutes of learning		
6. SUPPLIES	(HNC Expense)	\$7,500
Educational & Program Supplies/Materials		
On average HNC spends \$50 per program on printing and copying expenses of teacher packets, registration materials, craft materials, educational props, sanitation supplies, first aid supplies		
150 program days x \$50 worth of supplies = \$7,500		
7. UTILITIES/MAINTENANCE	(HNC Expense)	\$6,600
Facilities include trailers, a ranger's cottage and the education building on Oahu. This amount is 15% of maintenance and utilities cost (proportional to the number of programs)		
9. TRANSPORTATION		\$1,400
Schools will be responsible for ground transportation from the school to the program site, but some of the schools cannot afford the high price of the bus. HNC would like to offer a bus scholarship to those schools in need. On average bus transportation to the Hawaii Nature Center program sites is \$175 roundtrip.		
8 x bus scholarships x \$175 = \$1400		
10. VEHICLE		\$7,000
Used Truck or Minivan: to be used to transport educational props to/from program sites.		
11. ADVERTISING	(HNC Expense)	\$6,000
12. POSTAGE	(HNC Expense)	\$1,660

Total State Funds Requested	\$150,000
Total Hawaii Nature Center Contribution	\$67,250
TOTAL COSTS	\$217,250

Hawaii Nature Center
2009 BOARD OF DIRECTORS

Appendix B

President

Meredith J. Ching

Vice President, Alexander & Baldwin, Inc.

First Vice Chair

Dee Jay Mailer

Chief Executive Officer, Kamehameha Schools

Second Vice Chair

Jeffrey Case

Client Executive & Sales Leader, MARSH

Treasurer

Warren Haight

Retired CEO, Castle & Cooke Hawaii

Secretary

George Norcross

Local Businessman and Entrepreneur

Past President

Tim Johns

President and CEO, Bishop Museum

Stephanie C. Ackerman

Vice President, Public Policy and
Communications, The Gas Company

Robert A. Alm

Senior Vice President, Public Affairs-Hawaiian
Electric Company, Inc.

Ryan Churchill

Sr. Vice President, Maui Land & Pineapple

Curtis Chinn

Senior Vice President, Commercial Banking
Division Manager, Central Pacific Bank

Rici Conger

Owner, RCI Interiors

Jeff C. Dinsmore

President – TMK Group (MacNaughton –
Kobayashi Group)

Marcy Fleming

Manager Acquisitions and Leasing,
Kamehameha Schools

Joseph H. Goldcamp III

Of Counsel-Carlsmith Ball, LLP

Kris Kobayashi

Civic Leader and Philanthropist

Angela Isaac

Chief Risk Officer – Fannie Mae Mortgage,
Washington, D.C.

Lynn McCrory

President – Pahio Development, Inc., Kauai

Wendy Rice Peterson

Owner – Signature Homes Hawaii

Harry Saunders

President-Castle & Cooke Hawaii

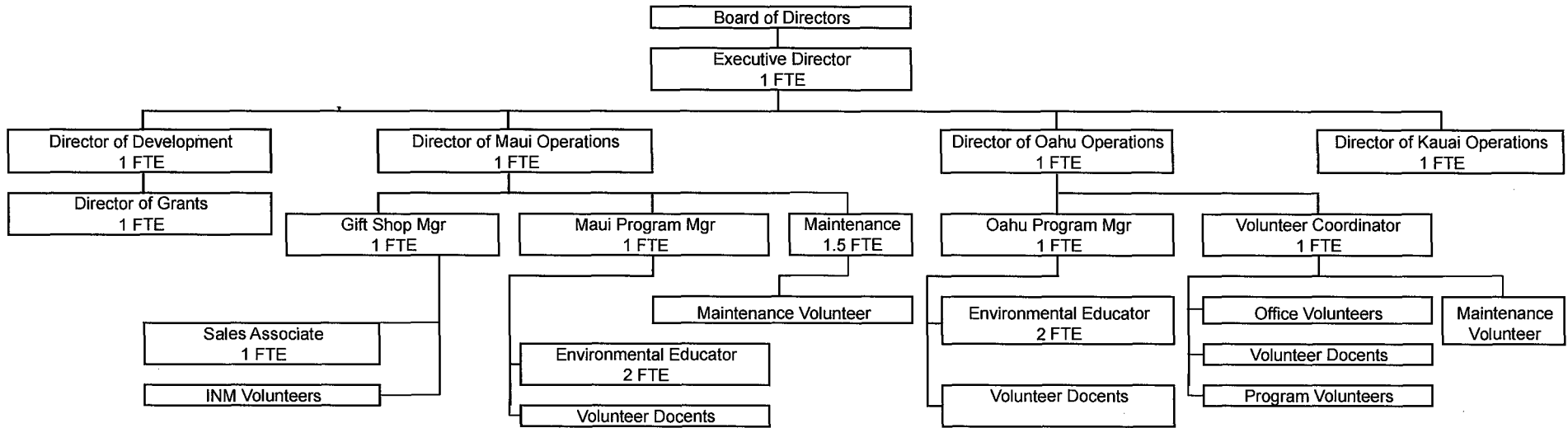
Jan Sullivan

Esq., Oceanit

Marc Tilker

President, BEI Hawaii

Hawaii Nature Center Organizational Chart



House District 28

Senate District 12

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

rec'd
JAN 28 2009
gr

Log No: 41-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):

DBEDT

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii Theatre Center
Dba:

Street Address: 1130 Bethel St.
Honolulu, Hawaii 96813

Mailing Address: 1132 Bishop St., Ste. 1404
Honolulu, Hawaii 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SARAH M. RICHARDS

Title President

Phone # 791-1303

Fax # 528-0481

e-mail sarahrichards@hawaii theatre.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 GREENING OF HTC: CONVERSION TO ENERGY EFFICIENT SYSTEMS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 445,974

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]

SARAH M. RICHARDS, PRESIDENT

1/26/09

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;

The Hawaii Theatre has been at the center of Hawaii's cultural landscape for more than 80 years – from its earliest days as a vaudeville house through its stint as a movie theatre during the Golden Age of Hollywood to its present incarnation as the Oahu's foremost performance center. Today, the Hawaii Theatre Center is recognized locally, nationally and internationally for its superb technical capacity, beautiful ambiance, historic setting, and world-class presentations.

Since the massive restoration and renovation of the beautiful interior was completed in May 1996:

- 1.5 million patrons have enjoyed an extraordinary variety of culturally diverse performances;
- Nearly 225,000 elementary and high school students have experienced live theatre while learning about the history of theatre in Hawaii; and
- the Theatre has helped reverse urban decay, attracted business investment and drawn both *kama'aina* and tourists to its once struggling neighborhood.

With 1,400 seats, the Hawaii Theatre is the second largest proscenium performance facility in the state. It is a vibrant member of Hawaii arts and entertainment community, both as a presenter and as a state-of-the-art venue for local, national and international productions. In addition to presenting at least nine of its own performances each season, Hawaii Theatre Center also provides a professionally managed performance home for 75 community arts organizations annually and for local promoters.

All types of performing arts groups, large and small, use this community asset regularly. They receive a full range of services, including technical equipment and extensive production assistance, marketing support, financial counseling, box office sales, trained volunteer ushers, and significantly reduced rental rates for non-profit organizations.

Hawaii Theatre Center is a showcase for public/private partnership. The Hawaii State Legislature has been a major partner in the restoration effort, having invested \$13.7 million of the \$32 million raised to date to save this cultural landmark. The State's investment has created jobs, added state tax revenues and preserved an important part of Honolulu's history.

The Theatre has received widespread support from the community for both its renovation and its operations. Individuals, corporations, national and local foundations, and state and city governments have contributed generously to create a state-of-the-art theatre facility that serves all the people of Hawaii.

With Communications Pacific, Hawaii Theatre Center has established the Honolulu Culture & Arts District Association to enhance economic development and cultural enrichment in the area bordered by Nimitz Highway, Beretania Street, and Nuuanu Avenue. This commitment to the area's development has attracted federal funding from HUD and Empower Oahu that will create job opportunities for immigrant neighborhood residents. It has assisted Hawaii Alliance for Arts Education in its appeal for Ford Foundation support.

The final phase of the Theatre's restoration -- the long-awaited renovation of the Theatre's crumbling façade and installation of replicas of its 1936 marquee and vertical *Hawaii* sign -- was completed in October 2004.

With exterior restoration complete, Hawaii Theatre Center now turns its attention to expanding its artistic, entertainment and educational offerings in order to attract a larger and more varied patron base to support neighboring businesses.

2. The goals and objectives related to the request;
Hawaii Theatre Center's goals relative to this request are to:
 - reduce green house emissions by using green technology to lower its energy consumption, and
 - present higher quality shows for Hawaii residents by upgrading its sound system
3. State the public purpose and need to be served;
The Theatre has a pressing need is to reduce energy consumption. The current bill for electricity averages \$30,000 a month. By applying green technology and replacing incandescent fixtures with LED and/or fluorescent lighting in the auditorium cove lighting, exterior architectural lighting and stage cyclorama lighting, we could significantly reduce our energy consumption. Replacing the current cove lighting alone would save more than 1.9 million kilowatt hours of electricity, preventing 2.7 million pounds of CO₂ from entering the atmosphere and would save the Theatre at least \$500,000 within the life cycle of the new LED lighting.

Although state-of-the-art when the Theatre reopened after restoration in 1996, twelve years later the Theatre's sound equipment is badly obsolete. It is so dated, in fact, that

there is no longer any manufacturing support or replacement parts for it. Worse, though, is the fact that we are not meeting the increasingly sophisticated technological requirements of many of our users – especially those of national touring productions.

New loud speakers for the auditorium center and under the balcony will provide the exceptional fidelity, prodigious output, reduced reverberation, and directional technology required by today's licensed Theater users.

4. Describe the target population to be served;
All Hawaii residents will benefit from reduced CO2 emissions into the atmosphere.

Oahu residents who will enjoy higher quality shows, non-profit arts organizations who use the Theatre as their professionally managed home, elementary, middle school and high school students who attend student matinee educational programs and business and shop owners in downtown Chinatown who will see increased foot traffic in the neighborhood will all benefit from more sophisticated sound technology at the Hawaii Theatre.

5. Describe the geographic coverage
The project will benefit all the people of Hawaii; benefits are not limited to a specific geographic area, but will be most keenly felt by Oahu residents. Neighbor Island performers present events at the Theatre and Hawaii theatre participates in block booking with Maui, Kauai and Big Island arts organizations. Special Christmas shows and special events bring Neighbor Island patrons to Oahu.

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;

A construction manager who reports to the president and coordinates with the Theatre manager will define the respective jobs to be accomplished, select qualified engineers and vendors to provide services and equipment, prepare timelines, solicit bids, prepare budgets, and monitor work progress.

Scope of Work

Replace the Theatre's outdated sound system with new loud speakers in the auditorium center and under the balcony.

Replace incandescent fixtures with LED and/or fluorescent lighting in the auditorium cove lighting, exterior architectural lighting and stage cyclorama lighting,

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;
See Attached 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
An experienced construction manager will oversee all construction activities. The Theatre deals with reputable vendors and engages only licensed construction personnel.
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.
 - a. Increased Theatre bookings by commercial promoters and non-profit groups
 - b. Reduced energy consumption and corresponding reduction in electricity costs.

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
\$111,495	\$111,493	\$111,493	\$111,493	\$445,974

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.
Cynthia Woods Mitchell Fund for Historic Interiors \$10,000

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 Hawaii Theatre Center has operating successfully, both artistically and financially, since it opened in 1996. It is a 501(c)3 nonprofit with fourteen full-time and twenty part-time staff members. It is governed by a 45-member board of directors that is comprised of respected business and community leaders. It has presented or hosted nearly 2,000 performances and served more than 1.5 million public patrons and nearly 225,000 elementary and high school students in the past twelve years.

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.

Hawaii Theatre Center is a state-of-the-art 1,400 seat performance center with a 16,010 square foot footprint that is listed on both the State and National Historic Registers.

In planning for the restoration and renovation of the historic Theatre, architects were very mindful of all ADA requirements. The Hawaii Theatre Center underwent a complete Site Survey in October 1997 by an independent third party contractor and any deficiencies have been corrected. HTC has taken special measures to insure that wheelchair and hearing disabled patrons are able to enjoy performances. The Hawaii Theatre Center also includes in its staff and volunteer training pertinent information regarding legal obligations and issues of ADA sensitivity to better accommodate our valued ADA patrons.

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 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.

President Sarah M. Richards has served as CEO of the Hawaii Theatre Center since 1989 and oversaw the restoration and renovation of the historic Theatre. She is responsible for the overall management of the organization. Mrs. Richards was Executive Director of the State Foundation on Culture and the Arts and a founder of the Hawaii Opera Theatre. Nationally, her experience includes memberships on the Board of National Assembly of State Arts Agencies, the

Western States Arts Federation, and the National Endowment for the Arts Opera/Musical Theatre panel and the League of Historic American Theatres.

General Manager and Artistic Director, Burton White, will specify all equipment and oversee all theatrical needs. Mr. White manages day-to-day operations of the Theatre. He has been involved in professional theatre administration, production management, and theatre consultation for more than two decades. He served as Associate Director and faculty member of the Pittsburgh Playhouse Conservatory of the Performing Arts and has been a producer of full-scale musical theatre for both profit and non-profit theatres. Prior to coming to Hawaii Theatre Center, Mr. White was Director of Operations of the Honolulu Symphony.

Architect, Joseph Ferraro, AIA, will serve as architect in charge of Hawaii Theatre's sound and architectural lighting improvements. Mr. Ferraro, was one of the first Hawaii Architects to obtain Leadership in Energy and Environmental Design (LEED) certification and is one of Hawaii's leading proponents of sustainable architecture. He practiced professionally for ten years in New York prior to relocating to Hawaii.

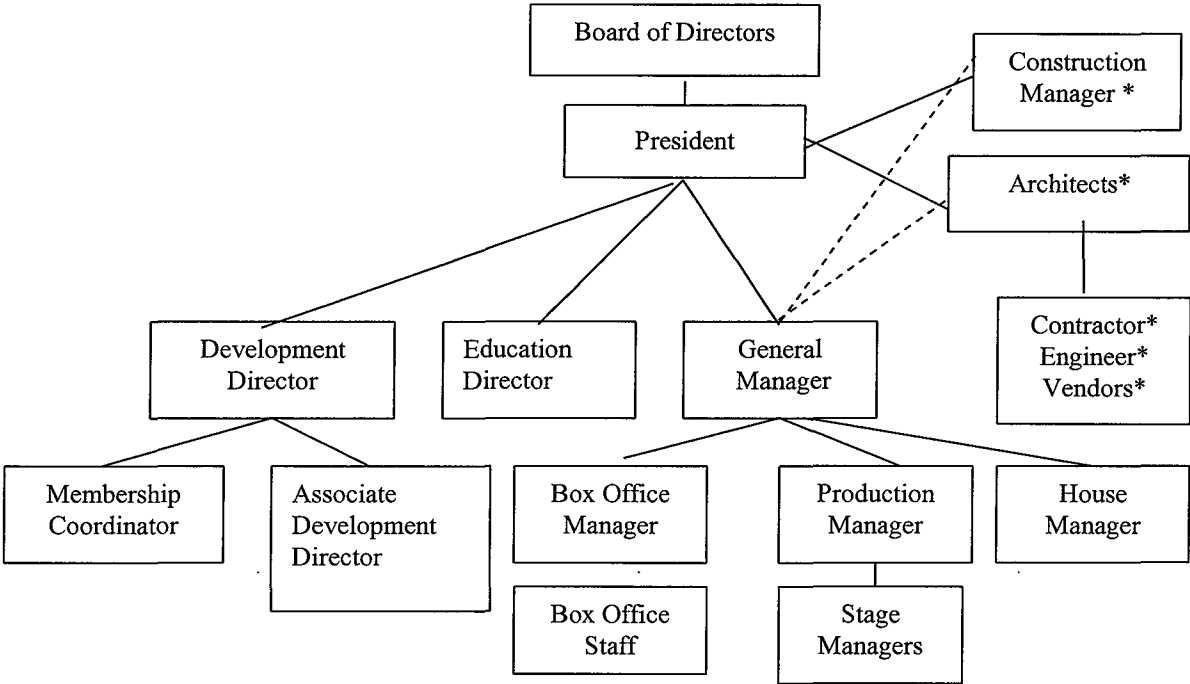
Mr. Ferraro was Principal and Director of Interior Architecture of CJS Group Architects from 1982 to 1988 and Vice President of Sheriden Associates in New York from 1977 to 1982. He is currently acting as adjunct faculty and juror for the University of Hawaii, School of Architecture. He has been published in *Hawaii Architect*, *Interiors*, *Interior Design*, *Lighting Design*, *The New York Times*, *Wall Street Journal* and *Wired* publications.

Mr. Ferraro is the Former Director of the Honolulu Chapter AIA and current Director of the Hawaii Architectural Foundation. He holds a Bachelor of Fine Arts in Interior Design from Pratt Institute and attended the University of Hawaii, School of Architecture from 1982-1985. His professional affiliations include being a member of the National Trust for Historic Preservation, past Director of American Institute of Architects Hawaii State Council and a present Director of the Hawaii Architectural Foundation.

Construction Manager, Fray Heath, will manage all construction activities. Mr. Heath received his education at UCLA with a degree from the School of Engineering specializing in Structural Engineering and mechanics. He graduated Cum Laude in 1971 and has been a General Contractor and Project Manager in Hawaii since 1977. Mr. Heath has managed construction projects for Bishop Museum, The Pacific Club, Niketown-Honolulu, Honolulu Academy of Arts, Mission Houses Museum, Iolani Palace, Hanahauoli School, Kailua Shopping Center, and Windward Trade Center.

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.



* Contracted Position

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.

Hawaii Theatre Center is listed on the State and National Historic Registers, a member of the League of Historic Theatres and the Association of Performing Arts Presenters.

HAWAII THEATRE CENTER

Print date: Sun 1/25/09

Phase III
House Sound and Lighting Systems Replacement
Proposed Project Schedule

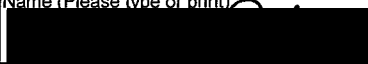
ID	Task Name	Duration	Start	Finish	Q1'	Q2'	Q3'	Q4'	Q1'	Q2'	Q3'	Q4'	Q1'	Q2'	Q3'
1	CIP APPLICATION & FUNDING	260 days	Mon 1/26/09	Fri 1/22/10											
2	cip application and funding	52 wks	Mon 1/26/09	Fri 1/22/10											
3	notice to proceed	0 wks	Fri 1/22/10	Fri 1/22/10											
4	PRE-CONSTRUCTION PHASE	220 days	Fri 1/22/10	Fri 11/26/10											
5	project initiation	0 wks	Fri 1/22/10	Fri 1/22/10											
6	house sound & re-lighting initial design & mock-up preparation	28 wks	Mon 1/25/10	Fri 8/6/10											
7	house re-lighting mock-up	2 wks	Mon 8/9/10	Fri 8/20/10											
8	house sound & re-lighting final design	6 wks	Mon 8/23/10	Fri 10/1/10											
9	house sound & re-lighting bidding	4 wks	Mon 10/4/10	Fri 10/29/10											
10	permitting	8 wks	Mon 10/4/10	Fri 11/26/10											
11	house sound & re-lighting contract and negotiations	4 wks	Mon 11/1/10	Fri 11/26/10											
12	house sound & re-lighting notice to proceed	0 wks	Fri 11/26/10	Fri 11/26/10											
13	CONSTRUCTION PHASE	140 days	Mon 11/29/10	Fri 6/10/11											
14	sound, lighting & electrical submittals and approvals	4 wks	Mon 11/29/10	Fri 12/24/10											
15	delivery of sound, lighting & electrical materials	16 wks	Mon 12/27/10	Fri 4/15/11											
16	house sound & re-lighting installation	8 wks	Mon 4/18/11	Fri 6/10/11											
17	substantial completion of house sound & re-lighting	0 wks	Fri 6/10/11	Fri 6/10/11											
18	COMPLETION AND CONTRACT CLOSE-OUT	50 days	Mon 6/13/11	Fri 6/19/11											
19	house sound & re-lighting punch list work	4 wks	Mon 6/13/11	Fri 7/8/11											
20	house sound & re-lighting contract close-out and final payment	6 wks	Mon 7/11/11	Fri 8/19/11											
21	project completion	0 wks	Fri 8/19/11	Fri 8/19/11											

Project: HTC - Phase III
Date: Sun 1/25/09

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

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

Applicant: Hawaii Theatre Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries		125,000		
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST		125,000		
B. OTHER CURRENT EXPENSES				
1 Design & Engineering	9,000	35,600		
2 Installation (Construction)	168,992			
3 Architectural fees (contracted)		40,000	6,500	
4 Project Management fees (contracted)		36,500	3,500	
5 Miscellaneous & Contingency		25,000		
6 Taxes		13,345		
7 Freight		14,156		
8 Utilities		150,000		
9 Permits and Fees		25,000		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	177,992	339,601	10,000	
C. EQUIPMENT PURCHASES	267,982			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	445,974	464,601	10,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	445,974	Sarah M. Richards	791-1303	
(b) Hawaii Theatre Center	464,601	Name (Please type or print)	Phone	
(c) Sarah Woods Mitchell Fund	10,000		1-27-09	
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	920,575	Sarah M. Richards		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Theatre 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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii Theatre Center

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Lighting				
Exterior Lighting				
Color Kinetics Color Blast Power Core	8	\$1,155	\$6,470	\$6,470
Color Kinetics MX Color Cove Power Core	9	\$251	\$1,579	\$1,579
Color Kinetics iW Blast Power Core	3	\$1,155	\$2,426	\$2,426
DMX Data Enablers	2	\$368	\$515	\$515
RJ 45 CAT 5 Cables for Data	2	\$84	\$117	\$117
DMX to RJ45 Adaptor	1	\$64	\$45	\$45
40' Leader Cables for MX Color Cove	3	\$108	\$227	\$227
RJ 45 Network Terminator	1	\$59	\$41	\$41
iColor Play 3 Architectural Lighting Control with iPlayer 3	1	\$1,437	\$1,006	\$1,006
Controller Wall Access Panel	1	\$391	\$274	\$274
Installation Package	1	\$4,029	\$2,820	\$2,820
Stage Lighting				
Color Kinetics Color Blaze	8	\$5,506	\$44,049	\$44,049
Cove Lighting				
High Intensity Dimmable White Light LED (Linear Feet)	266	\$191	\$50,907	\$50,907
High Intensity Dimmable Color Mixing LED (Linear Feet)	200	\$192	\$38,400	\$38,400
Data Enabler for MX Power Core	2	\$608	\$1,216	\$1,216
1' Leader Cable for Data Enabler	4	\$19	\$76	\$76
Miscellaneous data and Control Cables	1	\$267	\$267	\$267
Sound				
Loudspeakers for Center Cluster				
loudspeakers	3	\$20,057	\$60,172	\$60,172
acoustic spacers	2	\$1,229	\$2,459	\$2,459
Cluster Sub-woofer	1	\$16,253	\$16,253	\$16,253
M3D to Grid (modified)	1	\$1,373	\$1,373	\$1,373
Rigging M3D-MILO	1	\$1,781	\$1,781	\$1,781
Loudspeakers for Under Balcony (MM-4 System)				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Loudspeakers	12	\$477	\$5,723	\$5,723
mounting brackets	12	\$117	\$1,403	\$1,403
processor	1	\$2,361	\$2,361	\$2,361
amplifier, 4-channel	1	\$3,201	\$3,201	\$3,201
speaker cable (200 meters)	1	\$441	\$441	\$441
Loudspeakers for Under Balcony (UPM-1P System)				
Loudspeakers	7	\$2,921	\$20,446	\$20,446
mounting brackets	7	\$209	\$1,462	\$1,462
Cable (200 meters)	1	\$473	\$473	\$473
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
TOTAL:				\$267,982

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
TOTAL:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

JUSTIFICATION/COMMENTS:

[Empty box for justification and comments]

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hawaii Theatre 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			\$9,000	\$10,000		
CONSTRUCTION			\$168,992	\$464,601		
EQUIPMENT			\$267,982			
TOTAL:			445,974	\$474,601		
JUSTIFICATION/COMMENTS:						

**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 Theatre Center

(Typed Name of Individual or Organization)



(Signature)

January 27, 2009

(Date)

Sarah M. Richards

(Typed Name)

President

(Title)

House District _____

Senate District _____

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

Log No: 42-0

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.

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"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:

Db: **HAWAIIAN HOPE**
Street Address: **611 N. KING STREET**
Mailing Address: **96817**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: **CURTIS J. KROPAR**
Title: **EXECUTIVE DIRECTOR**
Phone #: **808 352 8700**
Fax #: _____
e-mail: **CURTIS@HAWAIIANHOPE.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:

**OHANA MANAGEMENT SYSTEM
COST SAVINGS SHELTER
EXPANSION REQUEST**

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ **\$75,750**

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 \$ _____

INITIALS:

CURTIS J. KROPAR, EXECUTIVE DIRECTOR 1/30/2009

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

rec'd
JAN 30 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. Included are the following:

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

Hawaiian Hope is a technology based non profit organization with the objectives to address the parallel issues of homeless services and disaster management.

Hawaiian Hope is led by an Executive Director with : 27 years of experience in the field of Information Technology (IT); 7 years experience with emergency services : fire, rescue and medical; and a combined 7 years experience of life on the street from formerly being homeless.

Over the past 3 years Hawaiian Hope has experienced continuous expansion and growth do to our highly sought after and much needed technology services. Hawaiian Hope currently provides IT services to a total of 10 homeless shelters on O'ahu with several others throughout the state pending agreements. Hawaiian Hope designs web based data management software, the "Ohana Management System", for organizations to manage their facilities and day-to-day operations. **We currently manage the data of over 4,000 homeless or formerly homeless individuals.** By end of 2009 we expect to be working with 20 shelters and managing the data of over 8,500 people.

We compile data that is used to measure effectiveness of services, secure grant funding, report data directly to various state offices and form solid relationships with these and other organizations in order to strengthen the lives of the people in our communities.

Using donated computers Hawaiian Hope builds computer classrooms in homeless shelters. These computers are used by children to complete schoolwork and by adults to fill out job applications, communicate through email and order documents. In addition, we also give free computers to individuals and families when they move out of the shelters and back into housing.

Hawaiian Hope:

- * Has given away more than 200 computers to the homeless, formerly homeless, homeless shelters and other non profit orgs.
- * Currently has over 300 computers in stock awaiting refurbishment and redistribution.
- * Recently moved into a new operations facility and in this facility is building a public access computer lab and classroom.
- * Expects to receive and redistribute close to 3,000 computers during 2009
- * Is an active member of PIC - Partners in Care - the Continuum of Care for Honolulu - with Mr. Curtis Kropar serving as the Chair of the IT committee.
- * Is a member of "TechHui" an online community of more than 700 IT People in Hawaii.
- * Was nominated for both a "Community Service Award" and a "High Tech Leaders Award" through the Pacific Technology Foundation during 2007

The following 2 pages are standard documents that we use to solicit donations, to promote building classrooms in shelters, and inform people about our other services.



DEMONSTRATE THE POWER OF ONE

Hawaiian Hope
611 N. King St
Honolulu, HI 96817-4509
808.352.8800
Curtis@HawaiianHope.org

New Computer for Christmas ? Donate your old one !

Did you get a new computer for Christmas ? When you donate your old computer to Hawaiian Hope, you will help us build computer labs in homeless shelters, help homeless children get their homework done and help their parents become more familiar with technology to get better jobs.

Hawaiian Hope is a non profit organizations that specializes in technology. Our primary focus is in providing technology service to other non profit orgs, and in particular, those serving the homeless population. Part of what Hawaiian Hope does is: using donated computers we build computer labs in homeless shelters and provide computers to people and families to take with them once they move out and find a place to live on their own.

As most of us are well aware, many of the jobs now available can only be applied for by using the internet. As an example, Wal-Mart, Home Depot and many hotel chains no longer accept paper applications, and instead, **REQUIRE** all job applicants to apply for jobs through their company's website.

Likewise, many school children are routinely assigned homework with the assumption they have a computer at "home" and internet access whenever they want. If you were not aware, Hawaii has over 700 children living in homeless shelters and according to the DOE's own records, Hawaii has over 2,400 children enrolled in schools that are known to be homeless.

Through the efforts of Hawaiian Hope and building our computer labs, we hope to have a positive impact into the lives of these children and their parents, to further their education and find better jobs. We respectfully ask that you join us in helping to address this critical need. **ALL donations may be made by contacting us and then dropping the donated items off at our offices at 611 N. King Street.**

Some of our special needs :

Below is a list of some of our special needs. In addition to other items, these are some items that we rarely receive.

We Need Hard Drives : Hawaiian Hope regularly receives donations of computers and monitors and we greatly appreciate these items. We have discovered however that in the name of "security" many of the computers donated have had their hard drives removed. This leaves us with an unusable piece of hardware that requires us to spend additional money to get it to work. Even 20 Gig drives would be sufficient for our needs in most instances.

We Need Networking : On only 3 occasions have we received any type of networking equipment, and all 3 were 8 ports or less. The typical computer classroom that we assemble has at least 12 computers. Here is a photo of a classroom with 17 computers. We need hardware, cabling and switches. A typical switch that we use is a "D-Link 24-port 10/100/1000 Switch. "



We need volunteers : We need people willing to help in getting our many donated items working again or tuned up. We are also looking for volunteers to help in teaching classes, tutoring and in helping with other areas of the organization.

Ask how you can get involved to make a positive difference in someone's life and the life of our community.
For more information, please contact : Curtis@HawaiianHope.org or call : 808.352.8800



DEMONSTRATE THE POWER OF ONE

Hawaiian Hope
611 N. King St
Honolulu, HI 96817-4509
808.352.8800
Curtis@HawaiianHope.org

Services Overview

Hawaiian Hope is a technology based non profit organization with the objectives to address the parallel issues of homeless services and disaster management. Some of our services include :

Data Management Software :

Hawaiian Hope designs web based data management tools for organizations to manage their facilities and day-to-day operations. We currently manage the data of 6 of the states largest homeless shelters and the personal data of over 3,800 individuals. By the end of 2009, we expect to be working with 20 shelters and managing the data of over 8,500 people.

We compile data that is used to secure grant funding, report data directly to various state offices and form solid relationships with these and other organizations in order to strengthen the lives of the people in our communities.

Classrooms and Free / Recycled Computers :

Now days, school children are routinely assigned homework with the assumption they have a computer at "home" and internet access whenever they want. If you were not aware, Hawaii has over 700 children living in homeless shelters and according to the DOE's own records, Hawaii has over 2,400 children enrolled in schools that are known to be homeless.

Using donated computers we build computer classrooms in homeless shelters. These computers are used by children to complete schoolwork and by adults to fill out job applications, communicate through email and even order documents. In addition, we also give free computers to individuals and families when they move out of the shelters and back into housing.

Mobile Computer Labs - Disaster Communications Center :

As most of us are well aware, many of the jobs now available can only be applied for by using the internet. As an example, Wal-Mart, Home Depot and many hotel chains no longer accept paper applications but instead REQUIRE job applicants to apply for jobs through their company's website. And as mentioned above, children's schoolwork is often required online.

Using former tour buses we are building mobile computer classrooms and disaster communications centers. In doing this we take computer education and technology where it is needed most, directly to the people. In the unfortunate event of a disaster, we can still communicate with the outside world through the use of mobile internet access while generators, battery backups and solar energy maintain power so we can run the equipment uninterrupted for weeks at a time.

Mobile Laundry Service - Disaster Water Purification Center :

Imagine for many homeless how it is so expensive to do laundry, or so difficult to transport it, that it is often cheaper or less of a hassle for many to simply throw out their dirty clothes and just go get new clothes. Hawaiian Hope is building a number of mobile laundry units where we can get the much needed laundry service right to the people where they are.

Water is the foundation of life. Having clean water and clean linens in a disaster are two of the highest priorities. But how can you justify using drinking water to do laundry ? The Hawaiian Hope Mobile Laundry Service buses will also function as Disaster Water Purification Centers. Using the technology of Reverse Osmosis, we will pump water directly from the ocean and convert it into clean drinking water at the rate of **25 Gallons PER MINUTE**.

These fully mobile units will provide services where they are needed by being loaded onto transport ships and moved throughout the entire state of Hawaii, to other pacific islands or even transported to the mainland. During a disaster each unit should be capable of functioning for 21 days, 3 weeks, uninterrupted.

The Mobile Laundry Service will serve to build 2 active prototypes of a planned fleet of units. These Units will be managed as pay per use for laundry service plus contracted out to other organizations. Likewise, we plan to build and sell additional units to other organizations, communities and states in an effort to generate capitol for our long term projects.

**Ask how you can get involved to make a positive difference in someone's life and the life of our community.
For more information, please contact : Curtis@HawaiianHope.org or call : 808.352.8800**

2. The goals and objectives related to the request;

- a) to help shelters and their non profit agencies save money.
- b) to help streamlines the processes of day-to-day operations.
- c) to install the Ohana Management System in an additional 10 shelters.
- d) to cover the first year only of fees for those shelters.
- e) to assist the state in getting data in a more immediate timeline.

In these tight budget times one of our primary objectives is to help shelters and their non profit agencies to save money.

Our Ohana Management System (OMS) is currently in use in 10 shelters throughout Oahu. These shelters, once brought online with our system, begin the transformation of a typically heavy paper process, into a more automated electronic process. We have discovered that by installing the Ohana Management System in shelters, we introduce a number of noted efficiencies of utilizing technology that ultimately streamline a shelters day to day operations.

Streamlining operations saves money.

Our objective is to assist shelters to save money by installing the Ohana Management System into an additional 10 shelters through this request.

By streamlining the shelters day to day operations and converting them from a manual paper process to an electronic one, we can then interface with the states HMIS system and provide almost instantaneous updates to the states homeless services data.

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

One Public purpose and need - is to save money. Money spent on shelter services ultimately is paid for by tax payers. By increasing the efficiency in which shelters conduct their day to day operations, we will ultimately save taxpayers money.

The Ohana Management System (OMS) actually increases the quality of services at every facility in which it is installed. This increase in quality is a result of increased efficiency. This increased efficiency for shelter staff frees up time and resources for interaction with shelter residents and other duties.

Specifically, OMS streamlines the processes of day-to-day operations, including staff communication through the daily log feature and built in instant messaging, staff management, security, maintenance, donation management, and volunteer management. Installation of OMS results in reduced labor costs for facilities due to decreased paperwork, consistency in data and communications among staff, and standardization of day-to-day clerical operations.

Without the Ohana Management System software in place, a large, urban shelter facility such as Next Step in Kakaako would need to hire, at minimum, two additional full-time staff members to carry out the day to day paperwork of data management, security, clerical work and other duties. At \$10/hour, this equals \$41,600 in labor costs, not including fringe benefits and other fees, every year. This amount represents an average of \$41,600 in annual savings for a shelter facility that installs the Ohana Management System. In addition, these savings are complemented by the peripheral benefits mentioned above, such as improved communication and time management for existing staff.

The Ohana Management System is NOT a competing product to the HMIS system.

It is well noted that the State already has a data management system. This system is called the HMIS. The HMIS system assists the state in tracking data and the utilization of services by the homeless.

The Ohana Management System is NOT a competing product to the HMIS system. In contrary, the Ohana Management System is a complimentary tool that addresses separate issues. The Ohana Management System is designed to manage a number of day to day operations for non profit agencies that the HMIS system is simply not designed to offer. Some of these operations include Donation Management, Staff Management, Volunteer Management, Facility Security, Staff Communications and Facility Maintenance.

The Ohana Management System is a "Real Time" data management system that manages and reflects all changes of data, as they happen. Using this method is how we accomplish keeping a shelter's staff up to date on all aspects of their facility. In doing this, all of the day to day activity, including all client interaction, is immediately captured as it happens.

In contrary, the HMIS system is manually updated by agencies typically after the client has left their offices. The HMIS is not designed to integrate with the internal day to day operations of a facility. In many cases, because agencies are short staffed, the HMIS data may not be updated on a timely basis and may even go 30 days or longer without being updated. This lag leaves the HMIS system and the state with information that may be older and not truly reflective of the current conditions.

Effective as of January, the HMIS system has received a grant and funding to undergo an upgrade that will allow the Ohana Management System to interface directly to the HMIS system. After the upgrade, the HMIS will be able to receive data transmitted to it directly from the Ohana Management System. As the Ohana Management System functions in real time, this means that the HMIS and the state can potentially receive live, up to date information as fast as it happens at any facility that utilizes the Ohana Management System.

Installing the Ohana Management System in an additional 10 shelters will place them in a position to immediately take advantage of the upgrade once it is finalized. This in turn will also greatly increase the efficiency and cost effectiveness of all shelters using our system.

4. Describe the target population to be served; and

The target populations to be served with this project are Homeless shelters, the non profit agencies that manage them and the state of Hawaii.

5. Describe the geographic coverage.

The geographic coverage can be state wide. It will be implemented at various shelters throughout the state of Hawaii

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 : Hawaiian Hope will install the Ohana Management System into an additional 10 shelters within the state of Hawaii.

Tasks :

- 1) Solicit and meet with shelters that are interested in participating.
We are actually expecting a tremendous outpour once the word gets out.
- 2) Construct the implementation timeline for each shelter.
Typical installation takes approximately 2 weeks of dedicated focus.
"Installation" includes all training classes for the staff.
- 3) Assist shelter with conducting initial "inventory" and entering initial data.
- 4) Analyze data and provide feedback on the effective use of the System.
- 5) Assist with the transition of a paper process to electronic data management.

Responsibilities :

All Responsibilities are outlined in a standard agreement called a "Memo Of Understanding." In this agreement it states the full responsibilities of all parties involved. Attached as an appendix is a copy of our standard "MOU"

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

Upon receiving funding as we have requested, the expected timeline of the project is to install and implement 2-3 shelters per month for full use of the Ohana Management System. AS the objective is to save money and capture data, a rapid installation and activation is critical. Within 4 months all 10 shelters should be active. The remaining 8 months of the project are primarily to work with the shelters, conduct additional training and assist in increasing their efficiency and knowledge of using the Ohana Management System. Timeline may be adjusted when necessary to accommodate for unforeseen obstacles or accelerated when outstanding progress is made.

A Final report will be prepared and presented to all interested parties at the GIA conclusion.

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

Constant monitoring and ongoing evaluations will be done throughout. Progress reports will be documented. All lessons learned will be implemented into the project when possible. Quality will be judged based on the timeline of implementation. Additional Evaluations will be done for the facilities we implement at so they are able to address issues that arise.

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.

Measurements of Effectiveness :

The following items will be used to measure effectiveness of the project.

1) Progress in relation to timeline.

The timeline will be used to guide the progress of the project. The timeline is expected to be accurate to the required maximum amount of time to complete each phase. Acceleration of the timeline when possible will be viewed as a favorable condition of measurement to the project.

2) Overall Functionality of project.

Delivering an end product that performs to the original specifications will be a measurement expectation.

3) Client Feedback Survey Reports.

Users of the service will be surveyed throughout the year to provide their feedback on the overall quality of services rendered. Each survey will ask a number of questions and provide a rating scale of 1 to 10. Reports will be generated based on the measurement that clients provide from their view of service and impact to their needs.

4) Statistics on frequency and volume of usage.

Daily statistics will be tracked regarding the frequency and volume of usage by clients. Reports of effectiveness will show a continuous increase in the number of clients served both daily and over a period of time.

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
\$ 38,250	\$ 22,500	\$ 7,500	\$ 7,500	\$ 75,750

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.

Hawaiian Hope is **actively** involved with the homeless community providing technology-based services directly to the homeless and other non profit organizations.

Hawaiian Hope is led by an Executive Director with : 27 years of experience in the field of Information Technology (IT); and a combined 7 years experience of life on the street from formerly being homeless.

Hawaiian Hope **currently** provides IT and data management services to a total of 10 homeless shelters on O'ahu. Several others throughout the state are pending agreements. Hawaiian Hope designs web based data management software for organizations to manage their facilities and day-to-day operations.

Hawaiian Hope **currently manages the data of over 4,000 homeless or formerly homeless individuals.** By end of 2009 we expect to be working with 20 shelters and managing the data of over 8,500 people.

Hawaiian Hope:

- * Has given away more than 200 computers - including laptops, to the homeless, formerly homeless, homeless shelters and other non profit orgs.
- * Currently has over 300 computers in stock awaiting refurbishment and redistribution.
- * Recently moved into a new operations facility of over 1,200 square feet, and in this facility is building a public access computer lab and classroom.
- * Expects to receive and redistribute close to 3,000 computers during 2009
- * Is an active member of PIC - Partners in Care - the Continuum of Care for Honolulu - with Mr. Curtis Kropar serving as the Chair of the IT committee.
- * Is a member of "TechHui" an online community of more than 700 IT People in Hawaii.
- * Was nominated for both a "Community Service Award" and a "High Tech Leaders Award" through the Pacific Technology Foundation during 2007
- * Maintains a staff of 8 volunteer technicians to work on and repair donated computers.
- * Has more than 35 volunteers eager to serve the needs of technology to the homeless.
- * Logged more than **900 (nine hundred)** volunteer hours during the **month** of January, 2009

Contact Information for verification of services include :

Utu Langi, Executive Director, H5 - Hawaii Helping the Hungry Have Hope	808.522.0397
Darlene Hein, Director, Waikiki Health Center - Care A Van	808.922.4790
Pastor Sadrian Chee, Ohana, Family of the Living God	808.780.3386
Kanani Kaaiawahia Bulawan, Former Director, Waianae Community Outreach	808.682.4673
Pastor Gary Shields, Executive Director, Victory Ohana	808.497.8931
William Hummel, Shelter Director - Lighthouse Outreach	808.372.1862

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.

Hawaii Facility :

Hawaiian Hope has physical offices located at 609, 611 and 631 N. King Street, Honolulu Hawaii, 96817. Our Offices Are located on the ground floor and occupy a combined area of 1,280 Square feet.

Of our 1,280 square feet, 640 Square feet are dedicated to computer donations, inventory, computer repair and offices. In our repair center, Hawaiian Hope takes donated computers and refurbishes them. Using these donations Hawaiian Hope builds computer classrooms in homeless shelters. These computers are used by children to complete schoolwork and by adults to fill out job applications and communicate through email. In addition, we also give free computers to individuals and families when they move out of the shelters and back into housing.

To Date, through our repair center Hawaiian Hope :

- * Has given away more than 200 computers - including laptops, to the homeless, formerly homeless, homeless shelters and other non profit orgs.
- * Currently has over 300 computers in stock awaiting refurbishment and redistribution.
- * Expects to receive and redistribute close to 3,000 computers during 2009.

Our second 640 square foot area is being remodeled to create a public access computer lab and classroom / conference room. Remodeling is scheduled to be completed in early March, 2009. In our facility we have a total of 30 computers available for public use and all having internet access. This area also includes an ADA bathroom and access ramps are planned for the building entrance. To ensure safety, full emergency lighting and backup power are also planned into the facility.

Our computer lab includes 15 computers with several designed for easy wheelchair access. Our classroom includes 15 computers, whiteboards, an overhead projector and sound system as well as wheelchair accessible computers.

The classroom will be used by Hawaiian Hope to teach classes to the homeless, and used to conduct training for the staff of shelters and other non profits - on how to properly use our Ohana Management System software. The classroom will also be rented out to other organizations on an hourly basis to conduct training of various forms.

Hawaiian Hope is also considering serving coffee and refreshments in our facility to create the atmosphere of an internet cafe and to make our guests feel more welcome and comfortable to enjoy their stay.

Our Hawaii location includes servers that are backup to our primary servers located in Texas. Full failover and redundancy of our data system are planned to be implemented as soon as we complete remodeling. Failover means that if our Texas facility is not accessible, then our clients systems will still function normally as our systems will automatically switch over to use our Hawaii servers. Also as mentioned above, we are including full electrical backup so our systems will stay online in the event of another power failure like experienced at Christmas.

Texas Facility :

Hawaiian Hope utilizes a secured data center in Texas to store our primary servers and data management system. This facility was chosen for multiple reasons, one of which is that it is off island and that in the event of a disaster here, our data and the data of all of our clients is safe and secured. As mentioned above, we are also in the process of implementing our Hawaii site as a failover system to our Texas servers.

Our Texas facility maintains multiple redundant high speed internet connections, full power backup, armed security guards and active positive ID systems for facility access. Data is transmitted using the same level of encryption that is presently used in the banking industry.

Web Hosting:

As part of our ability to properly manage the volume of data we do; As part of executing our planned expansions of data management; As part of and considering the nature and needs of building online web based data management systems; and considering the needs of our clients and non profit organizations to take full advantage of the technology of the web : websites, online transactions, online donations and interacting with the rest of the world.....

Hawaiian Hope also owns and operates as a web hosting company.

When we were planning our data management system, we concluded the easiest and safest way to ensure that we have full control over our infrastructure : servers, software, databases and the ability to properly respond to client needs, was to BE the web hosting company. Operating as a full web hosting company provides us the advantages to ensure that our clients priorities are also our highest priorities, and that we can immediately respond to client needs.

Other than our upstream data provider, we have no other dependencies that would prevent us from meeting our clients needs, the needs to properly expand as we plan to, or the need to make adjustments necessary to get the job done. Hawaiian Hope is the web hosting service provider.

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 : not applicable. There are no existing, past nor pending litigation issues

B. Licensure or Accreditation

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

NONE : not applicable

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaiian Hope

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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HAWAIIAN HOPE

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: HAWAIIAN HOPE

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
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						

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

Applicant: HAWAIIAN HOPE

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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 Standard Installation Charges of Ohana Managemetn System \$5,000 Per Location x 10 Locations See MOU for full details of included items	35,000	15,000		
11. Monthly Service Fee for Ohana Managemetn System \$250 Per Location x 10 Locations Graduated in for first 3 months	3,250	7,500	7,500	7,500
TOTAL OTHER CURRENT EXPENSES	38,250	22,500	7,500	7,500
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	38,250	22,500	7,500	7,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 75,750.00	Curtis Keopar 1/28/2009		
(b)		[Redacted Signature] 1/28/2009		
(c)		Signature of Authorized Official Date		
(d)		Curtis Keopar, Executive Director		
TOTAL BUDGET	75,750	Name and Title (Please type or print)		

**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.

HAWAIIAN HOPE

 _____ (Signature) _____ (Date)
 _____ (Typed Name) _____ (Title)
 CURTIS KOOPAR EXECUTIVE DIRECTOR



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Memo of Understanding

This MOU is between Hawaiian Hope as service provider, and *Your Organization* who is receiving services.

This MOU covers responsibilities and expectations of both Hawaiian Hope and of *Your Organization* for the purpose of clarification and to create and maintain a positive functional relationship between both parties.

This MOU is accompanying invoice ##### dated *****. This MOU may be modified from time to time by Hawaiian Hope. All modifications will be distributed and given a 30 day period of acceptance before the new terms take effect. This MOU will serve as the foundation document of the service provided between Hawaiian Hope and *Your Organization*.

SERVICE and LICENSING :

YOUR ORGANIZATION is signing up for monthly service and Licensing the use of the Ohana Management System ("The System") from Hawaiian Hope. The System is a fully internet based shelter management system and designed in the ASP (Application Service Provider) model. **YOUR ORGANIZATION** is not purchasing nor purchasing into ownership, copyrights or other Intellectual Property (IP) Rights, in whole nor in part, of any code, feature, suggestion or design of the programming or database structure of The System.

All programming and data will reside on servers hosted by Hawaiian Hope through www.GetMySiteOnline.com (also owned Hawaiian Hope.) Ownership of all data is considered joint ownership between Hawaiian Hope and *Your Organization*. Licensing covers the use of the system for a single shelter site managed by *Your Organization*.

Hawaiian Hope intends to provide a working environment and access to the system 24/7. The system is designed to be accessed on a constant ongoing basis. Minor periods of time may exist where the system is made unavailable for the purpose of intermediate or major upgrades. These times will be scheduled in advance, scheduled for typical off hours of peak usage and kept to the smallest amount of time necessary to perform the upgrade. Many upgrades are considered insignificant and may be performed live. As an example, the system has been down approximately 10 minutes in the preceding 8 months for the purpose of upgrades and approximately 35 upgrades have been performed during the same time.

Licensing and monthly service fees for the system are inclusive of all standard upgrades, enhancements, training and 24/7 tech support of the system. Special request programming known as "System Expansion Requests" are not covered under the standard service fees and will be negotiated separately as to their costs. System Expansion Requests are requests for specialty tools or significant enhancements the system is not currently capable of performing. For instance, a local shelter has requested a "banking" system to be created and implemented into the system. This banking system is outside of the original scope of the project and considered a System Expansion Request. Once a System Expansion Request is created and completed, it becomes part of the standard system, incorporated into the main product and provided to all users of the system. User Organizations are encouraged to collaborate in making System Expansion Requests.

In addition to the main service of the system, Hawaiian Hope provides a shared training environment where all users of the system may train their staff and experiment on the use of the system without any negative impact to their primary data. As this is a shared training environment, no real / live / confidential data is to be created in the training environment and all data in the training environment will be considered scrap or test data. All data is at the mercy of all users in the training environment, may be modified at any time and not to be considered completely stable for the purpose of consistency.

Standard service to *Your Organization* will also include :

ICANN Registration of 3 Internet Domain Names : (names to be determined)

Hosting of above domain names and accompanying public website(s) at www.GetMySiteOnline.com. *Your Organization* will have the option to build and manage their own public websites, email and other web related services. *Your Organization* is solely responsible for the website design, construction and content. If additional services of website design or construction is needed, those services will be negotiated separately with Hawaiian Hope.



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Hosting, Installation, Design, Configuration and Licensing of Programming and Database of the Ohana Management System.

Installation of SSL (Data Encryption) for secured web browsing.

Classes, Training and Supervision :

- * A 3 hour "Domain Administration" Class to 1 (one) designated staff member of **YOUR ORGANIZATION** who will serve as the "Technical Administrator (TA)" and technical lead for the overall project. Class can include instructions for creating staff email accounts for all **YOUR ORGANIZATION** employees. Email addresses will resemble the address of : EmployeeName@ **YOUR ORGANIZATION**.org
- * A 2 Hour "Site Administration" Class to the TA, of the Ohana Management System. Class will cover menus and access privileges of end users, viewing visitor logs and tracking visitor activity.
- * An 8 Hour "Site Management" Class to the TA and 3 other **YOUR ORGANIZATION** Employees; 2 who will be designated as "Site Managers"; 1 who will be designated as a "Super User / Trainer". Class will cover all aspects of the Ohana Management System including adding and updating employees, generating management reports, creating photo ID's and overriding check in procedures.
- * 4 Hours of supervision and assistance while the "Super User / Trainer" conducts a training class to a maximum of 10 additional employees of **YOUR ORGANIZATION** . Class will teach **YOUR ORGANIZATION** Staff the basic aspects of "Member Management" such as Check In, Intake, Locating Members, Member Journal Entries, Staff Communications, Security procedures and the Staff Chat Room. Class should also cover Member Privacy and Confidentiality, Acceptable Use Policies (AUP's) and Standard Operating Procedures (SOP's) as designed and specified by **YOUR ORGANIZATION** .
- * 4 Hours of supervision while **YOUR ORGANIZATION** employees conduct the initial "Inventory and Intake" of their membership.



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USE OF DATA :

Hawaiian Hope reserves the right to use the data stored in the system for, but not limited to, the following purposes :

- Statistical analysis of storage and bandwidth needs of *Your Organization* use of the system.
- Statistical analysis of non confidential client data like gender, ages, ethnicity and languages.
- Statistical analysis of data to assist in pinpointing potential service needs such as training classes or system tweaks.
- Performing monthly billing.
- Providing feedback to *Your Organization* regarding potential areas of interest or problems.
- Building compiled statistics across all users of the system.
- Analyzing data to provide system enhancements and create system efficiencies.
- Analyzing security and other logs to watch for hack attempts and other security issues.

ACCESS TO DATA :

There is currently no limit to the number of users *Your Organization* may have accessing the system, or from what locations they may access the system (I.E. a corporate office may access the system to review data without violating the license agreement.) There is currently no restriction on outside agencies that *Your Organization* deems responsible and necessary to access the system. For example, *Your Organization* may assign a user account directly to the governors office, media or other individuals or agencies that may have an interest in the statistical information or additionally provide services to *Your Organization* for the site licensing the system. All users accessing the system must be authorized by *Your Organization* though their policies of security, acceptable uses and confidentiality regarding client data.

Hawaiian Hope will maintain an active Admin user account on the system noted as "(SystemAdmin)" where all users may contact us directly with questions, problems, suggestions or to provide feedback. Hawaiian Hope will routinely log in and review the system, logs, check the status and monitor activity to make sure the system is performing at peak capabilities. Hawaiian Hope may also review journals, client data and workflows to ensure data integrity, accuracy and completeness of the data within the system. The purpose of this review is also to provide immediate corrective action and suggestions in case there is a problem with the system. All client data will be treated with the utmost of confidentiality.

Only 1 person will have access to Raw Data directly at the database level. This person is Curtis Kropar. The purpose for this access level is to insure data integrity, perform backups and maintenance on the system. All client data will be treated with the utmost of confidentiality.

SYSTEM SECURITY :

- All visitor and user activity is tracked and traceable.
- Client data may be modified and therefore depends on *Your Organization* creating proper access rights for users.
- No function or feature of the system permits complete deletion of data.
- Most points of data are purposely designed as permanent transactional events with no recourse for deletion or modification.
- All users must have a username and password to log in.
- All failed login attempts are logged and tracked.
- Security Activity Logs include information regarding originating IP address, date/time stamps, and users on the system.
- All data is store in a secure MS-SQL database.
- Servers are stored in a secured facility.
- Data is transmitted using the same level of encryption that banks use for online transactions.

HOSTING FACILITIES :

Hosting facilities are through www.GetMySiteOnline.com and physical located on servers in Texas. The servers are housed at a level 5 building with armed guards at the front door. More facility information and photos can be found at : <http://www.GetMySiteOnline.com/DataCenter.asp>



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RESPONSIBILITIES of *Your Organization* :

The system is an internet based shelter management system. *Your Organization* will :

Be responsible for maintaining an active internet connection to access the system.

Be responsible and accountable as the primary account holder to create users and assign access privileges of the system to their staff and other users. Know who all of the users are using the system. Maintain in the list of users, current complete and accurate information regarding the user, including photographs.

Maintain and promote the confidentiality of a user's username and password.

Restrict access to one user per username and password and not allowing multiple users or organizations to "share" usernames and passwords. Certain exemptions or waivers may be requested for this and will need to be cleared in writing or via email through Hawaiian Hope. As an example, exemptions may include County or State offices. If a waiver is granted, *Your Organization* must provide to the shared party a document outlining their restrictions and the confidentiality of the data they are going to access, and obtain a single persons information that will assume full responsibility for the shared account.

Provide that all users accessing the system must be authorized by *Your Organization* though their policies of security, acceptable uses and confidentiality regarding client data.

Do not allow untrained users to use the system without supervision. An untrained user can cause severe headaches to *Your Organization* in making alterations to data or otherwise wreaking havoc on the system.

Provide occasional refresher classes to users of the system. Maintain a training regiment for new users to the system.

Perform cross training of primary functions of the system so *Your Organization* is not at the mercy of a single employee that may have fallen ill.

Maintain an in house/in staff super user to serve as the first line of tech support and training for the system. All primary questions and training will be first routed through the *Your Organization* super user. If the super user is not capable of resolving the issue, or the issue is a code related problem or bug, then the super user will contact Hawaiian Hope to report the issue.

Super user will forward /cc all support /training questions, to Hawaiian Hope so we can monitor them for clarity and system usability.

Report all bugs and suspect actions of and on the system to Hawaiian Hope immediately. If something does not work the way you think it should normally work, or something looks out of place, report it immediately.

Forward all suggestions for improvements to Hawaiian Hope.

Report all complaints to Hawaiian Hope immediately. If we are not aware of a problem, it is impossible for us to resolve it. Report all praises to others. If we are doing a good job spread the Aloha ! Promote the system and services of Hawaiian Hope to other shelters, facilities and organizations.

Adhere to the Acceptable Use Policy located at : <http://www.GetMySiteOnline.com/AcceptableUse.asp>

Review the privacy policy located at : <http://www.getmysiteonline.com/PrivacyPolicy.asp>

Pay bills and invoices within 20 days of being issued.

Use and treat the data in the system as the confidential information it is.



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Do not attempt to reverse engineer, decompile or export the system, code, data or other proprietary information of Hawaiian Hope.

Your Organization is encouraged to cross train or job shadow with other sites that use the system. Cross training at other sites will help to identify potential issues with data and system usage before they become a problem.

Your Organization is encouraged to require their entire staff to log in at least daily to : check their messages through the system as it provides an excellent staff communications tool; and to require all staff to read up on the daily journal as it provides a comprehensive daily log of events that have occurred.

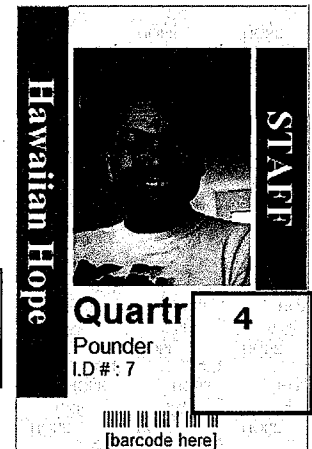
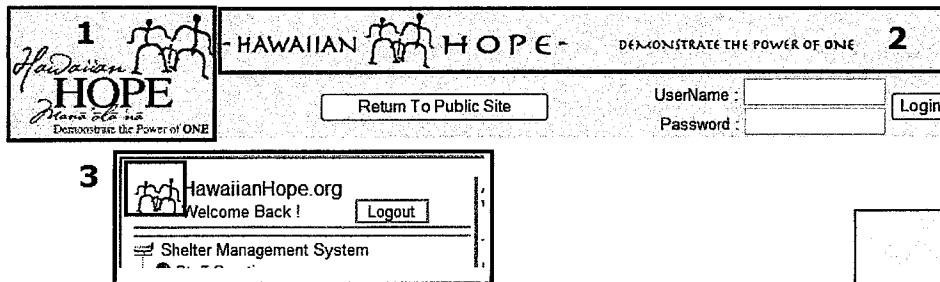
Your Organization will establish a single computer as the designated photo ID center. As a security measure, this single computer will be the only place that photo ID's may be created and printed from.

Your Organization will provide logos to be used on the system with the following specs. Images may be GIF or JPG Logo 1) to be used on the main login page.

Logo 2) to be displayed on the menu of all internal system pages.

Used to show/hide the menu for better printing. Size adjustments not optional.

Logo 3) To be displayed as the faded background on all photo ID's.



Your Organization will provide design specifications for the Photo ID the system will generate. Design specs should include color scheme, logos and background images. Standard items on the ID include the persons enlarged first name, last name, ID number, barcode representing the ID number, and name of the organization.

Your Organization will provide camera, printer and laminator for creating photo ID's. Bar code readers may be used. Hawaiian Hope will provide references of equipment known to work properly and be compatible with the system. It is STRONGLY advised to purchase from this list of equipment in order to reduce the potential problems you may encounter in creating ID's and otherwise using the system.

Introduction :

Hawaiian Hope is a technology based non profit organization with the objectives to address the parallel issues of homeless services and disaster management.

Hawaiian Hope has several ambitious goals utilizing technology to assist with and fight the problem of homelessness. When reviewed, several of these goals come into direct alignment with the fundamental needs of disaster management.

Our objective is to address, provide services for and resolve both issues.

While Hawaii is considered "Paradise" by many, according to one report Hawaii currently ranks as number 4 in the USA for the problem of homelessness, and with great regret Children make up approximately 1/3rd of our homeless. Several service providers believe that being number 4 is actually expected to rise this year, possibly even to number 1. In many other states, many of the people experiencing homelessness have mental challenges or drug and alcohol addictions. Hawaii is unique in that one of the primary factors for homelessness is simply that people run out of money. "Paradise" is also famous for having the highest cost of living in the United States, with affordable housing being the number one issue.

The goals of Hawaiian Hope are broken down into the 3 timeframes of short term, medium and long term goals. All goals have a strong focus on technology and education. While Hawaiian Hope can not impact the cost of housing or cost of living, we believe that education and creating better opportunities are gateways to improving the financial position in peoples lives.

While we believe the application of technology can financially impact lives, we also believe that the EFFICIENT application of technology can be used to solve multiple problems simultaneously and positively impact a community and society.

As many of our homeless brothers and sisters live daily in "disaster management mode" it has been observed that many of the services required to support the homeless will also be needed on a larger scale to support the general population in case of a natural disaster.

Hawaiian Hope will demonstrate how the alignment of goals from both issues, combating homelessness and disaster management, can be accomplished simultaneously with the efficient application of technology.



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Service Outline :

Our immediate short term goals are to provide technology services directly to the homeless and the organizations that serve them. While many non profit organizations are very good at what they do in providing services, most are also famous for pushing paper and not having the resources to efficiently manage or utilize technology.

Hawaiian Hope's primary focus IS technology.

Classes and Education :

Hawaiian Hope currently provides the services of creating computer labs and classrooms for several of the states homeless shelters; setting up internet access and teaching both the residents and staff how to use email, the internet and many other aspects of using a computer. Our services are open to both adults and children. It has become quite clear to us that many people who are homeless will only escape their circumstances by firmly grasping onto technology. For instance, many companies looking to hire employees, including hotels for cleaning staff, have stopped taking paper resumes and now require applicants to apply for those jobs over the internet. For someone who has never used a computer before it is enough to prevent them from even trying. Through education, we intend to change that.

Shelter Management :

Hawaiian Hope has created a secured, internet based "Shelter Management System." This system allows homeless shelters to better manage their day to day activity, track attendance, progress of the residents and journal notes. The system creates Photo ID's for residents and these Photo ID's are now being accepted as a valid form of ID by several other organizations. The system also generates statistics and helps the managing organizations to pinpoint needed services. The Shelter Management System is designed to better manage and reduce the paperwork and allow the shelter staff to focus on what they do best, case management and working directly with the clients.

Expanded Use :

The system is currently in use in 2 of the states homeless shelters. Within the next month we expect to bring 2 more shelters online using the system. A management tool can generate composite statistics from all shelters using the system. As more shelters and providers utilize the system, we will provide Hawaii a more complete, composite, point in time overview of multiple key items including :

- The extent of, and what services are needed such as : State ID's, child care, employment assistance
- Demographics such as : age, gender and ethnicity of all persons receiving services from providers.
- Trends in the use and demands of services such as meal consumption and distribution of supplies.
- Peak usage timelines and affected geographic areas.

Efficiency of application :

ONE of the noted efficiencies is, as multiple shelters begin to utilize the system all employees and volunteers of those providers will become familiar with a single management tool. When providers are short staffed, regardless of the managing agency, they need only to contact another provider to request assistance. Since their staff already knows how to use the same management tool, the learning curve and startup time for additional help is severely reduced to leaning only the house rules and procedures. They can almost immediately become productive providing service to the clients.

Disaster Management :

Through countless hours of thought we have tried to establish a fundamental difference between the needs of a homeless shelter and a disaster shelter. Our current conclusion: there isn't one. In both scenarios the following partial list of extensive services are needed : Case management, capacity management, sleeping assignments, client locator, client journals, vital statistics and demographics, attendance monitoring (check in/out), scheduling meals, distribution of supplies, basic medical evaluations, security and policing services.

The needs of both types of shelters, a disaster shelter and a homeless shelter, are almost identical. The Hawaiian Hope Shelter Management System is ready to serve those needs and demonstrate the power of using one system. Our goal is to have this product used throughout the entire state of Hawaii in all homeless and disaster shelters, and eventually to provide the services to the continental United States, Possibly even the rest of the world.



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Shelter Management System :

Primary Objectives :

To assist in running your facility and services more efficiently; to automate many of the tasks that would otherwise be done manually and on paper; to allow you to focus more time on what you are best at, working directly with the client.

The System :

"The System" is a completely Internet based Secured, Shelter Management database system. What this means to you is : there is NO specialty software to install for every computer you want to use it on. All you need is Internet access and it will work. You can access it from home, the office, on the road in Vegas or anywhere there is Internet access. Data is transmitted using the same level of encryption and security that banks use when doing online transactions so you can be sure that it is well protected.

The installation of the system is a relatively quick process and we can do it in a matter of hours. However, to properly utilize every aspect of the system, we include several days of training for your staff.

A quick list of SOME of the features of the system include :

- * Photo ID's for every resident and employee.
- * Check in and Check out of residents and staff as they enter and leave the facility.
- * Historical views of when a member or staff was in or out of the facility.
- * Visual diagrams showing resident assigned to living stations and full site maps.
- * Resident Volunteer lists.
- * Childrens School list - actively monitor school attendance.
- * Resident journal files - Ongoing notes about resident activity.
- * Automated absent restrictions. Members "missing" are required to talk to resident managers.
- * Automated messages to case managers regarding client interaction.
- * Statistical Information maintained :
 - * Number of residents/ adults / Children / men /women
 - * Full age reporting of all residents
 - * Number of Living stations available / used
 - * Type of living stations / Single male/ female / couples / families
 - * Number : In school / employed / with state ID / Drivers License / bank accounts
 - * Number of residents checked in / out
 - * Family structures
 - * Primary Language Usage
 - * Birthday List of adults / children
- * User name / Password access restrictions.
- * Every feature can be restricted from any employee. They only see what they need to see.
- * Complete tracking of activity of who is doing what on the system.
- * Complete Data backups are performed daily.

NOTES :

- * All data and statistics are "live" meaning that as the changes occur on your system, you will instantly see the results reflected.
- * Most information in the system can be produced as anonymous reports as well for easy distribution without violating member privacy.

And finally, the system is surprisingly easy to use ! some of the staff at other facilities using the system have never used a computer prior to learning how to use the Shelter Management System, and most only required a few hours of training to use it properly.

- HAWAIIAN  HOPE -

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1177 2025-03-10-12:00

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House District _____

Senate District _____

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

Log No: 43-0

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): _____

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Hawley K. Manwarring
Dba:

Street Address: 2849 Pali Hwy., Honolulu, HI 96817

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MRS. HAWLEY MANWARRING

Title _____

Phone # (808) 595-3044

Fax # _____

e-mail _____

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

THOMAS ALEXANDER BURNINGHAM RESIDENCE

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 80,000

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 \$ _____



MRS. HAWLEY K. MANWARRING

NAME & TITLE

JANUARY, 29, 2009

DATE SIGNED

Thomas Alexander Burningham Residence

I. Background and Summary

The Thomas Alexander Burningham Residence was constructed in 1910 and is architecturally significant as a good example of a house built in the bungalow style in Hawaii. It is typical of the earlier bungalows with its hipped, rather than gable, roof, and use of stone and stucco siding, which differentiate it from most of the 1920s examples.

The house is one of the more substantial models of this style for its period and exhibits a high level of craftsmanship and attention to detail. It displays a strong arts and crafts character with its use of natural materials, not only the lava rock in the foundation and battered piers, but also in the use of lava rock to texture the stucco. Other arts and crafts features displaying high attention to materials and craftsmanship include the parquetry, built-in furniture, glazed brick fireplace, and leaded stained glass windows. In addition, the central vacuum system is consistent with the attitude of convenient living that was associated with the bungalow.

The Thomas Alexander Burningham Residence was designed by Thomas Gill, who practiced architecture in Hawaii from 1899 to 1941. His was primarily a residential practice and his career has not been well documented to date. Born in Brooklyn in 1870, he studied at Brooklyn Polytechnic and Pratt Institute. In 1892, he commenced his architectural career in the office of Walbridge & Walbridge of Brooklyn. He also practiced in Bellingham, Washington before arriving in Honolulu on December 9, 1898 at the conclusion of a world tour. In Honolulu, he first worked in the office of H.L. Kerr, and established his own office in 1903. He designed the Oahu Country Club, of which he was a founding member.

The Thomas Alexander Burningham Residence is listed on the National Register of Historic Places (Ref. 93001029) and is approximately 100 years old. It is a single story, three-bedroom bungalow with a flaired-hipped roof of composition shingle. The rectangular shaped house is situated on a landscaped lot immediately adjacent to and overlooking the Pali Highway. Prior to the construction of Pali Highway in the 1950s, the State of Hawaii condemned a large portion of the Thomas Alexander Burningham property in order to develop a highway.

In 1845, the first road was built over the Nu'uauu Pali to connect Windward, O'ahu with Honolulu. In 1898, this road was developed into a highway and later replaced by the Pali Highway and the Nu'uauu Pali Tunnel in 1959, which is the route used today.

GOALS AND OBJECTIVES

Structural Engineer Tom Tanimura (Tanimura & Associates, Inc.) was hired as a consultant to provide an assessment of damages and needed repairs for the Thomas Alexander Burningham Residence. According to Mr. Tanimura's findings, traffic-induced vibrations from adjacent Pali Highway is contributing to the deterioration of the roof and the foundation. There is a considerable amount of concern of the adverse long-term effects of vibrations to this historic home that is already in weak condition. (see Attachment "A")

According to a study conducted by Osama Hunaidi on the Measurement and analysis of traffic-induced vibrations:

*"...traffic vibrations can be characterized by a source-path-receiver scenario. Vehicle contact with irregularities in the road surface (e.g., potholes, cracks and uneven manhole covers) induces dynamic loads on the pavement. These loads generate stress waves, which propagate in the soil, eventually reaching the foundations...and causing them to vibrate. Traffic vibrations are mainly caused by heavy vehicles such as buses and trucks. If the natural frequencies of the soil coincide with any of the natural frequencies of the building structure or its components, resonance occurs and vibrations will be amplified."*¹

First and foremost this plan is guided by maintaining the historic and cultural integrity of the Thomas Alexander Burningham Residence – meaning the physical appearance of the home will not change radically at all. The major concerns to the residence are the roof deficiencies and the chimney vibration that appear to be the primary cause of the roof leaks.

The overall plan is to approach the renovation with these goals and objectives:

1. Preserve and repair the residences' historic infrastructure as needed.

- chimney
- rafters
- ceiling joists
- framing lumbar
- wood framing

2. Expand public access to and enjoyment of the grounds and residence.

¹ Hunaidi, O., Rainer, J.H. and Pernica, G. Measurement and analysis of traffic-induced vibrations. *Proceedings of 2nd International Symposium on Transport Noise and Vibration*, St. Petersburg, Russia, 1994, pp. 103–108.¹

Goal 1 – Preserve and repair the residences’ historic infrastructure as needed.

Objectives

- To ensure the conservation of the residence, seeking advice and expertise as appropriate when undertaking any alteration, repairs or changes to the residence.
- To safeguard and protect for present and future generations one of O’ahu’s most valuable and significant historic residential property.

Goal 2 - Expand public access to and enjoyment of the grounds and residence.

Objectives

- To educate and present to future generations the value of the site through on-site and off-site programming.
- To ensure continued and expanded access to the residence for the general public.
- To ensure that there is reasonable visitor convenience for residents and others using the property.

II. Service Summary and Outcomes

Scope of Work

Chimney – There are two chimneys, one attached to the kitchen and one in the middle of the house for the living room fireplace. The latter is said to vibrate and cause the house to shake when large trucks pass along Pali Highway. While this is somewhat alarming in itself, the chimney vibration appears also to have caused the roof to leak where it connects to the chimney. The chimney resonates with the ground vibration caused by heavy trucks on the highway. Possible ways of changing the resonant frequency of the chimney, so it is not “in tune” with the passing trucks, are to reduce its height or change it to a different material.

- 1) repair and stabilize chimneys
- 2) add a structural concrete grade beam footing around the existing chimneys utilizing dowels of 5/8” rebar (*see Attachment “B”*)

Estimated time of completion is 14 days in the month of August 2009.

Roof – The roof consists mostly of 2x rafters and ceiling joists that form pseudo trusses. 1x spaced sheathing nailed to the top of the rafters serve as nailers for the roofing. The wood framing is sub-standard and the spaced sheathing does not provide an adequate diaphragm to distribute lateral forces due to high winds and earthquake forces. Also, there were no hurricane clips installed to resist wind uplift.

1. Repair and reinforce the framing members and secure with braces and metal connectors. *(see Attachment "B")*
2. Tear off complete existing fiberglass shingles and haul away.
3. Install new pre-painted metal flashings at roof perimeter.
4. Install new lead pipe jacks.
5. Install new 30 lb. ASTM felt underlayment throughout all prepared surfaces.
6. Install new architect 80 Algae Resistant asphalt shingles according to manufacturers recommendations using hot dipped galvanized coil nails.
7. Install new hip and ridge caps.
8. Clean and haul away all rubbish from premises as a result of re-roofing.
9. All work shall be supervised and performed in a professional manner.
10. Limited lifetime manufacturers warranty on Architect 80 Shingles.
11. 7 year workmanship warranty that roof remains in watertight conditions by Five Star Roofing. *(see Attachment "C")*

Estimated time of completion is, at the most, 30 days in the month of September 2009.

Expand Public Access

Public access will be made available twice a year through the State of Hawaii Historic Preservation Division under the Department of Land and Natural Resources.

III. Financial

Budget

Anticipated quarterly funding request for the fiscal year 2009-2010. No other funding sources will be utilized at this time. Please refer to the budget sheet for more information.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$75,000	\$5,000	\$0	\$0	\$80,000

IV. Experience and Capability

A. Necessary Skills and Experience

“not applicable”

B. Facilities

“not applicable”

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

“not applicable”

B. Organization Chart

“not applicable”

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: Mrs. Hawley Manwarring

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
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. Contracted Services	80,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	80,000			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	80,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,000	Nalani Manwarring (808) 595-3044		
(b)		[Redacted] Phone		
(c)		[Redacted]		
(d)		Signature of Authorized Official Date 1/29/09		
TOTAL BUDGET	80,000	Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Mrs. Hawley Manwarring

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"				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Mrs. Hawley Manwarring

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: Mrs. Hawley Manwarring

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	0	0	80000	0	0	0
EQUIPMENT						
TOTAL:			80,000			
JUSTIFICATION/COMMENTS:						

**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.

Mrs. Hawley K. Manwarring

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

(Typed Name)

(Title)

ATTACHMENT "A"

TANIMURA & ASSOCIATES, INC.

Consulting Structural Engineers


925 Bethel Street Suite 309 Honolulu, Hawaii 96813

Telephone (808) 536-7692 Fax (808) 537-9022

STRUCTURAL ASSESSMENT

Project: 2849 Pali Highway

Date of Visit: January 14, 2009

Reported by: Tom Tanimura, P.E. 

Purpose: Assess the structural condition of the existing house.

Scope: A visual walkthrough was conducted on the date above.

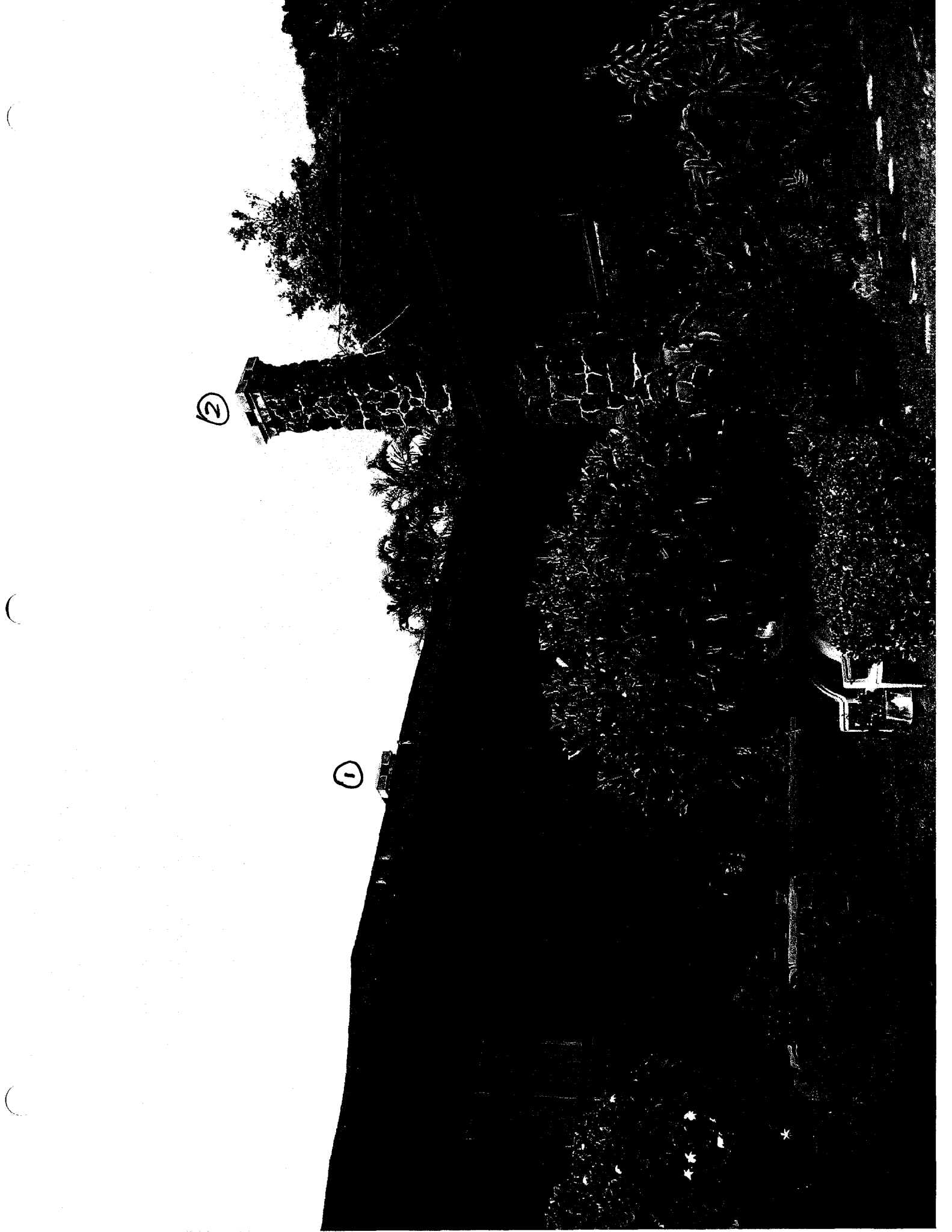
Description: This one-and-a-half-story residence is located in Nuuanu just below the Queen Emma Summer Palace. The house is on the historic registry and is around 120 years old. The roof and floors are wood framed. The perimeter of the house is founded on rock piers although interior support is provided by wood posts.

Areas of Concern:

- Chimney – There are two chimneys, one attached to the kitchen and one in the middle of the house for the living room fire place. The latter is said to vibrate and cause the house to shake when large trucks pass along Pali Highway. While this is somewhat alarming in itself, the chimney vibration appears also to have caused the roof to leak where it connects to the chimney. The chimney apparently resonates with the ground vibration caused by heavy trucks on the highway. Possible ways of changing the resonant frequency of the chimney so it is not “in tune” with the passing trucks are to reduce its height or change it to a different material.
- Roof – The roof consists mostly of 2x rafters and ceiling joists which form pseudo trusses. 1x spaced sheathing nailed to the top of the rafters serve as nailers for the roofing. There was also a noticeable layer of termite droppings on the ceiling, although there was no attempt to determine the extent of termite damage at the time. A few of the framing members are of a different vintage than the original lumber, suggesting that at some point damage was considered significant enough to require the addition of new framing members. In general, the wood framing is sub-standard and the spaced sheathing does not provide an adequate diaphragm to distribute lateral forces due to high winds and earthquake forces. Also, it is doubtful that any hurricane clips were installed to resist wind uplift.

Conclusion: In general, the house is well kept and in good condition considering the age of the house. The major concerns are the roof deficiencies and the chimney vibration which appear to be the primary cause of the roof leaks.

Disclaimer: The opinions stated in this report are based on limited visual observations only. No physical testing was performed and no calculations have been made to determine the adequacy of the structural system or its compliance with accepted building code requirements.



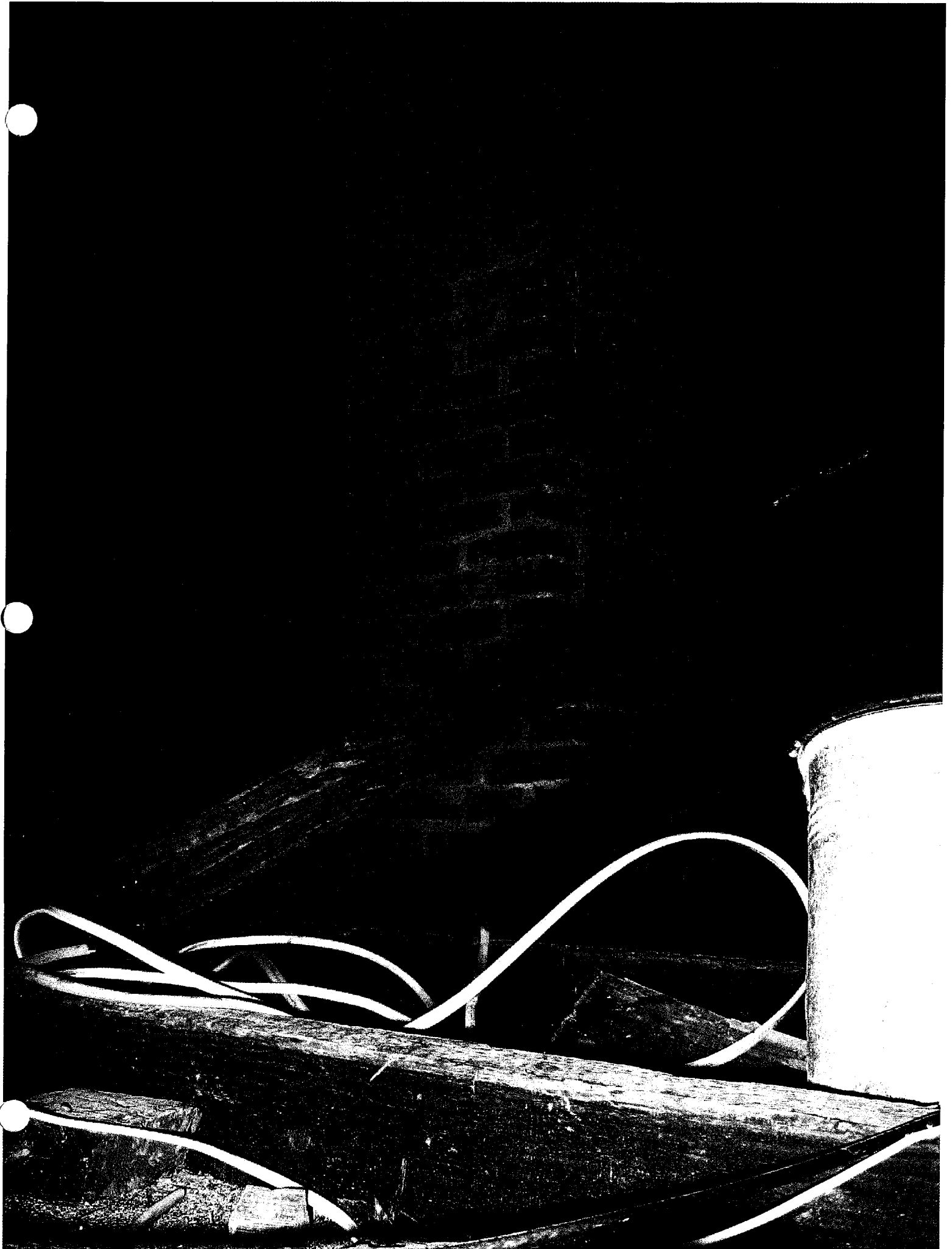
②

①





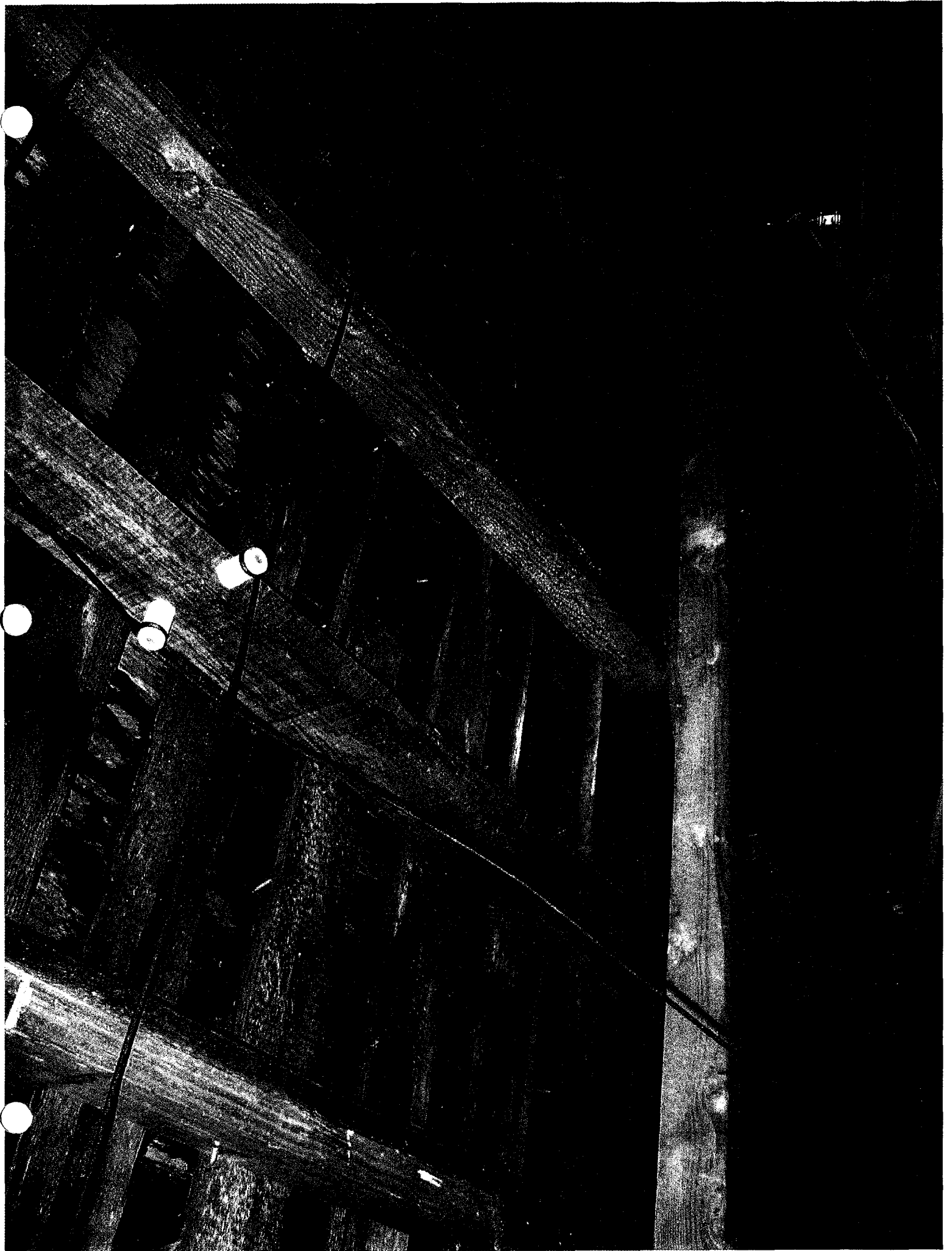


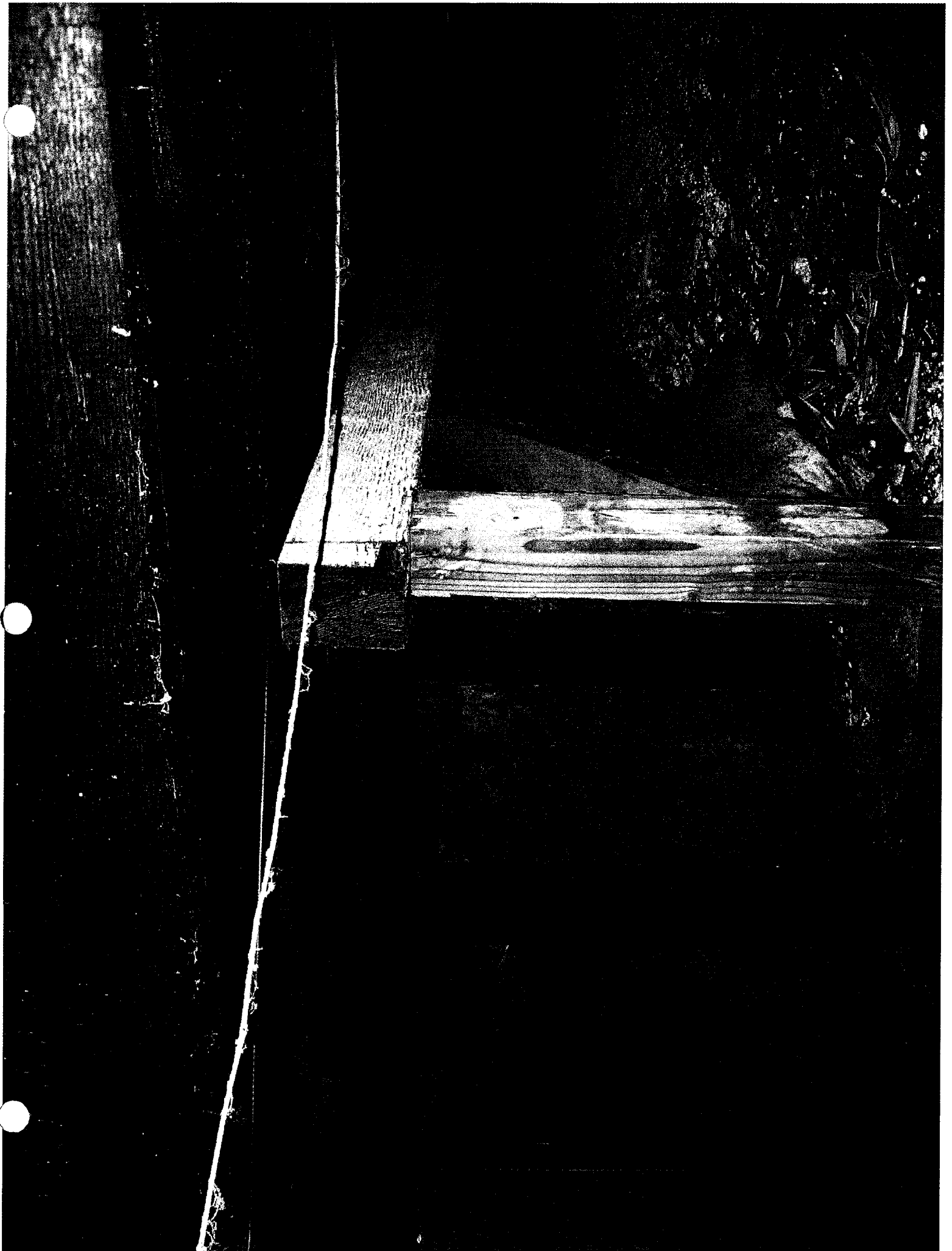


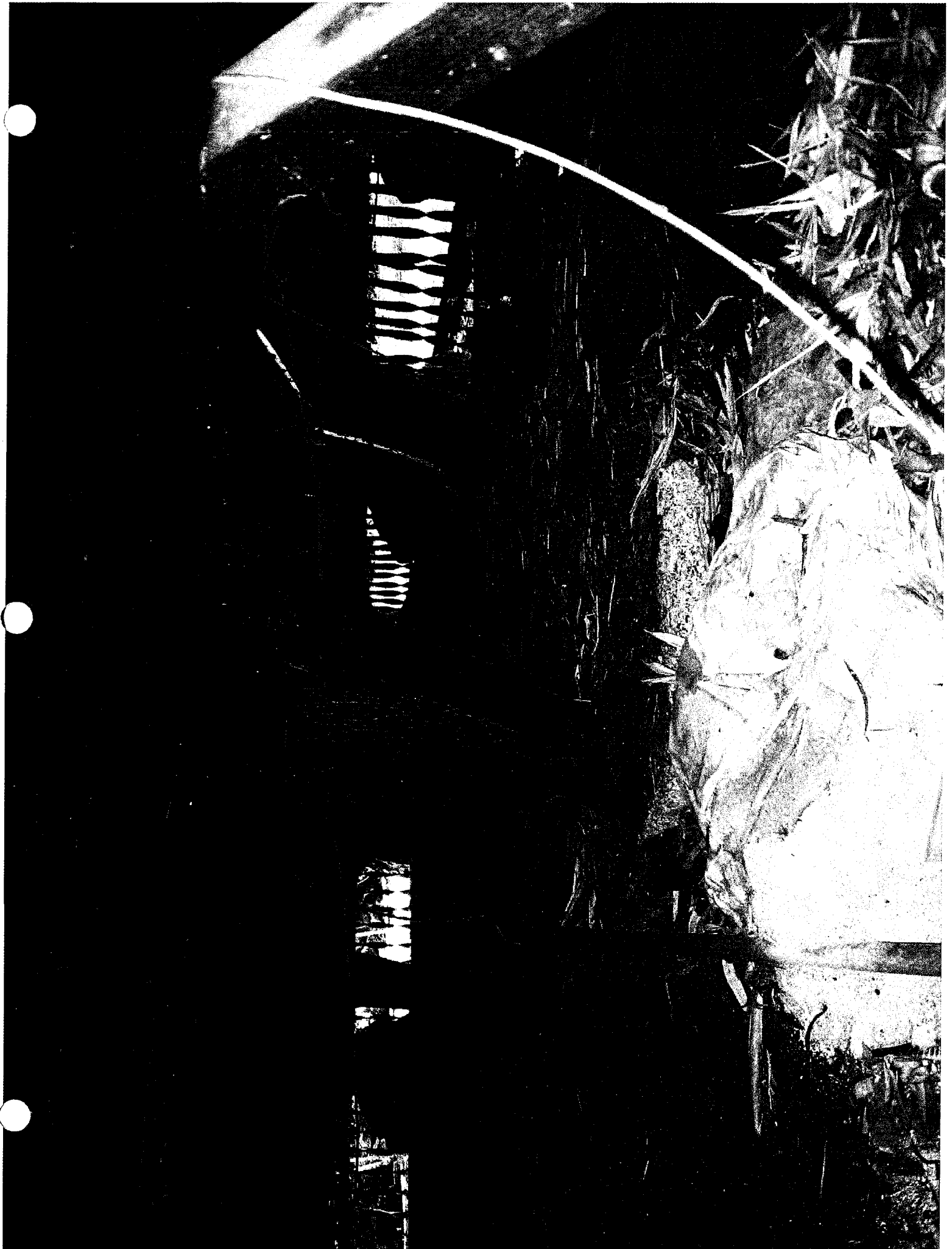














ATTACHMENT "B"

PROPOSAL

CONTINUATION

NICK LOHR CONSTRUCTION, INC.

47-770 KAMEHAMEHA HWY.
KANEOHE, HAWAII 96744
(808) 239-4030 Fax (808) 239-8511

PROPOSAL SUBMITTED TO CHARLES MANWARING	PHONE ⁽⁸⁰⁸⁾ 753-1066	DATE 1-27-09
STREET 2849 Pali Hwy.	JOB NAME CHIMNEY RE-INFORCEMENT	
CITY, STATE and ZIP CODE HONOLULU HI 96817	JOB LOCATION SAME	
ARCHITECT Structural engineer TOM TANIMURA	DATE OF PLANS Report 1-14-09	JOB PHONE

We hereby submit specifications and estimates for:

#2 - CHIMNEY STABILIZATION + REPAIR

The ENGINEER REPORT LEADS TO MOVEMENT OF THE MAIN HOUSE CHIMNEY BEING CAUSED BY VIBRATIONS ORIGINATING FROM ROAD TRAFFIC ON THE PALI HWY (NUUANU). REMODEL WORK DONE BY OUR COMPANY IN 2003 EXPOSED A SETTLEMENT OF THE CHIMNEY BY A VISUAL OBSERVATION OF THE FIREPLACE TO FLOOR ELEVATION DIFFERENCE OF APPROXIMATELY TWO INCHES. VISUAL INSPECTION 1-25-09 REFLECTS AN ADDITIONAL 5/8" SETTLEMENT. THIS SETTLEMENT CAN BE STABILIZED BY ADDING A STRUCTURAL CONCRETE GRADE BETTM FOOTING AROUND THE EXISTING CHIMNEY. THE EXISTING CHIMNEY WOULD BE CONNECTED TO THIS STRUCTURAL CONCRETE BY DOWELS OF 5/8" B&B.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Twenty Two Thousand Seven Hundred Five dollars (\$ **22,705⁰⁰**).

Payment to be made as follows:

50% upon acceptance, Balance upon completion
TIME IS APPROX 10-14 DAYS.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

PROPOSAL

NICK LOHR CONSTRUCTION, INC.

47-770 Kamehameha Hwy
KANEEOHE, HAWAII 96744
(808) 239-4030 Fax (808) 239-8511

PROPOSAL SUBMITTED TO CHARLES MANWARING	PHONE (808) 753-1066	DATE 1-27-09
STREET 2049 PALI HWY	JOB NAME ROOF STRUCTURAL REPAIR	
CITY, STATE and ZIP CODE HONOLULU, HI 96817	JOB LOCATION 2049 Pali Hwy	
ARCHITECT Engineer: TOM TANIMURA	DATE OF PLANS PERIOD 1-14-09	JOB PHONE

We hereby submit specifications and estimates for:

1- REPAIRS NEEDED ON EXISTING ROOF STRUCTURE. DUE TO EXTENSIVE LEAKING AND SUBSEQUENT TERMITE + WEATHER DAMAGES, THE ROOF FRAMING MEMBERS NEED EXTENSIVE REPAIR AND REINFORCEMENT. ADDITIONALLY, BASED UPON THE ASSESSMENT WRITTEN BY TANIMURA + ASSOCIATES, INC. ENGINEERS, THE EXISTING (AGED) FRAMING NEEDS TO BE UPDATED TO CURRENT STANDARDS. FOR THE ROOF FRAMING ISSUES, WE PROVIDE TWO OPTIONS FOR REPAIR;

OPTION A - REPAIR + REINFORCE AS NECESSARY/POSSIBLE BY ACCESS THRU THE ATTIC ACCESS. THE EXISTING FRAMING MEMBERS WILL BE REINFORCED TO THE BEST OF OUR ABILITIES, BASED UPON THE KNOWLEDGE + EXPERIENCE WE HAVE IN THIS AREA. ALL NEW WOOD WILL BE TERMITE TREATED AND PROPER BRACES + METAL CONNECTORS WILL BE USED.

The Price For OPTION A IS;

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

50% UPON MOBILIZATION, BALANCE UPON COMPLETION. Dollars (\$) **21,544⁰⁰**
 Payment to be made as follows: **TWENTY ONE THOUSAND FIVE HUNDRED FORTY FOUR + ⁰⁰/₁₀₀**
 TIME FRAME IS APPROX. **2 weeks**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

PROPOSAL

- CONTINUATION

NICK LOHR CONSTRUCTION, INC.

47-770 KAMEHAMEHA HWY.
KANEHOE, HAWAII 96744
(808) 239-4030 Fax (808) 239-8511

(808)

PROPOSAL SUBMITTED TO CHARLES MANUWARING	PHONE 753-1066	DATE 1-27-09
STREET 2849 PALI HWY	JOB NAME ROOF STRUCTURAL REPAIR	
CITY, STATE and ZIP CODE HONOLULU HI 96817	JOB LOCATION SAME.	
ARCHITECT Engineer; TOM TANIMURA	DATE OF PLANS report 1-14-09	JOB PHONE

We hereby submit specifications and estimates for:

OPTION B;

ONCE THE ROOFING IS REMOVED (SECTION BY SECTION) WE WILL REPAIR THE FRAMING MEMBERS AFTER COMPLETE + THOROUGH INSPECTION OF SUCH. MANAGEABLE SIZE SECTIONS WILL BE WORKED ON SO AS TO PRESERVE THE STRUCTURAL INTEGRITY AND ~~THE~~ LIMIT THE POSSIBILITY OF WATER LEAKAGE + DAMAGE. THE NEW FRAMING WILL BE ASSEMBLED ACCORDING TO STANDARD CONSTRUCTION PRACTICES AND ALL FRAMING WILL BE TERMITRE TREATED + PROPERLY SECURED.

The price for option B is;

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

FORTY TWO THOUSAND SIX HUNDRED SIXTY dollars (\$ **42,636⁰⁰**).

Payment to be made as follows:

50% upon mobilization, balance upon completion

TIME FRAME IS APPROXIMATELY 3 TO 4 WEEKS

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the

Signature _____

ATTACHMENT "C"



COPY

BID PROPOSAL CONTRACT

Date: January 8, 2009

To: Mr. Charlie & Nalanie Manwarring
2849 Pali Hwy.
Honolulu, HI 96817

Phone: 753-1066 (Nalani)

Re: Roof Estimate

Thank you for the opportunity to bid the above referenced project. Below are specifications for Architect 80 Algae Resistant Shingles.

RE-ROOF: Architect 80 Algae Resistant Shingles

1. Tear off complete existing fiberglass shingles and haul away.
2. Install new pre-painted metal flashings at roof perimeter.
3. Install new lead pipe jacks.
4. Install new 30 lb. ASTM felt underlayment throughout all prepared surfaces.
5. Install new Architect 80 Algae Resistant asphalt shingles according to manufacturer's recommendations using hot dipped galvanized coil nails.
6. Install new hip and ridge caps.
7. Clean and haul away all rubbish from premises as a result of re-roofing.
8. All work shall be supervised and performed in a professional manner.
9. Limited lifetime manufacturer warranty on Architect 80 Shingles.
10. 7 year workmanship warranty that roof remains in watertight condition by Five Star Roofing.

Exclusions:

1. No new substrate installation is included.
2. No Carpentry other than mentioned.
3. No Sheetmetal or gutter work other than mentioned.
4. No Hazmat or ACM removal/disposal provisions included.
5. No Built up Roofing.

NOTE: Any carpentry or replacement of unforeseen wood rot or termite damage shall require authorization from the owner upon his/her approval an additional rate of \$75.00 per hour plus materials and handling fees will be charged.

5 Sand Island Access
Road
Bldg 928 Box 165
Honolulu, HI 96819

Phone: (808) 845-4588
Fax: (808) 848-7869

Lic No: C-22474

MEMBER OF:



We hereby propose to furnish labor and materials - complete in accordance with the above specifications for the sum of:

Base Price: \$ 25,785.00
Tax: \$ 1,214.99
Total Bid: \$ 26,999.99

Payment terms are: 50% Down upon delivery of materials and remainder balance due in full upon completion.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above upon completion of job.

FIVE STAR ROOFING LLC

Owner/Agent

Its Salesman

Owner/Agent

Its President/Authorized Signature

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above estimates. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner agrees that it has fire and other necessary insurance coverage protecting his premise and any and all materials of contractor to be stored on owner's premise, and shall be liable to contractor for lost or damaged to said materials stored on owner's premises. Our workers are fully covered by workmen's compensation insurance. Owner agrees and understand that if contractor is obliged to turn this account over to a collector or attorney for collection of the payments due under this agreement, Owner shall pay in addition to said amount all necessary collection cost including reasonable attorney fees. Contractor reserves the right to cancel this agreement for reasons and causes beyond its normal control, and as such shall not be liable for failure to fulfill this contract. NOTE: This proposal may be withdrawn by us if not accepted within 10 days. Contract is voided unless signed by authorized personnel.

RP-fg

Rec'd.
JAN 30 2009
jon

House District 40

Senate District 19

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

Log No: 45-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:

Institute for Native Pacific Education and Culture (INPEACE)

Db: INPEACE

Street Address: 1001 Kamokila Blvd., Suite 226, Kapolei, HI 96707

Mailing Address: (same as above)

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name C. Kanoelani Nāone, Ph.D.

Title Chief Executive Officer

Phone # (808) 693-7222

Fax # (808) 693-7221

e-mail naonek@inpeace-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:

Kipuka INPEACE Project

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 3.0 MILLION

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 \$ 5.8 MILLION

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

C. Kanoelani Nāone, Ph.D.; Chief Executive Officer

NAME & TITLE

1/23/09

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 Institute for Native Pacific Education and Culture (INPEACE), a 501(c)(3) nonprofit organization, serves more than 2,500 Native Hawaiians annually. It was certified in 1994 to improve the quality of life for Native Hawaiians through community partnerships that provide educational opportunities and promote self-sufficiency. On the Wai'anae Coast, an advisory board composed of community leaders guides the work of INPEACE. These leaders have urged INPEACE to place its efforts in education in the context of the ongoing process of community development on the Wai'anae Coast as well as in the improvement of early education opportunities statewide. In alignment with that advice, INPEACE now spearheads numerous state-wide efforts aimed at raising the quality of life for Native Hawaiian families with children 0-5 through education and community development that is embedded in the Hawaiian culture. It is recognized within Hawai'i as an educational organization that administers innovative and well-managed programs that hires it's staff from the communities it serves.

INPEACE has managed more than \$21.5 million in grants, undergone 10 audits, 2 Agency reviews, and complied with all of the 990 Federal Tax Reporting standards. The two INPEACE programs that will be expanded and developed in the proposed multi-purpose community center have been supported by successfully managed grant funds: (1) Keiki Steps (U.S. Department of Education, Native Hawaiian Education Program, 1998-2011 and Kellogg Foundation 2008-2010) and (2) Ka Lama Education Academy (U.S. Administration for Native Americans, 1998-2008 and Kamehameha Schools and OHA 2008-2010).

The Keiki Steps program is a free parent participation preschool for families with children ages 0-5 where parents/caregivers come to school with their children in preparation for a successful K-12 school experience. The Ka Lama Education Academy is a community development program that recruits and fully supports community members in getting accepted to college, getting financial aid, obtaining a college degree and to become DOE teachers in their own community.

INPEACE is viewed as a respected leader in cultivating Native Hawaiian teachers on the Wai'anae Coast and in other rural areas of the State with high concentrations of Native Hawaiians. Through INPEACE's Ka Lama Education Academy, in partnership with the

University of Hawai'i at Mānoa's College of Education and the Native Hawaiian community, it has trained over 100 emerging teachers to work in the Department of education over the course of 10 years. Additionally, INPEACE provides preschool high-quality direct services to the Native Hawaiian community through Keiki Steps. Keiki Steps has successfully established twelve sites state-wide, actively engaged parents in their child's development, and reached more than 3,500 families in these native Hawaiian communities in the last 10 years. Each of these projects demonstrated measurable early childhood educational outcomes, including increased child readiness for school, more parent and family involvement in schools and communities, and more adult interest in pursuing education as a career.

2. The goals and objectives related to the request;

Goal 1: To create a community hub that will be a state-wide model for sustainable initiatives and future community developments.

Objective 1: To construct a facility that will house our Keiki Steps parent participation preschool; our Ka Lama Education Academy that supports community members to become teachers in their community; and be the piko for our state-wide agency and programs.

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

With the expansive growth of Kapolei comes the need for early childhood and workforce development opportunities in the area. Both our Ka Lama Education Academy and Keiki Steps programs are free to community members. With so few of our public school graduates going on to college our Ka Lama Education Academy is a critical intervention in the community. In addition, with the number of children who never attend preschool prior to entering kindergarten too many children are already left behind before they even start school. Keiki Steps prepares children and families for education ensuring school success. In addition, the entire Kīpuka project will provide comprehensive services to the Kapolei homestead community that will include medical, dental, and business services along with a credit union, a commercial kitchen, a community hall for gathering and other Native Hawaiian serving agencies so that the center becomes a hub for activity and a one stop shop for services.

4. Describe the target population to be served;

Primarily the target population to be served will be the homestead community members who live in the area however there will be no preference or exclusionary efforts practiced. Anyone who comes through the doors of our facility will be eligible for services.

5. Describe the geographic coverage.

This project will serve the Kapolei area. The project is located adjacent to the new DHHL headquarters that were recently constructed in Kapolei on homestead land.

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 request is a capital improvement request for the construction of facilities. The scope of work for this project is two-fold. Grant-in-Aid funds will directly contribute to INPEACE's educational facilities, while at the same time, be part of a larger network and collaborative community center that provides comprehensive services. INPEACE is working with several Native Hawaiian service organizations including the Association of Hawaiian Civic Clubs, Hawai'i Maoli, Ke Ola Mamo-Native Hawaiian Health Care System (Ke Ola Mamo), Kapolei Community Development Corporation (KCDC), and the Department of Hawaiian Home Lands (DHHL) and has formed a partnership called Kīpuka. The Kīpuka partnership will construct a community center to be located on DHHL lands set aside specifically for this project just ma uka of their Kapolei headquarters. The Kīpuka project will allow INPEACE and partnering organizations and individuals to provide culturally relevant programs and services to strengthen community and enable it to be self-sufficient. All these services will also be available in a single convenient location, making essential services like education and health care more accessible to the community.

The Kīpuka partnership will include the development of three co-located facilities. INPEACE programs will be located above the Hawaiian Heritage Center that will be jointly managed and shared by the Kapolei Community Development Corporation. The other two buildings will include office space, a credit union, and community facilities, including a whole building dedicated to comprehensive medical services managed by Ke Ola Mamo.

From the new community center, INPEACE will provide early childhood education and work force development programs to the Hawaiian community. Keiki Steps, a Family-Child Interaction program, is one of INPEACE's core direct services currently serving the entire Wai'anae coast. The Kīpuka facility will house another Keiki Steps site, enabling the program to expand and reach another 60 parents and 60 children. Ka Lama Education Academy, INPEACE's teacher recruitment and education program, will also expand to the new facility serving an additional 400 community members.

Because of the large scale of the development project, the Kīpuka Partnership, of which INPEACE is a part, proposes to combine the efforts of the organization to fund and build Kīpuka as one project. This joint funding partnership will allow the organizations to work together synergistically, capitalizing on their strengths, reducing opposition, and truly maximizing on resources to provide the most good for the community.

We have identified the following benefits of partnering on this project:

1. Kīpuka Funding Strategy Partnership will provide one united voice
2. Development of new revenue streams, such as tax credits
3. Increase leverage of funds already raised
4. Maximize strengths of each partner
5. Distribution of fundraising tasks reduces workload of each organization
6. Coordinated building of Kīpuka provides economy of scales

Scope	Tasks	Responsibilities
To construct a 11,000 square foot facility above the KCDC heritage center as a part of the entire Kipuka project	To design our portion of the facilities in collaboration with the rest of the project to be completed by March 2009.	Kanoë Nāone will spearhead this effort along with the support of an executive assistant, and the ECE Programs Liaison.
	To submit the plans for permitting and obtain a permit to be done in March 2009 and accomplished by December 2009.	Kanoë will work with the architect to submit the plans for permitting and follow the process to ensure a timely acquiring of the permit.
	To select and work with a contractor in the construction of the facilities.	Kanoë will work in conjunction with the entire Kipuka project members to ensure this is completed and that construction happens as quickly as possible.
	To start and complete the actual construction of the facilities to be completed by December 2010.	Kanoë will work with the contractor and other Kipuka members to ensure on time construction and completion.

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

The timeline is included in the chart right above this answer.

- 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 successful construction of the Kipuka facilities along with the operational use of them will indicate the appropriate use of funds. We will have monthly meetings and weekly action items to ensure that the results are accomplished on time and within budget.

- 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 measure of effectiveness that will be used to provide a standard and objective way to determine the success of this project will be the successful construction of the Kipuka facilities along with the operational use of 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.

See the 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
			\$3.0 million	\$3.0 million

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

Federal money (Native Hawaiian Health Care Act, U.S. Department of Housing and Urban Development, Stimulus package) \$3.0 million

Tax Credits \$6-12 million

Sweat Equity \$2-3 million

Office of Hawaiian Affairs (OHA) \$3.0 million

Kamehameha Schools (KS) \$3.0 million

Department of Hawaiian Homelands (DHHL) \$4.0 million secured via 4 acres of land and planning monies totaling \$750,000.

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.

Kanoe Nāone, Ph.D. is the CEO of INPEACE. As the former Community Relations and Development Director for Keiki O Ka `Āina, Kanoe secured the acquisition of a three-acre family learning center for the organization in Kalihi along with a preschool that was constructed on the Anuenue school campus in Pālolo. Since her inception as the new CEO of INPEACE just over a year ago, Kanoe has revitalized the programs and operations of the organization, securing new grants for its eight different programs and strengthening the operations of each program. Her past experience in developing a family learning center, combined with her current program development and management work, lends her the expertise necessary to manage the successful completion of this construction project as well as to coordinate and direct the appropriate personnel. Furthermore, Kanoe's role as a former teacher in the Hawai'i DOE's Hawaiian Immersion program and her academic research for her doctoral dissertation—The dialectic of place: land, community, language and place as sites of reclamation for indigenous education—proves her deep knowledge of pedagogy and child development. This strong foundation in pedagogy will prove vital as she leads the educational development at the center.

Danton Nāone, INPEACE's current `Āina Education Project Manager, has extensive expertise in construction and land development. His experience extends from overseeing the construction of Keiki O Ka `Āina's preschool at Anuenue to serving as the statewide Director of Organizing for the Hawai'i Carpenter's Union and a Business Agent for the Roofer's Union. His strong connections to these unions provides him the ability to generate and create in-kind service donations necessary for the development of the proposed multi-service community center.

Alice Kawakami, Ph.D., co-founder of INPEACE and a Native Hawaiian educator, played a critical role in the development of Ka Lama Education Academy as both its founder and Program Director. As Ka Lama Education Academy expands its capacity to develop indigenous community members into long-term educators in their own communities, Alice will serve as an advisor to the program in the new proposed site. In addition to her work as Advisor to the Ka Lama Education Academy and as Program Director for Kūkuluao (a teacher retention and development sister program at INPEACE), she is currently a full-time Professor of Education in the College of Education at the University of Hawai'i Mānoa. Her expertise in educational efforts that bridge the gap between western academic expectations and Hawaiian cultural preferences will be critical to the successful implementation and expansion of Ka Lama Education Academy in the proposed community center.

Lisa Pakele is the Program Director for the Keiki Steps program to be housed in the multi-service community center. She is a Native Hawaiian educator who was born and raised in Waimānalo and is a Kamehameha graduate. Along with three lead staff, Lisa oversees the Parent Participation Preschool operations of INPEACE. She will provide day-to-day management of Keiki Steps program housed in the future facility. Lisa is a first generation college graduate in her family. She completed her degree in Hawaiian Studies but after participating in Keiki Steps with her young children, determined that early childhood education is critical for the future of the Hawaiian people as well as the state of Hawai'i . She has grown through the ranks of INPEACE and now in charge of all of the Keiki Steps preschools. Lisa will

work with Kanoe to ensure the smooth transition of a Keiki Steps classroom into the new facility and its ongoing operations.

LaurieAnn Dunn, Ed.M. serves as the Early Childhood Education Program Liaison for INPEACE. LaurieAnn's research for her master's degree from Harvard Graduate School of Education investigated the role of the arts as well as the critical connection to land in Hawaiian pedagogy. She also has a solid understanding of child development and developmentally appropriate early childhood practices through her work as Lead Teacher and Assistant Director of a bi-lingual preschool in Boston, MA. LaurieAnn will ensure the educational programs in the proposed center operate from a foundation in sound early childhood education practices and ground themselves in native Hawaiian educational philosophies.

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 main office of INPEACE is currently located in the fully furnished and well-equipped Campbell building in Kapolei, HI and is ADA compliant. The office provides the administrative and technological support necessary to carry out a large construction and development project. The main office houses the administrative staff (Finance Director, Human Resource and Operations Director) and other necessary personnel needed to process and handle the financial paperwork required to manage the project funds. The office comes equipped with an up-to-date computer network, fax, phone, multi-purpose copier/printer, high-speed internet, technical support staff, and other resources that will ensure quality processing and dissemination of information. The Kapolei office also provides the benefits of a private conference room and an aesthetically welcoming, professional environment to host meetings and other community development discussions. The resources and staff in this central office will provide efficient and clear communication between all involved parties that is essential to the successful development of the community center.

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.

Staffing will be minimal since this project primarily focuses on capital improvement. Kanoe Nāone will serve as the Principal Investigator for this project. As CEO of INPEACE since 2007 and formally of Keiki O Ka 'Āina Family Learning Centers, Kanoe has secured and managed more than \$15 million in grants. Beyond writing, budgeting, and reporting for these grants, Kanoe strategically organized and structured these programs to create long-term, sustainable services in the community, focusing on building strong partnerships and long-lasting relationships. With a holistic vision Kanoe's supervision of more than 65 year round and 80 additional seasonal staff at INPEACE focuses on mentoring and developing individuals to their fullest capacity. In addition to her successful abilities to supervise and train very diverse personnel, Kanoe comes from a family of contractors and has extensive exposure to and experience in the construction business. As mentioned previously, Kanoe acquired land and oversaw the construction of preschool buildings for Keiki O Ka 'Āina, one of the major early childhood education service providers for Native Hawaiians in Hawai'i. Given her management qualifications and capital improvement experiences, Kanoe has both the knowledge and ability to direct the appropriate staff for the successful implementation and completion of the proposed 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.

See the Organizational Chart 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.

Not applicable, we have no 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, our parents participate in preschool with their child never leaving them in the care of our staff therefore Keiki Steps is a license exempt program although we adhere to all safety standards necessary for children. In addition this is a CIP request not a program request.

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

App

INPEACE

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	3.0 million			
TOTAL (A+B+C+D+E)	3.0 million			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	3.0 million	C. Kanoelani Naone	808 693-7222	
Federal	3 million	[Redacted Signature]	Phone	
Tax Credit	6-12 million		Date	1/27/09
Kamehameha/OHA/In-kind/DHHL	13 million		Signature of Authorized Official	
TOTAL BUDGET	\$26 million	C. Kanoelani Naone CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: INPEACE

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)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMI This is a CIP request for construction, funding for positions are not being requested.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: INPEACE

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS We are not requesting money for equipment.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS We are not requesting money for motor vehicles.

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

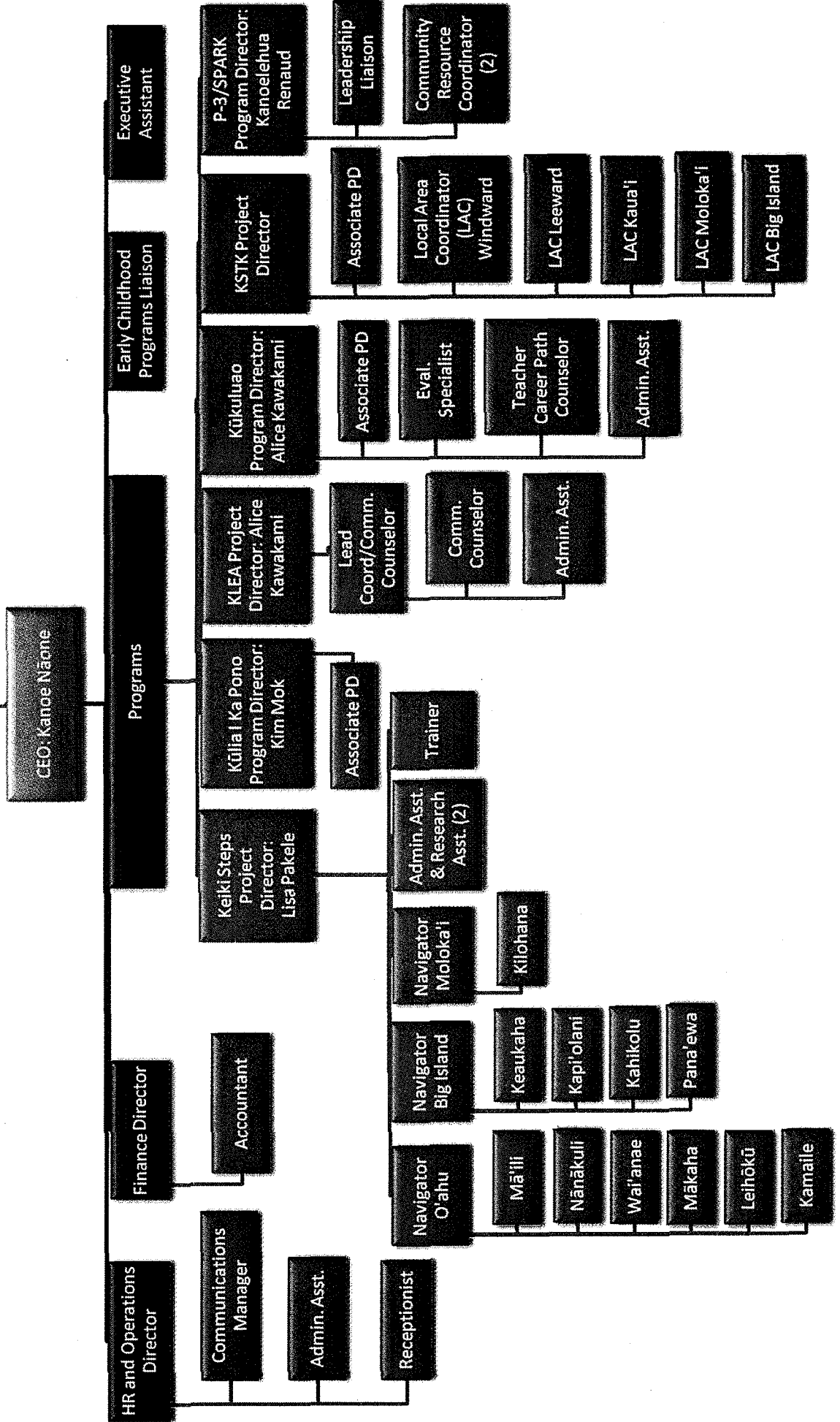
Applicant: INPEACE

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	3.25 million secured					
DESIGN	750,000 secured					
CONSTRUCTION	1.8 secured		3.0 million	20.2 million		
EQUIPMENT						
TOTAL:	5.8 million		3.0 million	20.2 million		
JUSTIFICATION/COMMENT We are in the process of or have already submitted for all funds required to complete this project.						

INPEACE Organizational Chart

Board of Directors
 President: Larrilyn Tamashiro
 VP: Georgiana Alvaro, 2nd VP: Sherilyn Goo
 Secretary: Kathy Au
 Members: Alice Kawakami, Marci Sarsona, Aileen Magno, Rochelle Ka'aloa, Loke Wakimikona, William Akama



**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:

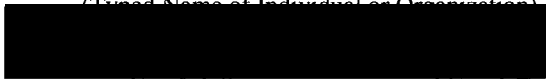
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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.

Institute for Native Pacific Education and Culture (INPEACE)

(Typed Name of Individual or Organization)



(Signature)

1/23/09

(Date)

C. Kanoelani Nāone

(Typed Name)

Chief Executive Officer

(Title)

House District _____

Senate District _____

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

Log No: 46-0

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:

JMK Communications, Inc.

Dbas: Radio Seoul

Street Address: 1839 S. King Street

Mailing Address: Honolulu, HI 96826

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Jennifer Kim

Title Project Manager

Phone # (808) 291-5577

Fax # (808) 946-9637

e-mail alohajk@hotmail.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:

2 Generators, Construction Cost, Engineering Fees & Media Campaign for Emergency Generator Project

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 250,000.00

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 \$ 50,000.00

AUTHORIZED SIGNATURE

Jennifer Kim/Project Manager

NAME & TITLE

1/29/2009

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;

Radio Seoul AM 1540 KHZ – Radio Seoul Hawaii has been on the Radio airwaves in Hawaii since 2000. Our radio station specializes in Korean Language programming 24 hours a day, 7 days a week.

With a population of 50,000 Korean-Americans in the State of Hawaii, Radio Seoul has the ability and signal to communicate statewide. We are located on the Island of Oahu and with the many resources available; we will be able to get emergency information out in a timely matter to all island residents and tourists visiting from Korea.

2. The goals and objectives related to the request;

Our goal is to be able to save as many Korean communities from disaster by communicating important messages to those who speak little or no English. During most disasters or power outages, the only communication is by radio. Radio Seoul has the dedication and manpower to serve these people in their time of need with the help of a generator.

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

If we receive grant monies to get the generators needed to support Radio Seoul during power outages, it will relieve some of the stress of the essential emergency personnel. We have the resources to broadcast emergency instructions in Korean to people who don't speak or understand English well. The whole Korean population in the State of Hawaii will be a little bit more prepared and educated.

4. Describe the target population to be served;

Approximately 50,000 people make up the Korean population in the State of Hawaii along with the thousands of tourists that visit from Korea each year.

5. Describe the geographic coverage; and

Radio Seoul Hawaii broadcasts statewide.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

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

This project consists of two parts, as follows:

- a) Install a generator and automatic transfer switch at the Radio Seoul studio on 1839 S. King Street, so during a power outage the studio will continue normal broadcast operation.
- b) Install a generator and automatic transfer switch at the Radio Seoul transmitter site on Hart Street to allow uninterrupted broadcasting of Radio Seoul AM during a power outage.

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

- a) Upon receipt of the grant, the plans will be drawn up, and then permits will be filed for within the first 2 weeks. Simultaneously, the two generators and two transfer switches will be ordered. Delivery should occur within 90 days.
- b) Upon receipt of building permits for both locations, construction will begin to prepare for the generator's arrival. When the generators arrive, they will be installed within two weeks and be ready for operation.
- c) The total time to completion is estimated at a maximum of 120 days after funds are granted.

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

If our grant request is approved to install generators at Radio Seoul studio and transmitter sites, the Radio Station will become a great asset to Hawaii. People who don't speak or understand anything but the Korean language will be able to understand emergency instructions from the Governor or State Civil Defense with the help of our qualified radio staff. The station will have an emergency plan for power outages and after the power returns, we will evaluate the broadcast and look for areas to improve.

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.

Radio Seoul will work in conjunction with the expending agency to insure the quality of messages that will be broadcasted to help educate, instruct or prepare the Korean communities for an emergency situation.

II. 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 along with Estimated Construction Cost and Engineering Fees from Broadcast Resources Company.

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

Not applicable – Lump sum of grant monies is necessary for generator project

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

Other than Radio Seoul’s in-kind contribution of airtime and personnel we have no additional sources at this time.

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.

We have served Hawaii with radio service for the past 8 years with Korean programming. Below are some samples of projects we have worked on in the past few years to help educate and prepare the Korean population for natural or criminal disasters.

Mayor’s Task Force on Drug Abuse Grant Program through the Ethnic Education Foundation of Hawaii (2006)

Radio Seoul provided interviews with Weed & Seed Volunteers and local HPD Police Officers. All airings were translated into the Korean language.

Hawaii State Civil Defense – a grant provided through the Ethnic Education Foundation of Hawaii (2008)

Radio Seoul translated and aired several emergency preparedness messages.

Hawaii Justice Foundation – a grant provided through the Ethnic Education Foundation of Hawaii (2008)

Radio Seoul provided three 30 minute programs in Korean language covering law issues in Hawaii.

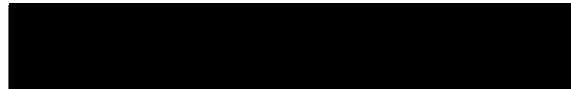


January 29, 2008

Aloha Jennifer:

The following page is a quotation of the estimated cost of installing two generators, one at the studio of KREA AM 1540 Radio Seoul at 1839 S. King Street and at it's transmitter site at Hart Street to insure uninterrupted power during a power outage and reliable Civil Defense broadcasts under adverse conditions.

Sincerely,



Ernie Nearman
Owner, Broadcast Resources Company

3728A Claudine Street
Honolulu Hawaii 96816
brc@hawaii.rr.com
808-737-8441 office 808-734-4627 fax



Date: January 29, 2009

Subject: Estimated Construction Cost and Engineering Fees for
Emergency Generator project at Radio Seoul & Hart Street Transmitter Site

	<u>Item Description</u>	<u>KREA Studio</u>	<u>KREA Transmitter</u>
1.	Site Work	7,000	5,000
2.	Generator Enclosure	25,000	3,000
3.	Electrical Work	15,000	7,500
4.	Generator	26,000	26,000
5.	Building Permit Fee	<u>2,500</u>	<u>2,500</u>
	Sub-Total:	75,500	44,000
	Contingencies:	2,500	2,500
	Engineering Fees:	<u>21,000</u>	<u>10,000</u>
	Total Estimated Cost & Engineering Fees:	\$99,000	\$56,3500

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.

Radio Seoul's main studio is located at 1839 S. King Street, Honolulu. We operate 24 hours per day, 7 days per week, so someone is always on site. In the event of an emergency, we will request that all available staff come to the station to help gather and relay important information to our listeners. Our tower site is located on Hart Street. One generator will be installed at our main studio and one will be installed at the tower site.

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.

All work is being contracted by the radio station's Engineer, Broadcast Resources Company, to oversee construction and working operation of the generators.

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.

Radio Seoul will communicate with our Engineer above who will oversee that proper steps are being done to secure qualified workers to do the electrical work, installation, etc. Radio Seoul will use existing personnel to implement the programming for emergency education & production of programs.

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.

Broadcast Station License with FCC (Federal Communications Commission)

BUDGET REQUEST BY SOURCE OF FUNDS

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

Applicant: JMK Communications, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries		10,000.00		
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST		10,000.00		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	3,500.00			
7. Telecommunication				
8. Utilities				
9 Site Work	12,000.00			
10 Electrical Work	22,500.00			
11 Building Permits	5,000.00			
12 Engineering Fees	31,000.00			
13 Contingencies	5,000.00			
14 Generator Maintenance	6,000.00			
15 Airtime	60,000.00	40,000.00		
16 Translation/Production	25,000.00			
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	170,000.00	50,000.00		
C. EQUIPMENT PURCHASES	80,000.00			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	300,000.00			
SOURCES OF FUNDING		Budget Prepared By: Radio Seoul (955-1234) Broadcast Resources Co. (737-8441)		
(a) Total State Funds Requested	250,000.00			
(b) Radio Seoul (In-kind)	50,000.00			
(c)				
(d)				
		Signature of Authorized Official	Date	
TOTAL BUDGET	300,000.00	Jennifer Kim, Project Manager Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: JMK Communications, 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)
Radio Seoul Personnel (In-Kind)		10,000.00		\$10,000.00 -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				10,000.00
JUSTIFICATION/COMMENTS: Radio Seoul will donate In-kind personnel services to oversee & implement emergency education programs.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: JMK Communications, Inc.

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Generator with Enclosure for Radio Seoul AM 1540KHZ	1	51,000.00	\$ 51,000.00 -	51,000.00
Generator with Enclosure for Hart Street Tower	1	29,000.00	\$ 29,000.00 -	29,000.00
			\$ -	
			\$ -	
			\$ -	
TOTAL:				80,000.00
JUSTIFICATION/COMMENTS: In order to operate the radio station during a power outage, we must have a generator installed at the Radio Station, 1839 S. King Street, and 1 generator must also be installed at Hart Street Tower location.				

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: JMK Communications, 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						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not applicable as life expectancy of the generators is approximately 10 years						

**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.

JMK Communications, Inc.
dba Radio Seoul AM 1540 KHZ

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

Jennifer Kim

(Typed Name)

Project Manager

(Title)

House District _____

Senate District

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

Log No: 48-C

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 of Hawaii, Department of Human Services

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Kama'aina Care, Inc.

Dbas: Kama'aina Kids

Street Address: 156C Hamakua Drive

Mailing Address:

Kama'aina Kids
156C Hamakua Drive
Kailua HI 96734

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Ray Sanborn

Title President & CEO

Phone # 262-4538

Fax # 261-2051

e-mail ray@kamaainakids.com

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Construction/Renovation of Waipahu Kaiser Clinic to a Preschool, Office Space and Community Center

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 800,000

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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 1,875,000

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

Ray Sanborn, President & CEO

1/30/09

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

**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.

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

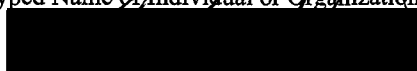
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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.

Kama'aina Kids

(Typed Name of Individual or Organization)



(Signature)

1/30/09

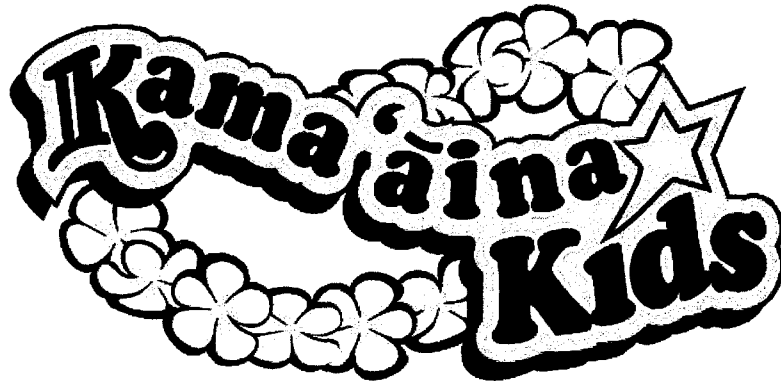
(Date)

Ray Sanborn

(Typed Name)

President & CEO

(Title)



Hawai'i's Enrichment & Education Professionals
A Non-Profit Organization

GRANT-IN-AID

PROPOSAL APPLICATION

JANUARY 2009

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ATTACHMENTS

A	Budget Justification Spreadsheet
B	Project Summary
C	Existing 2 nd Floor Plan
D	Existing 1 st Floor Plan
E.....	Proposed 1 st Floor Construction/Renovation

I. BACKGROUND & SUMMARY

1. Background

Kama'aina Kids, Hawaii's Enrichment & Education Professionals, is a private, nonprofit 501c(3), multi-service organization dedicated to serving our island community. Our mission is to provide quality programs with quality care. We believe that by providing a variety of educational, recreational and enrichment experiences, children and youth develop a sense of self, their community and their environment. As one of the largest child care organizations in Hawaii, we serve over 9,000 children daily on Oahu, the Big Island, Kauai, and Maui from 6 weeks to 17 years old, employing nearly 1,000 positions.

Mission Statement

"To serve children and their families by providing ongoing quality education and enrichment programs teaching a sense of self, community and earth."

Vision Statement



2. Goals and Objectives

This Grant Request will go towards the extensive renovations necessary to complete the structural and design changes impacted by the conversion of the Kaiser Clinic located in Waipahu. This facility has been donated to Kama'aina Kids by the Kaiser Community Association and has a current value of 1.6M. This building will be used to facilitate the variety of programs and services Kama'aina Kids intends to provide:

- Preschool that will serve infants, toddlers and preschoolers
- Center to provide training for both school age staff and preschool staff in their appropriate child care curriculums
- Office Space that will be used for community programs
- First Aid and CPR training for our employees as well as the public

- In support of youth physical education and the development of youth sports in Hawaii, we will have a facility in which to host youth sport clinics through our Sports Academy
- Opportunity to allow new and growing church groups to use the facility to support their fellowships

Costs associated with these objectives include building renovations, purchase and installation of playground and preschool equipment, and purchasing of furnishings for the community center. This grant will make it possible to complete these objectives in a reasonable amount of time without financial delays and to immediately begin benefitting the parents in the Ewa and Waipahu area for child care services which has proven crucial in these economic times.

3. Public Purpose and Need To Serve

1. Preschool Programs: The facility will be licensed for approximately 200 children. We will provide additional jobs for about 50 staff. The makeup of the population we serve is diverse. We serve across all cultures as well as economic spectrums. Over 1/3 of our existing population meets the criteria of the poverty level and we receive a variety of funding sources to help these families with tuition and meals. Our preschool will be open to the public and works in partnership with DHS/USDA in providing educational and enrichment programs for children that are safe and secure, stimulating and exciting. We will provide training opportunities to assist multiple families and children with the day to day needs of family life. Preschool services in the Ewa and Waipahu district is critical to the working parents in that area due to the ever increasing amount of families that have chosen to make the Ewa plain their home.
2. Community Center: After operating the community center at our Ewa location for the last 10 years we have become very familiar with the needs of social groups and churches in the area. It is a fast growing area and these entities need a place to support them in their desire to grow. We have hosted 1st birthday luaus, church services, graduation parties, community training, First Aid & CPR training, ongoing education and many more. This is also an opportunity to "give back" to the community and allow for community interest groups to use the facility for a nominal fee. We are well known and understand the needs of these communities. A facility to continue these traditions and gatherings will meet the needs of the Ewa and Waipahu community which has increased significantly over the last 5 years and will continue to grow as more housing development plans are initiated.
3. Training Center: Well trained staff provide superior services to children and Kama'aina Kids has always exceeded the training requirements set forth by our regulatory agencies. We have 2 full time employees whose sole job is to provide ongoing training for staff. With this facility we can go one step further which is to design a training center or lab with state of the art video equipment. We can place cameras in the preschool classrooms and have teachers watch from closed circuit cameras so as to study proper teaching techniques, child responses and classroom management. Teachers from other locations can observe as well as teachers from other companies. A large training room will allow us something we have never had the opportunity to have before and it will help us provide additional services.
4. Office Space: The 2nd floor of the building will be renovated to provide an area for community service programs such as the Department of Human Services Employment & Training, Church programs, etc.

5. Kama'aina Kids Sports Academy: One of the divisions of Kama'aina Kids is our Sports Academy which provides opportunities for clinics in various sports to help support young children in the development of athletics in Hawaii. There is such an emphasis on sports within our Hawaiian culture that we have dedicated a portion of the company to support and enhance those values and beliefs. With this facility we will be able to have children come to us, at the site, for many of the clinics. There is ample room in the parking area for carving out space for basketball, batting cages, and other sports related enrichment activities.
6. Church Fellowships: As we have watched churches that rent from us grow and move on we understand that there is a need for a new church to have a stable place to call "home" while they save to build their dream location. We can do that for them by renting space to a church that is in growth mode and needing a meeting place where they can set up their things and leave them there, provide support to their youth groups and Sunday school services and meet the needs of the surrounding community.

This facility can and will be used 7 days a week. It will enhance the Ewa and Waipahu area and beyond. This is truly a public/private partnership of support.

4. Target Population

The target audience will be the children who participate in our programs, from preschool to school age, ranging from infants to 18 year olds and their parents or guardians who will benefit from child care services. Other target audiences include Kama'aina Kids employee's, community organizations and the general public with the utilization of the training center.

5. Geographic Coverage

The physical address of the facility and grounds to be renovated is 94-235 Leoku Street, Waipahu Hawaii 96797; located in the Ewa district of Oahu. Primarily serving the Ewa community consisting of Waipahu, Ewa Beach, Kunia and Kapolei, the facility will also be used to accommodate the general public through our community service programs such as CPR & First Aid Training and facility rental for organizations statewide.

II. SERVICE SUMMARY AND OUTCOMES

1. Scope of Work, Tasks and Responsibilities

This Grant Request will help support the building of a community center for the Ewa plain which will include a preschool license for 200 children ages infants to 5 years old, a training facility, a community meeting center, school age programs for out of school time and athletic programs.

The facility itself has been donated by Kaiser Permanente providing a sound structural base to support the community center. The scope of work will involve renovating the interior for a preschool, training center, community meeting room and office space plus retrofitting the parking area to accommodate athletic programs and a playground area for preschoolers.

This Grant Request is to provide funds for construction/renovation, and the purchase of equipment for the outdoor playground. Tasks and responsibilities include selection, oversight and payment of contractors.

The overall 1 page project summary is included in this application as Attachment B.

2. Estimated Timeline

Month #											
1	2	3	4	5	6	7	8	9	10	11	12
Assess needs	Apply for funds	Create plans	Submit for permits	Permit Review Procedure	Begin Renovations	Continue Renovations	Continue Renovations	Order interior Equipment	Begin Marketing plan	Secure other tenants	Grand opening

Grant Request estimate usage

3. Quality Assurance

Because the Grant Request will go towards the renovations and equipment furnishings, we will be dealing with vendors and subcontractors that we have established a successful relationship with and who are familiar with our needs and quality control criteria in meeting various licensing and accreditation standards.

4. Measures

All applicable documents, invoices and billings related to the procurement of above goods and services will be made available to the State for their review with a spreadsheet showing a running total of the Grant Request and funds exhausted.

III. FINANCIAL

1. Budget

a. Budget Forms

See Attachment A (*Spreadsheets, pages 4, 5 and 6 not applicable*)

b. Anticipated Quarterly Funding Requests

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>	<i>Quarter 4</i>	<i>Total Grant</i>
\$800,000				\$800,000

c. Other Sources

Foundations

Samuel N. & Mary Castle Foundation
Harold K.L. Castle
Atherton Family Foundation
Harry & Jeanette Weinberg Foundation

Community Development Funds

Bank of Hawaii
First Hawaiian Bank
Central Pacific Bank

Department of Human Services

Capacity Building Fund
Quality Incentive Fund

Federal & State

USDA Rural Grants & Loan
Financial Institutions
First Hawaiian Bank
Bank of Hawaii

In Kind Support

Kaiser Permanente
Clifford Projects
Fundraising
Web Donations
Direct Mail
PANKOW Construction

IV. EXPERIENCE & CAPABILITY

1. Necessary Skills and Experience

Kama'aina Kids is made up of 5 divisions employing approximately 1,000 employees and serving an average of 9,000 families each day throughout the state of Hawaii.

- a. **Preschool** – In business since 1968. Principal service is in the operation of 19 preschools and 2 Pre-Plus centers, licensed by the state of Hawaii, with a total enrollment of approximately 1,470 children from infants to 5 years old. The Preschool Division also manages 4 centers under contract with the state of Hawaii which provide drop-in care for children ages 2-12 while their parents participate in a welfare-to-work program.
- b. **School Age** – In business since 1987. Principal services include the operation of 63 Before and After School Programs with 6,674 children from grades K-6; Fall, Winter, Spring and Summer Day Camps with over 8,000 children from grades K-8; After Summer School and Summer Plus programs during summer break.
- c. **Elite Sports Academy** – In business since 2007. Principal services include providing sports clinics fostering the development of a more complete sports player, coach and official.
- d. **Hotel & Convention** – In business since 1990. Principal services include operation and management of 13 year-round and seasonal hotel-based childcare programs for children ages 5-12 and convention-care based programs for children and youth ages 3-21.
- e. **Camp** – In business since 1994. Principal services include camp and retreat facilities located at Camps Timberline and Mokule'ia serving over 4,500 adults and children yearly; Environmental Education Program serving over 3,500 children yearly.

We have the necessary experience and know-how to properly allocate the Grant Request to its fullest potential with the renovations and furnishings to our Waipahu facility as we have done it numerous times and continue to do so to meet the child care needs of Hawaii's families.

2. Facilities

Attachment B – Project Summary Page

Attachment C – Existing 2nd floor to be renovated for office space

Attachment D – Existing 1st floor

Attachment E – Proposed 1st floor after renovations

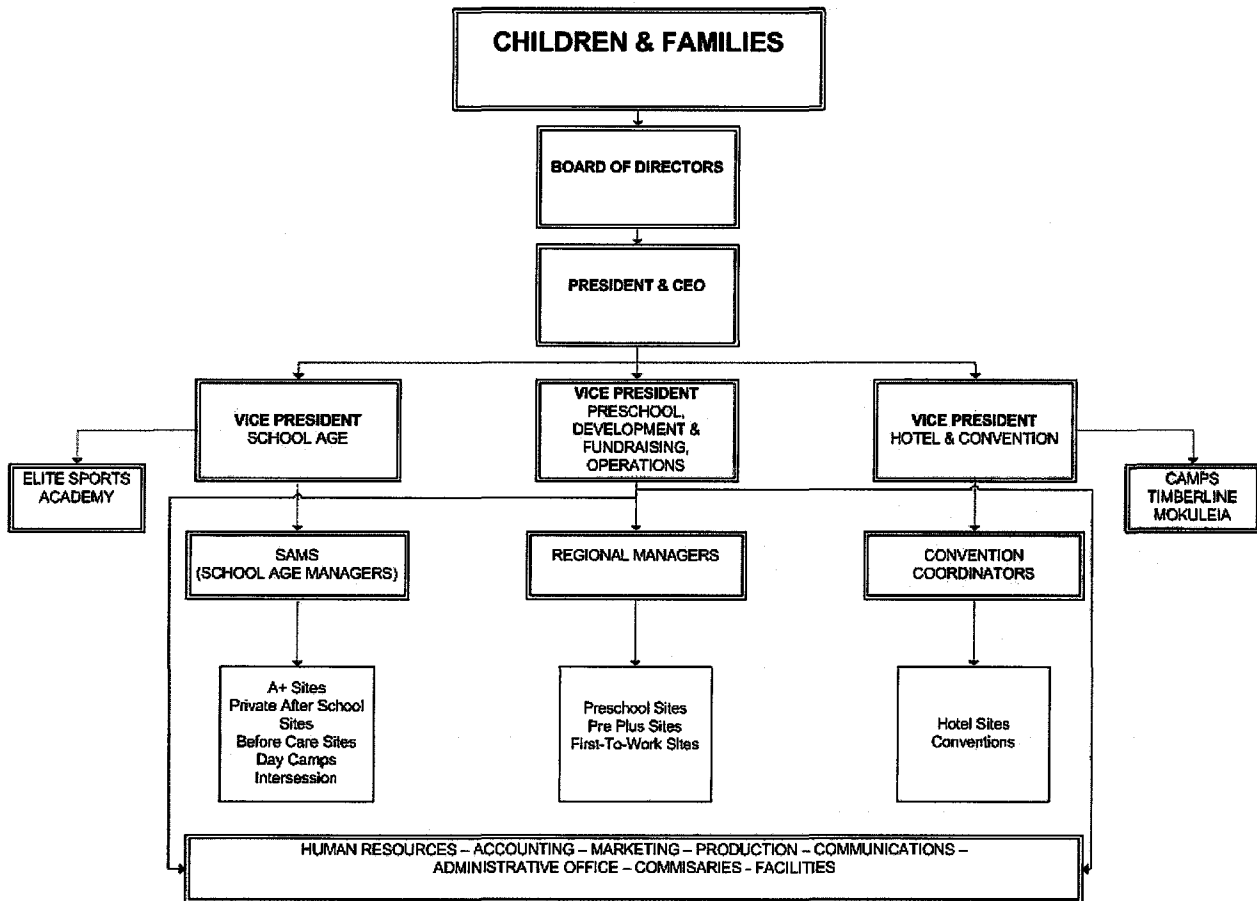
The above attachments show the current and proposed construction/renovations to take place. The facility will also be ADA compliant.

V. PERSONNEL: PROJECT ORGANIZATION & STAFFING

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The renovation of the facility will come under the direct supervision of Ray Sanborn, President & CEO of Kama'aina Kids. Once established, the facility will fold in to the appropriate divisions within the company.

2. Organization Chart



VI. OTHER

1. Litigation

Not applicable. Kama'aina Kids is not currently a party to any litigation.

2. Licensure or Accreditation

Kama'aina Kids provides education and enrichment programs, which are approved and/or accredited by the various organizations under which we operate. Key people within our organization have been trained to validate for accreditation, both early childhood and camping programs. We are validators, or have been in the past, for the American Camp Association (ACA) and the National Association for the Education of Young Children. In addition, by validating other programs that exist in this state we continually improve our knowledge base. We are also looking into the feasibility of the accreditation project endorsed by NACCP. It is our belief that the proper training and motivation plus top notch facilities ensures the correct foundation for our staff, which ensures quality programs for young children. Our preschools are pursuing National Early Childhood Program Association (NECPA)/and or/NAECY accreditations at this point.

**ATTACHMENT A
BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kama'aina Kids

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	0	0	0	75000	0
LAND ACQUISITION	0	1600000	0	0	0	0
DESIGN	0	0	0	75000	0	0
CONSTRUCTION	0	0	600000	125000	0	0
EQUIPMENT (playground and sports field)	0	0	200000	0	0	0
TOTAL:			800,000			
JUSTIFICATION/COMMENTS: With the generous donation by the Kaiser Community Foundation and current support, roughly 1/2 of this project has already been funded. This Grant Request would provide much needed support to the construction/renovation phase with the additional remaining support received from agencies Kama'aina Kids has had a past relationship with.						

**ATTACHMENT B
PROJECT SUMMARY**



Impacting the Lives of Children

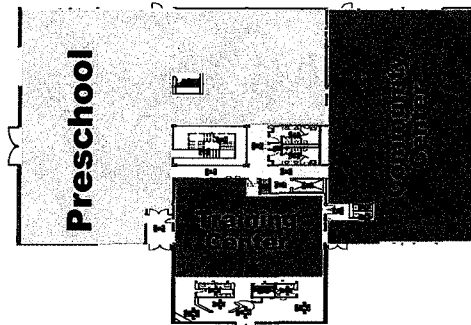
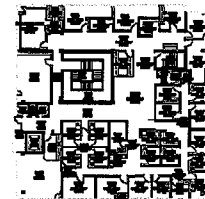


Kama'aina Kids Punawai Preschool and Community Center

- Preschool -**
200 capacity preschool and infant toddler center
- Community Center -**
Available for 1st birthday luaus, church services, trainings & workshops
- Training Facility -**
Training of the 1000 plus staff of Kama'aina Kids,
- Neighborhood Sports Clinic-**
Youth sports clinics,
- Community Office Space -**
Office space for upstart churches, small businesses



Office Space



Estimated Costs
Building Renovation - \$1.5M
Playground Equipment - \$125K
Furnishings Community Center - \$50K
Preschool Equipment - \$125K
Total \$1.8M

The Investment in Impact

Foundations
 Samuel N. & Mary Castle Foundation
 Harold K. L. Castle
 Atherton Family Foundation
 Harry & Jeanette Weinberg Foundation

Community Development Funds
 Bank of Hawaii
 First Hawaiian Bank
 Central Pacific Bank

Department of Human Services
 Capacity Building Fund
 Quality Incentive fund

Federal & State Support
 USDA Rural Grants & Loans
 Grant in Aids

Financial Institutions
 First Hawaiian Bank
 Bank of Hawaii
 Other

In Kind Support
 Kaiser Permanente
 Clifford Projects
 Fundraising
 Web Donations
 Direct mail
 PANKOW Construction

ATTACHMENT C
EXISTING 2ND FLOOR

**ATTACHMENT D
EXISTING 1ST FLOOR**

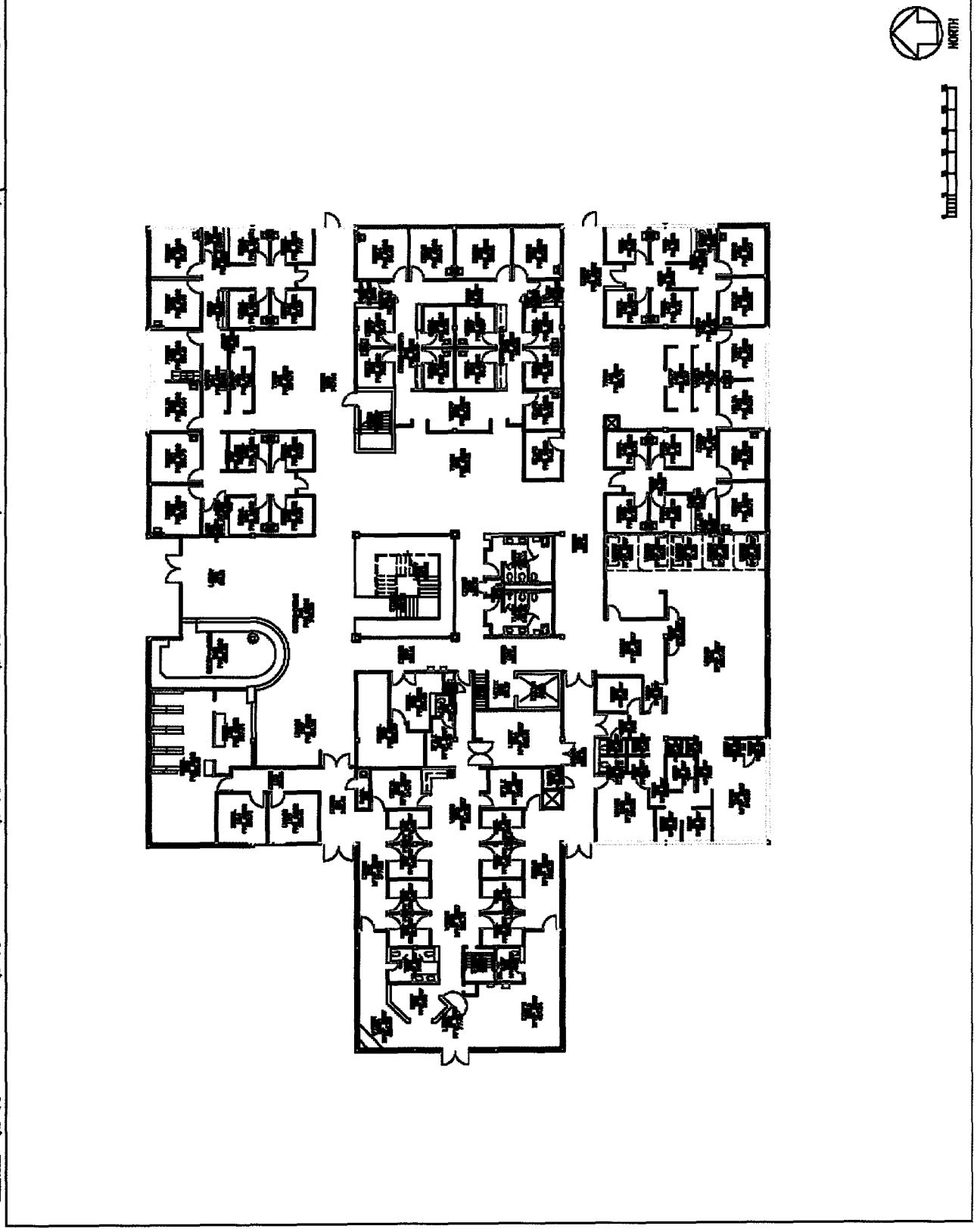
Method Furniture Services
Post Office Box 12810
Dallas, California 95041

Room No.	Room Name

Method Furniture Services
Post Office Box 12810
Dallas, California 95041

Method Furniture Services
Post Office Box 12810
Dallas, California 95041

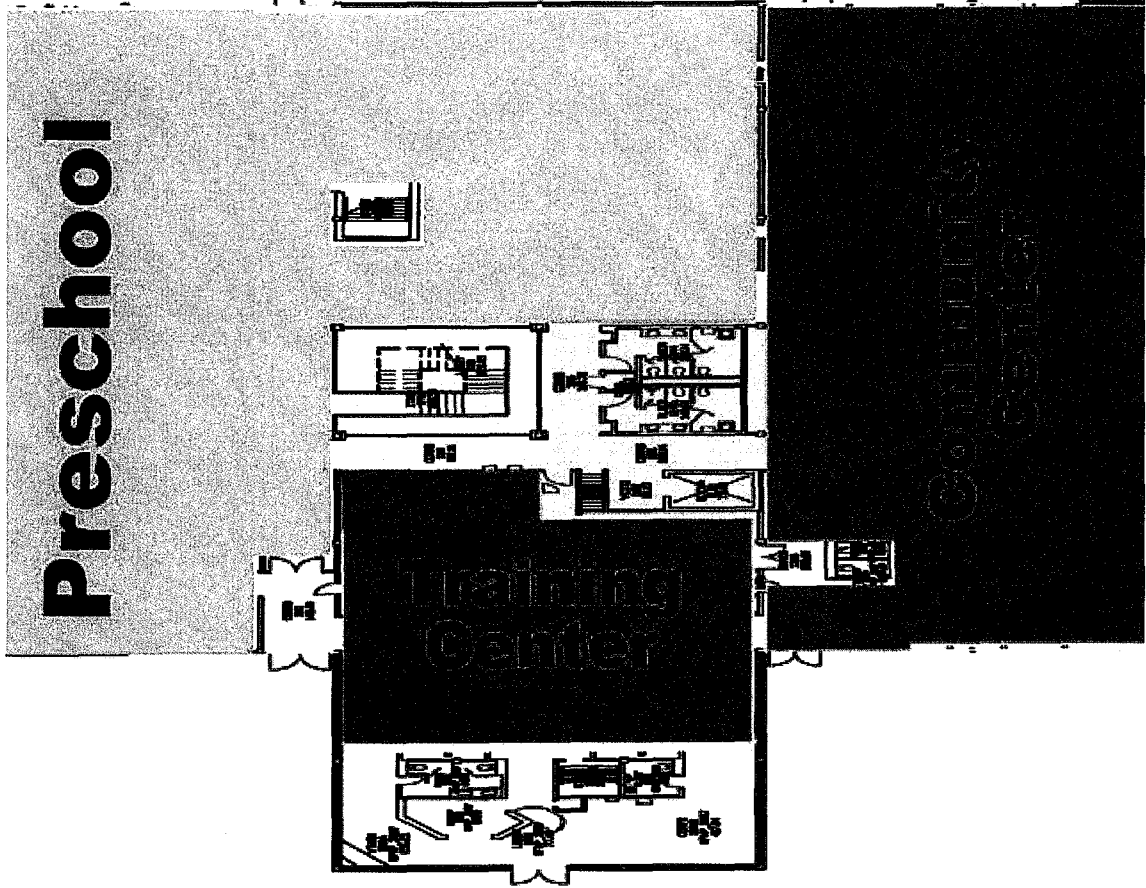
Room No.	Room Name	Room Size



Method Furniture Services
Post Office Box 12810
Dallas, California 95041

**ATTACHMENT E
PROPOSED 1ST FLOOR
CONSTRUCTION/RENOVATIONS**

Scale: 1/8" = 1'-0" (repeated 10 times)



Preschool

Training Center



National Franchise Services
Post Office Box 10218
Oakland, California 94616

Table with 2 columns: Room Name, Area (sq. ft.)

Table with 2 columns: Room Name, Area (sq. ft.)

THIS PLAN IS THE PROPERTY OF THE ARCHITECT AND IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT HIS WRITTEN CONSENT.

PROJECT: NATIONAL FRANCHISE SERVICES
ARCHITECT: NATIONAL FRANCHISE SERVICES
DATE: 10/15/88
DRAWN BY: [Name]
CHECKED BY: [Name]

Table with 2 columns: Room Name, Area (sq. ft.)

A-3
10/15/88

House District 21

Senate District 9

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

Log No: 50-0

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 (LEAVE BLANK IF UNKNOWN):

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

1. APPLICANT INFORMATION:

Kapahulu Center
3410 Campbell Ave
Honolulu, HI 96815

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CASSANDRA TESORO

Title Executive Director

Phone # 737-1748

Fax # 737-1491

e-mail crtesoro@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:

DEVELOP, IMPLEMENT AND EVALUATE COMMUNITY-BASED ACTIVITIES FOR SENIORS.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 105,665

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 \$ 67,338

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPED NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

CASSANDRA TESORO, EXECUTIVE DIRECTOR

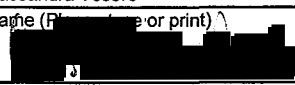
NAME & TITLE

1/30/09

DATE SIGNED

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

Applicant: Kapahulu Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	46,000	36,000		
2. Payroll Taxes & Assessments	4,600	1,960		
3. Fringe Benefits	6,440	1,760		
TOTAL PERSONNEL COST	57,040	39,720		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	11,000	7,500		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	800	800		
6. Office Supplies	700	700		
7. Program Supplies	3,500	0		
8. Telecommunication	1,000	1,000		
9. Utilities	9,375	4,225		
10. Contractural Fees (Instructor Fees)	4,000	0		
11. Equipment Maintenance	1,500	1,500		
12. Vehicle Maintenance	3,000			
13. Vehicle Gas	2,500			
14. Audit	11,250	3,750		
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	48,625	19,475		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	105,665	59,195		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	105,665	Cassandra Tesoro	737-1748	
(b) Grantee	59,195	Name (Please type or print)	Phone	
(c)			737-1748	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	164,860	Cassandra Tesoro, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kapahulu Center

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 Specialist	1	\$ 30,000.00	100.00%	\$ 30,000.00
Van Driver	0.5	\$ 12,000.00	100.00%	\$ 12,000.00
Executive Director	1	\$ 40,000.00	10.00%	\$ 4,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				46,000.00
JUSTIFICATION/COMMENTS:				

**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.

KAPAHULU CENTER

(Typed Name of Individual or Organization)

[Redacted Signature]

(Signature)

1/30/09

(Date)

CASSANDRA TESORO

(Typed Name)

EXECUTIVE DIRECTOR

(Title)

Application for Grants and Subsidies

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

I. Background and Summary

A. Brief Description of the applicant's background

The mission of Kapahulu Center is to provide a community focal point where older adults can come for activities and services necessary to enhance their dignity, support their independence, and encourage their involvement in the Center and community.

Kapahulu Center is located at 3410 Campbell Avenue in the middle of Kapahulu, serving the elderly for approximately 27 years. The program was administered by the University of Hawaii at Manoa and later by the Moiliili Community Center. Kapahulu Center became a 501c(3) non-profit organization in July 1996.

More than 400 seniors, ages 60 and older, participate in physical, social and educational activities. Such activities enable seniors to maintain healthy, independent lifestyles avoiding unnecessary and costly premature institutionalization. Kapahulu Center provides a variety of classes and activities monthly.

- Educational
4 – educational classes weekly (such as foreign languages and culture).
- Recreational
23 – recreational classes weekly (such as ukulele, Hawaiian quilting, mahjong, line dance).
- Health and Wellness
7 – exercise classes weekly (such as aerobics, stretching and tai chi).
2 – workshops/seminars weekly (such as Exercise Your Brain, Blood Pressure Check, fire safety).
- Other Activities
1 – excursion a month (such as bowling, museums, miniature golfing).
1 – movie a month
Transportation Service
On an average 75 one-way trips are provided monthly. This services takes the seniors to and from the Center, shopping and medical appointments.

Kapahulu Center provides approximately 1,600 classes annually.

B. The goals and objectives related to the request

The goal is to maintain current activities for older adults that live independently in the community and retain volunteers. Daily activities are conducted by volunteers. The volunteers dedicate over 150 hours a month providing educational, health and recreational activities.

Ninety percent (100%) of the Center's volunteer instructors are senior members. Over the past two years, five dropped out, and could not be replaced. It is increasingly difficult to find volunteer instructors. Due to this difficulty we continue to foresee a need to pay some instructors in the future. To retain our current instructional staff a recognition program is in process, as well as a program to recruit and retain new volunteers.

Kapahulu Center hired a Program Specialist to plan, coordinate and maintain and expand the Center's activities. Maintaining the Program Specialist is a critical need for the Center, and allowing the Executive Director to carryout overall planning, coordinating and administrative responsibilities.

The Center is still in the need of a part-time driver for the Transportation Service. Due to the lack of a driver, the Program Specialist is also currently driving for this service.

C. State the public purpose and need to be served

The Center's primary goal is to provide the community especially the elderly with a comfortable place to participate in activities which promote physical, emotional and mental wellness. Providing informational workshops and seminars on health, nutrition and safety is also a main focus.

The Center serves the community by developing community-based activities for seniors, which enhance their quality of life. In so doing, it collaborates with public and private organizations to address issues of health promotion and education along with making community resources available to Center members.

D. The target population

The target population would be older adults, age 60 and above. Approximately current older adults served 17% are 60 to 69, 43% are 70 to 79 and 32% are 80 to 89. For many, the Center is a major source of physical and emotional well-being, helping them remain independent in the community.

E. Describe the geographical area

Kapahulu Center is located at 3410 Campbell Avenue, located in the middle of Kapahulu. Services are provided to older adults throughout Oahu, primarily within the Kapahulu and surrounding areas.

F. Describe how the request will, in case of a grant, permit the community to benefit from those activities.

Kapahulu Center’s services will benefit the community by providing activities and services that will allow seniors to maintain physical, social and emotional health, avoiding premature institutionalization.

Institutional nursing homes cost approximately \$3,000 a month (equivalent to \$36,000 a year) for one patient. For less that cost of institutional care for two frail elders, Kapahulu Center provides a range of activities that serve over 400 older adults annually to help improve and maintain wellness.

Kapahulu Center is a cost-effective preventive alternative to institutionalization for older adults. This program gives the State the opportunity to save money and to support the desire of older adults to remain independent in their own homes for as long as it is safely possible.

II. Service Summary and Outcomes

A. Describe the scope of work, tasks and responsibilities.

The service outcomes from the proposed project are:

GOAL: To provide a gathering place where older adults can receive recreation, education and social activities that promote wellness and prevent premature institutionalization.

Objective 1: Provide 400 older adults with educational, recreational, physical and social program activities.

Objective 2: Provide transportation service for 25 older adults.

III. Financial

Budget

1. See attached forms.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

IV. Experience and Capability

A. Necessary Skills and Experience

Kapahulu Center has operated its senior program for approximately 27 years. The Center has served as a focal point for the older adults in the community where they participate and socialize with others to maintain their physical and emotional health. Approximately 60% participate in recreational, 25% in health and wellness and 15% in educational activities.

Currently over 400 seniors utilizes the various activities and transportation service offered.

The Center's Executive Board meets monthly to review the Financial Statement, monthly reports and to discuss concerns/issues that arise.

Representatives from various classes meet monthly to address concerns. The information/discussions in the meeting are then passed on to the classes by their representatives. The Site Council assigns a class every year to plan the Center's annual Christmas party.

Kapahulu Center also serves as a work site for the State of Hawaii, Honolulu Community Action Program (HCAP) - Senior Community Service Employment Program (SCSEP) and for the University of Manoa, Department of Family and Consumer Sciences. The Center provides work skills in janitorial and the Thrift Shop is provided for the HCAP - SCSEP program. Interns from the university are given opportunities to interact with the seniors through conducting workshops and excursions.

Volunteer opportunities are also provided to encourage older adults to remain active in their communities. The Center is able to maximize its resources with the use of volunteers with the use of volunteers. Staff encourages members to volunteer their services in the greater community by allowing recruitment for other agencies, such as the Humane Society, nursing homes, community hospitals and other community-events, such as the Senior Fair and Honolulu Marathon. Volunteer activity gives the seniors a sense of purpose and is a source of recognition and appreciation.

B. Quality Assurance and Evaluation

Staff will keep data on the services provided, to include demographic and service information. Written surveys will be conducted annually with members to determine the quality of services provides ongoing and future services. The gathered information will be evaluated annually to determine services outcomes achieved.

B. Facilities

Service will be provided in the Main Building of Kapahulu Center. The Main Building consists of two (2) classrooms, a conference room, ballroom, lounge and an administrative office.

All information is secured in the administrative office.

V. Personnel: Project Organization and Staffing

- A. The Executive Director will oversee Program Specialist. Training and orientation will be provided by Kapahulu Center.

Currently, the Executive Director is training Program Specialist to plan, coordinate excursions and workshops/seminars. Transitioning the inputting and maintaining of the databases to Program Specialist. Program Specialist will be also be responsible for recruiting/retaining volunteers.

Program Specialist a degree in human services and at least two years experience in related field.

B. Organization Chart

See attached.

VI. Other

A. Litigation

Not applicable.

B. Licensure or Accreditation

Not applicable.

House District _____

Senate District _____

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

Log No: 60-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 (LEAVE BLANK IF UNKNOWN):

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

STATE PROGRAM LD. NO. (LEAVE BLANK IF UNKNOWN): LRB903

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: Ke'ehi Memorial Organization (KMO)

Street Address: 2685 N. Nimitz Hwy
Honolulu, HI 96819

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CAPPY FASI

Title Project Manager

Phone # 808 947-1111

Fax # 808 947-1111

e-mail cappfyasi@aol.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:

KE'EHU ADULT DAY HEALTH CENTER AND CHILD CARE CENTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: _____

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 \$ 1,000,000
 FEDERAL \$ 229,320
 COUNTY \$ 400,768
 PRIVATE/OTHER \$ 250,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

LOUIS KAOIWI, PRESIDENT

NAME & TITLE

JANUARY 28, 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 Ke'ehi Memorial Organization (KMO), was created in 1992, and received official federal tax exempt 501(c)3 non-profit status from the IRS on April 29, 1993. The KMO is organized and operated exclusively for charitable, scientific, literary and educational purposes. The KMO Board of Directors is comprised of disabled American veteran volunteers and community volunteers from the business community, legal, accounting, construction and trades, and education professions.

The KMO is comprised of community and disabled American veteran volunteers who have developed and currently maintain the 11.087 acre Ke'ehi Lagoon Memorial park. The organization's purpose is to: 1) develop and maintain new educational/recreational/camping facilities at the park for the use and benefit of all community youth groups and the public; 2) to provide the community with a safe and secure facility, to be used to further youth education, recreation, sports, entertainment and instruction of all kinds; 3) to promote and preserve youth activities and to help build and preserve self-reliance, industriousness, civic and community interest and responsibility; 3) to provide rooms for indoor youth activities; and 4) to provide a facility for, and to support the interests of, all wounded, gassed, injured and disabled veterans and their families.

The Ke'ehi Lagoon Memorial is maintained for the use and benefit of all youth groups, community groups, disabled veterans and the public, free of charge. The park facilities include educational, recreational and meeting buildings and camping and sport facilities, including: a youth pavilion (Alfred Los Banos Hall), basketball and volleyball courts, a baseball field, outdoor toilet facilities, picnic pavilions and BBQs.

The KMO has administered three (3) educational grant programs: (1) The KMO School Grant Program awards yearly grants to the 12 public schools (10 elementary, 2 middle and 1 high school) located in the Kalihi/Palama area for educational purposes; (2) yearly grants are also awarded to Kalihi/Palama based community organizations (e.g., the Palama Settlement and Parents And Children Together (PACT)); and (3) The KMO Scholarship Grant Program awards yearly post-secondary school grants to all eligible high school students.

The KMO was approved by the Hawaii DAV as "a separate entity to the DAV, Department of Hawaii" on March 6, 1993. A formal agreement between the Hawaii DAV and the KMO was signed on August 26, 2004.

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

This grant request is for the pre-development, development, site improvement and construction of a new intergenerational Ke'ehi Adult Day Health Center and Child Care Center facility that will be located at the Ke'ehi Lagoon Memorial park. The Health Center will be the facility in which much needed services and programs to the elderly and pre-school aged children, will be located. There is an existing lack of space that is available for elderly and child care program services. Demand exceeds available space in programs for the elderly and pre-school aged children. This has resulted in long client waiting lists, waiting for program slots to open. When completed, the proposed Health Center facility will provide approximately 8,000 SF of program space for the delivery, support and continuum of elderly and child care programs that will:

- Provide a wholesome, healthy, caring environment where the health and wellness of the elderly is maintained through education and recreational programs, health care services and support, social services and assistance programs.
- Assist the elderly in remaining active, productive and to maintain an independent lifestyle.
- Provide safe, secure and nurturing day care services to children from 2 to 5 years, in a safe and peaceful environment.
- Promote school readiness by enhancing their social and cognitive development through a comprehensive educational, social and health curricula.
- Promote intergenerational interaction between the children in the Child Care Center and the senior citizens in the adult day program.

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

Between 1990-2010, Hawaii's 60+ population is expected to grow by 72% to 299,500 (1 in 5 persons). The 85+ group will grow by 286% to 40,120 (total population will increase by 29%). Greatest increase will occur between 2020-2030 when the baby boom generation (1946-64) reaches 65 years.

By 2020, 1 in 4 residents will be 60+ years; 85+ group will increase by 395%. Many older adults have at least 1 chronic condition (if not more). The leading causes of death in 60+ group are: heart disease, cancer and respiratory diseases. The state pays \$7,000/month in Medicaid for intermediate 24 hour elderly care. The longer the elderly can remain active and

live an independent lifestyle, the less the need for 24 hour Medicare programs.

There is an acknowledged lack of facilities available to the elderly with private nonprofit organizations such as the Ke'ehi Memorial Organization's proposed Ke'ehi Adult Day Health Center and Child Care Center.

The Health Center directly addresses the needs of the 5-year development goals set by the city, that includes: 60 persons who are disabled will benefit from new or expanded services. The Center will fulfill the need for "Priority Community Development Needs" for senior centers and health facilities and it will also address the city's "Public Service Needs" for "Senior Services." Although the Center can not service the entire city's elderly care needs, it will have the capability of providing an ADA approved, new health care facility that will be capable of servicing 80 disabled, low to moderate income senior citizens.

The Health Center also addresses the issues of "maximiz[ing] people's independence and self-sufficiency and delay[ing] entry into more restrictive settings of care." This Health Center will provide social, cultural, educational, recreational & leisure activities for economically disadvantaged senior citizens that will include: crafts, swimming, aerobics, cooking, games, gardening, computers, sports, exercise); excursions; volunteer opportunities; music and dance; physical therapy, health and wellness classes (e.g. nutrition education, medication use, personal hygiene); health screening to detect and/or prevent illnesses; and assistance to maintain an independent, active, and productive lifestyle. The Health Center will provide a wholesome, healthy, caring environment where the health and wellness of the elderly is maintained through education and recreational programs, health care services, and support, social services and assistance programs. The Health Center will help the elderly remain active, productive and to maintain an independent lifestyle.

The Child Care Center directly addresses the lack of adequate child care centers and facilities to serve low to moderate income families. The city sets as a 5-year goal: 255 predominantly low and moderate income children will benefit from new or improved facilities."

- The program will prepare pre-school age children for kindergarten through a comprehensive educational, social and health curricula. The program will provide child care services to children with the objective of fostering their healthy development and to promote school readiness by enhancing their social and cognitive development. It is anticipated that Headstart or a similar type program will be contracted to operate this segment of the program. The Child Care Center will have the capability to service 60 children from low to moderate income families.

4. *Describe the target population to be served*

The target population that will be served by the Ke'ehi Adult Day Health Center and Child Care Center are both senior citizens and pre-school age children, eligible under 570.201(c) Public facilities, low- and moderate-income households. The Center is intended to provide majority (51%) benefit to 1) the elderly or households with elderly members and 2) those households with pre-school aged children which meet the income eligibility criteria.

Specifically, the clients to be assisted by this project include the elderly who are ambulatory and do not need special medical attention and who do not have serious physical or mental disabilities; and pre-school aged children who do not have special needs.

The total number of households that will be assisted by the Center are island-wide. The site is not located in a residential area; therefore the project does not serve a specific residential "community." The households that will be served by the Center are households that have senior citizens and/or pre-school age children who need health/day care assistance and who live on the island of O'ahu.

5. *Describe the geographic coverage*

The Ke'ehi Adult Day Health Center and Child Care Center is centrally located on the island of O'ahu, on the Ke'ehi Lagoon Memorial park site. The park site is easily accessible to many commuters who live in west Oahu and commute to their jobs on Sand Island, the airport industrial area, Mapunapuna, Fort Shafter, Kalihi, downtown, Waikiki, and east Oahu as well as residents who live in central O'ahu. Commuters can drop off and pick up their elderly and/or children at the Health Center without going out of their way. Both the H-1 Freeway (Airport Viaduct) and Nimitz Highway run parallel to the site.

The project site is also centrally located and easily accessible to residents who do not commute from west Oahu on the H1 Freeway but would travel over surface roads to get to the Health Center. Furthermore, the facility and park area will continue to be available to all community groups, veterans groups and youth organizations. The project site is conveniently located, as indicated by the number of activities and parties that are currently held at the existing facilities.

The Ke'ehi Lagoon Memorial park is located on O'ahu and is 11.087 acres in size; the project site is owned by the State of Hawaii and is overseen by Department of Land and Natural Resources State Parks Division. The site is located between the City and County Ke'ehi Lagoon Beach Park (on the west boundary), the Moanalua Stream (on the east boundary), Nimitz Highway (on the north boundary), and Ke'ehi Lagoon (on the south boundary).

The project area is comprised of one main parcel (TMK 1-1-3:04). A city and county sewer easement runs parallel with Nimitz Highway along the north boundary. The land use designations for the property are as follows:

- a. State Land Use District -- Urban
- b. Development Plan Land Use Map -- Preservation
- c. Development Plan Public Facilities Map -- No amendment required
- d. Zoning -- P-2 General Preservation

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 Ke'ehi Adult Day Health Center's scope of work will provide the elderly with social, cultural, educational, recreational and leisure activities that will include: crafts, swimming, aerobics, cooking, games, gardening, computers, sports/ exercise, excursions, volunteer opportunities, music/dance, physical therapy, health/wellness classes (to include nutrition education, medication use and personal hygiene), health screening to detect and/or prevent illness and assistance to maintain an independent, active and productive lifestyle. The Adult Day Health Center will be responsible for the development, maintenance and delivery of these programs and services.

The graying of the U.S. population has emphasized the need to design efficient service delivery systems for the older population. Many efforts are under way to build networks to provide elders with a continuum of home- and community-based long-term care, so they can avoid premature or unnecessary hospital or nursing home care.

As previously stated, the leading causes of death in 60+ groups are: heart disease, cancer and respiratory diseases. The state pays \$7,000/month in Medicaid for intermediate 24 hour elderly care. The longer the elderly can remain active and live an independent lifestyle, the less the need for 24 hour Medicare programs and the less the state has to pay out for these services. The measure of effectiveness for this program and facility will be determined by how successful it is in helping and encouraging the elderly to remain active -- physically and mentally -- well into later life.

The Child Care Center's scope of work will help prepare children for kindergarten through a comprehensive educational, social and health curricula. The program will provide child care services to children with the objective of fostering their healthy development and to promote school readiness by enhancing their social and cognitive development.

In addition, the Health Center will benefit the local community with a larger, more modern facility for much-needed elderly and child day care services in addition to providing needed neighborhood meeting facilities in the Kalihi/Palama area. The KMO will contract with existing service providers for both the elderly and child care programs. Possible senior citizen program providers include: the Waianae Coast Comprehensive Health Center; Seagull School Adult Day Care; SECOH; Pohai Nani and Palolo Chinese Home-Eldercare SVCS. Possible child care program providers include: Parents and Children Together; Seagull Schools; KCAA Pre-Schools of Hawaii; Kama'aina Kids; Rainbow Schools and Oahu Head Start.

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

Projected annual timelines for accomplishing the results or outcomes of the elderly and child care programs will be provided by the contracted service providers (see section above).

The projected timeline for the pre-development, development, site improvement and construction of a new intergenerational Ke'ehi Adult Day Health Center and Child Care Center facility is attached.

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*

KMO will contract with existing service providers who will provide quality assurance and evaluation plans, program monitoring and evaluation and program improvements for their individual elderly and child care programs. KMO will review program evaluations annually, along with the service providers, to determine how the programs are delivered, what improvements the programs may need and to examine program outcomes. For example, an exercise program for elderly adults would seek to learn what activities are motivating and interesting to this group. These activities would then be included in the program.

KMO will ensure that program evaluators assess their programs in 5 main categories: needs assessment, program theory, process analysis, impact analysis, and cost-benefit & cost-effectiveness analysis.

A needs assessment examines the nature of the problem that the program is meant to address. This includes evaluating who is affected by the problem, how wide-spread the problem is, and what effects stem from the problem.

The program theory is the formal description of the program's concept and design. The program theory breaks down the components of the program and shows anticipated short- and long-term effects. An analysis of the program theory examines how the program is organized and how that organization will lead to desired outcomes. It will also reveal unintended or unforeseen consequences of a program, both positive and negative. The program theory drives the hypotheses to test for impact evaluation. Developing a logic model can also build common understanding amongst program staff and clients.

Process analysis looks beyond the theory of what the program is supposed to do and instead evaluates how the program is being implemented. The evaluation determines whether target populations (the elderly and children) are being reached, if they are receiving the intended services, are staff adequately qualified.

The impact evaluation determines the causal effects of programs.

Finally, cost-benefit or cost-effectiveness analysis assesses the efficiency of a program. Evaluators outline the benefits and cost of the program for comparison. An efficient program has a lower cost-benefit ratio.

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 grant funds in this proposal will be appropriated for the pre-development, development, site improvement and construction of a new intergenerational Ke'ehi Adult Day Health Center and Child Care Center facility that will house the Health Center intergenerational programs for the elderly and young. The measures of effectiveness that will be reported to the State will be the measure of completion for each phase of construction listed above: pre-development, development, site improvement and construction of the 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 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>
\$500,000	\$500,000			\$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.*

- Federal: EDI Funds \$229,320
- Private: \$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 KMO will contract with existing service providers for both the elderly and child care programs. Possible senior citizen program providers include: the Waianae Coast Comprehensive Health Center; Seagull School Adult Day Care; SECOH; Pohai Nani and

Palolo Chinese Home-Eldercare SVCS. Possible child care program providers include: Parents And Children Together (PACT); Seagull Schools; KCAA Pre-Schools of Hawaii; Kama'aina Kids; Rainbow Schools and Oahu Head Start.

All the listed service providers are known, well established and have provided services to the community for many years, if not decades. All the listed service providers have excellent program delivery credentials.

The KMO will contract with various individuals and companies to provide the necessary skills and experience to complete the pre-development, development, site improvement and construction of the proposed Health Center. This list includes Planning Consultant: John Whalen; Architect: Maurice Kondo; Shoreline Consultant: Oceanit; Survey/Site Plan Map: Imata & Associates; Structural Engineer: Arnold Okubo & Associates. Upon completion of the pre-development, development and site improvement phase of the Health Center, construction documents will be prepared for dissemination to construction companies and sub-contractors.

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 funds from this capital grant request will be used for the pre-development, development, site improvement and construction of the proposed Health Center, an intergenerational 4,000 SF (approximate) senior citizen day care and a 4,000 SF (approximate) child care facility. The facility will be located on the 11.37 acre Ke'ehi Lagoon Memorial park site

The KMO applied for and received a \$400,768 Community Development Block Grant (CDBG) for pre-development costs to develop the new 8,000 SF Ke'ehi Adult Day Health Center and Child Care Center. Pre-development work has begun. A \$229,320 EDI grant request is currently being considered by the federal government. All ADA requirements as required by the Title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181), and child day care requirements made under Section 15 of the *Day Care Act* R.S.N.S. 1989, c. 120 O.I.C. 79-1556 (November 27, 1979), N.S. Reg. 195/79 as amended up to O.I.C. 2004-363 (September 8, 2004), N.S. Reg. 202/2004, will be complied with.

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 proposed staffing, staff qualifications, supervision and training of personnel for the Ke'ehi Adult Day Health Center and Child Care Center will be conducted by the service provider(s) contracted to run the two programs

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 staff and line of responsibility/supervision for the Ke'ehi Adult Day Health Center and Child Care Center will be determined by the program service provider(s).

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.

The Ke'ehi Memorial Organization has no 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 service provider(s) contracted to develop and maintain the senior citizen and child care programs will be licensed and meet all program and personnel criteria as determined by the State of Hawaii, City and County of Honolulu and federal government.

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

App Ke'ehi Memorial Organization (KMO)

BUDGET CATEGORIES	Total State Funds Requested			
	(a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. Architect/Planner/Consultants		50,000		
10. Site Improvements		200,000		
11. Demolition/Removal		15,000		
12. Construction		735,000		
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES		1,000,000		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)		1,000,000		
SOURCES OF FUNDING	Budget Prepared By:			
	(a) Total State Funds Requested		Cappy Fasi	808 947-1111
	(b)	1,000,000	Name (Please type or print)	Phone
	(c)			1.28.09
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	1,000,000	Louis Kaoiwi, President KMO Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Ke'ehi Memorial Organization (KMO) - NOT APPLICABLE

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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Ke'ehi Memorial Organization (KMO) Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Ke'ehi Memorial Organization (KM)

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						
DESIGN						
CONSTRUCTION/SITE IMPROVEMENTS			950000			
EQUIPMENT						
TOTAL:			1,000,000			
JUSTIFICATION/COMMENT: State funds will be used for the pre-development, development, site improvement and construction of an intergenerational Ke'ehi Adult Day Health Center and Child Care 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's 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.*

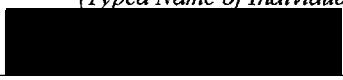
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

Ke'ehi Memorial Organization (KMO)
(Typed Name of Individual or Organization)



(Signature)

January 28, 2009

(Date)

Louis Kaoiwi
(Typed Name)

President
(Title)

Ke'ehi Adult Day Health Center and Child Care Center
 Ke'ehi Memorial Organization
 Projected Timeline and Expenditure of Funds

Ke'ehi Memorial Organization Construction Time Line												
FY 2009-2010	M O N T H											
Major Tasks	1	2	3	4	5	6	7	8	9	10	11	12
Arch/Plan/Consult	10	20	20									
Demo/Removal			15									
Site Improvements				100	100							
Construction						100	100	100	100	100	100	135
Total Estimated Project Cost: \$1 M												

House District 47

Senate District 23

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

Log No: 62-0

For Legislature's Use Only

rec'd
JAN 30 2009
[Signature]

Type of Grant or Subsidy Request:

X 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 AND HUMAN SERVICES - OFFICE OF YOUTH SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: **Kualoa-Heeia Ecumenical Youth Project**

Dbas: **KEY Project**

Street Address: **47-200 Waihe'e Rd., Kane'ohe, HI 96744**

Mailing Address: **47-200 Waihe'e Rd., Kane'ohe, HI 96744**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOHN L. REPPUN

Title Executive Director

Phone # (808) 239-5777

Fax # (808) 239-3902

e-mail jreppun@keyproject.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:

OPERATIONAL FUNDING TO CONTINUE PROGRAMS FOR UNDERSERVED YOUTH AND FAMILIES TO PROMOTE SUCCESSFUL TRANSITIONS AND POSITIVE, LIFE LONG LEARNING EXPERIENCES.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010: **\$325,000**

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 \$ 151,352.00
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ 75,000.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

JOHN L. REPPUN, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 29, 2008
DATE SIGNED

Application for Grants

The Mission of KEY Project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He'eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse multi-cultural community.

Background and Summary:

I. Background and Summary

The *Kualoa-He'eia Ecumenical Youth Project*, better known as "KEY Project", celebrated 40 years as a 501(c)(3) non-profit agency in October of 2008. Church and community leaders, in 1968, founded KEY in response to concerns relating to alienation of youth, stresses on families-in-need, and the desire to help our geographic area gain a greater measure of self-determination for itself in the face of major development schemes. Culturally and economically diverse, this northern Koolau Poko district includes an HPHA housing complex (Hookipa Kahalu'u), a small shopping center, three elementary schools, densely populated Ahuimanu and Heeia, and the rural communities of Kahalu'u, Waiahole, Kaalaea, Waikane, Hakipu'u and Kualoa. Approximately 85% of the families KEY serves are Native Hawaiian.¹

KEY Project has provided social services to these communities for forty years. Service needs are generally identified through community partnerships with local schools, service providers and families served by KEY. KEY provides direct services such as, a toddler playgroup for children 0 - 5, an after school program for K-6, a 5 week cultural heritage summer enrichment program, Computer Lab, a Teen Drop In Center - 3 nights a week, an Information Resource Center, a CBase High School Diploma class and the Employability Training. By leveraging community resources, KEY Project is able to provide a comprehensive slate of essential services such as legal services from Legal Aid Society, Tutu and Me – a traveling

¹*KEY Project – Hui Malama Project – 1997-2007*

preschool, Catholic Charities-Meals on Wheels, Windward School for Adults classes, a DOE – Alternative Learning Center, Hawaii Foodbank and Ohana Food Distribution and the Nursing Program from Hawaii Pacific University.

Over four decades, KEY has also established a reputation for its work in community advocacy and stewardship. As a long-standing community supporter to preserve our natural resources, KEY is cognizant of the connection a healthy environment has to a thriving community. This undertaking has led to the protection of our regions natural water flow, to the restoration of lo`i kalo and loko i`a, and the stewardship of Waihe`e Stream engaging the entire community, from water tunnel to the coastal marshlands.

KEY Project's leaders are aware that our commitment to nurture the well-being of our youth must extend to those who support and influence them. The vision of a thriving community with healthy families, from keiki to kupuna, imposes the responsibility to provide the essential resources that increase the likelihood of positive outcomes. While the center's objective is to provide a broad range of services to address basic family needs, our primary focus is to develop opportunities to gain life-changing behaviors and educational success for our youth.

THE NEED

At each crossroad from childhood to adolescence and adulthood, successful transitions are likely to be achieved with skills and knowledge to help make informed choices. Infants learn trust and dependency; absorb foundational skill at a rapid pace. Youth venture from the family nest to negotiate through peer acceptance and influence, emotional highs and lows, academic and lifestyle challenges with few skills to navigate with success. Families learn to cope with what they can depend on. Low wealth doubles the effect adding low social status, low self-esteem, and a narrow view of life in general.

Goals and Objectives

KEY's role is driven by its mission to be instrumental in providing a safe and healthy sustainable environment for its diverse community, a thriving community. In this role, KEY is most effective in empowering youth and families with skills and tools that enable better choices

KEY Project's overall goal is to support youth to become confident, responsible, self-reliant adults. To accomplish this, KEY targets specific elements that strengthen the likelihood of successful transitions, with two broad objectives:

- Provide opportunities to enhance positive lifeskills and pathways to learning success.
- Build a firm foundation – collaboratively, strengthening family, school and community to be able to respond to the needs of our youth.

Public Purpose and Need to be Served

As in any community, needs are numerous. There are obvious needs such as more programs to address the lack of available preschool space for early learners, help for schools struggling to meet AYP, activities that challenge and compete for the attention of youth during non-school hours, tools and skill to promote self-sufficiency and experiences that encourage higher educational goals. As overwhelming as it may seem, identifying core functions and having a clear role increases KEY's capacity to bridge these needs. KEY Project's role is fundamental: Develop pathways to facilitate successful transitions for youth and families.

Confident, responsible, self-reliant adults sustain a resourceful community and the public in general, benefits.

Target Population

This proposal targets underserved youth and families, along the windward coast, from Kualoa to Heeia and beyond. These are infants and toddlers without developmental support, young children transitioning to adolescence, young adults without positive role models or skills and knowledge to navigate adulthood and families who are unaware and unprepared to help their children make good choices.

Geographic Description

Our geographical vantage includes being central to the whole of northern Koolaupoko and the urban-fringe/semi-rural communities situated within and between Heeia to the south and Kualoa, to the north. As close as we may be to urban Kaneohe town (the balance of the Castle school complex and the 96744 zip code area), our area still retains much of the open space and agrarian character that has survived decades of development attempts. We are resource rich – in ways that are still very much appreciated and valued. Our community center serves families far beyond Kualoa, along the windward coast.

II. Service Summary and Outcomes

Objective 1: Provide opportunities to enhance positive lifeskills and pathways to learning success.

1.1 Less than one-fourth or 50 of the 3 – 4 year olds living in our community to preschool here. There are less than 50 preschool spaces in our community. That may explain why only 20% of the new kindergarten class at an area elementary school started with any preschool experience. Few had social skills and those with developmental delays did not receive the benefit of early assessments.²

KEY's **Parent and Child Learning Center** provides a safe learning environment for parents with young children. The Parent and Child Learning Center is managed by a Play and Learn Coordinator (FTE) and a Program Assistant (PTE).

1.2 According to the 2000 Census Data, there are 119 grandparents responsible for the care of their grandchildren in our community.³ New school requirements, new policies, and technology sometimes hinder the transition for both child and grandparents. A resourceful family has the ability to access services to meet their needs. **The Information Resource and Referral Center** is a community outreach program. Families visit weekly for emergency food or once a month to receive goods from Hawaii Food Bank. Clients can job search, find other resources or attend KEY programs. The Program Coordinator (FTE) organizes community food drives, plans community activities, attends community meetings and partners with other agencies to provide services and food to the homeless.

² HODOE – SSIR - 2007

1.3 **Kipuka, The Youth Non-School Hours Program** and the **Computer Learning Center** help young children make educational strides through after school tutoring, a broad range of enrichment activities and lifeskills to encourage self-confidence and academic success. A Youth Program Coordinator (PTE) plans and implements activities for the non-school hours youth programs with the help of two assistants (PTE). The Computer Learning Center is maintained by a Program Coordinator (PTE) who plans a calendar of computer lab use for KEY programs and for community workshops.

1.4 Youth are “at risk” and “underserved” when the prospect of academic success is not an option. Earning a high school diploma is not a priority for some students, until you realize that your future is in limbo; no skill, no job, no education. Transitioning from adolescent to adult can be a rude awakening. KEY’s **CBASE High School Diploma Equivalency Program** is overfull with one classroom of twenty students and a wait list of at least 3 to 10 before the start of each unit. Students in CBASE frequently need guidance, supervision and incentive, learning basic skills they need to get through the school year curriculum. The instructor is contracted by Windward School for Adults for her classroom time. KEY employs the instructor to plan program curriculum and to conduct pre-test study sessions. A Program Coordinator (FTE) is responsible for interviewing and assessing students, receiving necessary documents, pre-tests and post-tests and manages all other student requirements. All students must complete 100 hours of community

³ 2000 Census Data – Kahaluu, Ahuimanu, Heeia and Waikane CDP

service or be gainfully employed with 20 hours per week before graduation. KEY will celebrate seven graduates in June with a second class to follow.

1.5 **Employability Training** is a program designed to fill the need for young adults especially, to learn employable skills. The 8 week session is a basic level course to gain resource skills; job search, asset building, resume writing and interviews. Students also learn soft skills, such as time management, money management, respect for the workplace and customers, and communication. CBASE and Teen Center youth attend the training center. A Program Coordinator plans and conducts training sessions, coordinates relevant speakers and helps participants to a Job Readiness Portfolio. One on One coaching follow up sessions add to the clientele success rate and level of confidence. The program is successful in the Summer Teen to Work Program and in providing guidance and training for a windward shelter for battered women.

1.6 Teen Center is a safe and nurturing place for young adults, three nights a week. Teens are coached and tutored to succeed in school. Success has its rewards and the Leadership Council is the place to be. Youth are encouraged to strive for a 3.0 GPA to be on the Leadership Council. Teen Leaders are mentors to other teens, help plan activities and model positive lifeskills. Teen Leaders will also participate in the Youth Asset Building IDA Program this spring. A Youth Program Specialist and an Assistant (PTE) coordinates activities and holds Leadership meetings and training.

Objective 2: Build a firm foundation – collaboratively, strengthening family, school and community to be able to respond to the needs of our youth.

Partnering helps KEY to broaden its resource base. The Parent, School and Community relationship is said to be the “safety net” for our youth and the community to be safe and nurtured. KEY has a long standing commitment to strengthen partnerships and resources that promote a healthy environment. Each program relies on its partners to fulfill its commitment to its community members. In turn, KEY helps to bridge gaps in services where area schools, families and the community benefits. A successful endeavor is the Kahalu`u Ukulele Band. The band started 2 years ago with the 4th grade class and has since added the incoming class as 4th moves to 5th. Soon 4th, 5th, and 6th or nearly 100 ukulele musicians will play in concert. Our most recent partnership allows a local music teacher to start the Kahalu`u Children’s Choir. Already 15 elementary school children have signed up. We’re looking forward to a Spring Concert!

- 2.1 Promote awareness and understanding of school policies and resources so that parents are better informed. Support parents with a “need to know” policy. Help parents to stay involved.
- 2.2 Create opportunities for parent and child learning together, aligning to school standards. Plan program activities that involve parent and child interaction.
- 2.3 Develop new relationships through collaborative events to bring a broad range of resources to the community.

Work Plan and Timeline
KEY Project –GIA Operational Funds 2009-2010

Objective 1: Provide opportunities to enhance positive lifeskills and pathways to learning success.

Results or Benefits Expected: Youth are confident, resourceful and self-reliant adults.

Activities	Position Responsible	Time Period		Non-Salary Personnel Hours
		Begin Month	End Month	
1.1 Expand Play and Learn for young learners to an additional day to include an on site activity at Ho'okipa Kahaluu.	Parent and Child Coordinator	1	ongoing	
1.2 Increase community outreach and expand community awareness to resources	Program Coordinator	1	ongoing	
1.3 Increase use and knowledge of technology and resources available	Computer Lab Coordinator	1	ongoing	
1.4 Enhance experiential learning and activities that promote self-reliance	Program Coordinator	1	ongoing	
1.5 Promote higher education and career goals	Program Coordinator	1	ongoing	
1.6 Provide employment resources and tools for successful experiences	Program Coordinator	1	ongoing	
1.7 Instill leadership skills and positive lifeskills in youth.	Program Specialist	1	ongoing	

Criteria for Evaluating Results or Benefits Expected: Youth have skills to transition to educational success with confidence.

Objective 2: Build a firm foundation – collaboratively, strengthening family, school and community to be able to respond to the needs of our youth.

Results or Benefits Expected: Successful transitions are supported by a resourceful community.

Activities	Position Responsible	Time Period		Non-Salary Personnel Hours
		Begin Month	End Month	
2.1 Improve communication through web-based newsletter and other forms of communication.	Computer Lab Coordinator	1	ongoing	
2.2 Promote “family” interaction through collaborative events	Programs Coordinator	1	ongoing	
2.3 Broaden and improve relationship with external resources relative to program goals.	Programs Director	1	ongoing	

Criteria for Evaluating Results or Benefits Expected: Families, School and Community use the community “talk” board to retrieve information and communicate.

Quality Assurance

To ensure the components of the project are functioning as planned, quality assurance measures will be developed and tested from the beginning of the project period and more intensely as the project progresses. Monitoring the progress of the project, collecting relevant information and analyzing evaluation data from differing views will help to ensure a broad spectrum of information. Policies and Procedures are in place to ensure monitoring processes are expected and followed. Quality assurance measures to ensure the project to be effective and appropriate will be in place to track client progress, relevancy and success. Appropriate measures to ensure staff skill and knowledge meet project requirements as well as staff support and/or training to be relevant and useful. The information will assist in planning future projects and in decision making when analyzing what works or what changes will be made to ensure success.

Evaluation

Presently, programs are monitored individually and as a whole, by a system in place and most often used to monitor a concern or a process to delineate accountability. Additionally, KEY is familiar with the Government Performance and Results Act(GPRA) of 1993 performance measures and will continue to collect data for on going projects as well. Relevant performance measures will be used in conjunction with those required. Other performance measuring tools will be used including surveys, talk story groups and forums to measure the progress of the objectives.

Data collection and reporting performance measures for the purpose of evaluating the success of the project is familiar to KEY. To ensure a useful measurement, the project will be monitored from the onset, at the start of the project and at regular intervals.

Each tool designed for a program will be basic in nature with relevance to the activity and program. Questions to be asked will include:

Process Components:

- Was the program executed according to plan?
- Did the program meet the timeline?
- Were the objectives compromised due to deviations?

Outcomes Components:

- Describe the impact of the program on the performance measures.
- What elements influenced the outcomes?
- What elements were connected with the outcomes?

A complete analysis of the data will be an integral part of the evaluation activities to provide a clear and concise picture of the project's progress, reaching its goals and evaluating the

effectiveness of the activities. Evaluation results will be shared and used to improve the program or make necessary adjustments.

Data Collection Methods

Key Questions	Data Collection Methods	Data Sources	Constraints
Was the program executed according to plan?	Presenter Eval Survey	Staff reports Participants	
Did the program meet the timeline?	Document Analysis	Staff reports	
Were the objectives compromised due to deviations?	Interviews	Participants	
How did the program impact the performance measures?	Focus Groups	Participants Staff	
What elements influenced the outcomes?	Focus Groups	Participants Staff	
What elements were connected with the outcomes?	Focus Groups	Participants Staff	

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
\$81,250	\$81,250	\$81,250	\$81,250	\$325,000.00

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.
 - A. OYS Non-School Hours Grant (if offered)
 - B. Employability Grant (if offered)
 - C. State Foundation on Culture and the Arts (pending)

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

Kualoa Heeia Ecumenical Youth Project

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	367,992			
2. Payroll Taxes & Assessments	24,135			
3. Fringe Benefits	52,060			
TOTAL PERSONNEL COST	444,187			
B. OTHER CURRENT EXPENSES				
1 Other Payroll Tax	1,910			
2. Communication	7,963			
3 Pro Fees	26,311			
4. Security Service	9,000			
5 Supplies	26,113			
6. Rent	120			
7. Utilities	29,688			
8. Facility Maintenance	35,890			
9. Insurance	16,901			
10. Vehicle Maintenance	2,203			
11 Gas/Travel	6,229			
12 Fundraising	15,657			
13 GET	1,000			
14 403(B)	14,180			
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	193,165			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	20,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	657,352			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	325,000	VICTORIA PHILLIPS 239-5777		
b Fundraising, AUW	122,000	[REDACTED] Phone		
c Use Fees	59,000	1/27/09 Date		
d Remaining Grant Money	151,352	Signature of Authorized Official		
TOTAL BUDGET	657,352	VICTORIA PHILLIPS CHIEF FISCAL OFFICER Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Kualoa Heeia Ecumenical Youth 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)
Administrative Unit	100	\$172,235.36	53.00%	\$ 91,284.74
Program Supervisors (7)	100	\$169,011.68	53.00%	\$ 89,576.19
Aides (4)	100	\$10,450.00	53.00%	\$ 5,538.50
Speciality Teachers	100	\$10,436.65	53.00%	\$ 5,531.42
Maintenance	100	\$5,858.00	100.00%	\$ 5,858.00
Taxes and Fringe	100	\$76,195.00	53.00%	\$ 40,383.35
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				238,172.21
JUSTIFICATION/COMI Administrative Unit consists of Executive Director, Programs Director, Fiscal Officer, Facility Manager, Program Assistant and Facility Assistant. Taxes and Fringe separate for lack of column to tie into.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Kualoa Heeia Ecumenical Youth Project

Period: July 1, 2009 to June 30, 2010

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Passenger Van	1.00	\$20,000.00	\$ 20,000.00	20000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 20,000.00	20,000
JUSTIFICATION/COMMENTS: Older Vans have become unsafe and are in constant need of repair. Many of our participants are unable to attend various venues due to lack of transportation.				

IV. Experience and Capability

A. Necessary Skills and Experience

KEY Project's Board of Directors is an active, hands-on team. (Appendix D- Board Profiles) Members share a wealth of knowledge to manage KEY's assets and monitor direction. KEY's board members are instrumental in fundraising and fund development strategies. The Board administers the annual Randy Kalahiki Scholarship award to applicants accepted to a two or four year college or trade school. The Board also plans the annual Ohana Festival. KEY supporters, community stakeholders, providers and friends of KEY attend the evening festivities. Stability, fund and policy development are basic board tasks. Board members are key stakeholders who live or work in the community.

KEY's day-to-day management team is an experienced group who have come together to form a cohesive team, guiding direction, funding, budgetary planning and overall management of the organization. The team consists of the Executive Director, the Fiscal Office, a Programs Director and the Office Manager. As residents and advocates of the community, the members of the management team are connected to business resources. The Executive Director oversees the management team and works with the Board of Directors to monitor KEY's progress toward its goals. The Fiscal Officer works with the Executive Director to manage and plan for fund allocations and consults with the Programs Director to plan program budgets. The Programs Director is a new position, recently filled in February 2007. The Programs Director manages program staff and monitors program and staff efficiency, effectiveness and relevancy. Eight of

the twelve staff members at KEY (including the management team) are full time employees. Focusing on activities that compete for the free-time youth have during non-school hours, necessitates the use of “casual” employees during school breaks; spring, summer and fall as well as during intercessions, when the number of youth we serve quadruples. The Office and Facilities Manager is important to the function of the team, as the coordinator of facility use and the management of business resources. The Office and Facilities Manager supervises the maintenance of the building and coordinates the use of the pavilion and classrooms by the community. The Office and Facilities Manager is supervised by the Programs Director.

Volunteers are invaluable to KEY’s work. In the processing of Ohana Food Distribution more than twenty-five people are needed each month to sort and assist clients. The Summer Cultural Heritage Program – a 5-week cultural experience for children in grades K – 6 and the After Program, twenty-two teens volunteered as youth aides this summer. The success of the annual Kalua Turkey Fundraiser and the Ohana Festival rely on help from more than 50 community volunteers each year.

B. Facilities

KEY Project has a formal, long-term lease agreement with the City and County of Honolulu (sub-lessee to the State of Hawaii). The original site occupied by the agency, from its formation in 1968 until the new site was readied for use in the early 1980's, was a storefront on Kamehameha Hwy. near Hygienic Store. Government acquisition of land for the community center was accomplished in the late 70s, the result of collaboration between community leaders, KEY founders and area political representation. The chosen site had the added benefit of being situated in the midst of the future Kahalu'u Regional Park – itself an adjunct of the very flood control project that displaced KEY from its original location.

Today, the “strategic” nature of our location reaches far beyond the park, elementary school, etc. that co-exist along Waihe'e Rd.

KEY's formal facilities are comprised, primarily, of a “multi-purpose center” (City & County description), owned by the City and County of Honolulu, with portions that are State of Hawaii lands given over to the City for the purpose of housing both this facility and our agency. The complex includes the following kinds of usable spaces: a pavilion with capacity for over 175 persons; an attached, 460 square foot kitchen area that is slated for major renovation in 2007, including the addition of commercial grade food preparation equipment and infrastructure to support same; an administrative building with staff offices, a receiving area, copy and computer equipment; an attached two-story structure originally with eight (8) classroom areas, some of which has since been converted to provide additional

office space, service staging areas, meeting rooms etc. A new back patio area was recently enclosed (barriers installed to prohibit vehicular access and restrain children in a safe setting, along with a temporary computer lab, already heavily used, slated for replacement during 2007 – pending release of State Grant-In-Aid funding (2005).

The total area under roof (calculated by adding square footage of all individual spaces that are utilized) amounts to 10,740 square feet. We are situated on a property that is ½ acre in size, in the midst of an emerging regional park that will encompass over 40 acres of passive and active areas.

A special City-funded project is currently under construction – aimed at providing a smooth transition and ADA compliant pathways connecting the community center to park amenities makai of us. The entire complex at KEY and surrounding park is ADA compliant – a real plus for the intergenerational programs that consistently occur at KEY. Seniors use our pavilion as a meal site supported by Lanakila. The second floor classrooms are also ADA accessible via elevator.

Finally, we are situated immediately below Kahaluu Community Park and the Kahaluu Elementary School, with our entire civic center campus adjacent to the Kahaluu Fire Station, very important for first response in emergencies. The entirety of the Kaneohe Bay is protected from tsunami owing to the barrier reef from the vicinity of Mokolii Islet to Mokapu, with only two narrow channels to the open ocean. KEY's proximity to readily accessible resource areas, both makai and mauka, are an asset we find appropriate to list in the facility category, here.

Current Programs:

- Early Childhood Learning/Parent Support Center
 - KEY's own *Leialoha Parent Learning Center* (Parent-Child Play Group) – accommodates parents and toddlers (0-3 years) three mornings a week (M-W-F);
 - *Tutu and Me Traveling Pre-school* (a Partners in Development program) offers activities and learning for the same age on Tuesday & Thursday mornings;
 - *Home Instruction for Parents of Pre-School Youngsters (HIPPY)* - with Kane'ohe Community Family Center) – morning program twice/monthly on Wed;
- Positive Alternatives for Youth:
 - *Kipuka Drop-In Center* (elementary-aged youth) – daily, after school to 5 pm;
 - Supplemental Educational Services (SES) services - with "Its All About Kids"; other tutorial options weekly/as scheduled.
 - *Alana Aloha I Ko'olaupoko Teen Drop-In* (Tu/Thu/Fri evenings – 5-to-8 pm)
- Computer Learning Center:
 - Open Lab - evening schedule;
 - Windward School for Adults Classes (as scheduled, via Honolulu Community Action Program)
 - Career Planning (with Kuder Career Assessment program – as scheduled)
- Hui Lailima Summer Cultural Heritage Program:
 - 28th year in 2008; Five week (mid June – mid July) program + aftercare (registration required for both)
 - Daily instruction in Hawaiian music, language, sports & games, hula
 - Final Performance (Ho`olaule`a)
 - for elementary-aged youth (support from teen aides (employment/volunteer experience), adult teachers or *kumu* and KEY Staff)
- Ho'ohuli Program:
 - Ho`onui Ka Ike:
 - Competency-Based High School Diploma Program - 1 year (5 unit) program with pre-test required for placement (Ages: 16-Adult; Evenings)
 - Ho`onui Ka `Aina Aloha – Ahupua'a-based Stewardship/Service Learning/Community Service
 - Ho`onui Ka Oihana (Increasing Career Options)
- Community Development:
 - Information, Resources, Referral:
 - Assistance to families-in-need through food distributions; referrals to others' services (w/assistance from Legal Aid Society of Hawaii; HPU School of Nursing; Hawaii Food Bank, others)
 - Community Service Activities: Annual Recycling event; Thanksgiving Imu (funding for Randy Kalahiki Higher Education Incentive Grants - community college scholarships);
- Partnerships & Collaborations:
 - Waihe'e Ahupua'a Initiative (with Board of Water Supply, Bishop Museum; City & County Dept. of Parks & Recreation); Community Works In 96744 (anti substance abuse/pro healthy living); Windward Homeless Coalition
- Facility-Use Program:
 - KEY offers an array of facilities for use (call for arrangements & information, including fees – where applicable)
 - Areas Available: main pavilion/kitchen; meeting rooms; computer learning lab; classrooms.
 - Other Programs/Services on site:
 - Na Pua O Koolaupoko – Kupuna Meal & Activity Site (w/Lanakila Meals on Wheels);
 - Food Distribution
 - *Weekly (9-10 am, Wednesdays);*
 - *Monthly `Ohana Food Distribution (3rd Mondays except as announced) – includes fresh produce and refrigerated items from Hawaii Foodbank.*

**Personnel: Project Organization and Staffing
Proposed Staffing, Staff Qualifications, Supervision and Training**

Current Position	Staff	Job Description	Experience	Responsibilities ¹
Executive Director	John L. Reppun	A professional position working under the supervision of the board of Directors, the Executive Director is responsible for providing the necessary leadership administrative skills necessary to run the organization.	Executive Director (May 2004-to-date); Community Development Program Coordinator (1985-2004); Instructor, KEY Alternative Learning Center (1985-1993)	Interface with expending agency; Integration oversight between Program(s) and all other agency activities, including facility use and support
Program Director	Emma Frias	Reports to Executive Director. Responsible for organization, supervision, implementation of agency programs and personnel.	Program Director @ KEY (Start 2/15/07); Project Manager – Alu Like (2006); Community Facilitator – Alu Like (1999-2006);	Monitor, evaluate all KEY programs; supervise, evaluate program staff. Ensure timely collection, evaluation, reporting for programs.
Office & Facility Manager	Lanette K. Mahelona	Reports to Program Director. Responsible for daily operations of the agency's front office, facility use monitoring; scheduling for all programs and users. Provides secretarial, clerical support to administration, program staff, and Board of Directors.	Office/Facility Manager (since January 2007); Coordinator for Hui Laulima Culture & Arts Program. (1988-2007); Assistant Hui Laulima Coordinator (1985-1988); Clerical Assistant (1980-1985)	Provide administrative support to program staff & management of scheduling, logistics for facility use.
Fiscal Officer	Victoria Winslett-Phillips	Reports to Executive Director; responsible for developing, managing, reporting relative to funding resources of the agency.	Fiscal Officer @ KEY Project (Start 2/15/07); Extensive Private Sector experience in fiscal management (see resume)	Provide fiscal related grant management and reporting.
Program Development Officer	Leiana Manutai	Reports to the Programs Director. Responsible for maintaining a program portfolio for each program, collecting data, monitoring goals and objectives and reviewing program evaluations. The PDO is also responsible for collecting details for required reports and assists with grant preparation.	Program Development Officer is a new position (6/2008). The position is a .75/PT employee. Youth Coordinator (2005-2008). Coordinate Hui Laulima Summer Cultural Heritage Program.	Assists in planning and design of programs. Assists with developing an evaluation plan for each program. Designs data forms and a collection process to document program progress.
Outreach Counselor/Case Management (Information & Referral)	Fleurette "Pinky" Katayama	Reports to Program Director; Provides one-to-one outreach counseling services, family and group support services in neighboring schools & homes	Outreach/Case Management (2004-to-date); KEY liaison to Windward Homeless Coalition for (2007); Coordination for weekly Food bank Distribution. (2005-date). Assists in ALC to coordinate community connections.	Coordinates community resources for clients. Connects clients to services within KEY and relevant external resources necessary. Focuses on bridging to community resources and improving the quality of life for clients.

¹ Table describes "pool" of current employees, and current positions with KEY Project.

**Personnel: Project Organization and Staffing
Proposed Staffing, Staff Qualifications, Supervision and Training**

<p align="center">Youth Program Specialist</p>	<p align="center">Justin Prestidge</p>	<p>Reports to Program Director. Responsible for assisting in the planning, implementation and evaluation of the activities of KEY's Children and Youth</p>	<p>Coordinates Program activities for youth.after-school activities, summer cultural heritage program and intercessions..</p>	<p>Maintains youth programs for K-6. Plans, coordinates and implements program elements during non-school hours. Encourages educational success and positive lifeskills.</p>
<p align="center">Youth Program Specialist II</p>	<p align="center">Eldean Kukahiko</p>	<p>Reports to Program Director; Responsible for assisting in the planning, implementation and evaluation of the activities of KEY's Youth</p>	<p>Currently serves as coordinator for teen drop-in center at KEY (2004-2007). Retired Police officer and Hope Chapel Kahaluu Pastor.</p>	<p>Maintains youth programs forTeens. Plans, coordinates and implements program elements during non-school hours. Encourages educational success and positive lifeskills.</p>
<p align="center">Program Specialist II</p>	<p align="center">Vickie Punua-McGinnis</p>	<p>Reports to Program Director. Assists with planning, coordination and implementing youth IDA program, family self sufficiency and VITA.</p>	<p>Youth Specialist (since 2/15/07); Education Assistant @ Kapunahala School. (9/2004-6/2006); Youth Services Specialist @ KEY (2004)</p>	<p>Plan and implement programs to elevate financial literacy introducing financial education strategies and activities to promote self sufficiency.</p>
<p align="center">Computer Lab Coordinator</p>	<p align="center">Michelle Heavside</p>	<p>Reports to Program Director. Plans and coordinates training programs in computer lab. Also coordinates use of lab by community partners, i.e. Windward School for Adults, Alternative Learning Center and It's All About Kids.</p>	<p>Family Literacy Coordinator at KEY (2005-date); PCNC at Kahalu'u Elementary School (2000-date). It's All About Kids – SES Tutor. Kuder Career Planning System Online Certified Instructor.</p>	<p>Organizes positive alternative activities for youth and management of computer learning center. Conducts online career planning and resource search. Tutors SES students in It's All About Kids.</p>
<p align="center">Program Specialist I</p>	<p align="center">Jeanette Kukahiko</p>	<p>Reports to the Program Director. Assists in Teen Center to implement program elements.</p>	<p>Teen Center 2007 to present.</p>	<p>Supports the Program Specialist to facilitate Teen Center activities.</p>
<p align="center">CBASE Program Coordinator</p>	<p align="center">Kamuela Kala'i</p>	<p>Reports to Program Director; Responsible for assisting in the planning, implementation and evaluation of the CBASE Program. Partners with DOE instructor to develop support for curriculum. Maintans relationships with Windward School for Adults to ensure student support and progress.</p>	<p>Na Pua Noeau – Program Coordinator, WCC Title III Coordinator, 2006, ALU LIKE, Inc – Program Specialist – 2007. Start date, February 2008.</p>	<p>Conducts student assessments and interviews. Registers and enrolls students with all required documents. Meets with instructor for periodic program development. Meets with WSA to ensure student progress.</p>
<p align="center">Employability Program Coordinator</p>	<p align="center">Christine Kauhi</p>	<p>Reports to Program Director; Responsible for assisting in the planning, implementation of employability curriculum and evaluation. Partners with external resources to develop support for curriculum. Maintans relationships to ensure student support and progress.</p>	<p>ALU LIKE, Inc. – Counsel incarcerated women, 2006-07. Start date March 2008.</p>	<p>Develops curriculum for training sessions. Recruits and interviews prospective clients. Maintains relationships with relevant providers and resources. Coordinates training sessions and provides one on one coaching.</p>
<p align="center">KEYhole Parent and Child Learning Center Coordinator</p>	<p align="center">Trixy Gasper</p>	<p>Plans and coordinates activities for Parents with young children. Focuses on nurturing developmental skills to facilitate positive learning outcomes. Provides resources and knowledge gains in Parenting, relationship building, child development, etc.</p>	<p>Hui Laulima Specialist 2000, Keiki Steps – Kahaluu Coordinator, 2004, Leialoha Playgroup, 2005 to present.</p>	<p>Plans and Implements Parent and Child Play and Leam group.</p>

Administration:

John L. Reppun, Executive Director
Emma Frias, Program Director
Lanette K. Mahelona, Office & Facility Manager
Victoria Phillips, Chief Fiscal Officer
Leiana Fonoimoana Manutai, Program Development

Program Staff:

Kaipo Faris, Waihe`e Ahupua`a Initiative
Trixy Gasper, Parent & Child Learning Center
Cece Golis-Baultista, Program Specialist
Michelle Heaviside, Computer Learning Center
Kamuela Kala`i, Ho`ohuli Program Coordinator
Pinky Katayama, Information, Resource & Referral
Darling Kukahiko, Youth Specialist
Eldean Kukahiko, Youth Specialist
Christine Kauhi, Employment & Skills Training
Victoria Punua-McGinnis, Program Specialist
Meredith Kwock, Youth Specialist
Justin Prestidge, Youth Specialist
Samantha Danielson, Youth Specialist

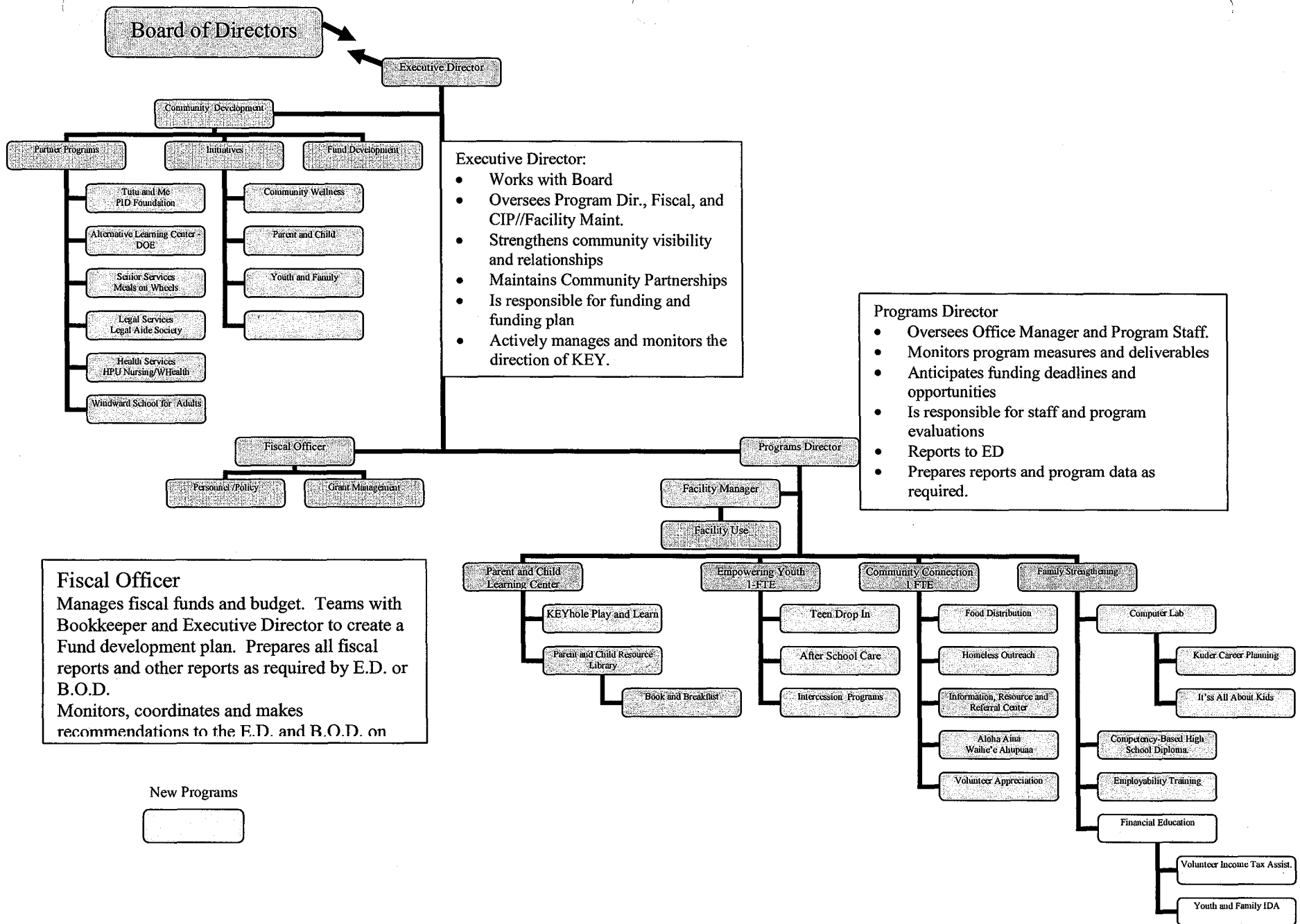
Building and Grounds:

David Pangelinan
Darrell Chartrand

*Visit us at www.keyproject.org
or call 239-5777 for information.*

Board of Directors

Charles T. Toguchi, President
Jacqueline Mello, Vice President
Carol Chang, Secretary
Gary Masuda, Treasurer
Daniel Bender, Director
Iris Catalani, Director
Steven Golden, Director
Davis Knox, Director
Vonn Logan, Director
Robin Makapagal, Director
Toni Martin, Director
Ted Sakai, Director
Elwin Spray, Director
Ted Talbott, Director
Richard Towill, Director
Richard Vermeesch, Director



Executive Director:

- Works with Board
- Oversees Program Dir., Fiscal, and CIP//Facility Maint.
- Strengthens community visibility and relationships
- Maintains Community Partnerships
- Is responsible for funding and funding plan
- Actively manages and monitors the direction of KEY.

Programs Director

- Oversees Office Manager and Program Staff.
- Monitors program measures and deliverables
- Anticipates funding deadlines and opportunities
- Is responsible for staff and program evaluations
- Reports to ED
- Prepares reports and program data as required.

Fiscal Officer

Manages fiscal funds and budget. Teams with Bookkeeper and Executive Director to create a Fund development plan. Prepares all fiscal reports and other reports as required by E.D. or B.O.D.

Monitors, coordinates and makes recommendations to the E.D. and B.O.D. on

KUALOA-HEEIA ECUMENICAL YOUTH CENTER
Programs and Services for Youth and Family

VI. Other

A. Litigation

Not applicable

B. Licensure or Accreditation

Not Applicable

ATTACHMENTS

KEY PROJECT 2009 Board of Directors						
NAME	ADDRESS	E-MAIL	PHONES	TERM	OCCUPATION	
BOARD OFFICERS						
(Exec. Committee)						
1	Jacqueline "Snookie" Mello President	P.O. Box 4941 Kane'ohe, HI 96744	smello@hawaiiantel.net	B: 234-7770 (1) C: 271-4721 (2)	1-20-2009 to 12-31-2010 First elected: 1-1-1981	AECOS Inc., Vice President Microbiology Lab Director
2	Ted Sakai Vice President	47-571 Ahuimanu Rd. Kane'ohe, HI 96744	sakai005@hawaii.rr.com	R: 239-9044 C: 722-3111	1-20-2009 to 12-31-2010 First elected 1-22-08	Leadership Dev. Consultant Ted I. Sakai & Associates
3	Charles T. Toguchi Past-President	47-640 Hui Ulili St. Kane'ohe, HI 96744	ctoguchi@aol.com	R: 239-6650 C: 221-0327 F: 239-1271	1-31-2008 to 12-31-2009 First elected: 3-28-2005	Gov't Affairs Consultant
4	Carol Chang Secretary	47-577 Halemanu St. Kane'ohe, HI 96744	carolc@hawaii.rr.com	R: 239-7865 B: 235-5881 x341 F: 247-7246	1-31-2008 to 12-31-2009 First elected: 1-1-1998	Regional Editor MidWeek
5	Gary Masuda Treasurer	47-601 Lamaula Rd. Kane'ohe, HI 96744	garym@dtrc.com	R: 239-5923 B: 951-1713 F: 949-1927	1-31-2008 to 12-31-2009 re-elected 8-1-2004	Vice Pres. Claims Dept. DTRIC Insurance
BOARD MEMBERS						
6	Dr. Carl Ackerman, PhD	3040 Seaview Rise Honolulu, HI 96822	cackerman@punahou.edu	H: 988-9901	1-20-2009 to 12-31-2010 First elected: 1/20/2009	Director, PUEO Program & Instructor, Punahou School
7	Danielle Aiu	47-306 Waihe'e Road Kaneohe, HI 96744	daiu@asbhawaii.com	H: 239-7879	1-20-2009 to 12-31-2010 First Elected: 1/20/2009	First VP Central Oahu Reg. Exec. American Savings Bank
8	Daniel Bender	47-450 Ahuimanu Pl. Kane'ohe, HI 96744	hashimot001@hawaii.rr.com	R: 239-9533 B: 768-3916	1-20-2009 to 12-31-2010 Re-elected 3-28-05	Budget Analyst C&C of Honolulu
9	Iris Ikeda Catalani	47-638 Hui Ulili St. Kane'ohe, HI 96744	catalanii001@hawaii.rr.com	C: 284-6420	1-20-2009 to 12-31-2010 First elected: 2-26-07	SVP, Legal Counsel & BSA Officer Ohana Pacific Bank
10	Romeo Corpuz	47-740 Hui Kelu Street #1, Kane'ohe, HI 96744	rcorpuz@thdfsg.com	C: 352-0130	1-20-2009 to 12-31-2010 First elected: 1/20/2009	Co-Concept General Mngr. TD Food Group, Inc
11	Steven Golden	47-664 Halemanu St., Kane'ohe, HI 96744	steven.golden@hawaiiantel.com	R:239-8899 B:546-3877	1-20-2009 to 12-31-2010 first elected: 4/28/08	VP External Affairs Hawaiian Telcom

12	David Knox	850 Milliani St. Honolulu, HI 96813	davidk@knoxhoversland.com	R: 239-7670 (3) B: 524-2244 (1) C: 351-9701 (2) F: 528-2244	1-31-2008 to 12-31-2009 First elected: 2-23-2004	Owner, Knox Hoversland Architects, LTD
13	Vonn Logan	55-132 Puuahi St., Laie, HI 96762	loganvm@ldsmail.net	R: 293-1721 C: 741-4041	1-20-2009 to 12-31-2010 first elected 2-25-08	Employment Specialist LDS Employment Services
14	Robin Makapagal	P.O. Box 1341 Kane'ohe, HI 96744	robinmak@hawaii.rr.com	R: 263-5608 (3) B: 234-2206 C: 542-4856 (2) F: 263-5635	1-31-2008 to 12-31-2009 First elected: 1-29-2004	Social Worker (MSW) Queen Liliuokalani Childrens Cntr
15	Antoinette "Toni" Martin	45-327 Mealele St. Kane'ohe, HI 96744	toni-martin@hawaii.rr.com	R: 235-1140 B: 236-9150 C: 255-5756	1-31-2008 to 12-31-2009 First elected: 1-1-2000	Associate Prof. of Art Windward Community College
16	Elwin Spray	47-459 #3 Hui Iwa St. Kane'ohe, HI 96744	espray@honolulu.gov elwinspray@gmail.com	B:768-3782 C:754-1231	1-20-2009 to 12-31-2010 First elected: 1-23-2006	Public Relations, C&C of Honolulu Office of the Mayor
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18	Richard Vermeesch	47-320 A Hui Iwa St. Kane'ohe, HI 96744	calabash@hawaii.rr.com	R: 239-9344 B: 544-0262 C: 383-2072	1-31-2008 to 12-31-2009 First elected: 1-29-2004	Supervisor, Univ. Print Dept Hawaii Pacific University
19	Richard Towill	47-460 Waihee Place Kane'ohe, HI 96744	ricktowill@hawaii.rr.com	R: 239-8857 B: 239-5947 C: 479-5947 F: 239-8944	1-31-2008 to 12-31-2009 First elected: 1-1-2000	Owner-President, Towill Tractec, Inc.
20	Ed Yonamine	95-660 Wikao St. K202, Mililani, HI 96789	evonamine@goodbeginnings.org	R:623-9725 B: 531-5502 x 303 C:291-9889 F:531-5702	1-20-2009 to 12-31-2010 Frist elected: 7/28/08	Associate Director, Good Beginnings Alliance

BY LAWS [Section 3.02 (a)]: "The Board of Directors consists of no more than 21 Directors..." "at least six (6) members shall constitute a quorum".

MISSION STATEMENT: "The mission of KEY project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He'eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse multi-cultural community."

**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.

Kualoa-He'eia Ecumenical Youth Project (KEY Project)

(Typed Name of Individual or Organization)

 1/29/09
(Signature) (Date)

John L. Reppun

(Typed Name)

Executive Director

(Title)



KEY Project. Serving the community. Serving Families.

founded in 1968 - a 501 (c)(3) non-profit organization www.keyproject.org Ph. 239-5777

47-200 Waihe'e Rd., Kaneohe, Hawaii 96744



- Na Pua O Ko'olaupoko Seniors Program
 - Lanakila Meals on Wheels

- Information, Resources and Referral
 - Ohana Food Distribution & Foodbank
 - Annual Thanksgiving Kalua Turkey Imu

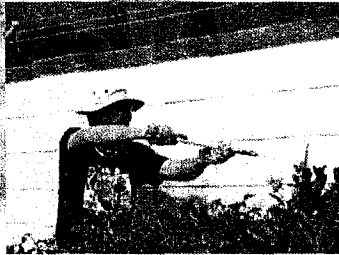
- Ho'ohuli Program
 - Ho'onui Ka Ike CBASE High School Diploma Program
 - Ho'onui Ka'aina Aloha-Ahupua'a Stewardship
 - Ho'onui Ka Oihana Employment program

- Kipuka After School Activities
- Alana Aloha I Ko'olaupoko Teen Drop-in Center
- Summer Cultural Heritage Program

- Computer Lab
 - Kuder Career Planning
 - Its All About Kids (Supplemental Education Service)

- Parent Resource Center
 - Leialoha Parent Learning Center
 - Tutu & Me Traveling Pre-school

- Facility -Use Program
 - Community & family meetings and events



House District 47

Senate District 23

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

Log No: 63-C

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):

WINDWARD COMMUNITY COLLEGE - UNIVERSITY OF HAWAII

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: **Kualoa-Heeia Ecumenical Youth Project**

Dbas: **KEY Project**

Street Address: **47-200 Waihe'e Rd., Kane'ohe, HI 96744**

Mailing Address: **47-200 Waihe'e Rd., Kane'ohe, HI 96744**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOHN L. REPPUN

Title Executive Director

Phone # (808) 239-5777

Fax # (808) 239-3902

e-mail jreppun@keyproject.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:

SUPPLEMENTAL FUNDING TOWARDS COMPLETION OF UPGRADE/RENOVATION OF RESTROOMS/RELATED INFRASTRUCTURE FOR KAHALU'U MULTI-PURPOSE CENTER.

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

JOHN L. REPPUN, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 29, 2008
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: **KEY Project is a 501(c)(3) non-profit agency that has served its primary constituency (Kualoa-He`eia) since its founding in 1968. The community-organized entity continues with its original purpose of serving youth in the context of family and community through an array of programs that replicate the intergenerational family setting. "The mission of Key Project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He`eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse, multi-cultural community."**
2. The goals and objectives related to the request: **Our 2009 request is to supplement partial funding allocated by the Legislature during its previous session to account for increased construction and material costs and to allow that renovation/upgrade project to include the addition of second floor amenities (ADA-compliant restrooms) near areas with increased program use (Computer Lab/classroom, second-floor offices). Funding will also support renovation to allow an existing staff restroom (first-floor Administration office) to function for outside and inside (staff) access to accommodate increased need for general public/program use – especially for early education program participants. The cumulative impact of this project, with supplemental funds, will be to restore and enhance the capacity of such amenities to original levels for the facility, reversing impacts from ADA retrofitting of from the late 80's/ early 90's that eliminated toilet stalls available to community and program users.**
3. State the public purpose and need to be served: **KEY's ADA compliance is an asset to program and community activities for all ages, from seniors (on site daily) to parents/grandparents with keiki from 0-3 years of age. Our non-school hour programs, in addition to daily programs and services, have increased overall use of this multi-purpose family and civic center at the**

heart of northern Ko'olaupoko. The recent opening of adjacent, long-awaited Kahalu'u Regional Park (City facility) has also had the anticipated effect of adding to the population of those making use of this facility – a boon to engaging youth in keeping with our agency's core purpose and prevention model for activities. The facility is also the site of weekly food distributions to families in need, including a burgeoning homeless population.

4. Describe the target population to be served; and: **Our target population is described, in part, above. In addition to our own programs and services, our Facility Use Program accommodates a steady calendar of club, sports, hula and other organization-base activities for all ages, together with public and neighborhood meetings, a developing computer lab, tax assistance services, community events.**
5. Describe the geographic coverage. **Our primary service area is from Kualoa-to-He'eia. Partnerships and collaborations take us well beyond both to Ko'olauloa (north) and through Kane'ohe town (south) through participation and networking (MOUs; coalitions such as the *Windward Homeless Coalition*; collaborations such as *Community Works in 96744*). Our site is one of the off-campus settings for teens from the Castle Complex of schools (DOE) placed here in our *Alternative Learning Center*.**

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 work for this continued capital improvement effort will add one new restroom area, upstairs (in close proximity to Computer Lab/upstairs class rooms, meeting rooms). It will also address upgrades needed to under-slab and other drain-septic-plumbing infrastructure. The project will retrofit an existing staff restroom downstairs for greater accessibility for agency staff and expanded program use such that it will be available for public, community and program use – at the mauka side of the multi-purpose facility, accessible to the Parent-Child Learning Center. The latter will double as both a staff and program/public restroom according to scheduled activity.**
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service: **Assuming approval and timely release of funds, additional CIP funding would be available to assist with completion of the partially-funded project. Additional work would be timed to coincide**

with construction expected to commence before summer, with completion estimated for June 2010.

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: **KEY’s Board of Directors includes an architect, contractors, and others with professional capacity to assist the Executive Director and Fiscal Officer in monitoring progress. Our board meetings take place on a monthly basis – with regular reporting from the Executive Director and the board’s standing Physical Plant Committee.**

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. **KEY Project’s Board and Administration have extensive, collective experience with management of capital improvement projects both on and off-site, along with effective communication with the proposed expending agency (University of Hawaii – both Windward Community College and the UH Physical Facilities, Planning & Construction office). Pending approval and timely release, funding will help to expedite work on this partially funded project, already underway with design. In addition to personal and professional expertise, our board also includes some with previous State administrative experience that adds to effective oversight we bring to this effort – all to improve a heavily-used community facility.**

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
\$62,500	\$62,500	\$62,500	\$62,500	250,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010. **Not applicable (to this project)**

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.

(See Attached: Current Board of Directors/Terms – revised January 2009; this includes mention of professional capacity for volunteer board members). The agency's Executive Director, along with its standing Physical Plant Committee (of the Board of Directors), has overseen or been directly involved in monitoring various facility improvements at or in relation to KEY Project and the *Kahalu`u Multi-Purpose Facility*. These CIP have included both government and privately-funded projects over the past few years, including extending both office and classroom space(s); creation of safe patio areas surrounding the facility, enhancing program-use spaces; much improved & ADA compliant access between our facility and the surrounding *Kahalu`u Regional Park*; drainage improvements; kitchen and computer lab renovations etc.

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. KEY Project's facility (the *Kahalu`u Multi-Purpose Center*) is ADA compliant for all spaces utilized with ramps, an elevator etc. It includes the following kinds of usable spaces:

- **Pavilion:** stated capacity of 173 persons; adjacent drive-through *porte cochere* or "portico" that supplements pavilion's usable area for community/family events on occasion. Area also used for Senior Citizen meal site, early childhood program, teen drop in activities, community meetings/forums;
- **Kitchen:** off-pavilion attachment (under renovation/upgrade) includes 460 square foot area. Upgrade (in progress) to include addition of commercial-grade equipment, compliant fire-suppression system to support agency uses for events, program-learning; meals for program participants etc.;
- **Administration Building/Offices:** single story structure includes several staff offices (both Administrative and Programs), record storage, copy-computer network/equipment, receiving area;
- **Attached 2-Story Building:** includes classrooms (8 original rooms – now reconfigured for conjoined space for a computer lab – *The*

Learning Center; a larger meeting room with accordion doors; additional office spaces; a Parent-Child Learning Center.

The total footprint (under roof) is ~10,740 square feet, located on property that is ½ acre in size on Waihe`e Rd., just below *Kahalu`u Community Park* (now a part of the larger, just opened *Kahalu`u Regional Park* that surrounds our facility). *Kahalu`u Elementary School* is located in the same vicinity. Together with area churches, a fire station, the Windward office for the *Honolulu Community Action Program*, utility base stations, this forms a Civic Center for our area.

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 beyond previously described Administrative/Board oversight, describe above.**

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. **Organization Chart (for agency, overall) attached. Specific Project is placed under Executive Director with oversight by Board of Directors (Physical/Virtual Plant Committee)**

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 Kualoa-Heeia Ecumenical Youth Project

BUDGET CATEGORIES	Total State Funds Requested			
	(a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	250,000			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING	(a) Total State Funds Requested	Budget Prepared By:		
	(b)	Victoria Phillips	(808)239-5777	
	(c)	Name (Please type or print)		Phone
	(d)	Signature of Authorized Official		Date
		John L. Reppun, Executive Director		1/29/09
TOTAL BUDGET		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Kualoa-Heeia Ecumenical Youth 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)
Executive Director	FULL TIME	\$42,000.00		\$ -
Programs Director	FULL TIME	\$34,000.00		\$ -
Fiscal Officer	FULL TIME	\$34,000.00		\$ -
Facility Manager	FULL TIME	\$25,750.00		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS:				
The salaries of the Administration Unit will be paid by unrestricted funds generated by KEY Project; all CIP funds described are for construction				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Kualoa-Heeia Ecumenical Youth Project

Period: July 1, 2009 to June 30, 2010

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				
No equipment purchases need for construction. Supplied by contractor.				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Kualoa-Heeia Ecumenical Youth Project

Period: July 1, 2009 to June 30, 2010

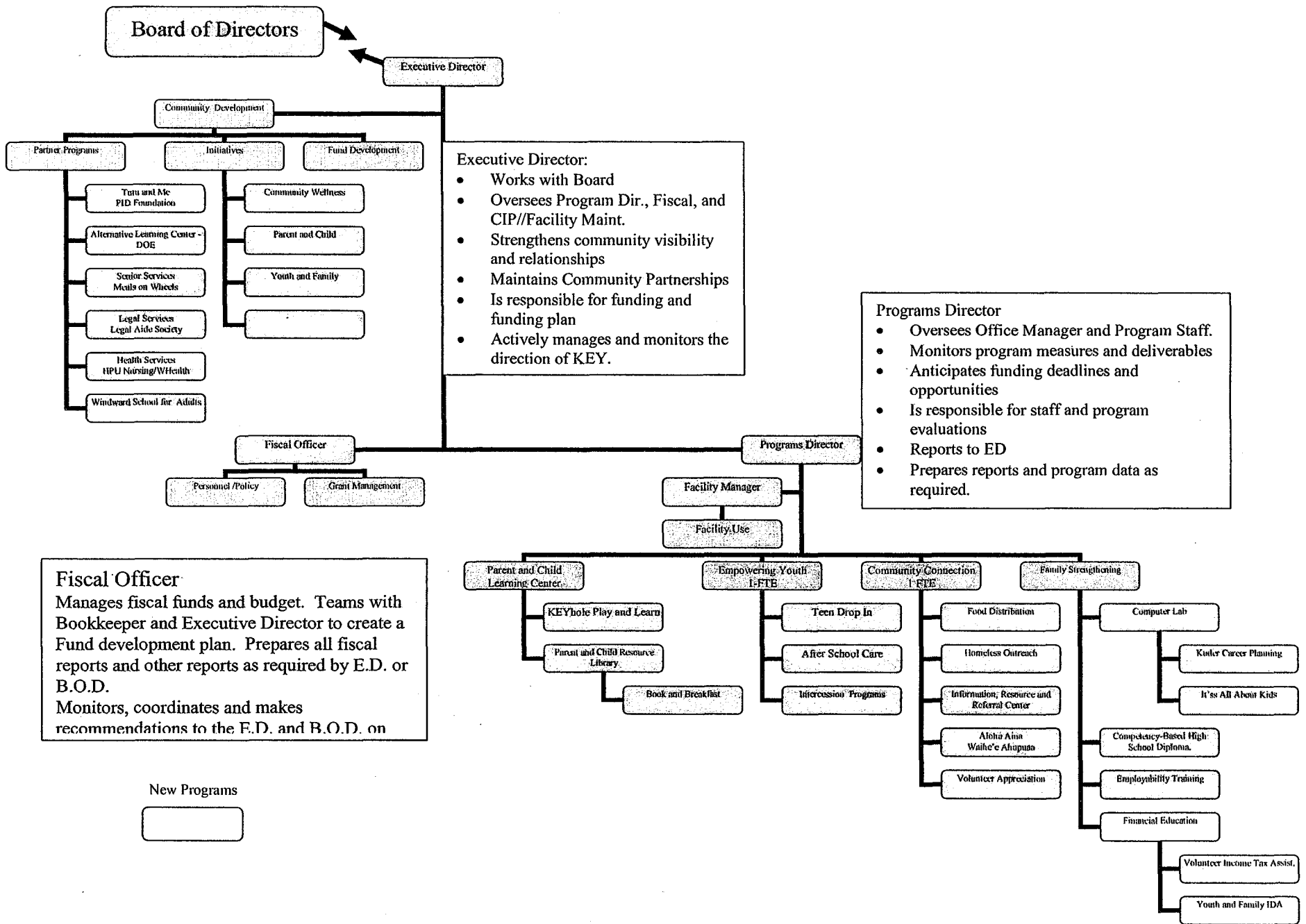
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2007-2008	FY: 2008-2009	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN		5000	5000			
CONSTRUCTION		195000	245000			
EQUIPMENT						
TOTAL:		200000	250,000			
JUSTIFICATION/COMMENT Funding requested is supplemental to 2008-2009 allocation (\$200,000 of \$325,000 originally requested; 2009-2010 application is for the balance needed plus funding for additional work described.						

KEY PROJECT 2009 Board of Directors						
NAME	ADDRESS	E-MAIL	PHONES	TERM	OCCUPATION	
BOARD OFFICERS (Exec. Committee)						
1	Jacqueline "Snookie" Mello President	P.O. Box 4941 Kane'ohe, HI 96744	smello@hawaiiantel.net	B: 234-7770 (1) C: 271-4721 (2)	1-20-2009 to 12-31-2010 First elected: 1-1-1981	AECOS Inc., Vice President Microbiology Lab Director
2	Ted Sakai Vice President	47-571 Ahuimanu Rd. Kane'ohe, HI 96744	sakait005@hawaii.rr.com	R: 239-9044 C: 722-3111	1-20-2009 to 12-31-2010 First elected 1-22-08	Leadership Dev. Consultant Ted I. Sakai & Associates
3	Charles T. Toguchi Past-President	47-640 Hui Ulili St. Kane'ohe, HI 96744	cttoguchi@aol.com	R: 239-6650 C: 221-0327 F: 239-1271	1-31-2008 to 12-31-2009 First elected: 3-28-2005	Gov't Affairs Consultant
4	Carol Chang Secretary	47-577 Halemanu St. Kane'ohe, HI 96744	carolc@hawaii.rr.com	R: 239-7865 B: 235-5881 x341 F: 247-7246	1-31-2008 to 12-31-2009 First elected: 1-1-1998	Regional Editor MidWeek
5	Gary Masuda Treasurer	47-601 Lamaula Rd. Kane'ohe, HI 96744	garvm@dtric.com	R: 239-5923 B: 951-1713 F: 949-1927	1-31-2008 to 12-31-2009 re-elected 8-1-2004	Vice Pres. Claims Dept. DTRIC Insurance
BOARD MEMBERS						
6	Dr. Carl Ackerman, PhD	3040 Seaview Rise Honolulu, HI 96822	cackerman@punahou.edu	H: 988-9901	1-20-2009 to 12-31-2010 First elected: 1/20/2009	Director, PUEO Program & Instructor, Punahou School
7	Danielle Aiu	47-306 Waihe'e Road Kane'ohe, HI 96744	daiu@asbhawaii.com	H: 239-7879	1-20-2009 to 12-31-2010 First Elected: 1/20/2009	First VP Central Oahu Reg. Exec. American Savings Bank
8	Daniel Bender	47-450 Ahuimanu Pl. Kane'ohe, HI 96744	hashimott001@hawaii.rr.com	R: 239-9533 B: 768-3916	1-20-2009 to 12-31-2010 Re-elected 3-28-05	Budget Analyst C&C of Honolulu
9	Iris Ikeda Catalani	47-638 Hui Ulili St. Kane'ohe, HI 96744	catalanii001@hawaii.rr.com	C: 284-6420	1-20-2009 to 12-31-2010 First elected: 2-26-07	SVP, Legal Counsel & BSA Officer Ohana Pacific Bank
10	Romeo Corpuz	47-740 Hui Kelu Street #1, Kane'ohe, HI 96744	rcorpuz@thdfsq.com	C: 352-0130	1-20-2009 to 12-31-2010 First elected: 1/20/2009	Co-Concept General Mngr. TD Food Group, Inc
11	Steven Golden	47-664 Halemanu St., Kane'ohe, HI 96744	steven.golden@hawaiiantel.com	R:239-8899 B:546-3877	1-20-2009 to 12-31-2010 first elected: 4/28/08	VP External Affairs Hawaiian Telcom

12	David Knox	850 Milliani St. Honolulu, HI. 96813	davidk@knoxhoversland.com	R: 239-7670 (3) B: 524-2244 (1) C: 351-9701 (2) F: 528-2244	1-31-2008 to 12-31-2009 First elected: 2-23-2004	Owner, Knox Hoversland Architects, LTD
13	Vonn Logan	55-132 Puuahi St., Laie, HI 96762	loganvm@ldsmail.net	R: 293-1721 C: 741-4041	1-20-2009 to 12-31-2010 first elected 2-25-08	Employment Specialist LDS Employment Services
14	Robin Makapagal	P.O. Box 1341 Kane'ohe, HI 96744	robinmak@hawaii.rr.com	R: 263-5608 (3) B: 234-2206 C: 542-4856 (2) F: 263-5635	1-31-2008 to 12-31-2009 First elected: 1-29-2004	Social Worker (MSW) Queen Liliuokalani Childrens Cntr
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20	Ed Yonamine	95-660 Wikao St. K202, Milliani, HI 96789	eyonamine@goodbeginnings.org	R:623-9725 B: 531-5502 x 303 C:291-9889 F:531-5702	1-20-2009 to 12-31-2010 Frist elected: 7/28/08	Associate Director, Good Beginnings Alliance

BY LAWS [Section 3.02 (a)]: "The Board of Directors consists of no more than 21 Directors..." "at least six (6) m" "at least six (6) members shall constitute a quorum".

MISSION STATEMENT: "The mission of KEY project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He'eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse multi-cultural community."



Executive Director:

- Works with Board
- Oversees Program Dir., Fiscal, and CIP//Facility Maint.
- Strengthens community visibility and relationships
- Maintains Community Partnerships
- Is responsible for funding and funding plan
- Actively manages and monitors the direction of KEY.

Programs Director

- Oversees Office Manager and Program Staff.
- Monitors program measures and deliverables
- Anticipates funding deadlines and opportunities
- Is responsible for staff and program evaluations
- Reports to ED
- Prepares reports and program data as required.

Fiscal Officer

Manages fiscal funds and budget. Teams with Bookkeeper and Executive Director to create a Fund development plan. Prepares all fiscal reports and other reports as required by E.D. or B.O.D.

Monitors, coordinates and makes recommendations to the F.D. and B.O.D. on

New Programs

KUALOA-HEEIA ECUMENICAL YOUTH CENTER
Programs and Services for Youth and Family

**Personnel: Project Organization and Staffing
Proposed Staffing, Staff Qualifications, Supervision and Training**

Current Position	Staff	Job Description	Experience	Responsibilities¹
Executive Director	John L. Reppun	A professional position working under the supervision of the board of Directors, the Executive Director is responsible for providing the necessary leadership administrative skills necessary to run the organization.	Executive Director (May 2004-to-date); Community Development Program Coordinator (1985-2004); Instructor, KEY Alternative Learning Center (1985-1993)	Interface with expending agency; Integration oversight between Program(s) and all other agency activities, including facility use and support
Program Director	Emma Frias	Reports to Executive Director. Responsible for organization, supervision, implementation of agency programs and personnel.	Program Director @ KEY (Start 2/15/07); Project Manager – Alu Like (2006); Community Facilitator – Alu Like (1999-2006);	Monitor, evaluate all KEY programs; supervise, evaluate program staff. Ensure timely collection, evaluation, reporting for programs.
Office & Facility Manager	Lanette K. Mahelona	Reports to Program Director. Responsible for daily operations of the agency's front office, facility use monitoring, scheduling for all programs and users. Provides secretarial, clerical support to administration, program staff, and Board of Directors.	Office/Facility Manager (since January 2007); Coordinator for Hui Laulima Culture & Arts Program. (1988-2007); Assistant Hui Laulima Coordinator (1985-1988); Clerical Assistant (1980-1985)	Provide administrative support to program staff & management of scheduling, logistics for facility use.
Fiscal Officer	Victoria Winslett-Phillips	Reports to Executive Director, responsible for developing, managing, reporting relative to funding resources of the agency.	Fiscal Officer @ KEY Project (Start 2/15/07); Extensive Private Sector experience in fiscal management (see resume)	Provide fiscal related grant management and reporting.
Program Development Officer	Leiana Manutai	Reports to the Programs Director. Responsible for maintaining a program portfolio for each program, collecting data, monitoring goals and objectives and reviewing program evaluations. The PDO is also responsible for collecting details for required reports and assists with grant preparation.	Program Development Officer is a new position (6/2008). The position is a .75/PT employee. Youth Coordinator (2005-2008). Coordinate Hui Laulima Summer Cultural Heritage Program.	Assists in planning and design of programs. Assists with developing an evaluation plan for each program. Designs data forms and a collection process to document program progress.
Outreach Counselor/Case Management (Information & Referral)	Fleurette "Pinky" Katayama	Reports to Program Director; Provides one-to-one outreach counseling services, family and group support services in neighboring schools & homes	Outreach/Case Management (2004-to-date); KEY liaison to Windward Homeless Coalition for (2007); Coordination for weekly Food bank Distribution. (2005-date). Assists in ALC to coordinate community connections.	Coordinates community resources for clients. Connects clients to services within KEY and relevant external resources necessary. Focuses on bridging to community resources and improving the quality of life for clients.

¹ Table describes "pool" of current employees, and current positions with KEY Project.

Personnel: Project Organization and Staffing
Proposed Staffing, Staff Qualifications, Supervision and Training

Youth Program Specialist	Justin Prestidge	Reports to Program Director. Responsible for assisting in the planning, implementation and evaluation of the activities of KEY's Children and Youth	Coordinates Program activities for youth.after-school activities, summer cultural heritage program and intercessions..	Maintains youth programs for K-6. Plans, coordinates and implements program elements during non-school hours. Encourages educational success and positive lifeskills.
Youth Program Specialist II	Eldean Kukahiko	Reports to Program Director; Responsible for assisting in the planning, implementation and evaluation of the activities of KEY's Youth	Currently serves as coordinator for teen drop-in center at KEY (2004-2007). Retired Police officer and Hope Chapel Kahaluu Pastor.	Maintains youth programs forTeens. Plans, coordinates and implements program elements during non-school hours. Encourages educational success and positive lifeskills.
Program Specialist II	Vickie Punua-McGinnis	Reports to Program Director. Assists with planning, coordination and implementing youth IDA program, family self sufficiency and VITA.	Youth Specialist (since 2/15/07); Education Assistant @ Kapunahala School. (9/2004-6/2006); Youth Services Specialist @ KEY (2004)	Plan and implement programs to elevate financial literacy introducing financial education strategies and activities to promote self sufficiency.
Computer Lab Coordinator	Michelle Heaviside	Reports to Program Director. Plans and coordinates training programs in computer lab. Also coordinates use of lab by community partners, i.e. Windward School for Adults, Alternative Learning Center and It's All About Kids.	Family Literacy Coordinator at KEY (2005-date); PCNC at Kahalu'u Elementary School (2000-date). It's All About Kids – SES Tutur. Kuder Career Planning System Online Certified Instructor.	Organizes positive alternative activities for youth and management of computer learning center. Conducts online career planning and resource search. Tutors SES students in It's All About Kids.
Program Specialist I	Jeanette Kukahiko	Reports to the Program Director. Assists in Teen Center to implement program elements.	Teen Center 2007 to present.	Supports the Program Specialist to facilitate Teen Center activities.
CBASE Program Coordinator	Kamuela Kala'i	Reports to Program Director; Responsible for assisting in the planning, implementation and evaluation of the CBASE Program. Partners with DOE instructor to develop support for curriculum. Maintans relationships with Windward School for Adults to ensure student support and progress.	Na Pua Noeau – Program Coordinator, WCC Title III Coordinator, 2006, ALU LIKE, Inc – Program Specialist – 2007. Start date, February 2008.	Conducts student assessments and interviews. Registers and enrolls students with all required documents. Meets with instructor for periodic program development. Meets with WSA to ensure student progress.
Employability Program Coordinator	Christine Kauhi	Reports to Program Director; Responsible for assisting in the planning, implementation of employability curriculum and evaluation. Partners with external resources to develop support for curriculum. Maintans relationships to ensure student support and progress.	ALU LIKE, Inc. – Counsel incarcerated women, 2006-07. Start date March 2008.	Develops curriculum for training sessions. Recruits and interviews prospective clients. Maintains relationships with relevant providers and resources. Coordinates training sessions and provides one on one coaching.
KEYhole Parent and Child Learning Center Coordinator	Trixy Gasper	Plans and coordinates activities for Parents with young children. Focuses on nurturing developmental skills to facilitate positive learning outcomes. Provides resources and knowledge gains in Parenting, relationship building, child development, etc.	Hui Lailima Specialist 2000, Keiki Steps – Kahaluu Coordinator, 2004, Leialoha Playgroup, 2005 to present.	Plans and Implements Parent and Child Play and Learn group.



KEY Project. Serving the community. Serving Families

*founded in 1968 - a 501 (c)(3) non-profit organization www.keyproject.org Ph: 239-5777
47-200 Waihe'e Rd., Kaneohe, Hawai'i 96744*



- Na Pua O Ko'olaupoko Seniors Program
 - Lanakila Meals on Wheels

- Information, Resources and Referral
 - Ohana Food Distribution & Foodbank
 - Annual Thanksgiving Kalua Turkey Imu

- Ho'ohuli Program
 - Ho'onui Ka Ike CBASE High School Diploma Program
 - Ho'onui Ka'aina Aloha-Ahupua'a Stewardship
 - Ho'onui Ka Oihana Employment program

- Kipuka After School Activities
- Alana Aloha I Ko'olaupoko Teen Drop-in Center
- Summer Cultural Heritage Program

- Computer Lab
 - Kuder Career Planning
 - Its All About Kids (Supplemental Education Service)

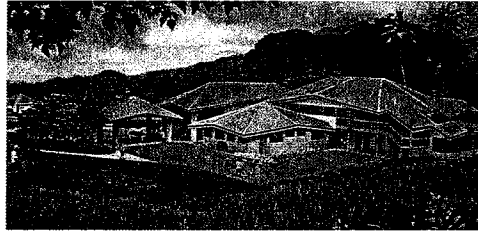
- Parent Resource Center
 - Leialoha Parent Learning Center
 - Tutu & Me Traveling Pre-school

- Facility -Use Program
 - Community & family meetings and events





47-200 Waihe`e Rd. Kane`ohe, O`ahu, HI 96744
www.keyproject.org; E-mail: frontdesk@keyproject.org
Phone: 239-5777; FAX: 239-3902



The Mission of KEY Project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He`eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse multi-cultural community.

History and Agency Overview:

In 2008 the Kualoa-He`eia Ecumenical Youth Project, better known as “KEY Project”, celebrated 40 years as a 501(c)(3) non-profit. In October of 1968, leaders from area churches and the community founded KEY, responding to concerns that included the following: alienation of youth, stresses on families-in-need, and the desire to help our geographic area gain a greater measure of self-determination for itself in the face of major development schemes.

Today, these and other concerns remain as driving factors for a wide array of programs and services we continue to offer – with a continuing focus on youth in the context of family and community. Our primary service area extends from Kualoa to He`eia. However, strategic collaborations and networking extend KEY’s reach far beyond, throughout the 96744 zip code area (Kane`ohe Bay) as well as north along the Ko`olauloa coast.

Our programs and services promote positive alternatives, healthy living and living substance-abuse free. As one of the founding members of “Community Works In 96744”, KEY chooses to display the logo of that collaboration as a show of our commitment to these values and to those with whom we work: our community, government agencies, other social services, law enforcement and others. Through this collaboration we hope to ensure a safe environment within which youth and families will prosper, taking advantage of positive alternative activities each of us might provide.

KEY’s location, in Waihe`e ahupua`a, is central for our service area. Our multi-purpose facility is surrounded by the newly opened, long-awaited Kahalu`u Regional Park, an elementary school, several churches, the Kahalu`u Community Center (HCAP offices), area public utilities, and – last but not least – the diverse ahupua`a we utilize for experiential learning. The leased City & County facility, completed in the early 1980’s, was built with KEY Project in mind - a re-location site following displacement by the Kahalu`u Watershed Project (a flood-control/recreation development improvement project of the 70’s). The complex includes classrooms, meeting areas, a large pavilion, office space and a computer lab, hosting activities and services throughout the day, into evening hours and weekends. With over 25 years at this site, the agency has worked hard to keep this excellent “gathering place” in a condition that will ensure its pivotal role in the community for decades to come.



Current Programs:

- **Early Childhood Learning/Parent Support Center:**
 - Leialoha Parent Learning Center (Parent-Child Play Group): accommodates parents and toddlers (0-3 years) three mornings a week (M-W-F);
 - Tutu and Me Traveling Pre-school (a Partners in Development program): activities and learning for 0-3 with parents, grandparents Tuesday & Thursday mornings;
- **Positive Alternatives for Youth:**
 - Kipuka Drop-In Center (elementary-aged youth) – daily, after school to 5 pm;
 - Supplemental Educational Services (SES) services - tutorial options weekly/as scheduled.
 - Alana Aloha I Ko'olaupoko Teen Drop-In (Tu/Thu/Fri evenings – 5-to-8 pm)
 - Castle High School Alternative Learning Center: off campus site affiliated with KEY
- **Computer Learning Center:**
 - Open Lab - evening schedule;
 - Windward School for Adults (call for class schedule - Honolulu Community Action Program)
 - Career Planning (with Kuder Career Assessment program – as scheduled)
- **Hui Laulima Summer Cultural Heritage Program:**
 - 28th year in 2008; (5 weeks: June–July; registration required) Program/Aftercare
 - Daily instruction in Hawaiian music, language, sports & games, hula
 - Final Performance (Ho`olaule`a)
 - For K-6th grade (support from teen aides, adult teachers or kumu and KEY Staff)
- **Ho`ohuli Program:**
 - Ho`onui Ka Ike: Competency-Based High School Diploma Program, a one year/five unit program with pre-test required for placement (Ages: 16-Adult; Evenings)
 - Ho`onui Ka `Aina Aloha: Ahupua`a-based Stewardship/Service Learning/Community Service
 - Ho`onui Ka Oihana (Increasing Career Options)
- **Community Development:**
 - Information, Resources, Referral: Assistance to families-in-need through food distributions; referrals to others' services (w/assistance from Legal Aid Society of Hawaii; HPU School of Nursing and HPU School of Social Work; Hawaii Food Bank, others)
 - Community Service Activities/Events:
 - Annual Aloha `Aina Recycling event;
 - “Kalua Turkey” Thanksgiving Imu (funds raised for Randy Kalahiki Higher Education Incentive Grants - community college scholarships) – 24th annual in 2008
 - Partnerships & Collaborations:
 - Waihe'e Ahupua`a Initiative (with Board of Water Supply, Bishop Museum; City & County Dept. of Parks & Recreation); Community Works In 96744 (anti substance abuse/pro healthy living); Windward Homeless Coalition
- **Facility-Use Program:** KEY offers an array of facility use options (call for info/schedules/fees): pavilion-kitchen; meeting rooms; computer learning lab; classrooms.
 - Other Programs/Services on site:
 - Na Pua O K`oolaupoko – Kupuna Meal & Activity Site (w/Lanakila Meals on Wheels);
 - Food Distribution (Weekly from 9-10 am, Wednesdays; Monthly “Ohana Food Distribution” –3rd Monday; 3-4:30 pm)
 - Meetings (including: Area Sports Organizations; Counseling by others; Neighborhood Board #29 monthly meetings; clubs & organizations – by arrangement)

Organization:

Administration:

John L. Reppun	Executive Director
Emma Frias	Program Director
Lanette K. Mahelona	Office & Facility Manager
Victoria Phillips	Chief Fiscal Officer
Leiana Manutai	Program Development Assistant

Program Staff:

Kaipō Faris	Waihe`e Ahupua`a Initiative
Trixy Gasper	Parent & Child Learning Center
Ceci Golis-Bautista	Program Specialist – Parent Child Learning Center
Michelle Heaviside	Computer Learning Center
Kamuela Kala`I	Ho`ohuli Program Coordinator
“Pinky” Katayama	Information, Resource & Referral
Darling Kukahiko	Youth Specialist
Eldean Kukahiko	Youth Specialist
Christine Kauhī	Employment & Skills Training
Vickie Punua-McGinnis	Program Specialist
Justin Prestidge	Youth Activities Specialist
Meredith Kwock	Youth Activities Specialist

Building and Grounds:

David Pangelinan
Darrell Chartrand
Mike Lopez (volunteer)

Board of Directors

Executive Committee:

Jacqueline Mello	President
Ted Sakai	Vice President
Carol Chang	Secretary
Gary Masuda	Treasurer
Charles T. Toguchi	Past President

Board Members

Carl Ackerman	Director
Danielle Aiu	Director
Daniel Bender	Director
Iris Catalani	Director
Romeo Corpuz	Director
Steven Golden	Director
David Knox	Director
Vonn Logan	Director
Robin Makapagal	Director
Antoinette Martin	Director
Elwin Spray	Director
Ted Talbott	Director
Richard Towill	Director
Ed Yonamine	Director
Richard Vermeesch	Director

**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.

Kualoa-He'eia Ecumenical Youth Project (KEY Project)

(Typed Name of Individual or Organization)

 1-29-09

(Signature) (Date)

John L. Reppun

(Typed Name)

Executive Director

(Title)

House District 39
Senate District 22

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

Log No:

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):

Department of Health & Department of Human Services

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Lanakila Rehabilitation Center
Dba: Lanakila Pacific

Street Address: 1809 Bachelot Street
Honolulu, Hawaii 96817

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Marian Tsuji

Title President/CEO

Phone # (808) 356-8535

Fax # (808) 533-7264

e-mail mtsuij@lanakilapacific.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 renovation of the Lanakila Pacific Wahiawa Center at Wahiawa Freshwater State Park.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 300,000.00

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 \$ 400,000.00

[REDACTED SIGNATURE]
AUTHORIZED SIGNATURE

Marian E. Tsuji, President/CEO
NAME & TITLE

January 29, 2009
DATE SIGNED

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APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED STATUTES**

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- (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:

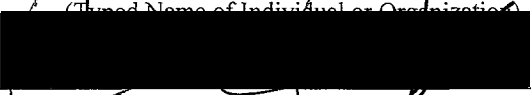
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Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Marian Tsuji for Lanakila Pacific
(Typed Name of Individual or Organization)

(Signature) January 29, 2009
(Date)

Marian Tsuji President/CEO
(Typed Name) (Title)

APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

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APPLICATION FOR GRANTS AND SUBSIDIES

I. BACKGROUND AND SUMMARY

A. Brief Description of Lanakila's Background

Founded in 1939, Lanakila Rehabilitation Center, Inc., dba Lanakila Pacific is a private, Hawaii-based non-profit offering programs and social enterprises that build independence for thousands of people with challenged lives each year.

The organization was originally established in 1939 as a respiratory recovery center. In 1959, Lanakila Pacific was chartered by the State of Hawaii to operate a manufacturing and service-oriented business providing evaluation, job training, and employment opportunities for adults with disabilities. In 1971, Lanakila Pacific established a nutrition program, best recognized today as the Lanakila Meals on Wheels *and more!*, that currently serves 250,000 meals a year. In 1976, Lanakila Pacific became the first vocational rehabilitation center in Hawaii to be accredited by CARF, formally known as the Commission on Accreditation of Rehabilitation Facilities, and has maintained that accreditation for 13 consecutive periods.

Lanakila Pacific has provided vital health and social services on Oahu for 70 years. In 2008, our name and logo changed from Lanakila Rehabilitation Center to Lanakila Pacific. The name Lanakila Pacific expresses the tremendous growth Lanakila has experienced since our founding, and represents our quest to expand our services to meet the growing needs of our island community.

Lanakila Pacific's mission is to offer programs and services for adults with cognitive, physical, social or age-related challenges that build and support higher levels of independence and an improved quality of life. We strive to embody self-sufficiency and inspire inclusive communities where people of all ages and abilities are empowered to find meaningful employment, live independently, and thrive in spirit.

Lanakila Pacific's programs serve over 4,000 Oahu residents annually with programs that build life skills, which in turn support greater community.

Today, our core programs are Lanakila TLC (Teaching and Learning Centers), Lanakila Meals on Wheels *and more!*, and Lanakila Workforce Resources.

- **Lanakila TLC** (Teaching and Learning Centers)
These centers assist individuals in developing life skills while emphasizing community inclusion. This program is tailored for

adults with developmental disabilities or mental retardation specifically focusing on the development and mastery of basic life skills such as personal hygiene, home management, social etiquette, learning techniques and leisure interests and activities. The program supports community-based learning, and participates in many activities in the community. In FY 07-08, Lanakila TLC provided services for more than 120 individuals.

- **Lanakila Meals on Wheels *and more!***
Hawaii's largest and only island-wide meal provider for seniors, serving over 250,000 nutritionally balanced meals - and more - a year. In addition to home delivery services to homebound seniors, this longstanding program manages 19 Kupuna Wellness Centers, stationed in diverse areas across Oahu that offer congregate meal and health and wellness services for seniors. Food service trainees in Lanakila's Workforce Resources program prepare meals provided in our Lanakila Meals on Wheels program.

- **Lanakila Workforce Resources**
This program promotes independence through meaningful employment. Individuals with a variety of physical or cognitive disabilities are coached in the development of appropriate work behaviors, basic employee responsibilities, and specific job skills and are assisted in seeking and securing competitive employment. Lanakila Workforce Resources offers paid work-training experience while individuals receive specialized training in areas including:
 - Custodial Service
 - Food Service
 - Grounds and Landscape Maintenance
 - Shelf Stocking
 - Warehousing
 - Assembly/Production

Lanakila Pacific has a network of 19 training sites and 19 Kupuna Wellness Centers throughout Oahu, with its main facility located on Bachelot Street in Honolulu and its satellite facility located in Wahiawa.

Lanakila Pacific is governed by two Boards of Directors (Please see Attachment C) and administered by a President/CEO. The Lanakila Pacific Board establishes policy for the organization, and the Lanakila Pacific Foundation Board is responsible for fundraising and managing funds to maintain perpetuity. The President/CEO is responsible for administering and overseeing the entire organization.

B. Goals and Objectives Related to the Request

Intent and Purpose: Sustainability and Creative Response to Growing Need

As an organization responsible for daily vital services for thousands of people with challenged lives, Lanakila Pacific acknowledges the crucial importance of maintaining our day to day operations, while also developing a financially sustainable model of operation, especially during these challenging economic times.

As we stretch our resources to maintain services for the adults with disabilities and the seniors we presently serve, we also clearly see that the need will continue to increase as the huge baby-boomer population ages. Lanakila Pacific is challenged to devise new paradigms and long-term solutions to increase and strengthen our capacity to meet the current and growing needs. With budget cuts to many government funded human services, we are taking concrete steps towards sustainability to prevent a reduction in services and meet the growing needs. Without additional support, the waiting lists will continue to grow.

Lanakila Pacific recognizes we are in a unique situation because we are able to generate revenues through our social enterprises, our mission driven business ventures which create high quality products and services for customers while building independence for people with challenged lives, including Xpress Chefs, Lanakila Production Services and Lanakila Maintenance Services.

By enhancing our Wahiawa Center with a food growing facility, including the greenhouse and hydroponic propagation areas, program participants will be provided with valuable training for employment in the agricultural sector. This program will at the same time benefit our Lanakila Meals on Wheels program by outputting low cost, locally-grown, fresh produce.

The ability to provide both valuable training in agricultural service and more meals with added nutrition, will be of immediate and long-lasting benefit for our island community.

This program will also rapidly project us toward our long-term goal of developing and embodying a living model for a financially sustainable, client-centered, and environmentally supportive social service program.

As recognized by the leaders of our state, food security has become a high priority to address. Currently, 85% of all the food we consume in our islands is imported. This is alarming, especially because of our geographical isolation. Relying on imported food has been slowly depleting our local economy through added shipping costs incurred and the loss of our own local farms and agricultural businesses. By localizing our food supply, our community has the

opportunity to not only increase our security, but also redevelop our local economy.

At Lanakila Pacific, we see the same issues in our own organization. The cost of produce we purchase for our meal program is inflated with not only shipping costs, but also the addition of sometimes multiple distributors that handle the produce as it makes its way to us. This journey is often tens of thousands of miles and weeks long, causing the produce to not only lose freshness and nutritional value, but also increasing the risks of rot, mold infestation, and bacterial growth.

By growing a large portion of our own produce, we will be able to cut costs and ensure the quality of our produce. For us, this translates into being able to provide more meals and more nutrition to the members of our community who, alongside our children, are most vulnerable to malnutrition.

Plans for this project have been three years in the making. Our focus has been on investing our efforts and resources in a method of food growing that incurs the least amount of loss, cost, land, and pest control. The method of greenhouse hydroponic growing prevents loss due to weather, pests, and disease. By growing produce within a protected area, not only is loss prevented, but less toxic and less costly methods of pest control may be utilized effectively.

The greenhouse and propagation facilities will be a profitable addition to our training programs and entrepreneurial ventures that are at the core of Lanakila Pacific's philosophy of sustainability.

The Project: Transformation from Underutilized to Innovative Multi-use

The Wahiawa Center is housed on the grounds of the Wahiawa Freshwater State Park, in a former state service center originally constructed in 1971. This facility was in need of a major overhaul. The facility consists of a large open space, which was used by the state to house and repair vehicles and an enclosed area, not configured adequately to meet current programmatic needs.

The Phase I renovations have been completed, including a new roof, abatement of asbestos, air conditioning and electrical work. The primary goal of Phase 1 was to provide a safe and conducive space that enables the welfare and success of the participants to become and remain active members of their communities. The environment in which they spend their time learning and working must always reinforce their self-worth and infuse them with confidence in their abilities to be independent, productive and contributing individuals.

Phase II is the final phase in completing our plan to renovate the underutilized center into a multi-use staging space for social service and social enterprise. Renovations include security improvements, interior redesign, a computer

resource room and the installation of the greenhouse and hydroponic propagation facility.

The interior redesign calls for enclosure of the open space and reconfiguration of the existing enclosed area to improve efficiency and comfort as well as addressing health and safety issues.

The installation of the greenhouse and hydroponic propagation facility will complete the transformation of this former state service center into an innovative multi-use facility that supports independent living.

The greenhouse and hydroponic propagation facility will expand our programs to include food growing, facilitate training and agribusiness development, increase the number of meals we will be able to provide to seniors, and contribute towards the sustainability and growth of the rural community.

Objective: Mission Driven Entrepreneurship

The non-profit community has undergone many changes in the last decade. Government funding is scarce, and there are many worthy causes vying for the same limited pot of charitable giving. Our mission driven entrepreneurship efforts, coupled with creative fundraising, innovation within programs and maximizing efficiency, have proven to be effective methods of survival for an organization such as ours that is providing vital social services in an era of rapidly growing need and economic recession.

By expanding these efforts, Lanakila Pacific is taking concrete steps toward a goal of financial self-sufficiency to ensure that no senior goes hungry in Hawaii, that our community members living with disabilities are able to fulfill their true potential, and that they and every senior have the opportunity to live with dignity.

The hydroponic greenhouse project will significantly increase the value of training and employability for participants in the Lanakila Workforce Resources, Maintenance and Landscaping Services. The Hawaii Farm Bureau Federation has sited that the need for agricultural workers has contributed to the hardships of local agricultural businesses. Also, the therapeutic benefits of working with plants and learning about the processes of nature are immeasurable, especially for our participants whose challenges afford them little relief from societal pressures. Working with plants, especially the growing of them, has been shown to influence humans in physiologically and psychologically beneficial ways.

Produce from our Wahiawa Hydroponic Greenhouse facility would also supply our Xpress Chefs social enterprise. Xpress Chefs features fresh produce and ingredients in healthy foods prepared for retail sales, catering services and meal programs for schools and care centers. All proceeds from Xpress Chefs directly

fund Lanakila Meals on Wheels, and our kitchen has the capacity to more than double current production to help meet the growing needs for services.

End Product: The Greenhouse and Hydroponic Propagation Facility

The greenhouse and hydroponic propagation installation will result in facilities for a new training program focused on the growing of hydroponic produce and potted plants.

The greenhouse will be approximately 25 ft. by 49 ft. by and average 10 ft. high, constructed with a concrete floor, steel structure, and translucent polycarbonate panels for the walls and roof. The greenhouse will adjoin the existing building which will serve as the propagation and packaging areas. Access to the greenhouse will be from the building and is intended to provide a sterile growing area. The packaging area will have a large stainless steel sink for washing of the produce prior to packaging, and include areas for work tables for packaging.

The adjacent yards will be converted to a plant nursery that will be fenced in for security. The program intends to set-up tables and work areas for producing potted plants grown in a medium (potting mix).

This project will require alterations/renovations to the existing building for the propagation and packaging areas, new pavement and walkways through the adjacent nursery, security fencing, and the new greenhouse.

C. The Public Purpose and Need to be Served

The Wahiawa building is owned by the State of Hawaii and leased to Lanakila Pacific under long-term 30-year lease.

This is the first major renovation to the building since constructed. There are two major needs for renovating the building. The first need is to renovate the outdated building to meet applicable health and safety standards. The second need is to redesign space utilization for efficiency and to facilitate program development. Lanakila Pacific's Board of Directors concurred that the building needs renovation, and designated funds for this purpose.

Lanakila TLC (Teaching and Learning Centers) currently offers adult day services at the Wahiawa Center for an average of 35 participants each day. The renovation will enable an additional 30 program participants to receive training at the site, and some of the services that will be based at the Wahiawa site such as the computer resource room and greenhouse and hydroponic propagation areas, will be offered to any participant enrolled in our programs, as well as the Leeward Coast, Central Oahu and North Shore communities. This long awaited renovation, including the greenhouse and hydroponic propagation facility, will enhance Lanakila Pacific's programs, facilitate training and agribusiness

development and contribute towards the sustainability and growth of the rural community.

Another public purpose and need to be served is the issue of food security. The subject of food will become as much a primary focus of all states in our nation, as it already has to the rest of our global community. The world food crisis is upon us, and as an island community, with a geographically isolated population, we must address these issues.

As recognized by the leaders of our state, food security is now a high priority. Currently, 85% of all the food we consume in our islands is imported. By creating a viable and successful agribusiness with our greenhouse facility, we hope to contribute to the sustainability of not only our programs, but our whole island community.

The greenhouse and hydroponic propagation facilities will be a profitable addition to our training programs and entrepreneurial venture. It will provide job training in a growing industry that directly benefits our local economy and security. It will also fortify our own efforts towards building a more sustainable organization, empowered and prepared for the growing needs of our community.

D. Target Population to be Served

The population to be served is adults with mental, cognitive, physical, social or age-related challenges who live on Oahu and wish to develop or require assistance with their work and living skills. In the last year, Lanakila Pacific served over 2,479 Oahu residents with programs that build life skills, which in turn support our greater community.

E. Geographic Coverage

The facility is located in Wahiawa on the grounds of the Wahiawa Freshwater State Park. It primarily serves participants from the Leeward Coast, Central Oahu and North Shore. However, some of the activities that will be based at the Wahiawa site will be offered to any participant enrolled in Lanakila Pacific's programs.

F. Community to Benefit

As an organization responsible for daily vital services for thousands of people with challenged lives, Lanakila Pacific acknowledges the crucial importance of maintaining our day to day operations, while also developing a financially sustainable model of operation, especially during these challenging economic times.

The renovation of the Wahiawa Center, including the addition of the greenhouse and hydroponic propagation areas, will enhance and grow existing programs and services for adults with disabilities, and the Leeward Coast, Central Oahu and North Short communities.

In addition, the fresh and local produce grown and harvested by the training program will contribute to our Food Service program that creates nearly 3,000 meals each day for our Lanakila Meals on Wheels program, as well as our Xpress Chefs social enterprise. The benefit of added nutrition at a lower cost (growing and shipping costs) will benefit the larger community we serve through Lanakila Meals on Wheels' Home Delivery and Kupuna Wellness Center services.

By growing a percentage of our own produce for the meals we provide, we will be cutting costs from and adding value to the meals, which will allow us to provide more nutritious meals for more people in need. We will also offer an entirely new area of employment for our trainees – food and plant propagation.

As a result, Lanakila Pacific will be able to meet increasing demands for services in a cost-effective, efficient manner. Resources conserved will directly affect improved programs for participants.

This project also fits into the overall upgrade of the Wahiawa Freshwater State Park.

II. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

Over the decades, Lanakila Pacific has acquired the experience and resources needed to provide appropriate and comprehensive services for seniors and adults with disabilities. Through hard-earned experience and growth, we have accumulated an in-depth understanding of the community's needs and resources, as well as a network of successful relationships with federal, state, county and government agencies, as well as key entities in the private sector.

Lanakila Pacific has also demonstrated its ability to execute a major building renovation. Lanakila Pacific has already successfully completed Phase I of the Lanakila Wahiawa Center. This was completed within budget and on schedule.

Lanakila Pacific has also completed the renovation of the first floor of the Bachelot facility. This was major project was also completed within budget and on schedule.

Our longevity and growth testifies to our resourcefulness, our ability to maximize efficiency, integrate innovation and cost-cutting technologies within programs to consistently meet the challenges facing our community with care and fortitude.

B. Quality Assurance and Evaluation

Lanakila Pacific has established a Capital Campaign Cabinet, which will oversee the solicitation of capital funds and the progress of the renovation. There is a commitment from solicitation through construction completion. Lanakila Pacific's Board of Directors reviews the report on progress at its regular meetings.

The project has campaign milestones, construction milestones, and program milestones, which will be monitored by the Cabinet. See Section IV "Service Summary and Outcomes" for specific milestones.

C. Facilities

Plans are in progress to renovate and upgrade the Wahiawa Center with the installation of a greenhouse and hydroponic propagation facility. The center will be made more functional, will receive much needed repair, and be made more environmentally friendly and ADA compliant.

III. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

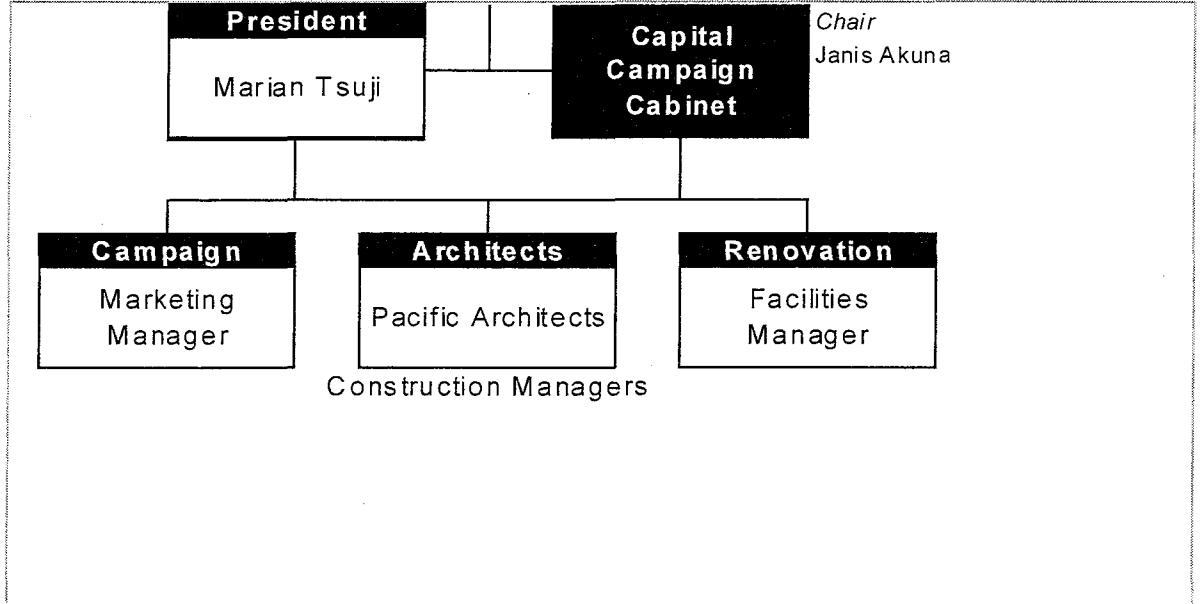
A. Proposed Staffing, Staff Qualifications, Supervision and Training

Lanakila Pacific has the proposed staffing pattern and proposed service capacity appropriate for the viability of this request. Janis Akuna is the Chair of the Capital Campaign. Together with the Board of Directors, the Capital Campaign Cabinet is committed to the mission and vision of Lanakila Pacific and its future.

Members of the Capital Campaign Cabinet include Masaichi Tasaka, former CEO of Kuakini Health Systems, Bill Mills, President of Bill Mills Development; Rick Humphreys, former CEO of Bank of Hawaii and Randy Perreira, Executive Director of the Hawaii Government Employees Association.

Providing leadership for the capital renovation staff is Marian Tsuji, President and CEO. Our Facilities Manager will over see the day-to-day progress of the renovation logistics and interface with the architects and construction managers.

B. Organization Chart



IV. SERVICE SUMMARY AND OUTCOMES

The capital campaign goal of \$1.95 million represents the Wahiawa project. The following milestones have been accomplished and others anticipated.

A. Campaign Milestones

Completed to date:

- Quantification of amounts to be spent and raised.
- Board training on identifying giving opportunities.
- Back-of-the-house procedures, funding research, individual seminars.
- Direct mail and individual gift solicitation planning.
- Audit of campaign progress.
- Campaign cabinet membership.

Anticipated completion 2009:

- Submission of proposals.
- Major gifts initiative.
- Annual fund solicitation.
- Completion of capital campaign.

B. Construction Milestones

Completed to date:

- Initiation of design and engineering work for Wahiawa building with CDBG monies from the City and County of Honolulu.
- Master plan for Wahiawa Building.
- Design and engineering phase for Wahiawa building.
- Construction documents out for bid for Wahiawa building.
- Phase I construction of the Wahiawa building.

Anticipated completion 2010

- Installation of greenhouse and propagation room floor, steel structure, and translucent polycarbonate panel wall and roof.
- Installation of hydroponic water system
- Interior conversion of packaging area with necessary washing equipment and work areas

C. Program Milestones

- Lanakila TLC (Teaching & Learning Centers)

Wahiawa:

- January 2009: Number of participants in training – 35 per day.
- January 2010: Number of participants in training increased to 45 participants per day.
- January 2011: Number of participants in training increased to 65 participants per day, and some of the services that will be based at

the Wahiawa site such as the computer resource room and greenhouse and hydroponic propagation areas, will be offered to any participant enrolled in our programs, as well as the Leeward Coast, Central Oahu and North Shore communities.

V. FINANCIAL

Budget

With this challenging economy and the higher levels of competition for donor dollars, we are cognizant of the need to rethink our approach to raising funds and maximize our efforts to ensure long-term sustainability.

At the same time, we realize the need to be financially cautious in these economic times so the budget forecast includes conservative, achievable goals, and Lanakila Pacific's remains committed to maximizing efficiency and cost-effectiveness.

The entire Capital Campaign goal for both the Bachelot and Wahiawa Facilities is \$6.7 million. \$1.95 million (30% of the total campaign) is designated for Wahiawa. Of the \$1.95 million, \$250,000 has already been secured for the planning and design phase through CDBG funds, \$800,000 was awarded through state funds during the 2006 and 2007 sessions, and the Frear Eleemosynary Trust has contributed \$100,000 toward the Phase I renovations. This request is for \$300,000 for Phase II, greenhouse and propagation area costs. The remainder will be raised through other grant sources and fundraising.

The following forms have been completed and attached (please see attachment A):

- Budget Request by Source of Funds
- Budget Justification – Personnel – Salaries & Wages
- Budget Justification – Equipment & Motor Vehicles
- Budget Justification – Capital Project Details

VI. OTHER

A. Litigation

Lanakila Rehabilitation Center, dba, Lanakila Pacific is not a party to any lawsuits or outstanding judgment known to itself at this time.

B. Licensure or Accreditation

Lanakila Pacific is accredited by CARF, formerly known as the Commission on Accreditation of Rehabilitation Facilities.

VII. ATTACHMENTS

- A. Budget Information
- B. Letter of Determination as a 501(c)(3) Non Profit Status
- C. Listing of Lanakila Pacific Board of Directors
- D. Listing of Lanakila Pacific Campaign Cabinet
- E. Marian Tsuji's Resume
- F. Selected Articles Highlighting Lanakila Rehabilitation Center, Inc.



ATTACHMENT A

BUDGET INFORMATION

Budget Request by Source of Funds
Budget Justification—Personnel Salaries & Wages

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

Applicant: Lanakila Rehabilitation Center, Inc., dba. Lanakila Pacific

BUDGET CATEGORIES	Total State Funds Requested (a)	C&C (b)	Other (c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	1,100,000	250,000	600,000	
TOTAL (A+B+C+D+E)	1,100,000	250,000	600,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,100,000	Marian E. Tsujii  356-8548		
(b) City & County	250,000			
(c) Other	600,000			
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	1,950,000	Marian E. Tsujii, President & CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Lanakila Rehabilitation Center, Inc., dba, Lanakila Pacific

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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS: N/A				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Lanakila Rehabilitation Center, Inc., dba, Lanakila Pacific

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: N/A				

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Lanakila Rehabilitation Center, Inc.
dba, Lanakila Pacific

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	300,000	100,000	300,000	500,000		
EQUIPMENT						
TOTAL:	300,000	100,000	300,000	500,000		
JUSTIFICATION/COMMENTS: During fiscal year 2005-2006, \$250,000 was secured for plans and \$500,000 was secured for Phase I construction.						

ATTACHMENT B

LETTER OF DETERMINATION
As 501(c)(3) Non Profit Status

Internal Revenue Service

Date: June 14, 2005

LANAKILA REHABILITATION CENTER INC
1809 BACHELOT ST
HONOLULU HI 96817-2430 091

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Ms. K. Hilson 31-07340
Customer Service Representative
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
[REDACTED]

Dear Sir or Madam:

This is in response to your request of June 14, 2005, regarding your organization's tax-exempt status.

In October 1961 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

[REDACTED]

Janna K. Skufca, Director, TE/GE
Customer Account Services

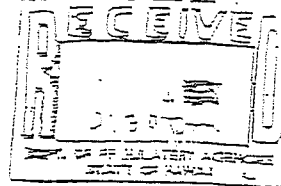
Foreign Corporation Act
Public Corporation
Act in Duplicate

Make out the following checks as follows:
Dep't. of Reg. Agency Fee \$1
Bureau of Conveyances Fee \$1

STATE OF HAWAII
DEPARTMENT OF REGULATORY AGENCIES
Business Registration Division
1810 Richards Street

Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810

In the Matter of the Amendment of
the Charter of Incorporation of
Leahila Crafts, Inc.
1807 Kamehameha St.
Honolulu, Hawaii



CERTIFICATE OF AMENDMENT

The President and Secretary, respectively, of Leahila Crafts, Inc.
a Hawaii non-profit corporation, do hereby certify that at a special meeting of the
members of said corporation duly called and held at 1807 Kamehameha St. Honolulu, HI.
on the 17th day of June, 1976, for the purpose of changing the name
of the said corporation, it was voted by not less than two-thirds of the members
present at the meeting to amend the Charter of Incorporation of said corporation by
deleting the name Leahila Crafts, Inc. wherever it appears in
the Charter of Incorporation, and inserting in lieu thereof the name Leahila Rehabilitation
Center, Inc.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands this 17th
day of June, 1976.

STATE OF HAWAII
DEPARTMENT OF REGULATORY AGENCIES
STATE OF HAWAII
June 17, 1976

[Redacted Signature]

President

[Redacted Signature]

Secretary

Donald E. Henderson and Donald E. Henderson being
first duly sworn on each depose and say that they are the President and Secretary,
respectively, of Leahila Crafts, Inc.; that as such officers they
are duly authorized to sign the foregoing Certificate of Amendment; and that they
have read the said Certificate, know the contents thereof, and that the same is true.

[Redacted Signature]

President

[Redacted Signature]

Secretary

Subscribed and sworn to before me this
17th day of June, 1976.
[Signature]
Notary Public, 1st Judicial Circuit,
State of Hawaii
My commission expires: 7/14/76

REGISTRATION
CERTIFICATION

I hereby approve the foregoing amendment this 17th day of June, 1976.

[Redacted Signature]

[Redacted Signature]

Corporation & Securities Administrator

Director of Regulatory Agencies

ATTACHMENT C

LISTING OF LANAKILA PACIFIC
BOARD OF DIRECTORS MEMBERS

LANAKILA REHABILITATION CENTER FOUNDATION, INC.
DBA, LANAKILA PACIFIC
LISTING OF BOARD OF DIRECTOR MEMBERS
2008-2009

Randy PERREIRA, Chair

Executive Director, Hawaii Government Employees Association

Joined the board in 2004. Over 20 years in collective bargaining and contract enforcement. He is currently a trustee with the Queens Health Systems and a board member of Sacred Hearts Academy.

Peter KAY, Vice Chair

Founder, Titan Key Software, LLC; Founder & President, CyberCom, Inc.

Joined the board in 2004. Over 20 years of local Hawaii technology industry experience, including the start up of five local technology companies.

Rebecca Rude OZAKI, Ph.D., Treasurer/Secretary

Project Director, Center on Disability Studies, University of Hawaii

Joined the board in 2004. Over 20 years experience working with, and administering, programs for individuals with disabilities. Director with the Workforce Investment Board and Hawaii State Plan for Assistive Technology Advisory Council.

Kyle CHOCK, Director

Executive Director, The Pacific Resource Partnership

Joined the board in 2006. Prior experience includes workforce initiatives with the automotive and aviation industries for Honolulu Community College. Also serves on the boards of Nu'uanu YMCA, Child and Family Services and the Nature Conservancy Corporate Council for the Environment.

Sandra GOYA, Director

Communications Specialist, State Department of Education

Joined the board in October 2006. Extensive experience in private and government sectors and active with various community groups.

Debra KAGAWA-YOGI, Director

Attorney at Law.

Joined the board in 2008. Represents the HGEA in grievance arbitrations and matters before the Hawaii Labor Relations Board; former representative of SHOPO and Unity House. Former Deputy Corporation Counsel for the City and County of Honolulu. Former chair of Kauai County Committee on the Status of Women, and Mayor's Advisory Commission on the Handicapped for the County of Kauai.

Edward S. KAGEYAMA, Director

PGA General Manager, Royal Ka'anapali Golf Course; Vice President, 808Golf.com

Joined the board in 2006. Over 15 years experience as PGA Professional, and seven in business development.

Jo KAMAE BYRNE, Director

President, Honolulu Information Service, Inc.

Joined the board in 2008. Former director of National Public Records Research Association and Chair of Government Affairs Committee. Former member, director or officer of the following organizations: Better Business Bureau of Hawaii, Volunteer Legal Services Hawaii, Tax Foundation of Hawaii, State Elections Appointment Panel, Neighborhood Justice Center, Advisory Commission on Housing and Community, Goodwill Industries of Honolulu, Inc., Hawaii Women's Political Caucus, Asian/Pacific Caucus, National Women's Political Caucus; and the Honolulu Japanese Chamber of Commerce.

Arnold MARTINES, Director

Senior Vice President Community Banking Division, Central Pacific Bank

Oversees Central Pacific's bank branch network, and the small to middle market business lending activities for the State of Hawaii. Formerly with Bank of Hawaii and HPM Building Supply in Hilo. A member of the National Eagle Scout Association Steering Committee for the Aloha Council Boy Scouts of America. Past president of the Hilo Jaycees, HJC Foundation and East Hawaii Coalition for the Homeless, and past member of the Kanoelehua Industrial Area Association.

Liana MULLEITNER, Director

Manager, Marketing & Public Relations, Hawaii Prince Hotel Waikiki & Golf Club/Maui Prince Hotel, Makena Resort

Joined the board in 2008. Fifteen years in sales and marketing at Hawaii Prince Hotels. Also a member of Hawaii Advertising Federation, West Oahu Economic Development Association and Boys & Girls Club of Hawaii, Hale Pono.

Masaichi TASAKA, Ex-officio

Retired President, Kuakini Health System

Joined the Lanakila Board in 1992. He remains active in the community. He is involved with Honolulu Japanese Chamber of Commerce, Waioli Lions Club, Caring for Life Foundation, Japanese Cultural Center of Hawaii, and the Palolo Chinese Home

Mark Yamakawa, Director

President, Queen's Development Corporation; Executive Vice President, Corporate Development-The Queen's Health Systems/The Queen's Medical Center

Joined the board in October 2006. Over 20 years with The Queen's Health Systems/The Queen's Medical Center. Active in the community, board member for Kalihi Palama Health Center and UHA.

Todd Yamanaka, Director

Vice President, Marketing and Product Development Island Insurance Companies

Joined the board in February 2007. Has over 17 years experience in the marketing field. Active in the community, has past involvement with Alzheimer's Association of Hawaii, American Heart Association, American Marketing Association, Honolulu Japanese Chamber of Commerce, Iolani Alumni Association, Japanese Cultural Center of Hawaii and Sales and Marketing Executives of Honolulu.

Teri Yamashige, Director

Principal, Three, a marketing group llc.

Joined the board in 2008. Has over twenty years of advertising and marketing experience. She has developed strategic marketing programs and branding strategies for companies in a wide range of fields. Founded Three, a marketing group, llc which specializes in branding and integrated marketing strategy development and management. Prior to founding Three, she served as COO of ADWorks. She also served as Senior Vice President of CP Advertising.

Sherri Yim, Director

Senior Vice President and Controller, First Hawaiian Bank

Joined the board in 2008. Twenty years of experience in banking and financial management including fifteen years with Central Pacific Bank, most recently as Senior Vice President & Controller, and five years with the public accounting firm KPMG LLP. She is a Certified Public Accountant; Member of American Institute of Certified Public Accountants and Hawaii Society of Certified Public Accountants. Community involvement with Iolani Ohana, a parent organization, YWCA of Oahu, and Japanese Cultural Center of Hawaii.

Hoyt H. ZIA, Director

Senior Vice President, General Counsel and Corporate Secretary, Hawaiian Airlines

Joined the board in 2006. Former publisher for *Hawaii Business* magazine, 2004 - 2007. Prior experience included chief executive of international nonprofit organization, Chief Counsel for Export Administration for the US Department of Commerce, and counsel at various national/international companies. Other Board memberships included American Diabetes Association, Child & Family Service, Hawaii Council on Economic Education, Hawaii Institute for Public Affairs; Pacific Asian Affairs Council and Better Business Bureau, Hawaii Chapter.

ATTACHMENT D

LISTING OF LANAKILA PACIFIC
CAMPAIGN CABINET

**LANAKILA
LISTING OF LANAKILA CAMPAIGN CABINET**

James “Duke” AIONA, Honorary Chair

Lieutenant Governor, State of Hawaii

Janis AKUNA, Chair

Financial Advisor, Morgan Stanley

Rick HUMPHREYS, Vice Chair

Self Employed, former CEO of Bank of Hawaii

Bill MILLS, Vice Chair

President, Bill Mills Development

Randy PERREIRA, Member

President, The Hawai'i State AFL-CIO

Chair, Government Relations

Masaichi TAsAKA, Member

Retired President, Kuakini Health System

Henry WONG, Ph.D., Member

Retired Executive Vice President, Citibank Properties, Inc.

Lynn ZANE, Member

Retired Research & Statistics Officer, Department of Business,
Economic Development & Tourism

Chair, Individual General Gifts

ATTACHMENT E

MARIAN E. TSUJI'S RESUME

ATTACHMENT F

SELECTED ARTICLES HIGHLIGHTING
LANAKILA PACIFIC

MidWeek

Lanakila: More Than Crafts

August 13, 2008

By Marian E. Tsuji



Marian E. Tsuji
President & CEO, Lanakila Pacific

What do you think of when you hear Lanakila Rehabilitation Center?

Most people think of Lanakila Crafts, lauhala baskets, Christmas ornaments, pillows - all at bargain prices.

But Lanakila has always been much more than crafts. The organization has provided training and employment services for individuals with disabilities for more than 69 years. We also offer a wide range of social enterprises, staffed by those we serve, to provide services to the community that helps us in moving toward financial self-sufficiency.

On the strong foundation built by Violet Kam in 1939, Lanakila has grown tremendously over the years. The organization currently serves more than 4,000 Oahu residents annually with programs and social enterprises that build independence, which in turn support our greater community. However, our organization was often confused with others that had similar names or was simply known as Lanakila Crafts.

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To increase awareness and support our goal of financial self-sufficiency, Lanakila initiated a rebranding strategy with the generous guidance and assistance of Three, A Marketing Group, LLC, Market Trends Pacific and Pang Communications. These superior consultants raised the bar, making the experience exciting and meaningful.

As a result of the research that included input from staff, participants, customers and other stakeholders, we are excited to announce that our name and logo changed this year from Lanakila Rehabilitation Center to Lanakila Pacific. The name Lanakila Pacific expresses the tremendous growth Lanakila has experienced since our founding and our vision to extend services beyond Oahu's borders. "Lanakila" in Hawaiian means "victory," and "Pacific" denotes peace and tranquility in addition to describing a geographic region.

The names of our programs also changed to reflect our impact in the community and increase awareness of the many, many facets of Lanakila Pacific. New program names include:

Lanakila Workforce Resources, which promotes independence of people with disabilities through gainful employment,

Lanakila TLC (Teaching and Learning Centers), which teaches basic life skills and advocates for independence and inclusion for individuals with challenges, and

Lanakila Meals on Wheels *and more!*, Hawaii's largest and only island-wide provider of meals and more for

seniors.

We are also excited to introduce Lanakila Social Enterprises, our mission-driven business ventures that produce high-quality products and services for customers while building independence for people with challenged lives, including:

Lanakila Production Services, offering an array of services, including packaging and shrink-wrapping, silkscreening and embroidery, mailing and more,

Lanakila Maintenance Services, providing fully licensed grounds and custodial services for commercial and government properties, and

Xpress Chefs, featuring fresh produce and ingredients in healthy foods prepared for retail sales, catering services and meal programs for schools and care centers.

These three enterprises are a great choice for many local businesses looking for a way to support our community while getting quality service. Lanakila Pacific's brand embodies the energy and passion of our staff, volunteers and partners in serving our participants and the community. Bolstered by ongoing feedback, our organization is strongly positioned to meet our goal of financial self-sufficiency, while continually striving for more innovative, efficient and effective ways to deliver services.

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Lanakila Pacific still relies on donations and grants. However, we are able to leverage this support through our growing social enterprises. For example, all proceeds from our upcoming golf tournament presented by Five Star Aug. 22 will be invested to foster the growth of Lanakila Meals on Wheels *and more!*

We look forward to continue working together with the community to ensure that individuals with challenged lives will have the opportunity to reach their full potential for independence as Lanakila Pacific also strives for the same by achieving self-sufficiency.

To learn more, we invite you to visit our headquarters on Bachelot Street for a firsthand look at our programs and high-quality work. To arrange a tour and see how we can help you, please contact us at 531-0555 or visit our new web site at www.lanakilapacific.org.



Byron Lee photo byronlee@midweek.com

Reid Fujishige, Sylvia Victoriano, Marian Tsuji, Lauren Murphy and Travis Iha

For-profit arm helps nonprofit stay healthy

BY MAHEA KALANI
PACIFIC BUSINESS NEWS

Lanakila Pacific has found financial stability in Hawaii's competitive nonprofit community through a for-profit arm that complements its core mission.

The 69-year-old organization runs a nonprofit rehabilitation facility in Nuuanu with a mission to "build independence for challenged lives." Its Lanakila Meals on Wheels program provides about 3,000 meals a day to Oahu's elderly residents free of charge.

With donations and grants waning in recent years as more nonprofits start up in Hawaii, Lanakila Pacific two years ago launched a catering and meal-service business called Xpress Chefs to help offset the \$1.3 million annual cost of its Meals on Wheels program.

"With the senior population growing, we've had to expand our programs and services, which increases our expenses, but our government funding remains flat," said Executive Director Marian Tsuji. "For us to be just another organization asking for money doesn't work, and we wanted to show financial independence."

FEEDING THE BUDGET

Lanakila Pacific's catering business generates, on average, between \$30,000 and \$35,000 a month. By comparison, grants last year made up about 20 percent of its \$10.6 million operating budget, while donations accounted for just under 1 percent.

In addition to Meals on Wheels, the agency operates a work-force development program and classes in life skills.

"We wanted to see how we could walk the talk of being independent like our mission states," Tsuji said of Xpress Chefs. "We needed a way to put money back into our programs that can't make money."

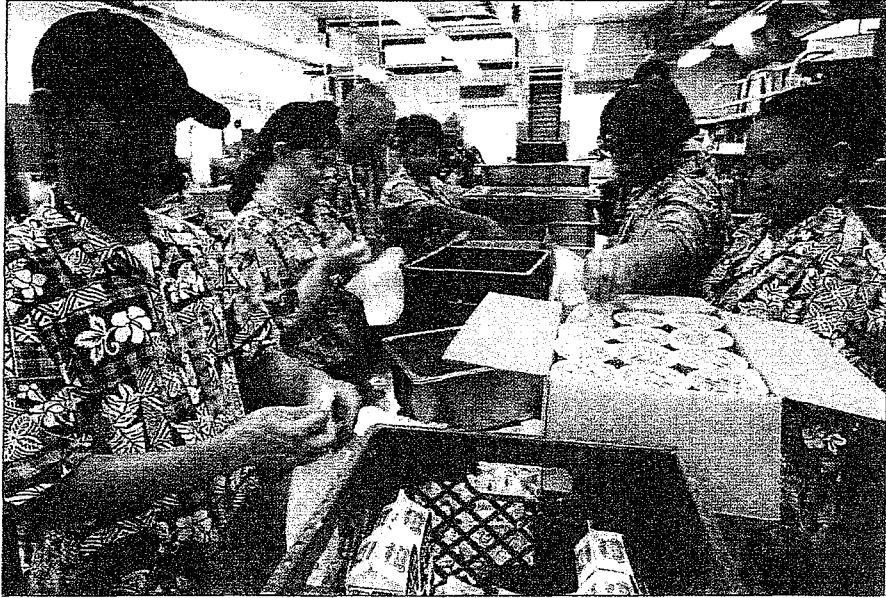
Xpress Chefs offers catering services that use healthy recipes for such events as private parties and office gatherings. It also prepares and delivers lunches for a dozen Oahu private schools and preschools, including Star of the Sea School and two of The Cole Academy campuses.

Xpress Chefs, which is run out of Lanakila Pacific's kitchen facilities, will expand its reach in the coming months with lunch wagon service on Hickam Air Force Base.

A staff of 14 runs Lanakila's food-services department, which includes both Xpress Chefs and Meals on Wheels.

In creating Xpress Chefs, Tsuji said the organization looked for business opportunities that would help support its mission.

"You try to play off of your strengths, and for us we were already doing food service and meal delivery, so it made sense to create a for-profit branch to that," she



THINA YUEN PHU

Packaging meals for senior citizens are Lanakila Pacific employees, clockwise from left, Hernani Acosta, Lauren Murphy, Joseph Chung, Portie Pugh, Emily Manaku and Ana Marie Rozario.

Small-business issue

Starting a for-profit enterprise as a nonprofit.

Strategies

- ☑ Look for simple business opportunities in line with your mission.
- ☑ Seek business help and funding through a local business plan competition.
- ☑ Include the board of directors in the planning phase; involve it in operations.
- ☑ Stick to a business plan, but be flexible.

said. "It ties in to our mission because we're supporting our programs financially and also providing an avenue for training for work-force development. If we couldn't fill the mission part, it wouldn't have worked."

Ensuring that the nonprofit fulfills its mission when pursuing money-making activities also has tax benefits.

All nonprofits are required to pay general excise tax on revenue they produce, but they do not have to pay business income



Tsuji

taxes if they can show their profit-making activities are related to their primary mission.

Tsuji said the nonprofit sought free business advice through Chaminade University's annual nonprofit business plan competition. The organization's plan for Xpress Chefs won first place in 2006, receiving \$15,000 and 30 hours of free business consulting services.

"We got help with advice on how to market ourselves, and we also revamped our approach to have contract work in addition to individual customers," she said.

The organization's board of directors also played a role in establishing Xpress Chefs.

"Our supportive board really helped direct our energy," Tsuji said. "The board and staff got involved in the planning and helped shape this, and continues to shape it."

Some of Lanakila's clients for Xpress Chefs include fellow nonprofit organizations such as the Na Lei Aloha Foundation that like the idea of supporting Lanakila's mission.

Na Lei Aloha, which sponsors Honolulu's annual Lantern Floating Hawaii at Magic Island, hired Xpress Chefs to cater and deliver lunches and dinners for its 850 volunteers and vendors last weekend.

HEALTHY PARTNERSHIP

"Because their food is healthy and their service is always prompt, we use Xpress Chefs all the time for small gatherings and events," said Chieko Steele, Na Lei Aloha's program officer. "It's a really good partnership because it fills our needs of feeding people while at the same time being able to help a wonderful organization."

Xpress Chefs tries to build repeat customers by accommodating varying tastes and preferences and inviting feedback.

"While we have an overall humanitarian cause, we still have to be business oriented," said Terry Leong, Lanakila's deputy director of food service, who oversees Xpress Chefs. "We need to maintain standards of quality and constantly monitor the final products and customer satisfaction."

She said Xpress Chefs sends out surveys and comment cards with each of its catered products.

KHNL 8 LIVE • LOCAL • LATE BREAKING

Seniors savor meals on wheels

Posted: Dec 25, 2008 07:58 PM

Updated: Dec 25, 2008 09:04 PM



By Duane Shimogawa - [bio](#) | [email](#)

HONOLULU (KHNL) - Hundreds of volunteers help to bring not only holiday cheer, but special homemade Christmas meals to seniors and the less fortunate.

For more than 16 years, the Lanakila Meals on Wheels program has been delivering fresh, hot meals to seniors.



250 pounds of ham stuffed chicken, stuffing, garlic mashed potatoes, broccoli spears and more.

All for a smile on someone's face.

Robert Vicich takes 27 pills each day just to stay alive. He suffers from cancer, internal bleeding and a bad liver.

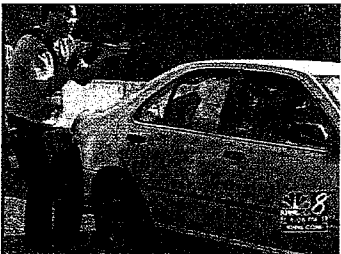
But on Christmas at least, the pain goes away.



"When they come and give the food, it's like Christmas everyday of the year," he said.

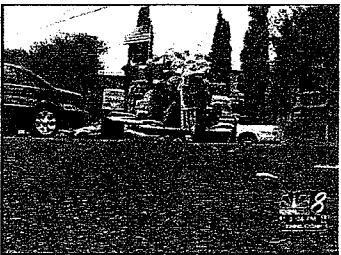
They, as in the volunteers, do this out of the kindness of their hearts.

"Once you've seen an old person that's crippled and can't get up and at least get a turkey dinner, really don't have any family, we're their family and over the years you get to see the smiles and the anticipation when they show up with all the bikes making noise," Volunteer and biker Pato said.



It's a collaborative effort, shared by volunteers from all walks of life and the people who receive the meals.

"We really consider these seniors as extended family, so we treat them like family and no one deserves to be alone without a meal, without a gift, without a hug on Christmas Day," Lanakila deputy director Brandon Mitsuda said.



More than 800 seniors received meals Thursday. This year, the participants also picked up an extra special gift, a Kupuna Care Package, which contains basic household items.



More Than a Meal; Lanakila Meals on Wheels

Written by Jim Mendoza - jmendoza@kgmb9.com

November 27, 2008 03:39 PM



Hawaii Air National Guardsman Mike Cadang had his list.

"Well, let's see. We have Mr. George Tate out at the corner of Nuuan and King," he said.

This Thanksgiving was the first turkey day Cadang was giving away in time. Welcome to the assembly line at Lanakila Meals on Wheels, where times are tough.

"Food costs are going up. We have so many extra added costs that it is so important now more than ever that everybody come out and help Lanakila's deputy director Brandon Mitsuda said.

At its Bachelot Street location, 275 volunteers packed and loaded 62 pounds worth of turkey, stuffing, and a different kind of side dish.

"We're taking basic necessities: toiletries, paper products," Mitsuda said.

If not for Lanakila's special deliveries, 800 senior citizens would go without a Thanksgiving meal. Cadang had a handful of stops and help from his children.

"I wanted to try to show my kids that it's not just us. We got to take care of our kupuna," he said.

But like other organizations that survive off charity, times are lean for Lanakila. Donations are down.

"One out of three has not been giving and it's really been impacting us," Mitsuda said.

Halfway through its fiscal year Lanakila is \$30,000 short of its goal. It's put restrictions on adding more clients to the list of needy seniors.

"They're really appreciative of us coming," Cadang said.

Cadang has volunteered for other charities. But this was his first experience with Lanakila's Meals on Wheels Thanksgiving day give away.

The next big drive is Christmas day.

"We're going to do it again. Definitely," Cadang said.

If you'd like to donate money or paper products to Lanakila Meals on Wheels, call the office at 531-0555.



Last Updated (November 27, 2008 06:51 PM)

[Close Window](#)

KHNL 8 LIVE • LOCAL • LATE BREAKING

Economy threatens elderly meal program

Posted: Sep 30, 2008 09:56 PM

Updated: Oct 1, 2008 06:43 AM



Brandon Mitsuda

By Zahid Arab - [bio](#) | [email](#)

The country's economic crisis has everyone cutting back, and that's having a crippling effect on a Hawaii organization that now needs your help.

Lanakila's "Meals on Wheels and More" program says it needs to raise about a \$100,000 to keep its food delivery service to the elderly alive.



Filiki Tomanogi

They deliver about 1,700 meals a day, serving seniors like Filiki Tomanogi their favorites.

"Chicken, beef and fish," said Tomanogi.

Hit by soaring fuel costs before, the program now has a bigger bump in the road.

"More meals, more money, more donations, more volunteers, and the need is as great as ever," said Deputy Director Brandon Mitsuda.



Suffering a shortfall, Thanksgiving and Christmas meal services are threatened. It's not only about a source of sustenance, the program is a prescription for the sometimes lonely elderly people.

"Our drivers are the only people that see these seniors and without this contact, without these meals, many of these seniors would be forced to go into hospitals prematurely, or maybe even pass away," said Mitsuda.



"These people who prepare the food thank you very much for them. I wish to say thank you very much for the program, for the food, thank you very much," said Tomanogi.

While the wheels of dedicated volunteers continue in motion, time is running out. It's now up to the community to prevent this crisis.

Seniors get full meals that are easy to heat up and most importantly for their age, nutritious.



Photo Finish: Cirque Du Soleil

For Friday, November 7, 2008

By Star-Bulletin Photographers

POSTED: 01:30 a.m. HST, Nov 07, 2008



CRAIG T. KOJIMA / CKOJIMA@STARBULLETIN.COM

Cirque Du Soleil's "Saltimbanco" is a colorful performance in nine acts, including major showcases of Chinese pole acrobatics, aerial work from a Russian swing, and bungees. It features 47 performers from more than 20 countries.



CRAIG T. KOJIMA \ CKOJIMA@STARBULLETIN.COM

Lanakila Rehabilitation Center-Pacific participants, including seniors and those with disabilities, were treated yesterday to a performance by members of the visiting Cirque Du Soleil show, "Saltimbanco." Hands in Harmony, a group of Lanakila participants, performed a song for the cast using sign language.



CRAIG T. KOJIMA \ CKOJIMA@STARBULLETIN.COM

Troupe members Nicola Dawn, left, and Chantal Blanchard did a duet

Find this article at:

http://www.starbulletin.com/news/20081107_Photo_Finish.html

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: 70-0

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: Legal Aid Society of Hawaii
Db/a:

Street Address: 924 Bethel Street, Honolulu, HI 96813

Mailing Address: 924 Bethel Street, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name M. NALANI FUJIMORI

Title Interim Executive Director

Phone # 808-527-8014

Fax # 808-527-8088

e-mail nafujim@lashaw.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:

CIVIL LEGAL SERVICES TO THE POOR AND LOW INCOME THROUGHOUT THE STATE OF HAWAII

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 720,000

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 \$ 130,668
 FEDERAL \$ 1,223,820
 COUNTY \$ 45,000
 PRIVATE/OTHER \$ 34,445

TYPE NAME
[REDACTED]

M. NALANI FUJIMORI, INTERIM EXECUTIVE DIRECTOR
NAME & TITLE

1/29/09
DATE SIGNED

Senate Committee on Ways and Means
State Capitol, Room 210
Honolulu, Hawaii 96813
Attn: Rod Becker

Legal Aid Society of Hawai'i
Application for Grants-in-Aid
Fiscal Year 2009-2010 Budget

Original Copy

I. BACKGROUND AND SUMMARY

1. Brief description of the applicants' background.

The **Legal Aid Society of Hawai'i** (Legal Aid), a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout our state for the over 58 years. It is the only legal service provider in the state, and one of the few non-profits, with statewide coverage through nine offices on each of the islands, from Lana'i to urban Honolulu.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawaii. Our primary clients are individuals and families with incomes up to 125% of the federal poverty level. We also help the working low income families and individuals whose incomes are below 250% of the federal poverty level.

Legal Aid's critical services are wide-ranging, impacting the lives of over 20,000 people in Hawai'i each year.

2. The goals and objectives related to the request.

In this biennium budget, Legal Aid is requesting continued funding for civil legal services through a \$720,000 grant from the legislature to provide services statewide.¹ Recognizing the downturn in the economy and the decrease in state revenue projections, Legal Aid has reduced its funding request from approximately \$800,000 previously allocated to civil legal services in the past two years. Funding under this grant would continue the state's over thirty year commitment to funding civil legal services to the poor.²

Legal services will continue to be provided statewide through Legal Aid's nine offices (Lihue, Wai'anae, Honolulu, Windward, Kaunakakai, Lana'i City, Wailuku, Kona and Hilo) and satellite sites. It is the goal that through this grant, Legal Aid will be able to continue its mission and provide critically-needed legal services to 8,500 families and individuals and positively affect the lives of over 18,000 people.

Through this grant, Legal Aid will provide critical legal assistance, community education and outreach services to:

- **Maintain or secure affordable housing**

¹ In FY 1992, funding for this grant to the Legal Aid Society of Hawai'i was at \$1.47 million. Between FY 1993 – FY 1997 the grant slowly decreased to \$1 million. In FY 2000 the award leveled off at \$810,000 for four years, and in FY 2004 dropped to \$647,000. In both FY 2006 and 2007, funding was \$649,000. Funding increased to \$810,000 in FY 2008 and dropped to \$800,000 in FY 2009. Overall, funding has decreased by 45% since 1992.

² State funding for general civil legal services has been provided since 1975. Civil legal service funding was provided through the Department of Labor's Office of Community Service under a purchase of service contract, but was moved to the Judiciary in 2004 by the legislature as a grant-in-aid. While a critical needed service in the community, civil legal service funding currently does not have a funding home and as such has had to seek funding through the grant-in-aid process.

- **Help families become safe and stable with family law services, including protection from domestic violence, child custody and support**
- **Protect families and individuals from a consumer problem such as mortgage “rescue” scams or illegal debt collection practices Obtain public benefits such as disability benefits from the Social Security Administration or Medicaid**
- **Eliminate barriers to being homeless**
- **Secure appropriate placement and services for abused and neglected children**

Without this grant, Legal Aid will be forced to significantly reduce its services in rural areas that traditionally do not have specific funding sources available to provide civil legal services. Furthermore, loss of these funds may affect Legal Aid’s ability to leverage over \$400,000 in federal funds into the state that has allowed the organization to expand its capacity to provide services both generally through Legal Aid’s AmeriCorps program and specifically in the areas of housing discrimination, supportive legal services to the homeless, housing counseling, and tax disputes with the IRS.

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

Justice is fundamental to our democracy. It is to judge regardless of income, background, or stature, on the facts of the case. To instill equality and provide fairness to all who seek its assistance. Yet, wealth is still awarded as the ability to hire a good lawyer can make a difference in that courtroom, leaving the poor in Hawai‘i with an uphill climb to even reach a level playing field.

As the economy worsens, so increases the need for civil legal services. With unemployment expected to rise to its highest level since 2001, Hawai‘i’s rank in number of foreclosures moving from one of the lowest states at 44 to 28 in one year, rising domestic violence homicides, and an increased need for public assistance, calls for civil legal services is growing. Legal Aid provides and can provide this civil legal assistance across the state and help increase access to justice for the poor.

In a 2007 report, Achieving Access to Justice for Hawai‘i’s People: The 2007 Assessment of Civil Legal Needs and Barriers of Low and Moderate-Income People in Hawai‘i,³ key findings discovered that:

- Only 1 in 5 low and moderate-income Hawai‘i residents have their legal needs met Legal service providers are able to help only 1 in 3 of those who contact them for assistance.
- The areas with the greatest unmet civil legal needs are housing (24%), family (23%), domestic violence (8%), and consumer (7%).
- Significant barriers to obtaining legal assistance in addition to inability to afford an attorney include language and cultural barriers, lack of knowledge of one’s legal rights, lack of knowledge of available legal services, and difficulty in accessing legal services programs.

³ http://www.legalaidhawaii.org/HUI_Access_to_Justice.pdf

- There is one legal service attorney for every 2,291 persons living below 125% of the federal poverty guideline.
- There is one legal service attorney for every 4,402 persons living below 200% of the federal poverty guideline.
- There is one private attorney for every 361 persons in the general population.

The civil legal services provided by Legal Aid are part of the fabric of Hawai'i. For those who are most vulnerable in our society, legal advocacy from a trusted community resource can mean the difference between receiving food and shelter, being able to visit and ensure the safety of their children and be protected from fraud and predatory consumer practices. Legal services ensure that the safety net created by the government and the community is available for those most disenfranchised. It also helps to ensure access to justice for all.

4. Describe the target population to be served.

Legal Aid will provide free legal services to the low-income population with incomes less than 125% of the poverty level. Recently released American Community Survey data for 2007, places this population in Hawaii at 148,566 residents or 11.93% of the state's population. On average, Legal Aid closes approximately 8,500 cases each year impacting about 18,000 people almost 13.5% of the poverty population in Hawai'i.

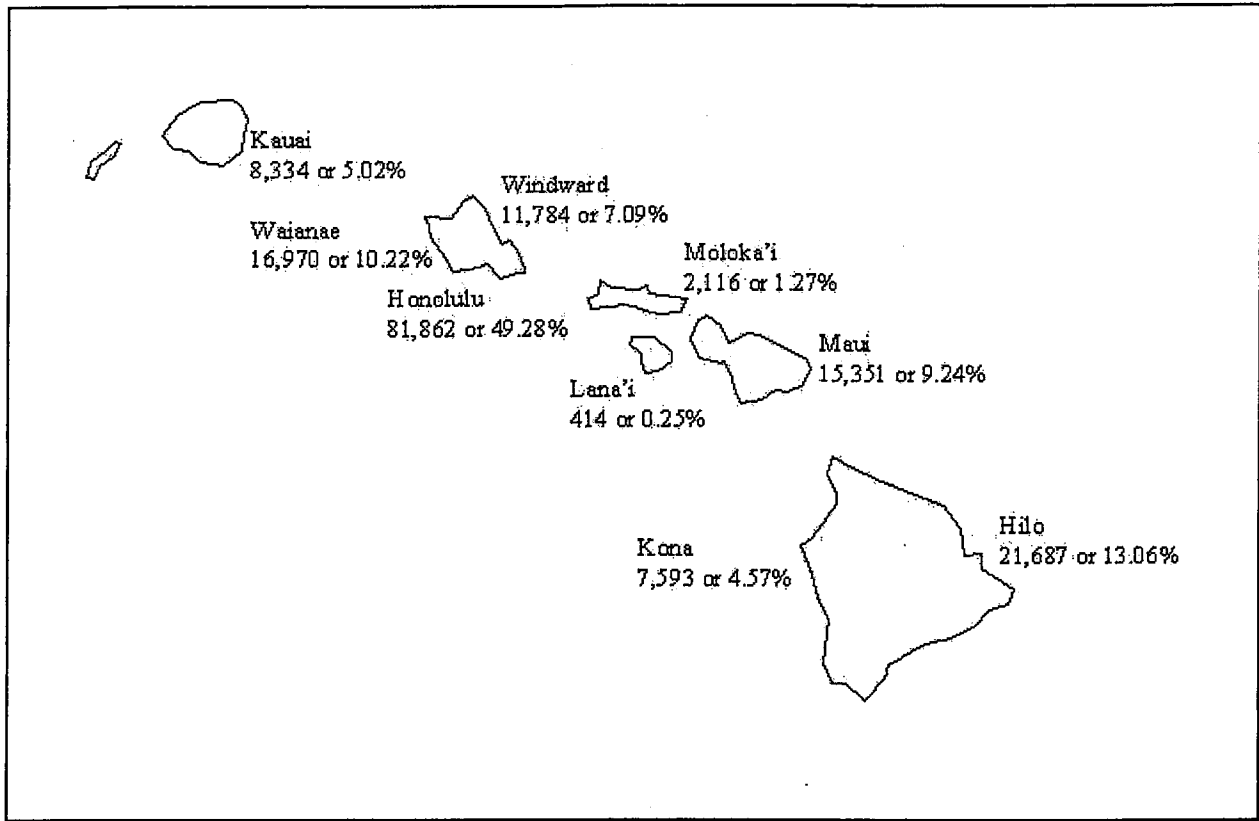
Legal Aid intends to provide civil legal services those in need of assistance in the areas of housing, family (including protective orders), consumer, and public benefit cases.

In addition, there are thousands of underserved residents in special populations (geographically and culturally isolated, immigrants with limited English proficiency, the physically and mentally disabled, seniors) that Legal Aid intends to assist with this grant. The growing needs of these groups makes an efficient and effective delivery of legal services even more critical for the people of Hawaii living in poverty.

5. Describe the geographic coverage.

Legal Aid will provide services throughout the state. Legal Aid has offices in each of the major Hawaiian Islands (Oahu – Honolulu, Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i). We also have outreach sites at the Waimanalo Health Center in Waimanalo, Haleiwa Resource Clinic, US Vets, Next Step Shelter in Kakaako, and regularly visit the homeless at an additional sixteen locations on Oahu, six on Maui and four on Kauai. Legal Aid continues to be dedicated to these communities. The map below illustrates the distribution of the state poverty population by the location of each Legal Aid office⁴:

⁴ Statistics are based on 2000 Census figures.



II. Service Summary and Outcomes

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

Under this grant, in each island and branch office, Legal Aid staff is prepared to provide civil legal services in the following priority case areas:

- **Housing – to maintain or secure affordable housing.** Issues include private landlord eviction defense or negotiation; foreclosure assistance; housing discrimination; public housing applications, evictions, grievances, rent issues, and security deposits; and, habitability, repairs, illegal lockouts, or illegal utility shutoff.
- **Homeless – to eliminate barriers.** Visiting the homeless where they live, assistance is provided in the areas of housing, public benefits, consumer, family and other matters.
- **Children – to help secure appropriate placement and services for abused and neglected children.** Provide guardians ad litem services for abused and neglected children; assist with guardianships and adoptions; and advise family members and others about their rights and responsibilities in caring for abused and neglected children.

- **Public Benefits – to obtain income support.** Public benefits may be the only source of income for an individual or family. Assistance with denials, appeals and terminations of SSI, General Assistance, Temporary Assistance for Needy Families (TANF), SNAP (fka Food Stamps) and other public benefit programs.
- **Health, Medicare & Medicaid – to gain access to health care.** These include program denials of services or eligibility as well as terminations from the programs.
- **Family – to help a family become safe and stable.** This area includes child custody, child support, domestic violence, visitation, divorce, property division and in some cases ex-military spouse issues. A domestic violence victim may require assistance in obtaining temporary restraining order or establishing temporary custody, visitation, and support. Paternity cases are accepted to determine custody, visitation, and child support rights and obligations. In addition, facts surrounding a birth may need to be established in order to obtain or modify a birth certificate to qualify for Native Hawaiian, Native American, and other benefits.
- **Consumer – to afford protection from consumer problems and illegal practices.** Consumer issues include mortgage “rescue” scams, predatory lending, debt collection, bankruptcy, consumer credit matters, utility hook-up or shut off, repossession, unfair or deceptive practices, tax disputes, or mortgage counseling.
- **Senior** legal issues primarily related to incapacity planning (powers of attorney for financial decisions and advance health care directives) and will and probate issues. In addition to these types of services, seniors receive legal assistance in all areas that Legal Aid practices in – 12% of those impacted by Legal Aid is a senior.
- **Other Civil Legal Services** will also be provided as needed. This assistance includes, but is not limited to education issues, employment and mental health concerns. Each year these requests equal less than 4% of the calls for assistance.

Under this grant, Legal Aid will provide screening; referrals; intake; legal assessment and legal advice; brief services; full representation; and outreach. Each of Legal Aid’s offices is prepared to carryout these activities.

- **Screening** an applicant for a service begins with our streamlined hotline to provide accurate information and advice to the greatest number of clients possible. Legal Aid receives over 76 calls per day on the hotline. The hotline, Legal Aid’s primary entry point for clients, receives calls from applicants on Oahu, Maui, Kauai, and the Big Island.⁵ There are between 4-6 intake advocates on each of the two shifts per day (9 am to 11:30 am and 1 pm to 3:30pm). Screening occurs through a quick four-step process.

⁵ On Molokai and Lanai, Legal Aid offices continue to operate their own intake process. Applicants there apply for services directly at their local offices. This intake process differs from other islands because of cultural issues, the relatively small populations and the close association between the island population and our office staff.

- First, an intake worker checks for a legal conflict of interest. This means that if an opposing party was assisted by Legal Aid in the past, the applicant can be disqualified from services.
- Second, the applicant is screened for income and asset eligibility. The applicant is asked for information about his/her household size and household income. If an applicant's income is either over 125% of the current federal poverty guideline⁶ or if their assets⁷ exceed Legal Aid guidelines, he/she is considered to be over income or to have excess assets and not qualify for free Legal Aid services.
- Third, applicants are screened for their citizenship. Legal Aid can only provide services to citizens of the United States or legal resident aliens. If an applicant does not fall into either of these categories, they are disqualified from services.
- Fourth, the applicant is screened by the type of legal issue. For example, if an applicant indicates the applicant is calling for a criminal or immigration issue, they are informed that Legal Aid is not able to assist with criminal or immigration matters. Other examples include an applicant calling about a legal issue in another state, or calling for another party which would preclude the intake advocate from rendering services.

In any of the above scenarios, if an applicant is not qualified for services, the intake worker attempts to find an appropriate referral for an organization or agency that can help the applicant further.

- **Referrals** are frequently made to applicants in order to assist them receive the necessary services from the most appropriate agency. In FY 2008, 1500 referrals to other agencies were made. Common referrals include partner agencies on the hotline:
 - Domestic Violence Action Center
 - Volunteer Legal Services Hawai'i
 - UH Elder Law Project
 - Hawaii Disability Rights Center
 - Hawaii Immigrant Justice Center (formerly Na Loio Na No Kanaka)
 - Native Hawaiian Legal Corporation
 - Judiciary Ho`okele Project
 - Lawyers Referral Service

Applicants who receive services from Legal Aid may also be given referrals to other agencies if such additional assistance would benefit the applicants in seeking a solution to their legal or other problems.

- **Intake, Legal Assessment, and Legal Advice.** After screening an applicant for eligibility, the client and advocate discuss the legal issue in question (case assessment). The advocate uses questionnaires designed by Legal Aid staff in order to issue-spot about

⁶ For example, in 2008 monthly income must be under \$1,677 for a household of two, \$2,539 for a household of four, and \$3,402 for a household of six.

⁷ Assets must be under \$8,000 for an individual with an additional \$3,000 added for each household member. Subject to some exclusions, for example one car and a home used as a primary residence are not counted as assets.

an applicant's legal issue and provides information about the options available to the applicant and the ramifications of choosing each option (legal advice).⁸ After appropriate legal advice is given, the intake advocate follows up by mailing legal brochures to the client. These brochures are selected based on the nature of the client's legal issue, and serve to reiterate the advice provided by the intake advocate. Over 150 legal brochures created by Legal Aid staff are available for distribution to clients. Last year, approximately 10,000 brochures were distributed to over 8,500 applicants. All information generated during this intake is documented in a computer "docket."

- **Limited Action** is extended to those clients who need some extra assistance in solving their legal problems. These services include, assisting in the preparation of documents and court forms, making telephone calls or writing letters on behalf of a client or conducting self-help clinics that teach clients how to file their own legal papers. Each Legal Aid office offers these brief services; in addition, the Center for Equal Justice (in Honolulu and Kauai) and the recently expanded Court Assistance Project at the Family Court of the First Circuit provide additional assistance to clients.
- **Extended Legal Representation.** Not everyone can be his or her own advocate. In these situations, Legal Aid provides one-on-one assistance for those low-income families and individuals who are unable to help themselves. Legal Aid targeted disadvantaged families and individuals, victims of domestic abuse, public housing tenants facing eviction, slumlord practices, welfare families, disabled individuals, families without health care, and those subject to fraud and harassment. Legal Aid provides direct representation in family, consumer, housing, health, and income maintenance issues.
- **Outreach** efforts include a variety of activities. Each year, Legal Aid participates in over 200 outreach activities serving all the islands. Some examples include:
 - Community fairs
 - Outreach presentations
 - Trainings to Community
 - Brown Bags presentations held monthly at Legal Aid to which social service agencies are invited.
 - Semi-annual Public Benefits training, a 2-day overview of public benefits law, to which social service agencies are invited to attend.
 - Formalized information sharing through list serves

With the assistance of this grant, Legal Aid intends to provide critically-needed legal services to approximately 8,500 families and individuals and positively affect the lives of over 18,000 people. In FY 2008, we opened the following number of cases, listed by office and type of case:

⁸ Over 61 sections on various legal issues are available to intake advocates along with checklists and a resource binder with referral information.

Office	Housing	Children	Public Benefits	Health	Family	Consumer	Senior	Other	Total
Honolulu	1065	206	961	93	1946	554	136	230	5191
Hilo	39	4	233	17	186	22	84	10	595
Kona	14	33	80	4	130	6	49	2	318
Maui	70	18	123	7	337	23	154	8	740
Molokai	9	9	43	12	100	12	102	4	291
Lanai	0	1	4	7	4	2	9	0	27
Windward	40	0	115	6	135	5	4	3	308
Waianae	35	15	142	2	143	1	25	4	367
Kauai	49	6	60	3	246	9	12	12	397
Total	1321	292	1761	151	3227	634	575	273	8234

2. Timeline.

Services shall be provided during the next fiscal year from July 1, 2009 to June 30, 2010.

3. Quality Assurance and Evaluation

Legal Aid is dedicated to providing high quality legal services. Its manuals and policies set forth the protocols for providing excellent service and evaluation procedures to assure that Legal Aid's high standards are met and problems are addressed and resolved as they arise. These documents present protocols and standards in compliance with all federal, state, and county requirements. They are:

- **The Legal Aid Case Management Manual.** Revised in December 2007 and most recently amended in April 2008, to ensure the most up-to-date compliance, this manual establishes the protocols for intake; case acceptance and handling protocols; closing cases; appeals; and timekeeping and reporting. This manual also presents established evaluation procedures that include:
 - Case review with the attorney's manager before a case is accepted,
 - Monthly reviews of open cases between the manager and attorney,
 - Periodic review of open cases at each office location by Legal Aid attorneys from outside that location,
 - Comprehensive annual reviews of each staff person's performance culminating in a dialog of the staff person's strengths and weaknesses and a written evaluation report,
 - Clear protocols on intake, case assessment, file maintenance, etc.

- **Client Grievance Process.** This procedure identifies how a client can have any grievance addressed regarding services by Legal Aid. The policy provides for the progressive review of any client grievance by the managing attorney of the office where the action took place, the executive director, and the Client Grievance Committee of the Board, if required, to resolve the grievance.

- **The Human Resources Manual** presents Legal Aid's expectations of its staff including all responsibilities to maintain continued employment and staff benefits and policies related to Legal Aid employment. This document also includes the procedure to be followed should an employee be disciplined.
- **The Legal Aid Accounting Manual** documents the established procedures for handling Legal Aid's finances in a prudent and fiscally sound matter that meets general accounting guidelines.

Evaluation. In addition to these manuals and protocols, Legal Aid has incorporated client feedback and evaluation of services into its structure and operations:

- Client representatives compose 1/3 of Legal Aid's Board of Directors. These grassroots directors are appointed by individual social service agencies, from across the state, which provide services to the low income community.
- The Board has a standing Client Grievance Committee that addresses client complaints.
- A sample of clients is surveyed each quarter seeking information about their experience with Legal Aid and suggestions for how Legal Aid may improve. On average, 80% or more of the clients surveyed consistently rate Legal Aid service as "good or excellent."
- The full board receives these quarterly client evaluations, discusses how Legal Aid can improve, adopts and monitors agreed upon course of action.
- The Legal Aid Board periodically conducts a complete periodic evaluation of the executive director and program performance. To complete its most recent comprehensive evaluation, the Committee aggressively sought feedback from many funders, staff, current and former directors, partner agencies, judges, and bar leaders.
- An annual financial audit by the accounting firm Choo, Osada & Lee, CPAs, Inc. that evaluates all financial aspects of Legal Aid operations. Legal Aid addresses any comments or observations raised by the audit as soon as it is completed. The full Legal Aid Board as well as its standing Audit and Finance Committee review this audit.
- Periodically, staff and managers are evaluated for their effectiveness, efficiency, case handling and overall job performance.
- Extensive monitoring by all primary funders including LSC, HUD, and IRS keeps Legal Aid programs in line with funder guidelines.

4. Measures of Effectiveness to be Reported to the State Agency Through Which Funds Are Appropriated

Legal Aid will report the number of cases opened and number of cases closed during FY 2009-10. Demographics for each client will also be reported. In addition, we will report the outcome of each case, utilizing closing case codes that we use for other funders, including the federal government.

III. FINANCIAL

Legal Aid is seeking \$720,000 from the legislature to support general civil legal services. General civil legal services funding has been provided by the state for over thirty years and is a critical need to ensure justice in our community. Legal Aid's funding will support not only the infrastructure of the organization, but will ensure that Legal Aid can continue its services on every island in the state.

Legal Aid's \$720,000 request for funding is a reduction from its current level of funding in recognition of the state's financial crisis and the projection of lower state revenue. While services will need to be reduced with this decrease, Legal Aid recognizes that all agencies and organizations are being asked to give during this time and believes that it must do its part as part of the fabric of the social service safety net in this community.

1. Budget Forms

The budget detailing the cost of the request is attached as Attachment "A."

2. Quarterly Funding Requests

The anticipated quarter funding requirements are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$180,000	\$180,000	\$180,000	\$180,000	\$720,000

3. Funding Sought for Fiscal Year 2009-2010

Legal Aid receives funding from a variety of sources, including federal, state, county, foundations and through private fundraising. Various agencies and organizations specifically contract with Legal Aid to provide a particular type of legal service (social security advocacy, representation of families with children, mortgage foreclosure counseling, assisting the homeless population, etc.). Because of these limitations not all critical legal needs can be met without general funds provided under this grant.

Legal Aid has received funding notification for FY 09-10 from the following sources:

Source	Amount	Period During FY09-10
Legal Services Corporation – General	\$674,139	07/09 – 12/09
Legal Services Corporation – Native American Corporation for National and Community Service	\$111,214	07/09 – 12/09
Department of Housing and Urban Development – Continuum of Care	\$ 70,854	07/09 – 09/09
Department of Housing and Urban Development – Fair Housing Enforcement	\$ 16,167	07/09 – 09/09
Internal Revenue Service – VITA	\$275,00	07/09 – 06/10
Internal Revenue Service – Low-Income Tax Payer Clinic	\$ 3,946	07/09 – 09/09
NeighborWorks Foreclosure Mitigation Counseling	Received Notice of Award but amount To Be Determined	07/09 – 12/09
Aloha United Way Allocation	\$ 72,500	07/09 – 12/09
Aloha United Way (Legal Intervention for Financial Stability & Independence)	Received Notice of Award but amount To Be Determined	07/09 – 12/09
Aloha United Way (Emergency & Crisis Services)	\$ 31,458	07/09 – 12/09
Hawaii Justice Foundation (ILAF)	\$ 2,987	07/09 – 12/09
Maui Dept. of Housing & Human Concerns	\$ 80,668	07/09 – 12/09
DHS (Social Security Advocacy)	\$ 45,000	07/09 – 6/10
Hawaii Justice Foundation IOLTA	Fee for Service	07/09 – 2/10
	\$ 50,000	07/09 – 12/09

Legal Aid will also be seeking funding from the following sources for FY 2009-2010

Source	Amount	Period During FY 09-10
Office of Community Services – Children's Advocacy	\$ 282,000	7/09 – 6/10
Internal Revenue Service – VITA	\$ 15,000	10/09 – 6/10
Internal Revenue Service – Low-Income Tax Payer Clinic	Amount TBD	1/10 – 6/10
Aloha United Way (General Allocation)	Amount TBD	1/10 – 6/10
Aloha United Way (Legal Intervention for Financial Stability & Independence)	\$ 31,458	1/10 – 6/10
Aloha United Way (Emergency & Crisis Svcs)	\$ 2,987	1/10 – 6/10
Department of Housing and Urban Development – Continuum of Care	\$ 56,000	10/09 – 6/10
NeighborWorks Foreclosure Mitigation Counseling	\$ 72,500	1/10 – 6/10
Kauai United Way Allocation	\$ 7,000	7/09 – 6/10
Big Island United Way Allocation	\$ 16,000	7/09 – 6/10
Hawaii Justice Foundation/Judiciary (IOLTA)	\$ 50,000	1/10 – 6/10
Hawaii Justice Foundation (ILAF)	Amount TBD	7/09 – 6/10
Judiciary (Maui Special Counsel)	\$ 35,000	7/09 – 6/10
DHS (Domestic Violence TANF/TAONF)	\$110,000	7/09 – 6/10
Hawaii County office on Aging (Hilo Title III)	\$ 75,000	7/09 – 6/10
Judiciary (Maui GAL)	Fee for Service	7/09 – 6/10

Judiciary (Hilo GAL)	Fee for Service	7/09 – 6/10
Judiciary (Oahu GAL)	\$555,000	7/09 – 6/10
Kauai CDBG	\$ 48,000	7/09 – 6/10
DHS (Social Security Advocacy)	Fee for Service	2/10 – 6/10
DHS (Foster Kids SSI)	Fee for Service	7/09 – 6/10
Maui County Office on Aging (Title III & IIIE)	\$ 57,500	7/09 – 6/10
Legal Services Corporation – General	\$674,000	1/10 – 6/10
Legal Services Corporation – Native American	\$111,000	1/10 – 6/10
Corporation for National and Community Service	\$159,420	10/09 – 6/10

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

The Skill, Ability and Knowledge. Since its founding in 1950, the Legal Aid Society of Hawai'i has utilized its skill, ability and knowledge to bring high quality legal services to people throughout the state. A community-based, non profit law firm, Legal Aid is known for its advocacy skills and its ability to empower low-income and disadvantaged people.

With nine offices statewide, it is nationally recognized as an innovative, high quality legal services provider. Legal Aid brings its services to the aid of thousands of Hawai'i residents using its extensive network of partnerships, its dedicated staff, and the technology of listserves, and web pages to assist Hawaii's low income community with their critical legal needs. In addition, Legal Aid's statewide toll-free hotline makes its experience and assistance just a phone call away for residents in need of its services. The hotline allows callers to contact an attorney or paralegal by phone and obtain immediate legal advice.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. Annually, Legal Aid receives over 20,000 requests for services. Legal Aid provides legal advice and counsel, brief services, and full representation in approximately 8,500 cases, impacting over 18,000 adults, children and seniors in critical civil legal matters. Legal Aid is the only provider in the state with able to handle this significant volume of requests.

Legal Aid is able to provide quality legal services statewide, in an efficient and effective manner, for Hawaii's low-income individuals and families. Here are some examples of our special ability to deliver quality legal services:

- For over thirty years, Legal Aid has been the sole and continuing recipient of state funding to provide general civil legal services to Hawaii's low-income community.
- Legal Aid is the only legal services provider with a continuous presence on all six major islands through its nine offices statewide. These offices have been serving Hawaii's people from many of the same locations for over twenty-five years. As a result:

- Most of our staff comes from and all live in the community that they serve. This community presence lends credibility and builds trust, making residents in need more receptive to using their local Legal Aid services.
 - Legal Aid's extensive network of partnerships with other agencies in local communities make it especially adept at handling the mix of legal and social issues that a client may face – e.g., a person on welfare may be dealing with divorce, child care, job preparation, and health issues or any other number of challenges at the same time.
- Legal Aid's staff is the most knowledgeable and experienced in addressing the broad range of civil law challenges that affect low-income residents including housing, public assistance, health, consumer transactions, taxes, family matters, and other civil matters.
 - In the last decade, Legal Aid has been monitored and audited extensively by the State's Office of Community Services, the federal Housing and Urban Development department (HUD), the federal Internal Revenue Service (IRS), and the federal Legal Services Corporation (LSC) and has always met and often exceeded the standards set for its operation by these agencies and organizations.
 - Through our advanced use of technology, our substantive law experts in each substantive area are available statewide, no matter where a client lives.
 - In quarterly client satisfaction surveys, between 80% and 90% of clients consistently rate Legal Aid service as "good or excellent."

Verifiable Experience with Providing Advocacy Services. Legal Aid's long history, statewide presence, and reputation make it among the most well known organizations working toward achieving justice in Hawai'i. A survey of O'ahu community leaders and statewide residents in August 2002 for the Hawai'i Justice Foundation noted, "Few organizations are known as addressing issues of justice. The only ones mentioned often were Office of Hawaiian Affairs (OHA), Institute for Human Services (IHS), and the Legal Aid Society."⁹

Legal Aid's reputation is also nationally noted, in December 2002, the federal Legal Services Corporation completed a six-day audit of the Legal Aid which included one-on-one interviews with staff and community partners. They found, "Every one of your community partners welcomes the opportunity to voice their respect and high regard for Legal Aid. The great reputation of the program, its staff ... was the common theme in all of the conversations."

It is truly the quality of service and assistance that Legal Aid provides that is the key. In the voices of Legal Aid's clients that have written to us in the last several months:

- Very nice and helpful people! Helped me to understand a lot of legal things.

⁹ Ward Research, "Issues of Justice in Hawai'i", Research among O'ahu Community Leaders and Statewide Residents, prepared for the Hawai'i Justice Foundation, August 2002.

- I really appreciate your help and time. Mahalo.
- Great services.
- Excellent service and staff. I would recommend LASH to friends and family.
- I received help for an uncontested divorce and I got a prompt notification in the mail about the clinic dates.
- Thrilled with the service.
- If we had people like your staff and workers who are wonderful, this world would be a wonderful world to live in. Thank you.
- Most impressed – thank you so much for making something confusing a 1-2-3 step project. Mahalo nui loa.
- A very positive and enjoyable experience. Keep up the good work. Thank you.

Furthermore, Legal Aid has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in our partnerships is well documented through its on-going receipt of over 35 grants from various federal, state, county and private sources on an annual basis. Attachment “B” contains a list of projects or contracts for the most recent three years that are pertinent to the proposed services.

B. Facilities

Legal Aid maintains a total of nine branch offices, located in Honolulu, Wai‘anae, Kaneohe, Hilo, Kona, Kaunakakai, Lana‘i City, Lihue, and Wailuku. Experienced attorneys and paralegals staff each branch. Given the natural isolation barriers presented by an island community, maintaining offices on all islands is the only effective way of responding comprehensively to client needs. Legal Aid has developed a three-pronged approach to reducing barriers to the greatest extent possible and to provide all clients with the opportunity to explore legal remedies to their problems and select the appropriate set of options to resolve those problems.

- All clients are given the opportunity of accessing counsel/advice services and some brief services through our statewide, toll-free telephone hotline system. The hotline uses trained, experienced and closely supervised staff. Clients requiring translation are provided with linguistic capabilities as well as the services of the bilingual access telephone line.
- Legal Aid offers, as a second means of initial assistance, a face-to-face interview and counseling session with staff at each local branch office. Most clients on Moloka‘i and Lana‘i prefer this method while clients on other islands generally prefer using the hotline in their initial inquiries.
- Finally, Legal Aid staff throughout the state “circuit ride” on a periodic basis to smaller population centers or to assist targeted members of the client community, such as the homeless, seniors, migrants, and victims of domestic violence.

All of our offices are ADA compliant.

In addition, each office has a mini-com TDD for the deaf to service the hearing impaired. Each of our nine (9) offices also has access to an electronic legal library through Lexis-Nexis and a computer system, which is integrated statewide.

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing and Proposed Service Capacity. This grant will allow Legal Aid to continue to bring its broad range of civil legal services to the people of Hawaii on every major island in the state. In FY 2009, Legal Aid’s attorneys and paralegals closed 8,900 cases and served over 19,000 children, adults and seniors.

The state funding provided under this grant in aid will ensure the following staffing:

Office	Attys	Paras	Admin	Clerical	Total	Pop. Below 125% of Federal Poverty Guidelines in 2006	Cases Closed in FY 2009	Cases Opened in FY 2009
Honolulu	19.5	21.5	7	6	54	81,862	5814	5191
Waianae	1.5	2	0	0	3.5	16,970	392	367
Windward	2	2	0	0	4	11,784	279	308
Kauai	2	1.5	0	0	3.5	8,334	389	397
Molokai	0	2	0	0	2	2,116	288	291
Lanai	0	0.5	0	0	0.5	414	34	27
Maui	4	3	0	1	8	15,351	840	740
Kona	1.5	2	0	0	3.5	7,593	300	318
Hilo	3	4	0	0	7	21,687	565	595
Total	33.5	38.5	7	7	86	166,111	8901	8234

Staff Qualifications and Experience. Legal Aid has an experienced and dedicated staff that is committed to serving the legal needs of Hawaii’s disadvantaged:

- Legal Aid’s staff is knowledgeable and experienced in addressing each and every area of civil law challenges that affect low-income residents, including housing, public assistance, health, consumer transactions, taxes, family matters and other civil matters. This experience and knowledge comes from:
 - Fifty-eight years of institutional experience including over thirty years of continuous financial support from the State of Hawaii to provide legal services for Hawaii’s low-income residents

- With nine offices statewide, Legal Aid staff generally comes from and live in the communities that they serve. This community presence lends credibility and builds trust making residents in need more receptive to using their local Legal Aid services. It also makes our staff more attune to the unique needs of the area that they serve.

Job descriptions of proposed administrative and program staff, including minimum qualifications necessary for the positions, can be found in Attachment "C". Staff resumes for these positions can be found in Attachment "D." Please note that the qualifications and minimum requirements noted in these job descriptions ensure that Legal Aid staff members are dedicated advocates, who are highly self-motivated and talented, with appropriate legal and paralegal training to meet the needs of low-income families and individuals in a timely and cost-effective manner.

Supervision and Training. Legal Aid has established a clear line of supervision throughout the program to ensure high quality of client services. The Executive Director directly supervises all managers of the local offices and, along with the program's Deputy Director, all special projects. The Managing Attorneys of each office are responsible for all supervision, case management, community outreach, and compliance with all contract requirements at their office locations. As required by the Hawai'i Rules of Professional Conduct, all paralegals are closely supervised by Legal Aid attorneys. The ratio of attorneys to paralegals throughout Legal Aid averages about one lawyer for each paralegal.

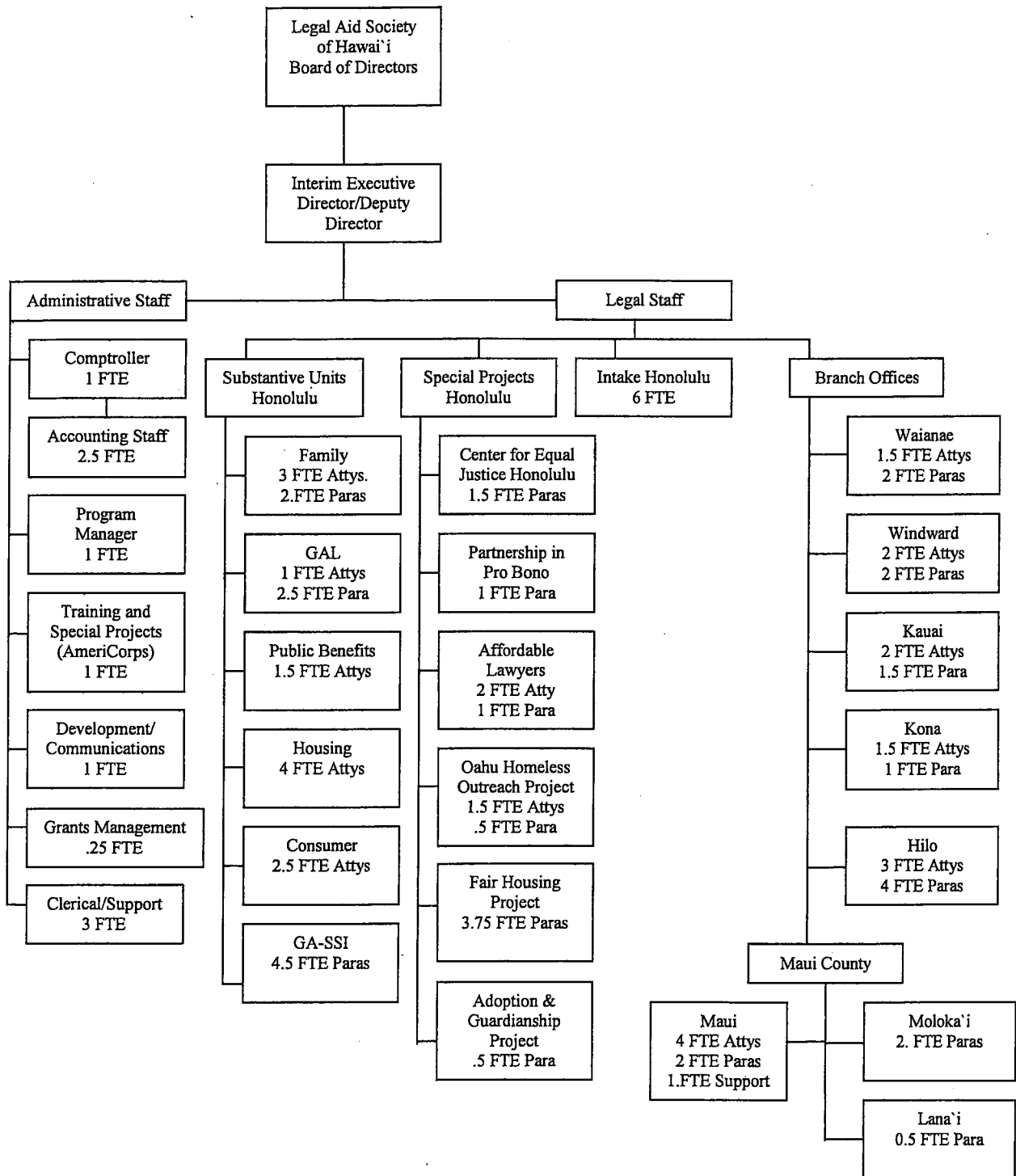
Legal Aid has an internal system of training staff on issues for which they must provide assistance. This system is a combination of internal training and retreats, external training opportunities within the State, participation in selected mainland events, and mentors:

- All advocates go through a comprehensive orientation process within the first week of employment. This orientation process includes a day-long orientation session in the Honolulu office as well as substantive law lectures and intake observation. Lectures are supplemented with extensive materials and address every area of poverty law.
- All new staff members are also provided with a supervising attorney to provide initial guidance on program etiquettes, policies and internal program back-up capabilities.
- On an annual basis, Legal Aid provides in-house training on all substantive priority areas including family law, consumer issues, administrative benefits, and housing. In addition, each year at least one additional significant event is presented in-house on an important substantive law topic.
- Legal Aid takes advantage of local training events by sending individual staff members to attend as appropriate. These include legal seminars offered by the Bar Association, the courts, private training providers, and others.
- Legal Aid uses national opportunities to train staff. Each year, an average of 12 to 14 individuals is sent to national training and conferences. Legal Aid also brings national leaders to train staff on a variety of issues. In January 2009, Suzanne Harris, an

experienced social security attorney, provided training to staff at Legal Aid's annual Public Benefits Overview Training and subsequent in-house staff training. In 2007, Maria Foscarinis, the Executive Director of the National Law Center on Homelessness & Poverty and a major architect of the McKinney-Vento Act, the first—and remains the only – comprehensive federal legislative response to homelessness, helped train the staff on homeless legal issues. Finally, each year staff attends external local training and almost all Legal Aid staff attends internal training and conferences such as public benefits training, internal task force training, management training, etc.

- Monthly “brown bag” workshops are offered in the Honolulu Office to keep staff from Legal Aid and partner social service agencies abreast of developing legal issues. Each month, 15 to 30 staff participates in these training events. These training workshops are available throughout the state using Legal Aid's videoconferencing capabilities.
- Annually, Legal Aid holds a statewide staff retreat to bring the staff together in one place and to provide opportunities for training and networking. In 2008, training tracks included: litigation, substantive law, and client services. Volunteer attorney trainers from around the community assist with this annual retreat.
- Monthly case reviews are on going learning opportunities for Legal Aid staff. The periodic review of each offices open cases also gives staff an opportunity to learn from peers in other offices.
- In addition to training related directly to service delivery, Legal Aid offers its staff safety training to enhance their personal health and on-the-job safety.

B. Organizational Chart (Current)



VI. OTHER

A. Litigation

There is no pending litigation against Legal Aid.

B. Licensure or Accreditation


Any attorneys providing services under this contract shall be licensed to practice law in the State of Hawai'i. Specific licensure or accreditation for the agency is not required to provide services.

Attachment A

Budget

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

Applicant: Legal Aid Society of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	485,441			
2. Payroll Taxes & Assessments	43,293			
3. Fringe Benefits	49,220			
TOTAL PERSONNEL COST	577,954			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	12,000			
4. Lease/Rental of Space	50,000			
5. Staff Training				
6. Supplies	30,000			
7. Telecommunication	30,000			
8. Utilities	0			
9 Contractual Services	20,046			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	142,046			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	720,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	720,000	Wayne Keawe	527-8060	
(b)		Name (Please type or print)	Phone	
(c)			1/28/09	
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	720,000	M. Nalani Fujimori, Interim Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: _Legal Aid Society of Hawaii

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	1	97500.00	30.00%	29,250
DEPUTY DIRECTOR	1	72000.00	30.00%	21,600
COMPTRROLLER	1	70000.00	50.00%	35,000
BOOKKEEPER	1	48328.00	50.00%	24,164
ADMIN. AID	1	48000.00	30.00%	14,400
AMERICORP	16	288000.00	60.00%	172,800
ATTORNEYS	6	291480.00	15.00%	43,722
PARALEGALS	8	236639.00	23.00%	54,427
SECRETARY	2	53800.00	31.00%	16,678
CLERKS	2	78000.00	30.00%	23,400
INTAKE STAFF	10	100000.00	50.00%	50,000
				\$ -
				\$ -
				\$ -
TOTAL:				485,440.97
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Legal Aid Society of Hawaii

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	0
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Legal Aid Society of Hawaii

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	NA					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						0
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.

Legal Aid Society of Hawai'i
(Typed Name of Individual or Organization)

 11/29/09
(Signature) (Date)

M. Nalani Fujimori
(Typed Name)

Interim Director
(Title)

Attachment B

Grants and Contracts

Legal Aid Society of Hawaii
Grants & Contracts 2008-2009

Grant/Contract Title	Agency	Contact Information	Term
AmeriCorp – Project Laulima	University of Hawaii and the Commission for Nation and Community Service	Isaac Watson, Executive Director (808) 956-8145 hicncs@hawaii.edu	10/08 – 9/09
Basic Field General HI	Legal Services Corporation	John Meyer, Director Office of Information Mgmt. meyerj@lsc.gov (202) 295-1505	1/08 – 12/08
Operating Funds	Hawai`i Justice Foundation/Judici ary (IOLTA)	Bob LeClair Esq. hjf@hawaii.rr.com (808) 537-3886	1/08- 12/08
Domestic Violence Legal Services (TANF/TAONF)	DHS	Shannon Kelly (808) 586-7068	7/08 – 6/09
Elderly Legal Services (Hilo, Title III)	Hawai`i County Office on Aging	Vicki Belluomini (808) 961-8600	7/08 - 6/09
Fair Housing Initiatives	HUD	Annette Corley (202) 402-7034	7/08 – 6/09
General Legal Services (GIA)	Judiciary	Karen Takahashi (808)539-4896	7/08-6/09
Guardian Ad Litem Services (Oahu)	Judiciary	Sandi Kato (808) 539-4429	7/08-6/09
Guardian Ad Litem Services (Maui)	Judiciary	Kim Cuadro Kim.s.cuadro@courts.state.hi.us	7/08-6/09
Guardian Ad Litem Services (Hilo)	Judiciary	Greg Nakamura Senior Family Court Judge (808) 961-7440	7/08-6/09
Holistic Legal Services/SHP	C & C of Honolulu and HUD	Rebecca Borja, (808) 522- 8180 Ext 265	7/08 – 6/09
Holistic Legal Services for Maui's Most Vulnerable	Maui County	Maui County Dept of HHC – Grants Management Div. 200 S. High St., Wailuku, HI 96793	7/08 – 6/10
Homeless Education Assistance and Prevention	CDBG, County of Kauai	Erwin Wright (808) 241- 6293	7/08 – 6/09
Indigent Legal Assistance Fund	Hawai`i Justice Foundation/Judici ary (ILAF)	Bob LeClair Esq. hjf@hawaii.rr.com (808) 537-3886	7/08 - 6/09

Legal Aid Society of Hawaii
Grants & Contracts 2008-2009

Legal Assistance to Victims (Kauai)	MOU/Collaboration w/ Na Loio, HSCADV, SATC, DVCLH, et al	Calleen Ching (808) 847-8828	07-09
Legal Advocacy, Outreach and Referral Services to Protect the Rights of Children and their Families	Dept of Labor & Indust. Relations - Office of Community Services	Dawn Hirakawa (808) 586-8975	4/08 – 3/09
Low Income Taxpayer Clinic (LITC)	US Dept. of the Treasury/IRS	Shawn Collins (202) 622-4711	1/09-12/09
Social Security Advocacy	DHS	Sandy Morishige (808) 586-5713	2/09-2/10
Social Security Advocacy - Kids	DHS	Rex Shilo (808) 586-5673	6/08-6/09
Special Counsel (Maui)	Judiciary	Kim Cuadro Kim.S.Cuadro@courts.state.hi.us	7/08 – 6/09
Teen Parent & the Law Project (Maui)	Hawai'i Community Foundation/Hawai'i Children's Trust Fund	Carrie Shoda-Sutherland (808) 537-6333	3/06 – 2/09
Title III & IIIE (Maui)	Maui County Office on Aging	Dept. of Finance 200 High St., Wailuku HI 96793	7/08 – 6/09
United Way	Aloha UW Kauai UW Hawaii UW	Norm Baker (808) 543-2202 Darla DeVille (808) 935-6393	2009 2008 2008
Volunteer Income Tax Assistance (VITA)	Dept of Treasury/IRS	Grant Program Office <u>Grant.Program.Office@irs.gov</u>	10/08-9/09

Grants & Contracts 2007-2008

Grant/Contract Title	Agency	Contact Information	Term
United Way	Aloha United Way, Kauai United Way, Hawaii United Way	Norm Baker (808) 543-2202 Darla DeVille (808) 935-6393	2008
Project Laulima	UH-HI Commission for Nation and Community Service	Isaac Watson (808) 956-8145	09/17/07 – 9/16/08
Basic Field General HI	Legal Services Corporation	John Meyer, Director Office of Information Mgmt. meyerj@lsc.gov (202) 295-1505	Jan – Dec 2007
Civil Legal Services for Hawaii's Needy Population	Hawai'i Justice Foundation/Judiciary (IOLTA)	Bob LeClair Esq. hj@hawaii.rr.com (808) 537-3886	1/07- 12/07
Custody Evaluation Services (Maui)	Judiciary	Kim Cuadro Kim.s.cuadro@courts.state.hi.us	7/1/06- 6/30/07
Domestic Violence Legal Services (TANF/TAONF)	DHHS	Shannon Kelly (808) 586-7086	7/1/07- 6/30/08
Elderly Legal Services (Hilo, Title III)	Hawai'i County Office on Aging	Vicki Belloumini 808-961-8600	7/1/07- 6/30/08
Fair Housing Initiatives	HUD	Annette Corley 202-402-7034	07-08 07-10
General Legal Services (GIA)	Judiciary	Karen Takahashi 808-539-4896	7/1/07- 6/30/08
Guardian Ad Litem Services (Oahu)	Judiciary	Sandi Kato 808-539-4429	7/1/07- 6/30/08
Guardian Ad Litem Services (Maui)	Judiciary	Kim Cuadro Kim.s.cuadro@courts.state.hi.us	7/1/07- 6/30/08 7/1/08- 6/30/09
Guardian Ad Litem Services (Hilo)	Judiciary	Greg Nakamura, Sr. Family Court Judge 808-961-7440	7/1/07- 6/30/08
Holistic Legal Services for Maui County's Most Vulnerable	Maui Community Partnership Grants DHHS	Maui County Dept of HHC Grants Mgmt Di. 200 S. High Street, Wailuku, HI 96793	FY's 06- 07; 07-08
Holistic Legal Services for the	Fred Baldwin Memorial	Hawaii Community Foundation 808-537-6333	4/3/06- 3/2/07

Grants & Contracts 2007-2008

Homeless on Maui	Foundation		
Holistic Legal Services/SHP	City & County of Honolulu/HUD	Rebecca Borja 808-522-8180 ext 265	10/1/08-9/20/2009
Housing Counseling	HUD	Rhonda Rivera 714-796-1200 Ext. 3210	FY07 FY 08
Indigent Legal Assistance Fund	Hawai`i Justice Foundation/Judiciary (ILAF)	Bob LeClair Esq. hjf@hawaii.rr.com (808) 537-3886	7/1/07-6/30/08
IRS Low Income Taxpayer Clinic (LITC)	US Dept. of the Treasury	Shawn Collins 202-622-4711	2008 for the 2007 tax year
Legal Advocacy, Outreach, and Referral Services to Protect the Rights of Children & Their Families	OCS, DLIR	Dawn Hirakawa 808-586-8975	4/1/08-3/31/09
Social Security Advocacy	DHS	Sandy Morishige 808-586-5713	2/14/08-2/13/09
Social Security Advocacy - Kids	DHS	Rex Shilo 808-586-5673	10/1/04-6/30/08
Special Counsel (Maui)	Judiciary	Kim Cuadro Kim.s.cuadro@courts.state.hi.us	7/1/07 – 6/30/08
Teen Parent & the Law Project (Maui)	Hawai`i Community Foundation/Hawai`i Children's Trust Fund	Carrie Shoda-Sutherland 808-537-6333	3/1/06 – 2/28/09
Title III & IIIE (Maui)	Maui County Office on Aging	Dept. of Finance, 200 High St., Wailuku HI 96793	FY 08-09

Legal Aid Society of Hawaii
Grants & Contracts 06-07

Grant/Contract Title	Agency	Contact Information	Term
United Way	United Way, Kauai United Way, Hawaii United Way, Oahu	Darla DeVille (808) 935-6393 Norm Baker (808) 543-2202	2007
Project Laulima	UH-HI Commission for Nation and Community Service	Isaac Watson (808) 956-8145	09/01/07 – 8/31/10
Basic Field General HI	Legal Services Corporation	John Meyer, Director Office of Information Mgmt. meyerj@lsc.gov (202) 295-1505	Jan – Dec 2007
Civil Legal Services for Hawaii's Needy Population	Hawai'i Justice Foundation/Judiciary (IOLTA)	Bob LeClair Esq. hjf@hawaii.rr.com (808) 537-3886	1/06-12/06
Custody Evaluation Services (Maui)	Judiciary	Kim Cuadro Kim.s.cuadro@courts.state.hi.us	7/1/06- 6/30/07
Domestic Violence Legal Services (TANF/TAONF)	DHHS	Shannon Kelly (808) 586-7086	7/1/06- 6/30/07
Elderly Legal Services (Hilo, Title III)	Hawai'i County Office on Aging	Vicki Belloumini 808-961-8600	7/1/06- 6/30/07
Fair Housing Initiatives	HUD	Annette Corley 202-402-7034	3/1/06- 8/1/07 10/1/06- 9/30/07
General Legal Services (GIA)	Judiciary	Karen Takahashi 808-539-4896	7/1/06- 6/30/07
Guardian Ad Litem Services (Oahu)	Judiciary	Sandi Kato 808-539-4429	7/1/06- 6/30/07
Guardian Ad Litem Services (Maui)	Judiciary	Kim Cuadro Kim.s.cuadro@courts.state.hi.us	7/1/07- 6/30/09
Guardian Ad Litem Services (Hilo)	Judiciary	Greg Nakamura, Sr. Family Court Judge 808-961-7440	7/1/06- 6/30/07
Holistic Legal Services for Maui County's Most Vulnerable	Maui Community Partnership Grants DHHS	Maui County Dept of HHC Grants Mgmt Di. 200 S. High Street, Wailuku, HI 96793	FY's 06-07; 07-08
Holistic Legal Services for the Homeless on Maui	Fred Baldwin Memorial Foundation	Hawaii Community Foundation 808-537-6333	4/3/06- 3/2/07
Holistic Legal Services/SHP	City & County of Honolulu/HUD	Rebecca Borja 808-522-8180 ext 265	10/1/08- 9/20/2009
Housing Counseling	HUD	Rhonda Rivera 714-796-1200 Ext. 3210	FY07

Legal Aid Society of Hawaii
Grants & Contracts 06-07

Indigent Legal Assistance Fund	Hawai'i Justice Foundation/Judiciary (ILAF)	Bob LeClair Esq. hjif@hawaii.rr.com (808) 537-3886	FY 2007-2008
IRS Low Income Taxpayer Clinic (LITC)	US Dept. of the Treasury	Shawn Collins 202-622-4711	2007 for the 2006 tax year
Legal Advocacy, Outreach, and Referral Services to Protect the Rights of Children & Their Families	OCS, DLIR	Dawn Hirakawa 808-586-8975	4/1/07-3/31/08
Social Security Advocacy	DHS	Sandy Morishige 808-586-5713	2/14/06 – 2/13/08
Social Security Advocacy - Kids	DHS	Rex Shilo 808-586-5673	6/30/06 – 6/30/07
Special Counsel (Maui)	Judiciary	Kim Cuadro Kim.s.cuadro@courts.state.hi.us	7/1/06 – 6/30/07
Teen Parent & the Law Project (Kaua'i)	Hawai'i Community Foundation/Hawai'i Children's Trust Fund	Carrie Shoda-Sutherland 808-537-6333	3/1/06 – 3/1/08
Title III & IIIE (Maui)	Maui County Office on Aging	Dept. of Finance, 200 High St., Wailuku HI 96793	FY 08-09

Attachment C
Job Descriptions

Executive Director
Job Description

1. General Responsibilities

The Executive Director will act as the chief executive of the Corporation and will be appointed by and be accountable to the Board of Directors, Legal Aid Society of Hawaii. The Executive Director will be specifically responsible for ensuring the economical and effective delivery of legal services and the maintenance of the highest quality of services and professional standards.

2. Duties

- a. Supervision and direction of the day-to-day affairs of the Corporation.
- b. Hiring and firing of all staff attorneys and all personnel consistent with the personnel procedures to be established by the Board of Directors. Responsible for coordinating evaluation of all employees
- c. Responsibility for the efficient management of the local offices, divisions and other components of the Corporation. This responsibility includes, but is not limited to, coordination of staff work product, training, fundraising, technical assistance, fiscal management, including but not limited to the cash receipt log unless otherwise delegated, compliance with applicable regulations of funding sources, and expansion of services, program budget and resource allocations.
- d. Responsible for maintenance of data and issuance of authorizations to payroll to effect changes to payroll.
- e. Oversees management and accounting for fiscal matters including: approval of all purchases over \$100.00; bank statements, bank reconciliation and general journal entries. These duties may be delegated when in writing.
- f. Perform and coordinate Private Bar Attorney Involvement work and assignments as appropriate.

A. Executive Director (continued)

3. Qualifications

- a. Admitted to the practice of law before the court of any state for a period of five years.
- b. Admitted to the practice of law in the State of Hawaii or willingness to take the next bar examination.
- c. At least two years of experience as a managing attorney or director of a legal services program or similar experience.

4. Salary

Commensurate with experience and approval of the Board of Directors

Job Description
Deputy Director

Working in close coordination and under the supervision of with the Executive Director, the Deputy Director shall:

- a. Supervise the five substantive units of the Honolulu office including family, consumer, housing, administrative benefits and SSI.
- b. Assist in various aspects of fundraising including drafting proposals, developing supportive relationships, and reporting results.
- c. Supervise program projects as assigned.
- d. Assist in assuring the high quality of program legal work including training and supervision, performance reviews, issue spotting, facilitating systemic and complex advocacy, etc.
- e. Assist in the development and nurturing of strong and supportive external relationships between Legal Aid and other selected stakeholders and in interfacing with funding partners including but not limited to the state, the courts, LSC, HUD and AUW.
- f. Oversee all program activities in the absence of the Executive Director.
- g. Assist in management and/or supervision of staff as assigned.
- h. Take primary responsibility for implementing a program-wide effort to inform the public and stakeholders of the various activities of Legal Aid and their positive impact on Hawaii and the low-income community.
- i. Take primary responsibility for developing and/or implementing a priority setting process and outcomes determination process for Legal Aid, and strategic planning.
- j. Represent the Executive Director and Legal Aid in local and national forums.
- k. Assist in maintaining compliance with various legal (ADA, LSC, IRS, etc.) and grant requirements of funding partners as assigned.
- l. Perform other duties as assigned by the Executive Director.

Qualifications

- a. Admitted to the practice of law in the State of Hawaii or the willingness to take the next bar examination.
- b. At least one year experience in any one of the specific detailed duties described above.

Relationship

- a. Reports to the Executive Director.
- b. Reserved.

Salary

Commensurate with experience and coordinated with the Board of Directors.

Comptroller

1. General Responsibilities

Under the direction of the Director, the Comptroller is responsible for the fiscal and budgetary management of the program.

2. Duties

- a. Receives and opens mail for accounting department.
- b. Reviews cash disbursements input, codings and allocations into the computer; double checks all compilations; verifies receipt of purchases.
- c. Reconciles all checking accounts such as but not limited to:
 - i. General Fund
 - ii. Payroll Account
 - iii. Clients' Trust Accounts for all offices
 - iv. Litigation Accounts for all offices
 - v. Petty Cash Accounts for all offices
 - vi. Seniors Donation Account
- d. Reviews General Ledger input into computer on a monthly basis.
- e. Prepares annual budget for entire program and compares monthly actual expenditures to budgeted amount to avoid deficit spending.
- f. Prepares schedules and assists auditors for independent annual audit.
- g. Prepares monthly or quarterly reports as required.
- h. Prepares annual budget for various funding sources for funding:
 - i. State of Hawaii
 - ii. Legal Services Corporation
 - iii. Hawaii Island United Way, Aloha United Way
 - iv. Other sources

C. Comptroller (continued)

- i. Highlights cash-flow status to Executive Director.
- j. Prepares monthly invoices and billings to all parties indebted to the Corporation.
- k. Performs and coordinates Private Bar Attorney Involvement work and assignments as appropriate.
- l. Voluntarily accepts additional fiscal and management responsibilities as experience grows.
- m. Demonstrates attitudes and behavior which benefit the Corporation, such as:
 - i. Initiative, organization, cooperation, and creativity;
 - ii. Leadership and setting good examples for other staff to follow;
 - iii. Sensitivity to resource limitations.
- n. Performs all other duties as delegated.

3. Specifications

- a. Minimum qualification: accounting degree, CPA or MBA preferred, but not necessary.

4. Relationships

- a. Works closely with Executive Director.
- b. Maintains close working relationship with Accounting Department staff.

5. Salary

Salary is based upon experience.

Job Description
Program Manager

1. General Responsibilities

Under the supervision of the Executive Director, the Program Manager is responsible for providing support and coordination of operations for offices statewide. Duties include working closely with Managing Attorneys, Office Managers and support staff to assist with daily operations, safety and policies for individual offices. Administrative duties include supervision of Honolulu clerical staff, oversight of office operations in the Honolulu office, as well as providing assistance to the Administrative Office which includes the Executive Director, Deputy Director and Comptroller.

2. General duties

- a. Statewide support for all offices as needed
- b. Demonstrate attitudes and behavior which benefit the Corporation such as: initiative, organization, cooperation and creativity
- c. Sensitivity to resource limitations

3. Volunteer/Intern coordinator

- a. Respond to requests for volunteering and Interning
- b. Do background checks
- c. Interview prospects
- d. Process necessary paperwork
- e. Place volunteers/interns with appropriate staff
- f. Collect and record time sheets for volunteers

4. Assist with grant applications

- a. Prepare peripheral information (Board lists, grant lists, resumes, etc.) as required by the RFP
- b. Prepare initial application forms
- c. Update case and demographic numbers
- d. Ensure timelines are met
- e. Ensure application packets and copies are put together as required by the RFP
- f. Collect necessary signatures
- g. Ensure Legal Aid is up to date on registration for Grants.gov

5. Ensure LSC regulations are followed and met

6. Perform various grant reporting

- a. LSC yearly grant activity reports
- b. LSC quarterly and semi-annual reports
- c. IOLTA, ILAF and GIA quarterly and end of year reports
- d. Ensure timelines are met

Program Manager cont'd.

7. Train in HR duties with the goal being the HR person at Legal Aid
 - a. Revise HR Manual
 - b. Develop Safety plan
8. Responsible for all logistics for receptions, Holiday Party and the Annual Staff Retreat. Also assist with the annual PBOT.
9. Place ads for open positions with O'ahu and Neighbor Island newspapers
 - a. Reconcile billings for advertisements with bookkeeping
 - b. Collect resumes, keep database of same
 - c. Scheduling of interviews with appropriate staff and applicants
10. Board of Directors
 - a. Take minutes and attendance at Board meetings
 - b. Transcribe minutes
 - c. Keep Board Manual, Board list, Committee list, etc. up to date
 - d. Make packets of agenda, previous meeting minutes, ED's report and other pertinent peripheral information for meetings.
11. Assist Bookkeeping
 - a. Annual audit
 - b. Annual confirmation letters
 - c. Meeting LSC regulations
 - d. Updating Accounting Manual
 - e. Other requested/required information and assistance
12. Order business cards
13. Attend various meetings/training as requested/required
14. Aloha United Way Campaign coordinator (O'ahu)
15. Register and coordinate for Foodland's annual Give Aloha program (Statewide)
16. Answer requests from staff, Board and customers/clients on various issues (problems, request for speakers, materials, etc)
17. Front desk relief as necessary
18. Disseminate incoming mail for the 2nd floor staff
19. Keep grant files up to date
20. Fill in for Office Manager during vacation

Program Manager cont'd.

21. Respond to emergency situations in the lobby such as angry, rude, or potentially violent clients, and clients who may be under the influence of drugs and/or alcohol.
22. Keep database of employee flex schedules
23. Choose and order Holiday cards and gifts for staff and Board
 - a. Update mailing lists for ED and DD
 - b. Create labels for mailing
24. Notary Public duties
25. Qualifications
 - Ability to type a minimum of 65 wpm and successfully pass a secretarial skills test
 - Independently composes and type letters, minutes, meeting agendas and reports from rough draft of notes
 - Detail and multi-task oriented
 - Previous project management experience
 - Able to work as an individual as well as with teams
 - Demonstrate the ability to learn quickly, be organized and act independently in an ever-changing environment
 - Interpersonal relationship skills
 - Previous management experience
 - Understanding of resource limitations and costs
 - Ability to maintain close relationships with the Executive Director, Deputy Director, Managing Attorneys, Office Managers, Comptroller and Supervising Attorneys
 - College degree or a minimum of 5 years experience

Managing Attorney

1. General Responsibilities

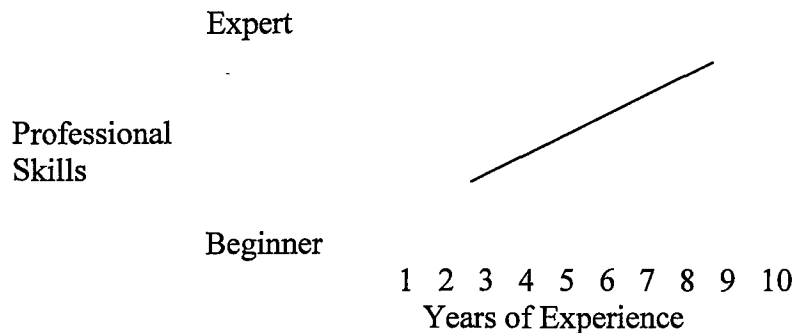
Subject to assigned supervision of the Executive Director and Deputy Director, the Managing attorney renders legal services in the civil field to eligible persons and groups as well as provides supervision for staff, oversight and manpower for projects, provides oversight for office operations to which he/she is responsible. The Managing attorney's duties are expected to grow in magnitude continually over time. Thus, the duties listed herein are divided into two categories, 1) Basic Duties which all Managing attorneys are expected to fulfill, and 2) Advanced Duties which Managing attorneys are expected to strive or as they gain more experience, and which they are expected to fulfill in any event with five years experience or more.

2. General Policy

It is the mission of the Corporation to provide quality civil legal services to the poverty community through committed and motivated staff attorneys despite limited resources. Staff attorneys shall provide services consistent with a lawyers obligation to maintain the highest standards of ethical conduct. To accomplish this purpose staff attorneys are expected to increase their skill levels and responsibility commensurate with their years of experience.

a. Skill Development

Regardless of position or location, every Corporation attorney is expected to demonstrate a level of professional skill that accurately reflects his/her years of experience as an attorney. This expectation can be graphically expressed as follows:



Managing Attorney (continued)

As shown in the graph above, the greatest rate of increase in professional skills is expected during the first five years of experience. Beyond five years experience an attorney should reflect a skill level which is competent but always increasing. Professional skills are defined in detail in the following attorney job descriptions under duties.

b. Supervision

As the Managing attorneys experience and skill increase, the supervision s/he requires should decrease over time while his/her supervisory abilities should increase over time.

An Managing attorney should spend a significant amount of time supervising and should require little supervision, although some supervision is always required no matter how experienced the attorney.

c. Management Structure

Corporation management structure shall be created and implemented by the Executive Director, who shall have the discretion to delegate supervisory responsibilities to Corporation staff.

3. Duties

- a. Competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
- b. Has expertise in all areas of law with specialty in at least one field of law within the Corporation priorities.
- c. Submit to guidance by his/her Executive and Deputy Directors.
- d. Develop an education program directed to the client community regarding rights and responsibilities for his/her particular geographic area.
- e. In coordination with his/her supervisor(s), communicate with and

Managing Attorney (continued)

- establish contacts and relationships with community organizations and low-income groups.
- f. Report or refer the following to appropriate Corporation authority as may be required after consultation with his/her supervisor:
 - (1) All potential class actions, appeals and significant litigation;
 - (2) All appropriate memoranda or briefs to the pleadings bank;
 - (3) All monthly or quarterly legislative and administrative representation reports required by LSC; and
 - (4) All other reports or referrals required by law, LSC regulations, and Corporation policies and procedures.
 - g. Voluntarily accepts additional litigation and management responsibilities as experience grows.
 - h. Demonstrates attitudes and behavior which benefit the corporation, such as:
 - (1) Initiative, organization, cooperation, and creativity;
 - (2) Leadership and setting good examples for other staff to follow;
 - (3) Sensitivity to resource limitations.
 - i. Demonstrates maturity and is able to troubleshoot and resolve problems;
 - j. Understands demographics, politics and culture of geographic area to which he/she is responsible;
 - k. Performs all other duties as delegated.
 - l. Participate with other staff and litigation supervisors in conducting complex litigation and appeals;
 - m. Identify practices and/or laws which adversely affect the rights and diminish the benefits of poor people in Hawaii and devise creative strategies for addressing these problems;

Managing Attorney (continued)

- n. Acquire and disseminate to Corporation staff, through intensive research, specialized knowledge in at least one field of poverty law, including the preparation of memoranda, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s);
 - o. Oversee office operations; and
 - p. Consult and advise other staff attorneys on such specialized knowledge of fields of law including organizing and/or presenting task forces or training sessions for attorneys and/or paralegals as requested.
4. Personnel Management:
- (1) Supervise other staff in accordance with Corporation standards and personnel policies;
 - (2) Recommend personnel changes, including promotions, demotions, hiring, discipline, and firing;
 - (3) Administer all assigned Corporation systems.
5. Relationships
- a. Reports to his/her assigned supervisor(s) for guidance and for periodic case/office review at least once every six months during the first year of employment and thereafter at his/her supervisor's discretion consistent with the Corporation policies.
 - b. Maintains a close working relationship with his/her assigned supervisor(s) and other staff.
6. Specifications
- a. A member of the Bar of the State of Hawaii or admission within a reasonable length of time after employment.
 - b. Ready access to an automobile or other means of transportation.
7. Salary
- Based upon the Corporation salary schedule.

Honolulu Unit Supervisor (“Unit Head”)

1. General Responsibilities

Staff Attorneys based in the Honolulu office serve as experts in the areas of Public Benefits, Housing, Consumer, or Family Law. Under exceptional circumstances, unit heads may be placed in offices besides Honolulu. Duties include representing individual clients, supervising delivery of brief services, managing attorneys and advocates in the Honolulu office, and serving as area of practice resources/experts of all LASH staff and offices.

2. Duties

a. Litigation/Case Work

- Maintain between 20 and 45 open and active cases depending on the complexity and nature of cases
- Maintain at least two (2) significant activities/cases with broad impact
- Participate in litigation working group as applicable.
- Identify potential areas of impact litigation via communication with intake manager and review of intake dockets, and community outreach.
- Ensure that Unit Attorneys have opportunity to observe and/or co-counsel Unit Supervisor’s litigation.

b. Supervision

- Formal Supervision of AmeriCorps and Unit Attorneys and advocates in Honolulu Office
- Orient new unit staff
- Arrange for mentoring opportunities when appropriate
- Co-counsel with advocates
- Review all unit closed cases
- Conduct periodic evaluations
- Monitor case loads
- Administrative training (vacation requests, timesheets, LSC requirements, case/file management)
- Supervise CEJ and Intake Staff on issues within subject matter including: making self available for questions, review of documents, issue spotting, and closing cases/docket.

c. Subject Matter Leadership

- Ensure that all advocates working in area of practice have access to information and support necessary to effectively assist clients
- Case support for all staff litigating in area of unit supervisor’s area of practice

Honolulu Unit Supervisor (continued)

- Maintain listserve for all statewide advocates working in area of practice
- Contribute to e-newsletter and paper newsletter on subjects within area of practice
- Conduct case conference as appropriate
- Create, maintain and update materials i.e; brochures, intake manuals, brief bank
- Develop and maintain court forms, sample letters and any applicable LASH subject matter manuals
- Monitor legislation in area of practice

d. Project/Grant

- Assist in identifying funding sources and writing grants
- Conduct project outreach
- Supervise project staff
- As appropriate comply with grant administrative requirements - reports, billing, etc.

e. Outreach

- Conduct outreach on projects/subject matter areas of practice
- Assist with general LASH outreach
- Assist and train staff for effective outreach
- Participate in Bar Association Activities including appropriate Sections of the Bar

f. Training

- Identify appropriate out-of-office training for self and staff
- Train intake staff
- Train AmeriCorps staff and other program advocates
- Train Law Clerks (statewide)
- Bi-annual updates for all staff at informal brown bag trainings

3. Qualifications

- a. JD Required. Hawaii License preferred
- b. 2-3 years legal experience preferred
- c. Management experience preferred
- d. Familiarity with or willingness to learn applicable area of practice
- e. Independent and self-initiating
- f. Excellent written and oral communication skills

Honolulu Unit Supervisor (continued)

- g. Work well independently or with staff to secure funding for program activities
- h. Multi-Task oriented. Enjoys working in ever-changing environment
- i. Excellent inter-personal relationship skills

4. Salary and Benefits

Per Corporation salary schedule, plus a \$2,000 annual stipend.

Paralegal

1. General Responsibilities

Under the direct supervision of his/her assigned supervising attorney, the paralegal renders legal services in the civil field to eligible clients.

2. Duties

- a. Perform duties assigned by his or her supervising attorney in accordance with all applicable laws and the Corporation policies and procedures.
- b. Avoid the unauthorized practice of law. All cases are the ultimate responsibility of the supervising attorney. The paralegal has the duty to report to and seek supervision from his or her supervising attorney for all aspects of the assigned cases in order to avoid even the appearance of the unauthorized practice of law.
- c. After consultation and direction from an attorney, advise, and represent clients on civil matters where the paralegal has special knowledge of expertise.
- d. Maintain a reasonable caseload commensurate with experience.
- e. Conduct intake in accordance with the office's intake manual and the Corporation intake policies and procedures.
- f. Assist groups, utilizing legal knowledge and expertise as well as assistance of other staff to aid community organizations and groups in planning goals, tactics and strategies for self-advocacy.
- g. Develop an education program directed to the client community regarding rights and responsibilities in his/her special area of expertise.
- h. Perform and coordinate private Bar Attorney Involvement work and assignments as appropriate.
- i. Assist and/or conduct program-wide training as trainers upon request.
- j. Voluntarily accepts additional responsibilities as experience grows.

Paralegal (continued)

- k. Demonstrates attitudes and behavior which benefit the Corporation, such as:
 - (1) Initiative, organization, cooperation, and creativity;
 - (2) Leadership and the setting of good examples for other staff to follow;
 - (3) Sensitivity to resource limitations.
- l. Performs all other duties as delegated.

3. Relationships

- a. Reports to his/her supervising attorney of the office unless specifically assigned to work with other attorneys.
- b. Participate in case review sessions with the office supervisor and/or his/hr supervising attorney.
- c. Maintains a close working relationship with all staff in a local office.

4. Specifications

- a. Ability to relate to professionals as well as to community groups and individuals.
- b. Demonstrate a capacity to analyze and apply legal principles to practical problems.
- c. Ready access to an automobile or other means of transportation.

5. Salary

Per the Corporation salary schedule, depending upon past experience and education.

JOB DESCRIPTIONS

General Office Clerk/Receptionist

1. General Responsibilities:

Under the supervision of the Office Manager/Program Manager/Managing Attorney or his/her designee, the General Office Clerk is responsible for providing typing and general office support for the secretarial, attorney and paralegal staff.

2. Duties

- a. Picks up, maintains records and delivers mail to and from courts, agencies, attorneys' offices, post office/processes mail on an as needed basis.
- b. Acts as switchboard operator/receptionist; answers telephones, records messages, places and records long distance calls for employees.
- c. Responsible for implementation and conformity of Corporation procedures as covered in the General Office Procedural Manual and the Legal Secretarial Procedural Manual where applicable.
- d. Types and maintains files of all documents and correspondence as instructed.
- e. Assumes other office responsibilities as assigned.
- f. Coordinates private attorney involvement activities as assigned.
- g. Voluntarily accepts additional responsibilities as responsibility grows.
- h. Maintains master calendar.
- i. Maintains inventory and supplies as needed.
- j. Demonstrates attitudes and behavior that benefit the Corporation, such as:
 - initiative, organization, cooperation, and creativity;
 - leadership and the setting of good examples for other staff to follow;
 - sensitivity to resource limitations.

3. Relationships

- a. Reports to supervisor and his/her assigned attorneys and paralegals.

b. Maintains a close working relationship with all personnel in the office.

4. Specifications

a. Ability to type a minimum of 35 words per minute and successfully pass a secretarial skills test.

b. Familiarity with operating general office equipment.

c. Familiarity with software programs (i.e., Outlook, Word, Wordperfect, Excel)

d. Lift a minimum of 25lbs.

5. Salary – Commensurate to experience

Attachment D

Resumes

House District : 40

Senate District: 19

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

Log No: 73-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:
PROGRAM I.D. NO.:**

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Mālama Learning Center

Dbas: **Mālama Learning Center**

Street Address: **91-5007 Kapolei Pkwy.
Kapolei, HI 96707**

Mailing Address: **P.O. Box 75467
Kapolei, HI 96707**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: **PAULA NAGAO**

Title: **Program Coordinator**

Phone: **808) 351-9465**

Fax: **None**

e-mail: **nagaop001@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:

**MĀLAMA LEARNING CENTER:
PLANNING, DESIGN AND CONSTRUCTION**

4. FEDERAL TAX ID NO.: XXXXXXXXXX

5. STATE TAX ID NO.: XXXXXXXXXX

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 **\$ 725,000**

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	\$ 725,000 (YET TO BE RELEASED)
FEDERAL	\$ 0
COUNTY	\$ 51,634
PRIVATE/OTHER	\$ 1,100,000
TOTAL	\$ 1,876,634

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Name]

Lloyd Haraguchi ^{Vice-} **President**

AUTHORIZED SIGNATURE

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;

Founded in 2001 as a nonprofit 501(c)(3) organization in Kapolei, Hawai'i, the Mālama Learning Center is a unique public-private partnership that seeks to offer innovative education programs in a distinctive learning environment that reflects the best aspects of traditional Hawaiian culture, science, the arts and environmental awareness. A collaborative venture of Kapolei High School and members of the general community, the Center is the product of an initial vision that foresaw the need for an appropriate regional facility that would be a touchstone for creative expression and collaborative learning and a valuable multi-faceted asset to burgeoning west and leeward O'ahu communities, now home to a rich and diverse population that includes approximately 70,000 people of Hawaiian ancestry.

2. The goals and objectives related to the request;

The Mālama Learning Center (MLC) requests a \$725,000 capital grant from the State of Hawaii, which is the sum total of two previous appropriations from the Legislature, none of which has yet been released by the current administration. As before, the purpose of such funds shall be for the planning, design and construction of a LEED-certified "green" educational and community facility on a landscaped three-acre site at Kapolei High School. Such development will facilitate the Center's mission "to teach and inspire communities to create healthy living environments," and enhance its ability to assist the development of educational initiatives that will provide otherwise challenged students in West Oahu public schools with an enhanced alternative to the traditional educational model.

MLC is envisioned as a pivotal gathering place that will both provide the people of Kapolei, 'Ewa, Nānākuli and Wai'anae with a sense of place and community, where people will find sustenance to seek and preserve the host Hawaiian culture, primarily through the center's embodiment of *mālama* (to care for / protect) and *ho'okuleana* (to take responsibility).

When completed, MLC will house classrooms, a performance theatre, a dance studio, an outdoor amphitheatre, exhibit and display areas for local artists, and office and meeting space for community nonprofit organizations. It will also include a native plant nursery and several demonstration gardens that will also serve as outdoor classrooms.

When completed, MLC will provide a physical plant and locale that will:

- Supplement the established curricula of Kapolei High School and other West O'ahu public schools with the integration of Hawaiian culture and values.
- Educate West O'ahu communities about the importance of planning for conservation and environmental protection, with an emphasis on indigenous species and island ecosystems.
- Advocate and practice personal and collective stewardship and responsibility for the 'āina and the host culture.
- Become a venue for community-based workshops and cultural and entertainment events.
- Showcase the talents of West O'ahu artists and performers.

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

The Mālama Learning Center fulfills a compelling need to fully incorporate the tenets and values of the host native Hawaiian culture and its sustainable living practices within the current social fabric of modern Hawai'i. Its embodiment of sustainability and the native Hawaiian values of *mālama* (to care for / protect) and *ho'okuleana* (to take responsibility) will serve as a magnet for community involvement and interaction.

MLC's stimulating and readily accessible setting will allow both students and the general public to exchange information about the importance of conservation and environmental protection, indigenous species and native ecosystems; participate in community-based workshops and cultural events; attend programs and performances that showcase the many talents of West O'ahu artists, artisans and performers; and enhance their children's education through the integration of native Hawaiian culture and values within the traditional learning experience.

MLC will serve a proactive role within the developing social fabric and educational framework of West O'ahu, by directly addressing the need for environmental education; support for native Hawaiian arts and culture, performing arts and other community events; youth and adult education; and building a stronger sense of community. Its services and programs are a complementary asset to the greater west O'ahu community, encouraging continuing education, personal involvement, and community interaction amongst its residents, in large part by incorporating the indigenous host culture into the curriculum in ways that reflect both *mālama* and *ho'okuleana*.

Through effective partnering with public and private agencies, MLC will provide the venue, and in select cases the means, for addressing through its "Without Walls" (WOW) program series a variety of community needs, which are currently either ignored or going unmet in West O'ahu and the adjoining leeward coast. These needs include:

- **Understanding of environmental sustainability and protection.** Amidst the development of Honolulu's urban core and its suburbs, the stress and overall impact of such growth on the natural ecology of the entire island of O'ahu has been often overlooked. MLC is ideally positioned to promote the principles of sustainability and responsible community stewardship – a place that can bring various facets of the community together to learn using a hands-on approach that is meaningful and lasting. Educational programs housed in a "green" building will emphasize the importance of living sustainably.

- **Promotion of responsible energy-efficient practices and technology.** In addition to its still-substantial rural areas, the island of O'ahu is home to the 12th largest municipality in the entire United States, and is almost entirely dependent upon a single imported fossil fuel – oil – for its energy needs. Pacific islands are particularly vulnerable to rising sea levels and other catastrophic events that could be triggered by such global climate change, and O'ahu in particular has a moral obligation to combat climate change by reducing its own carbon emissions from fossil fuel consumption.
- **Promotion of culture and arts, particularly that of Native Hawaiians.** The outstanding talents of West O'ahu residents in culture and the arts is undeniable. With a dynamic population, including a large native Hawaiian component, creative expression through music, dance, woodworking, and other media abounds. MLC will be an ideal and appropriate community venue to nurture these talents and for large-scale performances and exhibits.
- **Supplementary education and job training programs.** While the overall O'ahu unemployment rate currently stands at 4.2% (as of October 2008), that rate for west O'ahu is significantly higher. Skilled laborers who have an awareness for and training in sustainable technology are few. This is a field with huge potential that will not be met through current efforts.

4. Describe the target population to be served;

The Mālama Learning Center's large service area in west and leeward O'ahu is anchored in the community of Kapolei, a region traditionally rural in nature which has blossomed as a hub of substantial growth for metropolitan Honolulu and has thus attracted an economically and ethnically diverse population. It is also home to numerous non-profit organizations of varying sizes and scopes of mission. It is estimated that the Kapolei region will eventually be called home by more than 190,000 residents of the City and County of Honolulu.

According to data provided by the State Department of Education (DOE), there are 34,901 students enrolled in Leeward District schools for the 2007-08 school year. The recently developed Kapolei High School, at 2,100 students, is already operating at well above its stated capacity. Due to further projected growth of Kapolei, the DOE is already anticipating the need to accommodate the additional enrollment of 1,800 new elementary school students, 700 new middle school students, and over 700 new high school students just in that region. Plans for the construction of two elementary schools, a new middle school and a new high school are already on the books. The DOE anticipates hiring 275 additional faculty and administrative personnel to staff these projected new facilities.

Additionally, students of Hawaiian ancestry now account for the fastest-growing ethnic demographic in Hawai'i public schools. Their numbers have increased almost 43% in last 25 years, from 33,428 students in 1979-80 (or 20% of overall DOE enrollment), to 47,721 in 2002-03 (26% of DOE enrollment), and are the largest single ethnic plurality of students in public schools. There are some 11,100 students of Hawaiian ancestry enrolled in Leeward District schools. Kapolei High School itself maintains a current enrollment of 510 students of Hawaiian ancestry, or 26% of the student body.

It is, therefore, imperative that current and future educational initiatives take into account the significant presence of native Hawaiians in the region, prior to implementation. Approximately 69,000 people of Hawaiian ancestry currently reside in the Wai'anae and 'Ewa district on O'ahu, giving those districts the distinction of having the greatest concentration of Hawaiians on the island. In addition, the State Department of Hawaiian Home Lands is in the midst of several substantial developments in the region that will increase the Hawaiian population significantly.

5. Describe the geographic coverage.

While West O'ahu and the leeward coast are still primarily rural in nature, the Kapolei and 'Ewa regions are currently the primary hub of growth activity for metropolitan O'ahu, and as such have attracted an economically and ethnically diverse population. Kapolei and its neighboring communities constitute the most rapidly developing region in the state, having grown 89% from 1990 to 2000. The population is expected to continue its upward trend with growth in Kapolei projected to reach 100,000 by 2010.

Although the new Learning Center will primarily serve the communities of West O'ahu, many hope that the Center will become a valuable resource for the entire island. The Center's state-of-the-art, environmentally friendly facilities will be a noteworthy and educational experience for students, residents and visitors alike. Mālama Learning Center's vision is to ultimately expand its reach beyond Kapolei and its surrounding communities to the entire leeward coast of O'ahu.

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;

MLC's unique design is the result of an international architectural competition funded by a major grant from the National Endowment of the Arts and matching grants from local businesses, foundations, and individuals. It will be located on three acres on the northwest tip of the campus of Kapolei High School. MLC is in final negotiations with the State Department of Education on a long-term lease for use of the three-acre site for a 50-year period at \$1.00 annually. MLC will build the facility; in exchange, Kapolei and other public school students will enjoy full use of the building.

MLC's defining features will include direct linkage to a state-of-the-art public high school that embraces the philosophy of community-based learning; a central location in a rapidly growing urban region that maintains its ties to the land by its proximity to neighboring rural communities; an efficient and responsible use of energy and water, emphasizing solar energy, natural ventilation and light, and native plant landscaping; and an inherent physical and program design that demonstrates the feasibility of green and sustainable technology at an institutional level.

MLC currently plans to seek LEED (Leadership in Energy and Environmental Design) certification from the United States Green Building Council as a "green" development. MLC is currently seeking LEED (Leadership in Energy and Environmental Design) gold-level certification from the United States Green Building Council as a "green" development. Accordingly, a construction team is being assembled to refine the conceptual design and create a plan for LEED-certified building that meets MLC's needs. Potential members of this team have been identified and are being actively recruited.

The facility itself will encompass approximately 30,000 square feet of combined interior and exterior building space and landscaping. It will include classrooms, administrative offices, conference rooms, a performance / lecture hall, a dance rehearsal hall, workshops for artisans, and a lobby / exhibit area. The interactive exterior space will include an amphitheater, native plant nursery, native plant and cultural demonstration gardens, outdoor meeting areas, conservation work areas, and storage facilities.

The Mālama Learning Center will make use of locally available recycled and sustainable building materials, solar energy, recycled water, and native plant landscaping that will take into account the environmental conditions specific to west O'ahu, and will be practically constructed to minimize any potential adverse environmental impact upon the surrounding grounds. In addition, the entire facility has been planned to use less harmful materials, and to feature natural ventilation and light; to feature reduced operating costs.

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

A working planning, design and construction timeline has been prepared by the project's architects, Eight Inc. (See Attachment: 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

A community's collective recognition of the importance and relevance of *mālama'āina*, or "caring for the land," can ensure its sustainability while also guiding and providing for future growth and improvement. Sustainable living requires an understanding of this practical model for sustaining communities, which embodies the value of caring for the land as stewards and honoring the interconnections among various habitats within each watershed and between various human communities.

One of MLC's goals is to prepare people for the future by connecting them with their roots. The Mālama Learning Center will combine experiences in art, science, conservation and culture to provide and promote a model for sustainable living in Hawai'i. While educators have traditionally separated the disciplines of science and art, MLC's environmental education programs will embrace arts and culture as one of several means to publicly express and disseminate knowledge and concepts, and thus build awareness, appreciation and understanding of the local environment and host Hawaiian culture.

Prior to any ground-breaking, MLC's success will be measured by its ability to engage key stakeholders and secure their participation in both the capital campaign and the planning and design processes. Once its physical plant and programs become operational, the organization's progress and eventual success will be determined by its ability to more fully integrate the tenets and values of the host native Hawaiian culture within the social fabric of modern Hawai'i.

Quantitatively, it can be measured using the following criteria:

- With the advent of improved communications technology, the increased rate of participation of people in MLC programs;
- The increased rate of participation in local environmental programs and organizations as knowledge about ecological stewardship and the host culture begins to permeate to all levels of the community;
- Increased employment of area residents in the field of conservation; and
- Growing and sustained partnerships with both native Hawaiian and other community organizations.

At the present time, MLC does not have a big or complicated evaluation methodology, as most of its data collected tends to be qualitative, rather than quantitative, in nature. MLC has in its plans the development of an in-house capacity that will allow the organization to perform the type of rigorous data and statistical analysis necessary to determine requisite courses of action, ascertain future needs, and / or establish a definitive direction for programs. Specialists from participating cultural and professional communities will be recruited on a volunteer basis to assist in any interpretation and evaluation of data and information collected.

- 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.**

Ongoing monitoring and evaluation of the project will be primarily provided by the Board as well as by an Advisory Board of members connected to West O'ahu, representing business, education, arts, social service, and environmental communities. Part of the board's oversight duties shall include ensuring that all requisite reports to the State of Hawai'i concerning public funds made available to this project are completed in a timely manner, and that state personnel responsible for oversight of grant funds are provided with all necessary supporting documentation to provide for a timely reimbursement of all attendant costs covered under the agreement between MLC and the State.

III. Financial

Budget

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

The GIA budget forms for FY 2009-10 have been completed and are attached. In addition, an overall capital budget has been provided (See Attachment: Capital Budget).

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

Q1 FY 2009-10: July 1 – Sept 30, 2009	Q2 FY 2009-10: Oct 1 – Dec 31, 2009	Q3 FY 2009-10: Jan 1 – Mar 31, 2010	Q4 FY 2009-10: Apr 1 – June 30, 2010	FY 2009-10: Amount of Grant to be Expended
\$125,000	\$150,000	\$250,000	\$250,000	\$775,000

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 Mālama Learning Center, Inc., is a Hawai'i nonprofit organization with a Board of Directors (Board). Representatives from KHS and business and community members will serve on its Board. The Board will oversee the operations of the Mālama Learning Center and assist in raising funds.

Al Nagasako (Principal, Kapolei High School) has enjoyed a long career with the Hawai'i Department of Education in Leeward O'ahu. Al is a veteran classroom teacher of many years' experience, and was principal of Nānakuli High School between 1990 and 1996. In 1996, he served as deputy superintendent for the DOE Leeward District, and was appointed principal of Kapolei High School prior to the school's opening in 1999. Al is a key visionary and promoter of the Mālama Learning Center, engaging teachers, students, community and business leaders, and government officials in this vision. He has successfully garnered support for the construction and operation of the new high school.

Pauline Sato (Coordinator, Mālama Hawaii Public Awareness and Action Coordinator, The Nature Conservancy) has worked in natural resource management and environmental education in Hawai'i for nearly 20 years overseeing protection of native species and ecosystems on O'ahu through on-the-ground management and outreach/education. Pauline is also a co-founder of Mālama Hawai'i, a coalition of more than 70 organizations and hundreds of individuals who share the vision of Hawai'i being a place where the people, land and sea are cared for and its communities are healthy and safe. Pauline has served on several Boards of Directors, including the Hawai'i Environmental Education Association and the North American Association for Environmental Education. Pauline coordinated the Mālama Learning Center design competition and will assist the Mālama Learning Center in fundraising, public relations, and in program development.

Georgette Stevens (Community Leader) is the team member of Grace Pacific Corporation's management, she has worked in various leadership roles within the company's structure, and will be the primary community liaison for the Mālama Learning Center. A graduate of Wai'anae High School and West O'ahu College, she has held the President's position for the National Association of Credit Management; Credit Professionals Association; Kapolei Jaycees; Boys & Girls Club 'Ewa Unit; Ka Leo O Kapolei; Soroptimist International of West O'ahu. She has also served on many committees as chairperson.

Additional members of the Mālama Learning Center's Board playing key fundraising and program development roles include:

- Eric Enos, Ka'ala Farm
- Lloyd Haraguchi, James Campbell Company
- Lori Hoo, Hawaiian Electric Company
- Shirley Swinney, Maluohai Residents Association

Past examples of related projects include:

2003 Design competition, which attracted more than 230 competitors from across the globe and resulted in a winning design selected by world-renowned jurors, was funded by a prestigious \$75,000 grant from the National Endowment for the Arts and another \$75,000+ in private funds raised from local sources.

Construction and development of Kapolei High School into a student-centered learning environment that focuses on the relationship between the school and the community. Each is essential to the growth and development of the other in supporting and preparing students for the real world, and in preparing the nation for the future. Kapolei High School, the newest public high school on O'ahu, serves approximately 2,300 students from the surrounding residential communities of Kapolei, Makikilo, Honokai Hale and Kalaeloa. KHS emphasizes project-based instruction with a focus on science, technology, environment, and culture and arts. It is the heart of the community, providing students, families, educators and business partners with a collaborative learning environment.

Environmental education training in partnership with the University of Hawai'i and The Nature Conservancy, through sponsorship of its first teacher-training workshop for Leeward O'ahu educators on the topic of Hawaii's Invasive Species, Mauka to Makai in 2005. The Mālama Learning Center intends to continue partnering with educators via workshops, conferences, and other venues to provide learning opportunities for a spectrum of ages.

Arts education training in partnership with the Honolulu Academy of Arts, Mālama Learning Center offered an eight-week after-school program for students at Kapolei High School that transformed "rubbish" into art.

Sustainability Summit coordination in association with Ka'ala Farm and Hoa 'Āina O Makaha, for the first "Alternative Energy & Sustainable Living Summit – Lights Out! Now What?" held in Wai'anae. Approximately 160 attendees, including students, teachers, and community members from West O'ahu and beyond attended the three-day summit.

Environmental video training with funding from the Ka Papa O Kakuhihewa Fund, Mālama Learning Center has begun working with students from Kapolei High School's Media Academy to develop short video stories on the topics of energy conservation and natural resources stewardship that will air on OC16's "Outside Hawai'i."

Indigenous Stories Theatre Project was inspired by Hawaiian myths and legends and the need to care for the environment. Students from Kapolei and Nanakuli High Schools produced and performed original new plays for elementary schools within the Kapolei and Nanakuli complexes. The "Indigenous Stories Theatre Project" included three stories about sustainability, environmental issues, and Hawaiian culture. Seven performances were made over several weeks beginning on

November 27, 2007 at Kapolei Elementary School, and traveled to Barbers Point, Mauka Lani, Nānāikapono, Makakilo, and Nānākuli Elementary Schools.

Weekend gardening workshops are led by community gardening experts in areas including vermicomposting, backyard edible gardens and xeriscaping with Native Hawaiian plants. West Oahu residents and K-12 teachers are exposed to a variety of methods and hands-on techniques in composting with earthworms, how to select edible plants for backyard gardens, growing techniques, maintaining soil health, transplanting seedlings, and non-toxic methods for controlling garden pests.

MLC has launched a \$10.5 million capital campaign to bring this unique community-initiated vision to fruition, which enjoys the wholehearted support of many prominent community members and business professionals, a number of whom also serve on the organization's fundraising committee. To date, we have raised \$2.1 million toward our goal, and approximately \$1.5 million in requests, proposals and applications are currently under consideration by various public and private sources. Current plans call for the bulk of the capital campaign's task to be successfully completed by mid-2010. The campaign enjoys the full participation and support of both the MLC Board of Directors and the recently convened capital campaign cabinet.

Thanks in large part to a generous gift from the Estate of James Campbell, in July 2006 MLC was able to conduct a feasibility study and develop a marketing plan, both of which proved invaluable in determining the capital campaign's scope and goals, in a proactive manner that will enable the organization to both maximize its potential and plan for its eventual success.

Other fundraising triumphs include securing the aforementioned major grant from the National Endowment for the Arts, and a capital grants from the Office of Hawaiian Affairs and the State of Hawai'i for purposes of planning and design. MLC has also received funding from the U.S. Department of Agriculture – Rural Development Division, James Campbell Company LLC, Hawaiian Electric Industries, James and Abigail Campbell Foundation, Muriel Flanders Fund, Rebuild Hawai'i, and the Ka Papa O Kakuhihewa Fund.

As its capital fundraising reaches its goal, MLC will institute a planned giving and endowment campaign to provide for the continued sustainability of its operations and facilities, and to build a long-term financial base that will ensure the fiscal stability of both MLC and its programs, which will greatly mitigate the organization's reliance upon annual fundraising drives. This campaign will operate throughout the lifetime of MLC as part of the organizational routine, so that current funds can be effectively administered and new funds can be continuously raised.

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.

Currently, the Mālama Learning Center uses temporary facilities at Kapolei High School and offices of partner organizations. When completed, the center will be an ADA-compliant facility with classrooms, performance / lecture auditorium, dance studio, outdoor amphitheatre, exhibit and display areas for local artists, and office and meeting space for community nonprofit organizations. It will also include a native plant nursery and several demonstration gardens that will also serve as outdoor classrooms. MLC will provide a physical plant and locale to:

- Supplement the established curricula of Kapolei High School and other West O'ahu public schools with the integration of Hawaiian culture and values.
- Educate West O'ahu communities about the importance of planning for conservation and environmental protection, with an emphasis on indigenous species and island ecosystems.
- Advocate and practice personal and collective stewardship and responsibility for the 'āina and the host culture.
- Become a venue for community-based workshops and cultural and entertainment events.

MLC's defining features will include:

- Direct linkage to a state-of-the-art public high school that embraces the philosophy of service and community-based learning.
- A central location in a former agricultural region that retains its ties to the land through neighboring rural communities.
- Venues for community-based workshops, cultural and entertainment events, and educational programs that will allow MLC to become a focal point for community activity, involvement, and information.
- An inherent physical and programmatic design that demonstrates the feasibility of green and sustainable technology at an institutional level.
- An extended nature laboratory for experience-based learning at nearby natural areas featuring native and endangered species and ancient Hawaiian cultural sites.
- An overall planned efficiency to minimize costs and attract income from a variety of sources so that it is self-sustaining.

As a "green" facility, MLC's physical design and dynamic programming will serve as a 3-D textbook to teach youth and the community about environmental sustainability through workshops, exhibits, performances, mentorship opportunities, and service learning projects led by established practitioners in the arts, science, culture, and conservation.

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.

Project Coordination services are currently being administered by **Paula Nagao**, an independent contractor with over 25 years of executive administration and organizational experience within a range of corporate and not-for-profit organizations. Her experience includes implementing training programs at a commercial bank; producing marketing materials and events for a national real estate investment trust company; coordinating strategic planning meetings and projects for an international environmental organization; implementing organizational change programs for a statewide foundation; supporting community-based economic development efforts; and serving as a project coordinator for several cultural and environmental organizations.

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 Mālama Learning Center is governed by a Board of Directors (Board), a diverse group of individuals that includes representatives from KHS and business and community members. The Board oversees the operations of the MLC and assists in raising funds. Ongoing monitoring and evaluation of the project is provided by the Board as well as by an Advisory Board of members connected to West O'ahu, representing business, education, arts, social service, and environmental communities. (See Attachment: Organizational Chart.)

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.

There is no outstanding litigation pending.

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: MALAMA LEARNING CENTER

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES	0	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	775,000	1,000,000	3,000,000	1,000,000
TOTAL (A+B+C+D+E)	775,000	1,000,000	3,000,000	1,000,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	775,000	Paula Nagao 351-9465		
(b) Private	1,000,000	Name (Please type or print) Phone		
(c) Foundations	3,000,000	[Redacted] 1/29/09		
(d) Other government	1,000,000	Signature of Authorized Official Date		
TOTAL BUDGET	5,775,000	Lloyd Haraquishi, Vice President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: MALAMA LEARNING 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)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS: The Malama Learning Center is not seeking funds at this time to cover the costs for personnel.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: MALAMA LEARNING CENTER

Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

The Malama Learning Center is not seeking funds at this time to cover costs related to equipment.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

The Malama Learning Center is not seeking funds at this time to cover costs related to motor vehicles.

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: MALAMA LEARNING CENTER

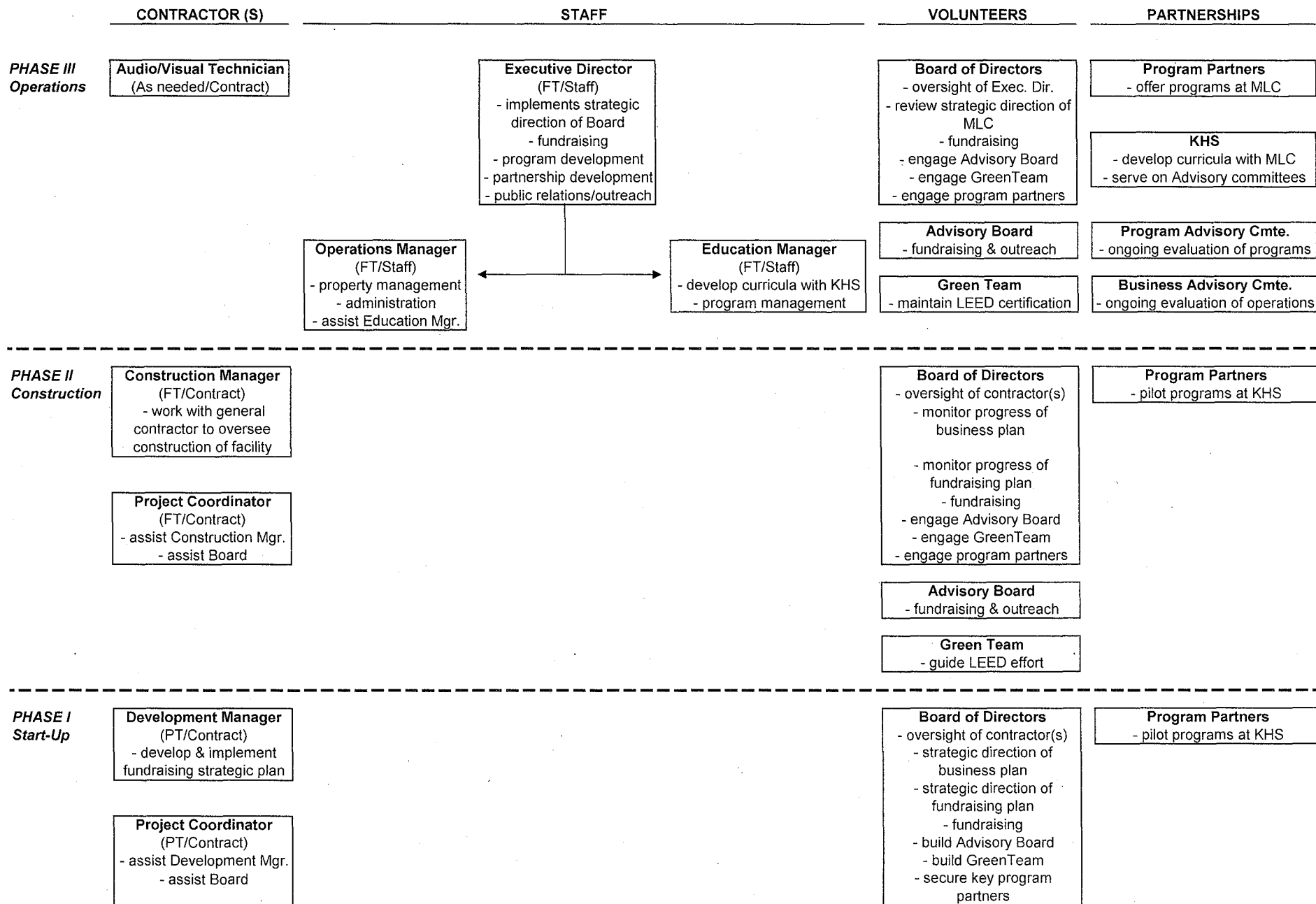
Period: July 1, 2009 to June 30, 2010

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	25000		25000			
LAND ACQUISITION						
DESIGN	50000		250000			
CONSTRUCTION		150000	500000	5500000	4000000	
EQUIPMENT						
TOTAL:	75,000	150,000	775,000	5,500,000	4,000,000	
JUSTIFICATION/COMMENTS:						
To date, Malama Learning Center has received \$50,000 of a 5-year, \$250,000 commitment from the James & Abigail Campbell Family Foundation; \$150,000 of a 2-year, \$500,000 commitment from the Office of Hawaiian Affairs; and \$25,000 from Hawaiian Electric Industries Charitable Foundation for expenses related to Planning, Design and Construction of its facility.						

CAPITAL BUDGET

INCOME PROJECTIONS	AMOUNT	TOTAL
Government		
State of Hawaii	\$ 2,000,000.00	
C&C of Honolulu	\$ 250,000.00	
Federal	\$ 1,500,000.00	\$ 3,750,000.00
Foundations		
Major Foundations	\$ 2,000,000.00	
Hawaii-based	\$ 800,000.00	
National	\$ 200,000.00	
Vest Pocket	\$ 350,000.00	\$ 3,350,000.00
Corporations		
Hawaii-based	\$ 400,000.00	
Foreign	\$ 200,000.00	
Other	\$ 100,000.00	\$ 700,000.00
Businesses		
	\$ 25,000.00	\$ 25,000.00
Individuals		
Major Gifts	\$ 1,750,000.00	
General Gifts	\$ 150,000.00	\$ 1,900,000.00
Organizations		
	\$ 600,000.00	\$ 600,000.00
Unions		
	\$ 50,000.00	\$ 50,000.00
Other Types		
In-Kind	\$ 125,000.00	\$ 125,000.00
TOTAL		\$ 10,500,000.00
EXPENSES		
Planning and Design		725,000
Project Management		125,000
Site Work		500,000
Construction		8,500,000
Bonds & Insurances		100,000
LEED Accreditation		100,000
Other		1,150,000
Fundraising		300,000
TOTAL EXPENSES		11,500,000
In-kind donations anticipated		1,000,000
FUNDRAISING GOAL		\$ 10,500,000

MALAMA LEARNING CENTER
Organizational Chart



REC'D
JAN 29 2009

jm

House District _____

Senate District _____

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

Log No: 95-0

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:

Db:

Street Address:

Mailing Address:

Marilyn Rodgers
SAFE DAY Events
2058 Kuhio Ave #3909
Honolulu HI 96815

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name

Title

Phone #

Fax #

e-mail

Marilyn Rodgers
owner
808-232-6152
e.mcc@hawaii.rr.com
or marilyn@drinkdetective.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:

Drink Detectives P.O.
(Drug Detector)

4. FEDERAL TAX ID #:

5. STATE TAX ID #:



7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$

80,000

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 \$ _____

TY



AUTHORIZED SIGNATURE

Marilyn Rodgers owner

NAME & TITLE

1/29/09

DATE SIGNED

**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:

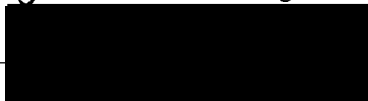
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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.

Marilyn Rodgers

(Typed Name of Individual or Organization)



1/29/09
(Date)

Marilyn Rodgers

(Typed Name)

owner

(Title)

NYCW Safe Day Hawaii International
Maile Sky Court Hotel Headquarters #3909
2058 Kuhio Avenue
Honolulu, Hawaii 96815
www.safedayevents.com
808-232-6152
marilyn@drinkdetective.com

1/30/2009

STATE OF HAWAII SUBSIDY APPLICATION

OVERVIEW:

- 1- THIS IS A REQUEST FOR \$80,000 TO PURCHASE 50,000 DRINK DETECTIVES WHOLESAL FOR \$1.60 PER UNIT.
- 2- PROVIDES APPROXIMATELY 1000 UNITS TO EACH OF 60 ORGANIZATIONS WHO SERVICE INDIVIDUALS WITH CHALLENGES, NEEDS, DISABILITIES AND TO THOSE WHO ARE AT-RISK.
- 3- THIS IS .4% OF 2008-2009 STATE OF HAWAII HEALTH BUDGET.
- 4- 50,000 UNITS ENABLES THE STATE OF HAWAII TO DESIGN FOR MANUFACTURING IT'S OWN UNIQUE PACKAGE LABEL.
- 5- 50,000 UNITS RETAIN THE INTERNATIONAL EXLUSIVE LICENSE TO DISTRIBUTE AND OPTION TO OWN EQUITY OF DRINK DETECTIVES.
- 6- KEEPS OUR KEIKI SAFE FROM DRUG AND SEX PREDATORS BY SUPPORTING AND PROMOTING SAFE DAY EVENTS.

BACKGROUND

I, Marilyn Rodgers, Master Teacher for the Hawaii State Department of Education, developed the first Family Treatment Center Education Program in 1998 for at-risk severe adolescents at Oahu's Queens Medical Center. My interventions for students with fastidious behavioral and emotional challenges were especially effective because my husband Buck Rodgers reinforced them and improved the outcomes using music. He started as an entertainer in early children, Olelo TV Show Producer, Educator for the Department of Education's "Artists in the Schools" Program, among other things. We lived on the islands since 1986, for 12 years on the Big Island on a 5 acre healthy fruit and solar farm and for 11 years in Oahu. As members of the Chamber of Commerce and other networking organizations, our family recently moved to Waikiki from Kailua to enter into Phase 2 of our "Safe Zone Waikiki Project.", the seeds of which were formed back in 1998, as above.

Since 1998 our sons, also known as The Buckz Boyz Band (www.buckzboyz.com) have been performing their original and contemporary music about their "age of innocence" at over 350 events and venues. During 2008, they had the privilege of performing as one of only 4 local acts at Bay Fest 2008, of performing for many "Sunset on the Beach" Events hosted by the City and County of Honolulu, and most recently performing at the PHOCUSED Rally in the Capitol Rotunda on Monday, January 26th, 2009 with Catalina Centi's Island Utopia. They have several CDs and tunes that received radio airplay and they host an Olelo TV Show weekly at 7:30 pm Fridays entitled "Star Tracks".

Since December 2007, Buckz Boyz Band has been publicizing their safety concerns while giving out 5000 information postcards about healthy living and The Drink Detective. They also gave 1900 Drink Detectives out. The Buckz Boyz put together a business plan and became a legal entity in April 2008 (www.safedayevents.com). By December 2008, their safe online shopping program launched. On October 21, 2008, Marilyn was featured in a small article in the Midweek and sold-out 500 units of Drink Detectives. Marilyn also taped the "Safe Day Pack" for Bob Circosta's "What a Great Idea" Show as a pilot for Home Shopping Network to be aired in February. Having Drink Detectives in Hawaii places Hawaii in a unique position as a leader in the effort to reduce drug rape, date rape, robbery and other related behaviors.

OUR MISSION

Our mission, as NYCW Safe Day Hawaii International IRS 501-c3, is to maintain and reinforce the interventions that teachers, preachers, police, parents and officials are conducting with a goal of improving intervention outcomes. After attending the "411 For Youth Conference" in November, hosted by the Hawaii State Attorney General, we were convinced of the value of sound and entertaining safety education awareness programs because youths expressed it as one of their needs. When asked what could be done to help them, they chorused together behind one young man their desire to have "famous people tell them the way to be".

Entertainment is so powerful that it has the potential to positively or negatively effect us in very subtle ways. Messages tainted with innuendos and behaviors that perpetuate at-risk behaviors by entertainers set up challenging social norms that are often hard to overcome by our less stimulating conventional measures in schools and agencies. Thus, our mission, as a collaboration of educators and entertainers is to be acutely aware of every lyric, every action, and every attitude that exudes from our staff and team both on and off our stages. We know we cannot achieve perfection but we can set a standard together to keep us safe and positive and work together with everyone in our community to effectively enforce it.

TARGET POPULATION

NYCW Safe Day Hawaii International targets 12 to 29 years old and those who find themselves without adequate supervision, awareness and protection. We have moved into Waikiki to work there wherever there are mixed social circles and a welcome host.

REQUEST INFORMATION

We are NOT asking for funds for salaries, supplies, or for our business. We are asking for the help of the State of Hawaii to subsidize a supply of Drink Detectives to meet the demand for

them. We also would like the State's consistent support by way of PR to help us gather people at events.

A minimum purchase of 50,000 units enables the manufacturer, Sure Screen Diagnostics, to customize the label of the Drink Detectives to resemble the ambience and "aloha" that is uniquely Hawaii, to our advantage. Having a Statewide Safety Awareness product that is affordable and unique like the Drink Detective in Hawaii is a priceless opportunity and the 50,000 units would avail the State of Hawaii of the chance to brand it for us and our future.

DRINK DETECTIVE PRODUCT INFORMATION

The Drink Detective (www.drinkdetective.com) is a first line test, a matchbook-sized moisture and air-proof package, with two blotters and a test strip that easily, effectively and affordably detects drink-spiking compounds like Rohypnol, GHBs, Ketamines, Ecstasy, Cocaine, LSD, Heroin, Methamphetamines and up to 60 others. These drugs typically are dropped into drinks with alcohol but this can even happen in water or juice, and drug rape happens to men and women alike.

Drink Detectives have the potential to interrupt wrong motives for drink spiking, such as robbery, rape, DUI and other bodily harm. This is because predators have a fear of getting caught and the tester can be turned in to police after 911 is called..

A 10-second video is viewable on www.drinkdetective.com, the Science Tab along with an in depth independent lab analysis (See Attachment 1).

Drink Detectives are most effectively used as:

- (1) a tester after a drink made a person sick, dizzy, overly intoxicated, sleepy or inebriated using the pipette in the package to draw the beverage up and drop a few drops on the card;
 - (2) a tester of powders or liquids of unknown origin not in drinks (using a q-tip or moist napkin);
 - (3) a poster and product display to initially deter sex and drug predators; and
 - (4) a reinforcement and maintenance of drug safety awareness programs and interventions.
- Drink safely tips are listed on each package.

Drug rape, a sad crime as old as Romeo and Juliet, is similar to date rape because it is largely unreported. Peer pressure, fear of retaliation, shame, lack of cohesiveness, and other social repercussions make this a very difficult crime to monitor and quantify.

2004 Guardian News and Channel 4 Joint Study found 25% of women had a drink spike in their lifetime. There has been a 33% increase in reports of drink spiking from 2002-2005. In informal surveys of over 3000 men and women during expos, workshops and networking events, 50% of these individuals had been spiked or know of someone who was drink spiked. It seems to be as common as the availability of street drugs.

BENEFITS FOR HAWAII

Benefits include increased revenue, efficiency of detection, attraction of tourists and customers, market share, repeat customers, happiness and increased morale, and the pride that Hawaii was

the first State to introduce this product in the community. Benefits for venues include risk reduced socializing, increased peace of mind, higher performing leaders, good personal image to tourists, good community image, and thriving better businesses. Reduction of costs and expenses due to crime may also be a result of this for individuals and crime-fighting individuals..

In December 2007 the Police Department of the Country of Wales reduced sexual assault and indecent behavior by over 15% in a week long trial. They repeated the trial in 2008 and now highly endorse the use of the Drink Detectives (See Attachment 2). Could Hawaii do this?

In Waikiki in December 2007, there were three reported incidences of drink spiking. Two females woke up without clothes on the beach and one male businessman woke up in his car without his briefcase, laptop, and wallet. Midweek, October 21, 2008 Writer Yu Shing Ting featured a small article entitled "Detecting Drugs In Your Drink" after which 473 units of Drink Detectives were sold. In 2008 we distributed 5000 informational postcards (See Attachment 3). We also gave over 1900 Drink Detectives to community leaders, officials, retailers and interested individuals. Tourists, parents, school children, high schoolers, college students, restaurant and bar owners, patrons and customers deserve to have a Drink Detective as it is better to have one and not need one than to need one and not have one.

SUPPORT

We will refer venues who join our "Safe Zone Project" to travel and tourist agencies, include them in our media, and provide a "live" web-cast event to provide these retailers with multiple revenue streams from our events.. Our various business teams are forming marketing, advertising, call center programs. We want your support and help. Last year's \$19 Million Budget for health, crime prevention, and at-risk behaviors will more than likely be reduced in the dire economic times we are experiencing. However, if just .4%, (less than ½ of 1 % percent) of this allocation were destined to purchase 50,000 units of Drink Detectives, then nearly 1000 Drink Detectives would be made available for the various 60 organizations keeping Hawaii healthy and safe.

STUDIES AND HAWAII STATISTICS

According to The Commonwealth Fund 1998 Survey, one in five women will be sexually assaulted in their lifetime (Collins KS SC, Joseph S, et al, 1999). Sexual assault, robbery, drug abuse and violence have been observed in record numbers on college campuses. There is a strong relationship between sexual assault and drug use. In a study, "Estimate of the Incidence of Drug Facilitated Sexual Assault in the USA", 61% of 144 subjects were taking drugs, 35% were raped. (Negrusz, Juhascik, Gaensslen, 2005).

In Hawaii, according to the Kapi'olani Medical Center for Women & Children Sex Abuse Treatment Center, statistics show the following prevalence: one in four girls and one in six boys will be sexually assaulted by age 18. (Finkelhor, et al.1990) One in seven women have experienced a completed forcible rape during their lives. (Ruggiero, Kilpatrick. 2003) One in six American women report experiencing an attempted or completed rape in their lifetime. (Tjaden, Thoennes 2000). One in 33 American men reports experiencing an attempted or completed rape in their lifetime. (Ibid).

The Drink Detective is protected by 2 patents, tests for 60 known drugs, is the Popular Science Best Health Award Winner in 2004, 100% reliable for harmful doses and is manufactured in

China and England. It is lightweight and is simple to use for officials, school children, and retailers.

TERMS AND COSTS

After several years of research on the Drink Detective by advisors, specialists and attorneys we set terms and agreements on December 7, 2007 between NYCW Safe Day International and Bloomsbury Innovations. Hopkins and Carley's Attorney Cathy Gawne represented our interests and set them as follows: exclusive distribution in the USA and the first right of refusal for other selected regions with the exception of UK, Israel, and Australia, an Option Agreement to purchase equity of the company, intellectual property rights, a collaborative agreement with Bloomsbury to develop additional PR materials, and a Bloomsbury advisory board.

We are able to include the State of Hawaii into our promotion and marketing and will fully disclose Drink Detectives dynamic business plan and will remain fully transparent to those who would like to see our records and plans. Core staff and a fulfillment call center is under consideration. This licensing agreement is performance-based with goals and objectives aimed at an initial order of 50,000 units. Drink Detectives will have appropriate representations, insurance, and warranties. The manufacturers cost is \$1.20 per unit which includes shipping. The wholesale cost for 50,000 units is \$1.60/unit, thus the figure \$80,000. What we will do with the funds is repay our son's small business loan for \$20,000 incurred since our business began.

SUMMARY OF OUR REQUEST

Will the State of Hawaii subsidize and make this product available throughout the approximately 60 known organizations who are serving the challenged, needy, disabled? Could a 50,000 unit purchase be possible in order to change the label? If not, what amount is possible? Could the State of Hawaii consider providing support for our events as we reach out to our communities and schools? For your help, we will provide product specialists, support materials and a large batch of complementary tickets to events at no charge to the State of Hawaii. Important support as we offer Drink Detectives to Federal agencies including our military branches, retailers in our business community, and private individuals is most welcome.

ADDITIONAL INFORMATION AND ACCOMPLISHMENTS

In 2008, we distributed over 5000 information cards about drink spiking and drug rape, 1900 units of the Drink Detective, and spoke about the topic in approximately 50 events. A Safe Day Events Fund raiser, a "Safe Zone Waikiki Program" and a Celebrity Sponsorship Program is in the works. Marketing/Sales team, www.zinnternet.com, is focusing on promoting the Drink Detectives and Buckz Boyz Band on web casts, tv, and on the web.

Drink Detectives send a strong message to drug and sex predators to stay away from our children and our families, our ultimate goal. Please join us.

STAFF RESPONSIBILITIES

1. Executive Director

Coordinates all activities and educational programs, scheduling, educational scripts, educational materials, administers evaluation tools, check lists, lesson plans and activities, orientation meetings, performance, writes script to coincide with performance, reviews scripts

prepared by researchers, prepares brochures, provides maps for drivers, determines information, number, size, and names of staff, and family participants, verifies times and places for drop off and pick up of equipment, set up times, greets visitors, passes out brochures, answers questions, and escorts staff to site performances, delivers "Personal Safety" lessons, may conduct lessons, and follows up after an event.. Provides personnel with info, scripts,, resolves logistical concerns, develop PR and marketing.

2. Operations Manager (directly responsible to Executive Director)

Manages the program, ensures that implementation and prescribed activities are carried out, plans and develops procedures, directs and coordinates activities, and exercises control over personnel responsible for specific functions or phases. Confers with staff to explain program and individual responsibilities. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objectives, modifies or changes methodology as required to redirect activities and attain objectives, prepares program reports for the Executive Director, controls expenditures, determines work load, personnel, and equipment requirements, and forecast needs. Prepares layouts and drawings of stage, music, and other needs of the performers. Inspects equipment, vehicles, and wardrobe. Determines accuracy and completeness of financial accounts and records.

3. Producer (directly responsible to Operations Manager)

Directs and coordinates activities in vocal and instrumental music for all musicians or entertainers performing, consults with teaching and administrative staff to plan and develop the program, observes, evaluates, and recommends changes to strengthen skills in the performance, analyzes program to evaluate methods and materials, orders materials, supplies, equipment designed to meet program goals and needs of students, authorizes purchase of equipment, inspects and authorizes repairs of equipment and instruments, establishes performance.

4. Event Leader (directly responsible to Operations Manager and Producer)

Leader of Staff to entertain and inspire audiences to reduce violence and other at-risk behaviors and to work together to feel and be safer. Event Leader studies, writes, and rehearses to learn and interpret for Events, plays from memory or by following score, transposes music to play in alternate keys, improvises, composes, plays instruments to signal activity, may be designated to perform on piano, drums, or horns, and may accompany soloist or other musicians.

5. Set Coordinator(directly responsible to Event Leader)

Performs as soloist or accompanying staff to write, interpret music and use his knowledge to inspire audiences to reduce violence and other at-risk behaviors and to work together to feel and be safer. Staff use knowledge of harmony, melody, rhythm, and voice production, to present characterization or to achieve individual style of vocal delivery. Sings, following printed text and musical notation, or memorizes score, may sing a capella or with musical accompaniment, watches lead performer for directions and cues.

6. Equipment Manager (directly responsible to Event Leader)

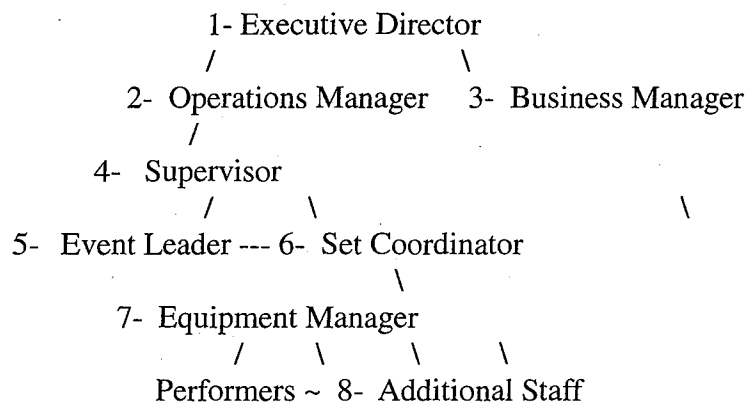
Accompanies the other performers to interpret music to entertain and inspire the values and goals of Events. Responsible for supervising the other members of the staff in packing and unpacking the equipment and supplies, keeping strict inventory, and reporting any missing or broken items to the Supervisor.

7. Set Designer (directly responsible to Event Leader)

Selects decorations and coordinates activities of workers who decorate sets for Events, reads script to determine decoration requirements, selects furniture, draperies, pictures, and rugs for decorative quality and appearance. Gives directions to band members and other staff in placing

items on set. Examines dressed sets to ensure props and scenery do not interfere with movements or views.

8. Business & Accounting Administrator (directly responsible to Executive Director)
Responsible for maintaining accounting records and fiscal reporting, and for filing timely expenditure, reports and invoices required, assists in the programs compliance with guidelines and effectiveness on all materials, files, and documents relating to the provision of products and services.



MARKETING PLAN

Phase 1 -

- 1a. Website /Merchant Banking /Fulfillment /Call Center
- 1b. On line Animation (unique welcome to the site).
- 1c. Video linked to website (Infomercial)
- 1d. Clubs & Benefits – incentives to participate
- 1e. Merchant banking

Phase 2 -

- 2a. Banner Ads - (On 800,000 web sites)
- 2b. Opt-in Email (tests).
- 2c. Shopping Networks (QVC / HSN / Shop@Home /America's Store)
- 2d. Malls On line
- 2f. Press, Publicity - 100,000 media outlets Nationwide
- 2g. Radio Spot – Professional copy and MP3
- 2h. Print and On line Catalogs
- 2i. Reps (for distribution of Safe Day Packs)
- 2j. Magazine Ads – (Submitted to network of magazines)
- 2k. Financial PR – (Submitted to network of broker dealers)
- 2l. Universal Engine – (Translation services for 12 languages (50 countries) and pay-per-click advertising in foreign search engines.)

Phase 3 -

- 3a. Radio- (30- Second Spots)
Radio- (60- Second Spots)
- 3b. Television- Commercials (30-Second)
Television- Commercials (60-Second)

Phase 4 -

- 1 A comprehensive, multi-media program will be developed only after the successful completion of a series of tests designed to refine such things as compelling message, target audience, type of media and other factors that maximize the efficiency /effectiveness quotient. Most plans utilize a combination of a P.I. (per inquiry) and/or discounted media resources.
- 2 Regardless of how much PR is completed, "Safe Day Packs" are available at events. There is also a sign-up registration sheet for volunteers. Individuals who have experience with design, graphics, or advertising, and anyone who has a concern, suggestion, or an idea is welcome to register. Membership in a club, event evaluation sheets, and newsletters will be provided. An assessment survey checklist will be used to measure achievement and effectiveness of Drink Detectives distribution to provide quality control and accountability.

EVALUATION

Timeline checklist is to have 50,000 units purchased prior to December 2009

Federal, State, County, Retail Accounts will be evaluated quarterly on Quick Books.

Management Team will have daily task charts, short term objectives checklist.

Conservative Financial Projections and Distribution of Income (See Attachment 4).

The Drink Detective™

“Actual Product Enclosed”

HOW TO TEST: KETAMINE

Put **1 drop** of drink on center of test pad. →

POSITIVE RESULT Red/Orange color change

May have white center - **CAUTION!**
Any other color - **OK**


K TEST

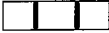
Read Time: 1-10 Seconds

HOW TO TEST: BENZODIAZEPINES

Put **4 drops** of drink on the test pad area below (for best results, leave 5 seconds between drops). Compare to sample results below.

B TEST TEST HERE with 4 DROP ↓

1 LINE - **CAUTION!** 

2 LINES - **OK** 

Read Time 30-60 Seconds

HOW TO TEST: GHB

Put **1 drop** of drink on center of test pad. →

POSITIVE RESULT Blue color change

Blue color change - **CAUTION!**
Any other color - **OK**

G TEST

Read Time: 1-10 Seconds

How to use The Drink Detective™

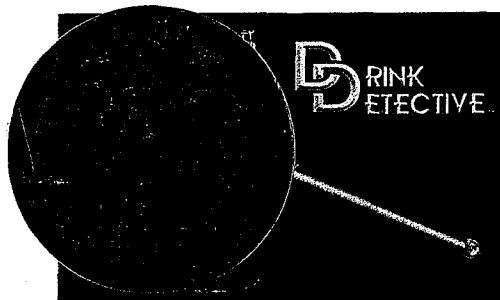
Step 1 – Take a sample from a drink with the plastic pipet provided.

Step 2 – Put 1 drop from pipet onto K Test.

Step 3 – Put 4 drops from pipet onto B Test.

Step 4 – Put 1 drop from pipet onto G Test.

Step 5 – Read Results on Test card.



TEST YOUR DRINK FOR **DRUG RAPE** DRUGS

South Wales Police



Heddlu De Cymru

Working with the Community

Cydweithio Gyda'r Gymuned

CHIEF CONSTABLE

BARBARA WILDING, CBE, QPM, CCMi

PRIF GWNSTABL

JW1016/1

Our Ref/Ein Cyf:

17th October 2007

Your Ref/Eich Cyf:

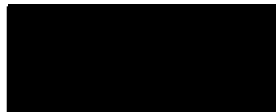
Extension No./Rhif Estyniad:

You will be aware that as part of our Christmas Campaign for 2006 the Neath Port Talbot BCU utilised the Drink Detective drink spike testing cards. The cards were distributed by Police and our Community Safety Partners in an effort to raise awareness of the issues around drink spiking, to provide a detection device, but more importantly to act as a deterrent to those intent on spiking drinks of other persons. Drink spiking is totally indiscriminate. There are no boundaries or limits on those who are spiked in relation to age or gender. We are all potential victims.

The Detective cards were readily received by members of the public, and were instrumental in providing a deterrent.

The campaign led to a significant reduction in incidents of drink spiking and associated crimes of indecency and assault. The Neath Port Talbot BCU will again be distributing the Detective Cards free of charge to members of the public during our Christmas Campaign for 2007 with the aim of improving on the impressive results that were obtained last year.

We will keep you appraised of our progress and work in relation to deterring the issues in relation to drink spiking.



Inspector H. Griffiths.
Community Safety Department.

Drink Detective.™

Drink Detective is the safe & responsible way to keep your drinks from being tampered with.

Trust It.
Test It.
Drink It.

Personally test for drugs and poisons to keep yourself, friends and family safe from predators everywhere.

Be Safe. Repel Sexual Assault and Robbery.

Prevent Predatory Assaults.

Most drugs used on victims by predators are odorless, tasteless, and colorless.

Drink Spiking does not always happen with alcoholic drinks. It can also be in water.

Drink Detective can be used anywhere to personally test drinks for 60 kinds of drugs and poisons.

Drink Detective.™

Meeting People in Safe Environments

Place _____ Time _____ Day _____

808-232-6152 (call) www.buckzboyz.com

SAFE DAY PAKS

For More Information Call: 808-232-6152

www.safedayevents.com

MUSIC, DANCE, PRODUCTS, & SERVICES

BUCKZ BOYZ
mission is
to create a culture
that promotes
healthy living!

Simple, Quick, Accurate, Safe,
Discrete Drink Drug Detective
BUCK RODGERS ENTERTAINMENT

From: gotz2smile@aim.com
Subject: dd
Date: September 29, 2007 2:47:33 PM HST
To: emcc@hawaii.rr.com

PG. 32					
NB: --The Sales price indicated is the Company's average sales price, wholesale or retail as appropriate					
-- GBP/ Dollar Exchange rate set at approximately 2.25/1.					
UK Sectors	Size of Target Market	Sales Price	Cost Per Unit*	Per Unit Profit	
Drinking Establishments*	110000	\$1.42	\$0.73	\$0.69	
Retail	20000	\$1.82	\$0.73	\$1.09	
Law Enforcement Agencies	150	\$1.82	\$0.73	\$1.09	
Internet/ Direct Sales	N/A	\$4.03	\$0.73	\$3.30	
USA Sector NB: The Sales price is the Company's average sales price to its Distributors					
USA Sectors	Size of Target Market	Sales Price	Cost Per Unit	Per Unit Profit	
Drinking Establishments*	300000	\$1.25	\$0.73	\$0.52	
Retail	50000	\$1.64	\$0.73	\$0.91	
Law Enforcement Agencies	32	\$1.64	\$0.73	\$0.91	
Internet/ Direct Sales	N/A	\$1.64	\$0.73	\$0.91	

Rest of the World	Not yet projected				
Inflationary Assumptions-- Assume prices and costing increase according to inflation					
	(estimated at 2% annually over the 5 year period)				
	Conservative	Mid G Range	High		
Drinking Establishment	200	300	400		
Retail	200	400	600		
Metro. Police Force	1000	2000	5000		
Internet / Direct Sales (UK)	2500	5000	10000		
Internet / Direct Sales (US)	5000	15000	30000		
PG 35					
	Projected monthly Sales to Average Pub				
	No of DD units	Per Unit Sales Price to Pub			
Random Testing Package	100	\$1.01			
Point of Sales	100	<u>\$1.82</u>			
		\$1.42 (average)			
PG 35					
	<u>% of Target</u>	<u>No of Venues</u>	<u>Revenues</u>		
Year 1*	3/10 of 1%	330	\$1,121,475.06		
Year 2	1%	1100	\$3,740,949.29		
Year 3	2%	2200	\$7,481,898.57		

Year 4	3%	3300	\$11,222,744.93		
Year 5	4%	4400	\$14,963,659.91		
PG 36					
	<u>% of Target</u>	<u>No of Venues</u>	<u>Revenues</u>		
Year 1	1/2 of 1%	100	\$437,305.03		
Year 2	1.50%	200	\$874,610.06		
Year 3	2%	300	\$1,457,648.69		
Year 4	3%	400	\$1,943,531.58		
Year 5	4%	500	\$2,429,414.48		
PG 36 pt 2					
	<u>% of Target</u>	<u># of Police Forces</u>	<u>Revenues (approx)</u>		
Year 1	2.50%	4	\$80,975.52		
Year 2	5%	8	\$163,975.33		
Year 3	8%	11	\$246,975.43		
Year 4	10%	15	\$327,913.53		
Year 5	15%	23	\$532,353.45		
PG 37	PROJECTED INTERNET / PUSH MEDIA REVENUES				
	<u>Annual Revenues</u> <u>(approximate)</u>				
Year 1	\$112,860				
Year 2	\$225,712.46				

Year 3	\$451,424.92				
Year 4	\$1,944,400.24				
Year 5	\$3,888,800.47				
PG 37 PT 2					
	<u>UK Market Sales</u>				
Year 1	\$1,448,522.87				
Year 2	\$4,132,239.09				
Year 3	\$7,835,785.55				
Year 4	\$14,172,665.42				
Year 5	\$20,950,155.56				
38					
	UK GROSS PROFIT PROJECTIONS				
	(Conservative Scenario)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Sales	\$1,448,283.21	\$4,129,400.17	\$7,830,958.76	\$14,167,567.58	\$20,942,620.68
Cost of Goods	(\$521,262.52)	(\$1,486,675.55)	(\$2,819,039.20)	(\$5,100,324.33)	(\$7,539,343.44)
Royalties	<u>(\$72,397.58)</u>	<u>(\$206,484.71)</u>	<u>(\$391,533.23)</u>	<u>(\$708,378.41)</u>	<u>(\$1,046,965.56)</u>
Gross Profit	\$854,623.11	\$2,436,239.91	\$4,620,386.33	\$8,358,864.84	\$12,356,311.68
PG 40					
	GROSS PROFIT PROJECTIONS				

	(Conservative Scenario)				
US MARKET	Year 1	Year 2	Year 3	Year 4	Year 5
Sales	\$2,054,751.96	\$6,828,256.81	\$21,784,627.28	\$32,505,158.71	\$43,897,987.36
Cost of Goods	(\$739,710.79)	(\$2,458,719.87)	(\$7,842,465.90)	(\$11,701,856.08)	(\$15,802,678.71)
Royalties	<u>(\$61,641.89)</u>	<u>(\$204,848.27)</u>	<u>(\$653,539.67)</u>	<u>(\$975,155.35)</u>	<u>(\$1,316,889.72)</u>
Gross Profit	\$1,253,399.28	\$4,164,688.67	\$13,288,621.71	\$19,828,147.28	\$26,778,418.93
PG 41					
	GROSS PROFIT PROJECTIONS				
	(Conservative Scenario)				
UK MARKET	Year 1	Year 2	Year 3	Year 4	Year 5
Sales*	\$1,448,283.21	\$4,129,400.17	\$7,830,958.76	\$14,167,567.58	\$20,942,620.68
Cost of Goods*	(\$521,262.52)	(\$1,486,675.55)	(\$2,819,039.20)	(\$5,100,324.33)	(\$7,539,343.44)
Royalties**	<u>(\$72,397.58)</u>	<u>(\$206,484.71)</u>	<u>(\$391,533.23)</u>	<u>(\$708,378.41)</u>	<u>(\$1,046,965.56)</u>
Gross Profit	\$854,623.11	\$2,436,239.91	\$4,620,386.33	\$8,358,864.84	\$12,356,311.68
US MARKET	Year 1	Year 2	Year 3	Year 4	Year 5
Sales*	\$2,054,751.96	\$6,828,256.81	\$21,784,627.28	\$32,505,158.71	\$43,897,987.36
Cost of Goods*	(\$739,710.79)	(\$2,458,719.87)	(\$7,842,465.90)	(\$11,701,856.08)	(\$15,802,678.71)
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Gross Profit	\$1,253,399.28	\$4,164,688.67	\$13,288,621.71	\$19,828,147.28	\$26,778,418.93
Rest of World	Intentionally set to - 0 - for conservative projections				
Total Gross					

Profit Projections	Year 1	Year 2	Year 3	Year 4	Year 5
Sales	\$3,503,484.08	\$10,962,076.65	\$29,624,545.65	\$46,682,897.51	\$64,858,038.82
Cost of Goods	(\$1,261,303.15)	(\$3,946,222.32)	(\$10,663,926.23)	(\$16,806,715.07)	(\$23,350,058.46)
Royalties	(\$134,071.41)	(\$411,479.24)	(\$1,045,329.83)	(\$1,683,977.24)	(\$2,364,809.49)
Gross Profit	\$4,898,858.64	\$15,319,778.21	\$41,333,801.71	\$65,173,589.82	\$90,572,906.77
*-17.5% reduction to UK sales to reflect VAT;					
- For purposes of analysis, assume inflationary rises in sales price and cost offset each other.					
**reflects royalties- 2% of UK sales donated to Roofie Foundation; 3% patent royalty on sales					

Check Out the new free AIM(R) Mail -- Unlimited storage and industry-leading spam and email virus protection.

From: gotz2smile@aim.com
 Subject: low range
 Date: September 29, 2007 2:58:42 PM HST
 To: emcc@hawaii.rr.com

Year 1				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	0.30%	330	792,000	\$1,120,161.48
Retail	0.50%	100	240,000	\$436,436.17
Law Enforcement Agencies	2.50%	4	45,000	\$81,831.78
Internet / Direct Sales	n/a	n/a	<u>28,000</u>	<u>\$112,584.87</u>
Totals	n/a	n/a	1,105,000	\$1,751,014.30
USA Sectors				
Drinking Establishments*	0.10%	300	720,000	\$904,447.10
Retail	0.50%	250	600,000	\$983,092.75
Law Enforcement Agencies	2.50%	1	9,600	\$15,729.94
Internet / Direct Sales	n/a	n/a	<u>90,000</u>	<u>\$147,464.73</u>
Totals			1,419,600	\$2,050,734.52
Year 2				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	1.00%	1100	2,640,000	\$3,733,970.40
Retail	1.00%	200	480,000	\$872,876.20
Law Enforcement Agencies	5.00%	8	90,000	\$163,664.29
Internet / Direct Sales	n/a	n/a	<u>56,000</u>	<u>\$225,175.39</u>
Totals			3,266,000	\$4,995,686.28
USA Sectors				
Drinking Establishments*	1.00%	1500	3,600,000	\$4,522,250.48

Retail	1.00%	500	1,200,000	\$1,966,197.42
Law Enforcement Agencies	5.00%	2	19,200	\$31,460.03
Internet / Direct Sales	n/a	n/a	<u>180,000</u>	<u>\$294,881.38</u>
Totals			4,999,200	\$6,814,789.31
Year 3				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	2.00%	2200	5,280,000	\$7,468,128.47
Retail	2.00%	300	720,000	\$1,309,035.42
Law Enforcement Agencies	8.00%	11	135,000	\$245,444.52
Internet / Direct Sales	n/a	n/a	<u>112,000</u>	<u>\$450,244.23</u>
Totals			6,247,000	\$9,472,852.64
USA Sectors				
Drinking Establishments*	2.00%	6000	144,000,000	\$7,468,503.72
Retail	1.50%	750	1,800,000	\$2,949,127.43
Law Enforcement Agencies	7.50%	2	28,800	\$47,185.34
Internet / Direct Sales	n/a	n/a	<u>400,000</u>	<u>\$655,361.20</u>
Totals			146,228,800	\$11,120,177.69
Year 4				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	3.00%	3300	7,920,000	\$11,199,542.38
Retail	2.00%	400	960,000	\$1,745,581.34
Law Enforcement Agencies	10.00%	15	180,000	\$327,296.50
Internet / Direct Sales	n/a	n/a	<u>960,000</u>	<u>\$3,859,668.33</u>
Totals			10,020,000	\$17,132,088.55

USA Sectors				
Drinking Establishments*	3.00%	9000	21,600,000	\$27,131,026.58
Retail	2.00%	1000	2,400,000	\$3,932,032.96
Law Enforcement Agencies	10.00%	3	38,400	\$62,911.81
Internet / Direct Sales	n/a	n/a	<u>800,000</u>	<u>\$1,310,669.11</u>
Totals			24,838,400	\$32,436,640.46
Year 6				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	4.00%	4400	10,560,000	\$14,934,395.06
Retail	3.00%	500	1,200,000	\$2,181,973.30
Law Enforcement Agencies	15.00%	23	270,000	\$490,993.44
Internet / Direct Sales	n/a	n/a	<u>1,920,000</u>	<u>\$7,720,924.89</u>
Totals			13,950,000	\$25,328,286.69
USA Sectors				
Drinking Establishments*	4.00%	12000	28,800,000	\$36,174,448.34
Retail	3.00%	1250	3,000,000	\$4,914,760.36
Law Enforcement Agencies	15.00%	5	57,600	\$94,364.02
Internet / Direct Sales	n/a	n/a	<u>1,600,000</u>	<u>\$2,621,205.39</u>
Totals			33,457,600	\$43,804,778.11
midrange				
Year 1				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	0.30%	330	1,188,000	\$1,675,958.52
Retail	0.50%	100	480,000	\$870,627.80

Law Enforcement Agencies	2.50%	4	90,000	\$163,242.71
Internet / Direct Sales	n/a	n/a	<u>60,000</u>	<u>\$240,631.85</u>
Totals	n/a	n/a	1,818,000	\$2,950,460.88
USA Sectors				
Drinking Establishments*	0.10%	300	1,080,000	\$1,353,053.58
Retail	0.50%	250	1,200,000	\$1,960,948.30
Law Enforcement Agencies	2.50%	1	19,200	\$31,376.04
Internet / Direct Sales	n/a	n/a	<u>180,000</u>	<u>\$294,144.59</u>
Totals			2,479,200	\$3,639,522.51
Year 2				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	1.00%	1100	3,960,000	\$5,586,784.19
Retail	1.00%	200	960,000	\$1,741,618.80
Law Enforcement Agencies	5.00%	8	180,000	\$326,553.52
Internet / Direct Sales	n/a	n/a	<u>120,000</u>	<u>\$481,364.08</u>
Totals			5,220,000	\$8,136,320.59
USA Sectors				
Drinking Establishments*	1.00%	1500	5,400,000	\$6,767,627.44
Retail	1.00%	500	2,400,000	\$3,923,262.11
Law Enforcement Agencies	5.00%	2	38,400	\$62,771.92
Internet / Direct Sales	n/a	n/a	<u>360,000</u>	<u>\$588,510.44</u>
Totals			8,198,400	\$11,342,171.91
Year 3				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	2.00%	2200	7,920,000	\$11,177,770.74

Retail	2.00%	300	1,440,000	\$2,612,793.23
Law Enforcement Agencies	8.00%	11	270,000	\$489,898.73
Internet / Direct Sales	n/a	n/a	<u>240,000</u>	<u>\$962,862.69</u>
Totals			9,870,000	\$15,243,325.39
USA Sectors				
Drinking Establishments*	2.00%	6000	21,600,000	\$27,069,954.41
Retail	1.50%	750	3,600,000	\$5,884,772.87
Law Enforcement Agencies	7.50%	2	57,600	\$94,156.96
Internet / Direct Sales	n/a	n/a	<u>400,000</u>	<u>\$653,865.28</u>
Totals			25,657,600	\$33,702,749.52
Year 4				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	3.00%	3300	11,880,000	\$16,765,776.30
Retail	2.00%	400	1,920,000	\$3,482,845.16
Law Enforcement Agencies	10.00%	15	360,000	\$653,033.47
Internet / Direct Sales	n/a	n/a	<u>960,000</u>	<u>\$3,850,478.82</u>
Totals			15,120,000	\$24,752,133.75
USA Sectors				
Drinking Establishments*	3.00%	9000	32,400,000	\$40,591,753.63
Retail	2.00%	1000	4,800,000	\$7,843,817.17
Law Enforcement Agencies	10.00%	3	76,800	\$125,489.04
Internet / Direct Sales	n/a	n/a	<u>800,000</u>	<u>\$1,307,183.86</u>
Totals			38,076,800	\$49,868,243.70
Year 5				

UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	4.00%	4400	15,840,000	\$22,344,988.74
Retail	3.00%	500	2,400,000	\$4,352,840.19
Law Enforcement Agencies	15.00%	23	540,000	\$979,389.04
Internet / Direct Sales	n/a	n/a	<u>1,920,000</u>	<u>\$7,699,690.64</u>
Totals			20,700,000	\$35,376,908.61
USA Sectors				
Drinking Establishments*	4.00%	12000	43,200,000	\$54,116,193.26
Retail	3.00%	1250	6,000,000	\$9,802,861.13
Law Enforcement Agencies	15.00%	5	115,200	\$188,214.11
Internet / Direct Sales	n/a	n/a	<u>1,600,000</u>	<u>\$2,614,095.63</u>
Totals			50,915,200	\$66,721,364.13
Range				
Year 1				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	0.30%	330	1,584,000	\$2,232,005.39
Retail	0.50%	100	7,300	\$13,225.42
Law Enforcement Agencies	2.50%	4	225,000	\$407,632.82
Internet / Direct Sales	n/a	n/a	<u>120,000</u>	<u>\$480,704.78</u>
Totals	n/a	n/a	1,936,300	\$3,133,568.41
USA Sectors				
Drinking Establishments*	0.10%	300	1,440,000	\$1,801,908.17
Retail	0.50%	250	1,800,000	\$2,937,754.18
Law Enforcement Agencies	2.50%	1	48,000	\$78,340.30

Internet / Direct Sales	n/a	n/a	<u>360,000</u>	<u>\$587,551.24</u>
Totals			3,648,000	\$5,405,553.89
Year 2				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	1.00%	1100	5,280,000	\$7,439,631.14
Retail	1.00%	200	1,440,000	\$2,608,701.83
Law Enforcement Agencies	5.00%	8	450,000	\$815,219.32
Internet / Direct Sales	n/a	n/a	<u>240,000</u>	<u>\$961,354.93</u>
Totals			7,410,000	\$11,824,907.22
USA Sectors				
Drinking Establishments*	1.00%	1500	7,200,000	\$9,011,625.99
Retail	1.00%	500	3,600,000	\$5,877,147.12
Law Enforcement Agencies	5.00%	2	96,000	<u>\$158,724.25</u>
Internet / Direct Sales	n/a	n/a	<u>720,000</u>	<u>\$1,175,772.18</u>
Totals			11,616,000	\$16,221,269.54
Year 3				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	2.00%	2200	10,560,000	\$14,887,883.09
Retail	2.00%	300	2,160,000	\$3,915,547.99
Law Enforcement Agencies	8.00%	11	675,000	\$1,223,608.73
Internet / Direct Sales	n/a	n/a	<u>480,000</u>	<u>\$1,923,935.93</u>
Totals			13,875,000	\$21,950,975.74
USA Sectors				
Drinking Establishments*	2.00%	6000	28,800,000	\$36,059,521.33
Retail	1.50%	750	5,400,000	\$8,818,903.77

Law Enforcement Agencies	7.50%	2	144,000	\$235,171.28
Internet / Direct Sales	n/a	n/a	<u>400,000</u>	<u>\$653,253.06</u>
Totals			34,744,000	\$45,766,849.44
Year 4				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	3.00%	3300	15,840,000	\$22,333,437.82
Retail	2.00%	400	2,880,000	\$5,222,026.19
Law Enforcement Agencies	10.00%	15	900,000	\$1,631,959.62
Internet / Direct Sales	n/a	n/a	<u>950,000</u>	<u>\$3,849,006.97</u>
Totals			20,580,000	\$33,036,430.60
USA Sectors				
Drinking Establishments*	3.00%	9000	43,200,000	\$54,104,606.95
II	2.00%	1000	7,200,000	\$11,761,064.88
Law Enforcement Agencies	10.00%	3	192,000	\$313,653.49
Internet / Direct Sales	n/a	n/a	<u>800,000</u>	<u>\$1,306,887.52</u>
Totals			51,392,000	\$67,486,212.84
Year 5				
UK Sectors	% Market Penetration	No of Outlets Reached	No of Units Sold	Revenue
Drinking Establishments*	4.00%	4400	21,120,000	\$29,793,823.33
Retail	3.00%	500	3,600,000	\$6,529,490.50
Law Enforcement Agencies	15.00%	23	1,350,000	\$2,448,558.94
Internet / Direct Sales	n/a	n/a	<u>1,920,000</u>	<u>\$7,698,475.62</u>
Totals			27,990,000	\$46,470,348.39
USA Sectors				

Drinking Establishments*	4.00%	12000	57,600,000	\$72,143,801.70
Retail	3.00%	1250	9,000,000	\$14,703,220.02
Law Enforcement Agencies	15.00%	5	288,000	\$470,485.87
Internet / Direct Sales	n/a	n/a	<u>1,600,000</u>	<u>\$2,613,804.37</u>
Totals			68,488,000	\$89,931,311.96

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House District X

Senate District _____

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

Log No: 89-0

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:

OPAT (Outpatient Parenteral Antimicrobial Therapy Outcomes Registry)

Dbas: Hepatitis Support Network of Hawaii

Street Address:
5641 Kalaniana'ole Hwy
Honolulu, HI 96821

Mailing Address: (same)

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KEN AKINAKA, MRA

Title Chief Operations Officer

Phone # 808-341-2020

Fax # 808-738-5797

e-mail KenAkinaka@aol.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:

MEDICAL CASE MANAGEMENT, LABORATORY SCREENING AND DIAGNOSTIC TESTING, PUBLIC EDUCATION, AND, TELEMEDICINE TREATMENT SERVICES FOR UNDERSERVED POPULATIONS ON OAHU AND HAWAII NEIGHBOR ISLANDS WHO ARE INFECTED WITH HEPATITIS B AND C.

SEE ATTACHED DESCRIPTION.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 **\$144,300.00**

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 \$ _____

TYPE

KENNETH AKINAKA, MRA, CHIEF OPERATING OFFICER
NAME & TITLE

1/30/09
DATE SIGNED

Hepatitis Prevention, Education, Treatment & Support Network of Hawai`i

Medical Case Management Services, Laboratory Screening & Diagnostic Testing, Public Education, and, Telemedicine Treatment Services for Underserved Populations on Oahu and Neighbor Hawai`i Islands Who Are Infected with Viral Hepatitis B and C

Hepatitis C is the most common chronic blood-borne viral infection in Hawai`i, with an estimated 23,000 residents currently infected. Hepatitis B infects up 10% of our Asian and Pacific Islander immigrants in Hawai`i. Currently Hawai`i has the highest rate of liver cancer in the U.Sⁱ and liver cancer is a leading cause of cancer death among Native Hawaiian males in Hawai`iⁱⁱ. If left unchecked, the incidence of complications such as cirrhosis, liver failure and liver cancer are expected to increase by 60% - 200% by the end of the current decade. Most people with hepatitis B & C do not feel ill until they have irreversible disease. Most people with chronic hepatitis C don't even know they are infected.

Medical case management services, laboratory screening and diagnostic testing, public education, and, telemedicine treatment services are needed to treat the "Silent Epidemics" of hepatitis B & C in the underserved and under treated populations of Hawai`i. The medical case manager will bring urgently needed coordination, communication, public education, and intervention services to those infected with viral hepatitis, through direct patient contact, community meetings, and via telemedicine to reach those in rural and underserved areas, including the neighbor islands.

Telemedicine has steadily gained favor and success in the medical field, while implementation costs have steadily dropped, since its inception in the early 1960's and 1970's.^{iii, iv} Having telemedicine ability will bring coordinated healthcare services and treatment to those who need it, but do not have access to specialists who treat viral hepatitis because of where they live.

This project will help correct the healthcare disparity that exists for the poor, homeless, and those in remote areas and outer islands of Hawai`i by making affordable diagnosis and treatment for hepatitis B and C available to them.

ⁱ U.S. Cancer Statistics Working Group. *United States Cancer Statistics: 1999-2002 Incidence and Mortality Web-based Report*. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention and National Cancer Institute; 2005. Available at: www.cdc.gov/cancer/npcr/uscs.

ⁱⁱ American Cancer Society, Cancer Research Center of Hawai`i and the Hawai`i Department of Health. *Hawai`i Cancer Facts and Figures 2003 - 2004*.

ⁱⁱⁱ Joseph C. Kvedar, Iris Kvedar. *Telemedicine Journal and e-Health*. March 1, 2003, 9(1): 1-2. doi:10.1089/153056203763317594

^{iv} Andy Marsh, Lucio Grandinetti, Tuomo Kauranne, *Advanced Infrastructures for Future Healthcare*, Medical Informatics, 2000, IOS Press, ISBN 1586030957

OPAT Outcomes Registry dba Hepatitis Support Network of Hawaii

Application for Grants and Subsidies

I. Background and Summary

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

OPAT Outcomes Registry dba Hepatitis Support Network of Hawaii is the oldest hepatitis prevention, education and treatment organization in Hawaii. It currently sponsors free community talks by experts in the field of viral hepatitis and other infectious diseases, and, provides free hepatitis B and C screenings to hundreds of people each year.

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

The goals of Hepatitis Support Network of Hawaii are to provide medical case management, treatment and counseling for the underserved – the poor, immigrants, homeless, substance users and/or those uninsured or employed but do not have health insurance and are infected with chronic viral hepatitis. There is no funding currently available to provide medical case management to people infected with hepatitis B & C in Hawai'i and/or treatment for those who do not have health insurance or cannot afford the co-payment cost of treatment.

People who do not have health insurance often cannot afford the cost of medical appointments and laboratory tests needed to treat this infectious disease even though many manufactures will give thousands of dollars of medication free to those who cannot afford them.

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

Hawai'i has the highest rate of liver cancer in the USA. Cirrhosis, liver disease and other medical complications, including liver cancer and liver transplants, caused by hepatitis B or C are expected to increase by 60% to 200% by 2010. Increased medical costs go hand-in-hand with the increase in disease complications. For example, the cost of treatment of hepatitis C is approximately \$50 – 60,000 per course of treatment, including lab tests, medications, and physician follow up; whereas, medical costs for liver cancer and/or liver transplants can be hundreds of thousands of dollars.

For the past five years, some members of the State Department of Health, pharmaceutical company representatives, and the Hepatitis Support Group of Hawaii members have tried to encourage Primary Care and other physicians in Hawaii to identify and start treating Hepatitis B and Hepatitis C. Most physicians are not willing to treat these often difficult and/or complex cases because they do not get paid enough or they do not have the time to do so. At our last count, there

were only between 12 to 20 physicians in Hawaii who were treating Hepatitis C. some of those physicians have since left the state, leaving a healthcare disparity in access to healthcare and treatment for persons with these infectious and deadly diseases, especially the homeless, those without medical insurance, and those living in rural areas and remote areas of the neighbor islands. The need is greater than ever for telemedicine so that the few specialists who do treat viral hepatitis can take care of people on the outer islands. Unless access to treatment and specialists is made possible, including through telemedicine, more people will die from these diseases.

Even today, the majority of physicians still do not routinely screen for hepatitis B or hepatitis C in those who are high risk for exposure. Physicians will usually wait to screen for these diseases until markers for liver disease, the liver enzymes (ALT and AST), become elevated and liver damage has already occurred. Physicians do not routinely screen immigrants from Asian or Pacific Island countries where 10% - 12% of the adult population is infected with chronic Hepatitis B, and, there is an extraordinarily high possibility of an immigrant from one of these countries being infected with Hepatitis B. One in ten people infected is a very high rate compared with the 1% rate of Hepatitis B infection that is currently estimated for the United States of America as a whole, but does not take into consideration the unique makeup of the Hawaiian population.

There are also many physicians who do not routinely vaccinated for Hepatitis B because they do not get paid enough to do so. Some may actually lose money if the vaccinate, because they cannot recover the costs of vaccine.

Case management services, laboratory screening and testing, and earlier medical intervention is needed for many of the working poor who do not have medical insurance and those who are homeless. Medical case management is also needed to dispel some of the myths and fears about treatment side effects in order for more people to *want* to be treated. Most people do not feel ill until they have advanced liver disease.

Telemedicine has steadily gained favor and success in the medical field, while implementation costs have steadily dropped, since its inception in the early 1960's and 1970's. Having telemedicine ability will bring coordinated healthcare services and treatment to those who need it, but do not have access to specialists who treat viral hepatitis because of where they live.

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

Research indicates that many of the homeless are infected with hepatitis C. Hawai'i also has high rates of Asian and Pacific Islander immigrants infected with hepatitis B. This program would reach out to the homeless, uninsured and working poor who cannot afford medical care or the treatments provided. This

medical case management and treatment program would help insure that people who are infected get proper medical information and care. Telemedicine will reach populations in rural and remote areas of Hawai'i.

Most working poor can get the medication free from the manufacturers if they have a physician who will treat them. Thousands of dollars of medication will be provided free by pharmaceutical companies if the patient is uninsured or cannot afford to pay for the medication.

5. *Describe the geographic coverage.*

The primary focus would be on Oahu; however, telemedicine can bring the program to other islands through the use of video and audio communication systems and local practitioners, including advanced practice nurses and physicians assistants. These services will help to correct the disparity as it now exists in our health care system in some of our rural and outer island areas.

II. Service Summary and Outcomes

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

- Identification of patients through testing (and with the Department of Health)
- Evaluation of referrals for co-morbidities and appropriateness of treatment medications
- Determine status of patient's insurance and facilitate additional benefits if possible
- Provide free or low-cost treatment, lab testing and medical visits for people with viral hepatitis, and, free or low-cost vaccinations for hepatitis A and B (no vaccine exists at this time for hepatitis C)
- Help find appropriate facilities for safe housing referrals for homeless patients
- Provide educational program regarding viral hepatitis and treatment medications
- Referral to drug & alcohol treatment programs (such as Alcoholics Anonymous, the Drug Addiction Services of Hawaii, and the Salvation Army) to assist patient before, during and after treatment for viral hepatitis.
- Work toward an established program of weekly support meetings for those on therapy.
- Track outcomes of compliance, viral response and clinical outcomes during and up to six months after therapy

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

First 3 mos. – organizational planning

9 mos. – educate payers, providers, counselors, outreach healthcare workers and distribute pamphlets. Start to test and treat patients

6 mos. – evaluate outcomes and propose changes

6 mos. – analyze progress and problems then propose programs to facilitate treatment of those infected and control the surfacing epidemic of hepatitis.

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;***

Demographics will be maintained on each patient. Regular monitoring of therapy for response and adverse effects will be charted. Clinical and laboratory evaluations will be reviewed to determine the clearance of the hepatitis virus being treated and sustained response to treatment. A team consisting of the Director, Medical Director and medical practitioner will review quarterly findings to evaluate progress and improve outreach and clinical practices.

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.***

Given that our organization provides so many diverse services, effectiveness of each program with its own set of evaluation tools. Feedback will be collected in the form of evaluation surveys from those who receive our services. When available state collected statistics will be use to objectively measure the success of our efforts.

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 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
\$36,075.00	\$36,075.00	\$36,075.00	\$36,075.00	\$144,300.00

- 3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2009-2010.***
Please see attached *Budget Justification Capital Project Details* form.

IV. Experience and Capability

A. Necessary Skills and Experience:

Staff Background:

OPIVITA's Hepatitis Support Network of Hawai'i staff has a knowledgeable and experienced management team in charge of its operations.

Kenneth Akinaka, MRA, is a Hepatitis Clinical Research Coordinator and a substance abuse specialist/administrator with a Master's degree in Rehabilitation Administration and has over 30 years of experience in working with homeless, chemically-dependent individuals including 13 years as a Clinic Director. Mr. Akinaka is the founder and director of Support Network of Hawai'i. He is currently on the Board of Directors of the National Association of Hepatitis Task Forces (NAHTF) and the Protection & Advocacy for Individuals with Mental Illness (PAIMI) program of the Hawai'i Disability Rights Center. He is also a council member of the National Hepatitis C Advocacy Council (NHCAC) and was appointed to the Statewide Independent Living Council (SILC) Commission of Hawai'i by Governor Linda Lingle and ratified by the Senate and the House until the end of his term in 2006. His curriculum vitae can be accessed through <http://hometown.aol.com/kenakinaka/myhomepage/chatprofile.html>

Alan Tice, MD, FACP, is the Medical Director. He trained in Internal Medicine and Infectious Diseases in Boston and New York. He was in the clinical practice of Infectious Diseases in Tacoma, Washington for more than 20 years before moving to Hawaii 5 years ago to join the John A Burns School of Medicine and

contribute his expertise to the community. He teaches medical residents at the Queen Emma Clinics. He has five hepatitis specialty clinics in Honolulu. He has had a long-term interest in viral hepatitis and HIV as well as disorders of immune deficiency. His philosophy has been to bring the infectious disease specialty treatment to the people. He founded the Hepatitis Resource Network (www.h-r-n.org), which provides educational information and symposia and conferences for physicians and medical personnel. His curriculum vitae is available through <http://www.idlinks.com/tice.htm>.

B. *Facilities*

Alan Tice, MD, is now treating people for hepatitis B & C at multiple sites in Honolulu. This project would be held at each of his five sites which includes two Community Health Care Clinics. The sites are located at: Physicians Office Building III, Waikiki Health Center, Kalihi-Palama Health Center, Drug Addiction Service of Hawai`i and the Life Foundation. All five sites are ADA accessible.

OPIVITA would also utilize telemedicine to treat patients in rural areas as funding permits. Advanced Practice Nurse Practitioners (APRN), Physicians Assistants (PA) and other medical staff will be used to eventually treat patients in underserved areas of Waianae, Hilo, Kona, Maui, Kauai and Molokai. We already have some qualified staff in Waianae and Hilo and plan to start telemedicine programs in those other areas by the end of 2007.

V. Personnel: Project Organization and Staffing

A. *Proposed Staffing, Staff Qualifications, Supervision and Training*

1. A nurse practitioner, physician assistant and/or other medical staff would be hired to treat patients and to allow for treatment to become available to as many sites as possible.
2. Alan Tice, MD, has agreed to be the Infectious Disease Specialist physician that would supervise the medical treatment at the various sites with use of telemedicine techniques.
3. Ken Akinaka, MRA, would supervise the project and coordinate training, marketing and outreach efforts.

B. *Organization Chart*

Please see the attached Hepatitis Support Network's Organizational Chart's Access Care Today (ACT) – Medical Office Staff outline.

VI. Other

A. *Litigation*

OPAT Outcomes Registry is not a party to any pending litigation and there are no outstanding judgments against it.

B. *Licensure or Accreditation*

- Medical Doctor licensed to practice in Hawai'i and a specialist in Infectious Diseases.
- Masters level Administrator with years of experience in the health care, substance abuse and mental health fields.
- Other medically licensed staff as appropriate (for example, Nurse Practitioner, Physician Assistant, Registered Nurse and/or Certified Medical Assistant)

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

Applicant: OPAT Outcomes Registry dba Hepatitis Support Network of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	90,000			
2. Payroll Taxes & Assessments	7,000			
3. Fringe Benefits	7,000			
TOTAL PERSONNEL COST	104,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,200			
2. Insurance	500			
3. Lease/Rental of Equipment	600			
4. Lease/Rental of Space	9,000			
5. Staff Training	600			
6. Supplies	600			
7. Telecommunication	1,200			
8. Utilities	600			
9. Laboratory testing	26,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	40,300			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	144,300			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	144,300	Kenneth Akinaka 808-221-6204		
(b)		[Redacted] Phone		
(c)		1/30/09		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	144,300	Kenneth Akinaka, Chief Operating Officer		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: OPAT Outcomes Registry dba Hepatitis Support Netw

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)
Nurse Practitioner, Physician Assistant	0.5	\$80,000.00	50.00%	\$ 40,000.00
Program Director	0.5	\$60,000.00	50.00%	\$ 30,000.00
Medical Director	0.1	\$100,000.00	10.00%	\$ 10,000.00
Administrative Assistant	0.25	\$40,000.00	25.00%	\$ 10,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				90,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: _____

Period: July 1, 2009 to June 30, 2010

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: OPAT Outcomes Registry dba Hepat

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	N/A	N/A			
LAND ACQUISITION	N/A	N/A	N/A			
DESIGN	N/A	N/A	N/A			
CONSTRUCTION	N/A	N/A	N/A			
EQUIPMENT	N/A	N/A	N/A			
TOTAL:						
JUSTIFICATION/COMMENTS:						

**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.

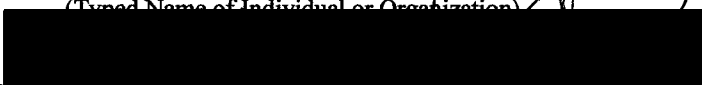
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

OPAT Outcomes Registry dba Hepatitis Support Network of Hawaii
(Typed Name of Individual or Organization)

 1/30/09
(Signature) (Date)

Ken Akinaka, MRA Chief Operating Officer
(Typed Name) (Title)

HEPATITIS SUPPORT NETWORK OF HAWAII ORGANIZATIONAL

Linda Anderson
John Moreno
Massage Therapy
for Patients on
HBV/HCV in
Programs Coordi-
nators

Nova Lei
Special Projects
PSA & Media Cam-
paign Director
Margarita Romero
Safety Kits Director
Leona Hahuli
Program Assistant

Cathie Alana
Native Hawaiian
Hepatitis Program
Director & Planning
Committee

Treo Alexander
HBV Co-Infected
Program Director &
Planning Commit-
tee

Harvey Silander, Program Assis-
tant
Kimberly Borges-Ono, Non-Profit
Grant Writer & Organization Man-
agement Trainee, Leslie Porter,
CME Symposium Coord. & Grant
Writer, Naomi Shigenaga, Project
Specialist & Grant Writer, Teresa
Rustina, Special Programs Man-
aging Coord.

Ken Akinaka, MPA
Exec. Dir.

Alan Tice, MD
Med. Dir.

Naomi Shigenaga
Yang Shin, PA-C
Clinical Trials Resources,
Newsletter & Data Base Prog.

Conroy East, APRN
Medical Case Management
Program Director
**Training Curriculum Plan-
ning Committee:**
Debbie Bigham, Heather Lusk,
Harvey Silander, Inno Sound-
Kikku, Kimberley Gallant,
LCSW, Laura E. Thelen, MSW

Marsha Jewler
Medical Ed. &
Training
Director

Arisa Flores-
diaz, Adm.
Assistant
Mayleenta
Lukas

Debbie
Bigham, RNA
Community
Health Testing
& Vaccination
Events
Director

Noemi
Campos, RN
Kae Yoshinaga,
RN, Vaccine
Program

Eddie Ochoa
Prison & Post-
Release Ministry
Director

Advisory/Mentoring Team
Heather Lusk, Debbie Bigham
Delores Glover, Eloise Lewis, Jane
Hanson, Mike Pablin

**Planning
Committee:**
Alan Tice
Christie Robinson
Heather Lusk
Ken Akinaka &
Program Directors

Alycia Yee
Margarita
Romero
Rosa Brown, MA
HBV/HCV
Testing &
HBV Vaccine

Dave Kaeding
IHS & River of
Life Mission
Ines Bejarin
Finin, RN, MS,
HPU
Jackie Lee, RN
IHS
HBV/HCV
Testing IHS

Michi Momose
Ad. Assist. &
Grant Writer
Satff: Delores
Glover, Sheila
Palesano, Sho-
shana Hanneman

**Honolulu Re-
entry & Fam.
Reunification
Unit:** Andy
Botts, Dir.
**Waianae
Office: OPEN**

Case Managers & Trainees
Alycia Yee, Dave Kaeding, Debbie
Bigham, Delores Glover, Eddie
Ochoa, Eloise Lewis, Harvey Si-
lander, Inno Sound-Kukku, Jane
Hanson, Keith Kuewa, Michael
Perry, Nova Lei Gonzales, Pamela
Moore-Woodward, Sheila Palesano,
Terrance Tiwanak

Dale Allison, Ph.D., RN,
APRN, CRNP, Webster
Kihunyu, MD
Telemedicine/Telehealth
Waianae Coor.

Tim Fedorka
Support Group
& Mentoring
Director

Laura Belding
Senior
Education &
Treatment

Speakers' Bureau Faculty: Alan Tice, MD, Celia Ona, Psych.,
Fernando Ona, MD, Kay Bauman, MD, Michelle Randolph, MD,
Naoky Tsai, MD, Tarquin Collis, MD, Calvin Griffin, Eddie
Ochoa, Eileen Vail, Heather Lusk, Jackie Taylor, Jessie Ann
Farias-Yokoyama, Joe Rattner, Rev. Kahu Tom Van Cullin, Keith
Uechi, Ken Akinaka, Kevin Wong, K.J. Schroeder, Jr., Nova Lei
Gonzales, Sherry Tang Chalmers, Shoshana Hannemann,
Sunny Medeiros, Wesley Yamamoto. **Multicultural & Diver-
sity Entertainment, Education &/or Resources:** Albert
Yoshina, Cavin Kalmi Pono, Danny Lopes, Sr., Jade Louie, Max
Louie, Michael Keale, Manu Mook, Nova Lei Gonzales, Peter
Lonoae`a, Shan Nakasone, Terrance Tiwanak **Audio/Visual:**
Ken Thomas **Internet Networking:** Da Coconut Wireless
(Scott Orton), Omar Sultan **Photography/Video:** Alba Hall,
Dave Kaeding, Nova Lei Gonzales, Scott Orton

HBV/HCV Testors & other Volunteers: Augustina Manuzak, Christie Robinson, Dave Kaeding,
Hector Floresdiaz, Lt. Kevin Knack, RN, Leilani Mau, Linda Anderson, Lisa Kure, Heather Lusk, Jan
Wu, MA, Joyce Li, RN, Lauren Durston, Maria Neil, Mark Herrington, NP, Maya Paidi, Michael Perry,
Nuntra Suwantarot, MD, Pamela Moore-Woodard, RN, Paul Coelho, MA, Rosa Brown, MA, Rudy
Sarra, Sepe Ochoa, Sheila Palesano, Terrance Tiwanak **Ewa Beach/Waianae:** Alycia Yee, Ana Set-
tle, MA, Christina Macias-Martin, Joe Rattner, Natalie Kitamura, RN, Margarita Romero, Robert Mar-
tin, MD **Kaua`i:** Iya Negra Lavezzari, **Molokai:** Shari R. Lynn **Filipino Outreach Team:** Arisa Flo-
resdiaz, Charlo "Sherry" Chalmers, Daisy Lim, Noemi Campos, RN, **Micronesian Outreach Team:**
Inno Sound-Kikku, Team Leader, Ginta Ykelap, Harvey Silander, Kontit Sunios, Mayleenta Lukas,
Michael Kaelukuku, S.me Ranik, Sepe Ochoa, Sitae Sirauo, Tosiena Otto

Access Care Today (ACT) - Medical Office Staff
**(Alan D. Tice, MD, LLC - Medical Patient HBV/HCV & HIV Co-infection
Treatment Services):** Alan Tice, MD, Dawn Poh, Joshua Jeong, Kat Menor,
Ken Akinaka, MPA, Lani Ancheta, Leslie Porter, RN, PA-C, Lynn Lee, RN, Tatiana
Lukashevich, Tiffany Phillips, Yang K Shin, PA-C

House District 46

Senate District 22

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

Log No: 91-0

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):

OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

ORI Anuenue Hale, Inc.

Dbas:

Street Address: 64-1488 Kamehameha Highway, Wahiawa, HI 96786

Mailing Address: 64-1488 Kamehameha Highway, Wahiawa, HI 96786

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ANN K. HIGA

Title Chief Operating Officer

Phone # (808) 622-3929

Fax # (808) 621-8227

e-mail helemano808@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:

OPERATING FUNDS TO CONTINUE AND EXPAND SERVICES IN ELDER CARE AND VOCATIONAL TRAINING

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 200,000.00

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 \$ 20,000

PRIVATE/OTHER \$ _____

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

ANN K. HIGA, CHIEF OPERATING OFFICER
NAME & TITLE

JAN. 30, 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;

ORI Anuenue Hale was established in 1993 as a private, not-for-profit corporation located in Central Oahu. Its mission is to develop a community-based project, which integrates multiple target groups into one unique setting, drawing on the strengths and diversity of each group to assist the other to attain maximum development and quality of life. Its programs help to empower economically disadvantaged persons by improving their financial status through job skills development and supportive services which enable them to break through barriers that inhibit these individuals' potential for self-sufficiency.

ORI Anuenue Hale currently provides employment training and support services to the economically and socially disadvantaged. It also provides health and wellness programs, recreational/social activities, training, and support services to adults with special needs such as the elderly, the developmentally disabled, and the economically and socially disadvantaged in the community.

The agency is affiliated with ORI (Opportunities for the Retarded, Inc.), which has been in existence for more than 28 years. ORI operates an adult day health center and residential program for persons with developmental disabilities within its eight-acre facility at Helemano Plantation in Wahiawa.

2. The goals and objectives related to the request;

The request for grant-in-aid is to help support ORI Anuenue Hale's adult day care and wellness program services for older adults, 55 years and over. Monies will also be used for caregiver training and other job skills training, particularly job skills that support services for the elderly and disabled.

The **first goal** of this project is to have supportive programs and services to help the economically and socially disadvantaged, including the elderly and adults with

special needs, to become more self-sufficient and to increase their quality of life. The **second goal** is to have programs which support the development of a coordinated and comprehensive system of services for the older adults on Oahu to help them in leading independent, meaningful and dignified lives in their own homes and communities for as long as possible.

The following are program measures which supports these overall goals for adults with special needs and their families:

- a. Support the family caregiver's efforts in a way that improves their quality of life and that of their care recipient by providing training assistance to help them continue giving quality care.
- b. Prolong the time during which the care recipient can choose to remain in the community by assisting the family caregiver to secure help or obtain relief with caregiving tasks.
- c. Increase the level and quality of care and services for the elderly, an underserved, rapidly growing population in our community.
- d. Provide emotional support to the family caregiver.

In addition, the program will also provide job training to low-income, unemployed and underemployed persons as well as adults with special needs so they can gain employable skills. The job training service will complement supportive programs that benefit the elderly and the disabled. Training in caregiving, personal care and companionship assistance, health and medical management support, food preparation and service, and custodial chore services are just a few examples of the job skills training to be provided by ORI Anuenue Hale. There is a need not only to help family caregivers continue to provide quality care but also a need to train more people to work in the field of caregiving or related services.

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

The public purpose of this grant-in-aid request is to provide elder care, support services and vocational training. The provision of these services is part of a continuum of quality, integrated care for caregivers and care recipients with sufficient flexibility to be able to respond to their needs with appropriate individualized assistance.

Congress had reauthorized the Older Americans Act in November 2000 and acknowledged the need to "support family caregiving activities and services." "While family caregivers enhance the quality of life for their elderly family members, the costs to caregivers can be significant. Family caregiving can also be a source of considerable stress and subsequent detrimental results for both the

caregiver and the care receiver.” Therefore, service interventions that meet the caregiver’s immediate needs can enhance the quality of life for care recipients as well as caregivers.” This is according to recent reports on the needs of the aging population and family caregivers from the Elderly Affairs Division.

In a news article from Honolulu Star Bulletin, dated July 5, 2004, it says that “elder care responsibilities are affecting worker’s jobs and, in some cases, their other relationships.” A national survey done by SeniorBridge Family Inc. revealed that 35% of middle-age working adults are struggling to balance their workplace and caregiving responsibilities and have said that their job performance has suffered. The article also said that thirty percent of those who work and are also married say that their marriages have suffered as well.

According to a news article in the Honolulu Advertiser dated July 19, 2004, many employers are also now realizing that workers who care for elderly parents are struggling with practical and emotional issues that can affect their attendance, increase their personal time spent on the phone dealing with these issues and reduce their focus/attention to their job.

Currently, the elderly population is growing at a dramatic rate. Between the years 1990 to 2000, there was an increase of 28.5% in the population, aged 65 years and older, in Hawaii alone. According to the United States Administration on Aging (AOA), the rate of increase is anticipated to be higher between the years 2010 and 2030 when the baby boom generation reaches age 65.

By 2030, the 65 years and older group will be 20% of the population, which is more than double of what it was in 2000. Minorities will make up 25.4% of the elder population by 2030. Of the elderly population, approximately 7.4% will be below the poverty level.

According to the 2007-2011 Four Year Area Plan on Aging report by the City and County of Honolulu Elderly Affairs Division, only four (4) percent of the estimated existing need for adult day care/day health services are being met by the 35 existing service providers in our state. The report further estimates “48,635 need daytime personal care in a supervised, congregate setting” such as an adult day care / day health service (*reference: page 157*). In the same report, it was estimated that of the 66,690 seniors, 60 years or over with chronic illnesses and/or disability, only 25,007 or 37% of the estimated existing need is being met. The report further estimates an unmet need of 41,953 requiring health maintenance support services in the community. (*reference: page 157*)

Moreover, the above report says that only one percent of the existing need of 97,499 for caregiver training is being met by current service providers. An estimated 97,173 still need training support services (*reference: page 159*).

Needless to say, our economy is in a recession. Tourism is significantly sluggish. Many small and large businesses are downsizing or closing. Prices for basic necessities have gone up. There is a credit and mortgage-lending crisis. Many families are losing their homes. More and more people are being displaced and we are naturally worried about the future. Government funds are being cut. Yet, there is a growing need for support services, job creation and employment training services.

In addition, individuals with disabilities, as a group, who are more reliant on government support, are more likely to remain impoverished and less likely to be taxpayers. Equally important, they are less likely than individuals without disabilities to achieve their potential. The list of people in need and the numbers of people who are becoming economically and socially disenfranchised are national problems, not simply the problems of people with disabilities.

Despite the slowing economy and constrained finance market, services for the elderly and the disabled continue to be needed. Jobs in the caregiving field, for instance, will always be needed.

4. Describe the target population to be served; and

The target population includes older adults with special needs, 55 years and above, their families and their primary caregivers, as well as the economically and socially disadvantaged in the community. Particular attention will be on serving isolated low-income older family caregivers and care recipients, including those with language barriers and living in rural areas.

5. Describe the geographic coverage.

It is anticipated that future utilization of the services will come primarily from residents in the facility's neighboring communities of Central Oahu and the North Shore, and possibly parts of the fastest growing community of Ewa (Campbell area). Nevertheless, the agency will not limit providing services to anyone eligible.

The agency's services will offer relief to families and primary caregivers by offering adult day care service, companion assistance to health care appointments and medical management support to the senior or disabled care recipient, as well as overnight respite care service at a licensed residential facility. Moreover, the agency's services will offer training assistance to support family caregivers in providing quality care as well as job skills training to increase the number of trained workers who can work in the caregiving field and other related services for the elderly and disabled.

The following are information obtained from the Center on the Family 2003 Community Profiles, which show the demographics of the agency's targeted areas of services.

Target Areas to be Served	Total Population	Population Ages 21-64 with disabilities	% of persons 65 & older living in poverty	% of Persons 65 & older with disability	% of Persons 65 & older living alone
Leilehua (Wahiawa)	41,608	16.6%	9.9%	47.2%	28.9%
Waialua	12,435	17.7%	8%	40.2%	14.5%
Kahuku	17,877	16.3%	10.5%	43.8%	32.1%
Waipahu	51,458	22.0%	12.1%	50.7%	17.6%
Mililani	45,123	10.3%	3.2%	41.5%	25.9%
Campbell	43,637	18.7%	8.2%	46.9%	11.3%

A demographic analysis of the above listed areas indicate that their number of adults with disabilities tend to be higher than the state average or within a percent difference from the state average of 17.7%. The Honolulu county percentage of adults with disabilities is a percent less, at 16.8%. In comparison to the above numbers, with the exception of Mililani, there are a significant number of adults with disabilities in these areas.

There are also a significant number of seniors with disability and living alone in these areas. Historically, the communities surrounding ORI Anuenue Hale has had high percentages of persons falling below the federally defined poverty level.

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

Provision of elder care, training and support services

Tasks

Disseminate information regarding elder care program services.

Provide quality training and service to target populations.

Provide industry-based vocational training to enhance participants' skills and employability and support program services benefiting individuals with special needs

Responsibilities

Ensure that participants receive quality care, training and support services.
Ensure that activities enhance the quality of life of participants and those who may indirectly benefit from these activities.

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

Services will begin July 1, 2009, upon approval of funding.

June 2009	Notice to Proceed is received
July 2009	Program starts and any Subrecipient Agreements completed
August 2009 to June 2010	Ongoing Program Implementation

- 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**

For quality assurance, the following are the three components of a program review:

- a. Executive Management Review
 - Includes an evaluation by the two highest-ranking management positions in the agency. The president and CEO has 39+ years of administrative and social service delivery experience and is highly qualified to evaluate the programs of ORI Anuenue Hale, Inc.
- b. Internal Quality Assurance Team Review
 - Made up of a group of professional staff led by a program director. Once a month or more often as needed, this team, which may include trainers, caregivers, job coaches and on-site supervisors/managers, will meet to assess program effectiveness, develop solutions to individual service challenges and address program deficiencies, if any.
- c. External Evaluation Review and Support
 - Includes oversight from the funding administration agency and from independent financial audits.

- 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 following are a list of measures of effectiveness that will be reported to the state agency through which grant funds are appropriated.

2009-2010 Measures of Program Achievement

Provision of Caregiver Training: 35 will be served for Year 1

Provision of Caregiver Respite Service (Adult day Care/Day Health): Goal is 10 individuals served and a total of 1,833 hours of respite service provided for Year 1

Health Maintenance and Promotion Services – 450 people served for Year 1

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 Budget. Request for funds will cover personnel costs, professional/contractual costs, audit fees, other ancillary costs such as utilities, maintenance and repair, security, insurance, office consumable supplies and equipment rental, vehicle insurance and gasoline and postage.

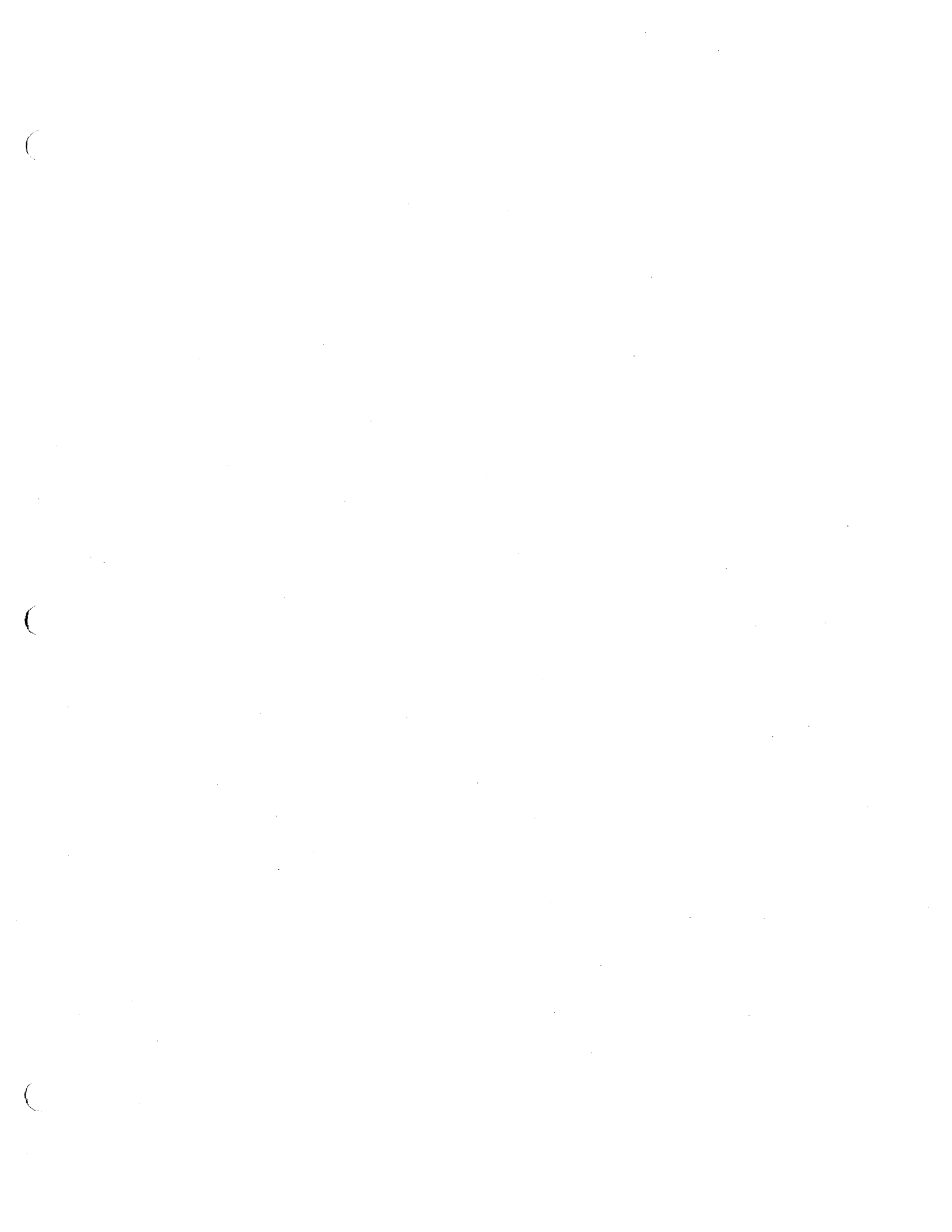
- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2009-2010.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 200,000.00

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

The agency submitted proposals to renew its contract with Elderly Affairs Division to provide caregiver training support. Other proposals were submitted to the City and County Elderly Affairs Division for ORI Anuenue Hale to provide congregate meal services, caregiver respite and health education/maintenance services.

The agency will continue with fundraising efforts and grant solicitations from private and public sources to obtain additional funding.



Funds requested will help to cover the expenses of therapeutic activities, staffing wages and benefits, utilities, professional speakers/instructors, security services, equipment lease/rental, insurance, postage and audit fees. City grant funds have been sought to supplement the amount requested from the state.

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.

ORI Anuenue Hale's experience spans over two decades of providing vocational training services to people with developmental disabilities and the economically disadvantaged, including the unemployed and underemployed. Over 13,000 individuals benefited from the various program services offered by ORI Anuenue Hale since its inception in 1993.

The agency also provides outreach services, health and wellness programs and recreational/social activities for seniors. On average, 500+ seniors per year benefit from the various programs offered by ORI Anuenue Hale, Inc.

The following pertinent contract experience and satisfactory provision of elder care services are listed below:

1. Elder Care and Vocational Training - July 1, 2007 to June 30, 2008
(Office of Community Services)
2. Elderly Affairs Division Caregiver Support – July 1, 2007 to June 30, 2009
3. Elderly Program Services – November 21, 2005 to November 22, 2006
(Community Development Block Grant – CDBG)

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.

ORI Anuenue Hale is now located at 64-1488 Kamehameha Highway in Wahiawa, at its newly completed Wellness Center, next to Helemano Plantation. The facility meets ADA requirements. The center's facilities qualify to operate an adult day care and day health program for seniors and adults with disabilities. It has Classrooms and lecture rooms complete with audio-visual equipment for training purposes.

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 service capacity of ORI Anuenue Hale's Wellness Center will depend on its licensing. It is still in the process of being licensed as an adult day care / day health center. We project that at least 100+ individuals with special needs could be served in the facility. Special outreach events within the facility's grounds such as in the parking lot or open grassy areas, could accommodate over 1,000+ people at any one time.

Staffing will include a Program Director, Recreation Coordinator and Elder Care Aides. Professional consultants (i.e., nurse, dietician, physician, psychologist/ psychiatrist, etc.). Staff to patient ratio will be based on state licensing regulations but on average, we project a ratio of 1 to 5.

Qualifications vary with the positions, but in general, college degrees are required for trainers and directors with accompanying levels of work experience in related fields.

Elder care aides and the recreation staff will receive training in providing appropriate care, personal assistance, training and supervision to adults with physical and mental challenges as well as chronic medical needs. They will receive training on ensuring safety and following good sanitation as well as assuring patient rights and prevention of neglect and abuse. Staff involved with direct patient care need to get fingerprinted and criminal history check as well as abuse and neglect check. Physical exam and TB clearances are required. Strong interpersonal skills and the ability to work in a multi-cultural setting is required.

Many of ORI Anuenue Hale's employees have been with the agency for several years and key employees have worked with the agency between 10 to 26 years.

The management team is well trained under the leadership of its founder and current president and CEO, Susanna F. Cheung, in providing direction and supervision and prides itself on its emphasis on teamwork and cooperation.

Mrs. Cheung's educational background includes a master's degree in Special Education at the University of Hawaii, a Certificate in Rehabilitation Administration from the University of San Francisco and a Certificate in Education from the Grantham Teacher Training College in Hong Kong. Her Bachelor's degree was in Home Economics.

She has received many commendations and awards over the last 38+ years of service in the community. She was named one of three laureates this year 2009 for the prestigious award from the Junior Achievement Business Hall of Fame. In 2005, the Hawaii Chinese Civic Association presented her with the "Mandarin Award" for her many contributions to the people of the State of Hawaii and for her leadership and success as a business woman, serving as a role model for the entire community. She was honored by KITV-4 in 1998 as one of Hawaii's Most Remarkable Women of the 20th Century for her work in providing employment opportunities for persons with developmental disabilities. In 1999, the Chinese Chamber of Commerce named her Business Person of the Year.

Mrs. Cheung continues to provide the leadership to the staff and the company after nearly three decades since her founding of ORI Anuenue Hale's predecessors, ORI (Opportunities for the Retarded, Inc.) and Helemano Plantation. She directs overall program direction, goals and objectives and oversees all agency management and programs.

ORI Anuenue Hale's Chief Operating Officer is Ann Higa, who has over 26 years of experience in management and social service implementation. She is knowledgeable in government procurement requirements and procedures, federal/state/city funding sources, contract and project management. She is responsible for administrative management and procurement of contracts and grants. She also oversees the daily operations of all agency programs, including but not limited to training and residential programs, government funding requirements, human resources management and fiscal management. Mrs. Higa has a Bachelor of Science degree from the University of Hawaii.

A key operational staff is the Program Director who is responsible for program planning, implementation and coordination of program staff and resources. The program director provides training to direct care staff as necessary and oversees daily operations of one or more agency programs. The program director assists with implementation of government and/or contract requirements. Staffing assignments will be finalized upon approval of facility licensing and/or funding. A Bachelor's degree, preferably in human services, is required for this position.

Professional consultants such as a physician, nurse, dietician, psychologist / psychiatrist are all licensed by the state and provide the medical expertise needed. The Recreation Coordinator will plan and implement social, therapeutic and recreational activities benefiting seniors and adults with disabilities. Elder Care Staff are responsible for the direct care service to program participants with special needs.

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 chart, which includes the line of responsibility and supervision of key staff positions.

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.

Lien filed by the previous contractor is in arbitration and we expect it to be resolved in our favor within the first quarter of 2009.

B. Licensure or Accreditation


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

ORI Anuenue Hale is currently applying for Adult Day Care / Day Health services for its newly completed Wellness Center. If approved, ORI Anuenue Hale will be able to operate a full-day Adult Day Care and Day Health facility. We anticipate licensure by June of 2009 if not earlier.

Over the last 15 years, the agency has had trainers certified by the state Department of Health to provide the Visions Curriculum caregiver training to anyone interested in the field of caregiving. Each trainer is certified every 2 years and must also pass the Department of Health Final and Medication Exam. The certification of trainers allow ORI Anuenue Hale to train program participants in the 40-hour curriculum approved by the state Department of Health and to submit their names for caregiver certification by the Department of Health.

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

Applicant: ORI Anuenue Hale, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	96,000			
2. Payroll Taxes & Assessments	15,187			
3. Fringe Benefits	13,746			
TOTAL PERSONNEL COST	124,933			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	6,600			
3. Lease/Rental of Equipment	600			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	9,600			
7. Telecommunication	600			
8. Utilities	4,800			
9. Professional Consultants	44,863			
10. Security Services	6,000			
11. Postage	504			
12. Audit	1,500			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	75,067			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	200,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Jane Valdez	622-3929	
(b) CDBG Funds Requested	200,000	Name (Please type or print)	Phone	
(c) City Elderly Affairs Requested	20,000		Jan. 30, 2009	
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	420,000	Ann K. Higa, Chief Operating Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: ORI Anuenue Hale, 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)
Program Director	1	\$60,000.00	40.00%	\$ 24,000.00
Recreation Coordinator	1	\$36,000.00	50.00%	\$ 18,000.00
Elder Care Aide	1	\$27,000.00	100.00%	\$ 27,000.00
Elder Care Aide	1	\$27,000.00	100.00%	\$ 27,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				96,000.00
JUSTIFICATION/COMMENTS: Staffing required for operation of elder care services program.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: ORI Anuenue Hale, Inc.

Period: July 1, 2009 to June 30, 2010

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

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

**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.

ORI Anuenue Hale, Inc.
(Typed Name of Individual or Organization)

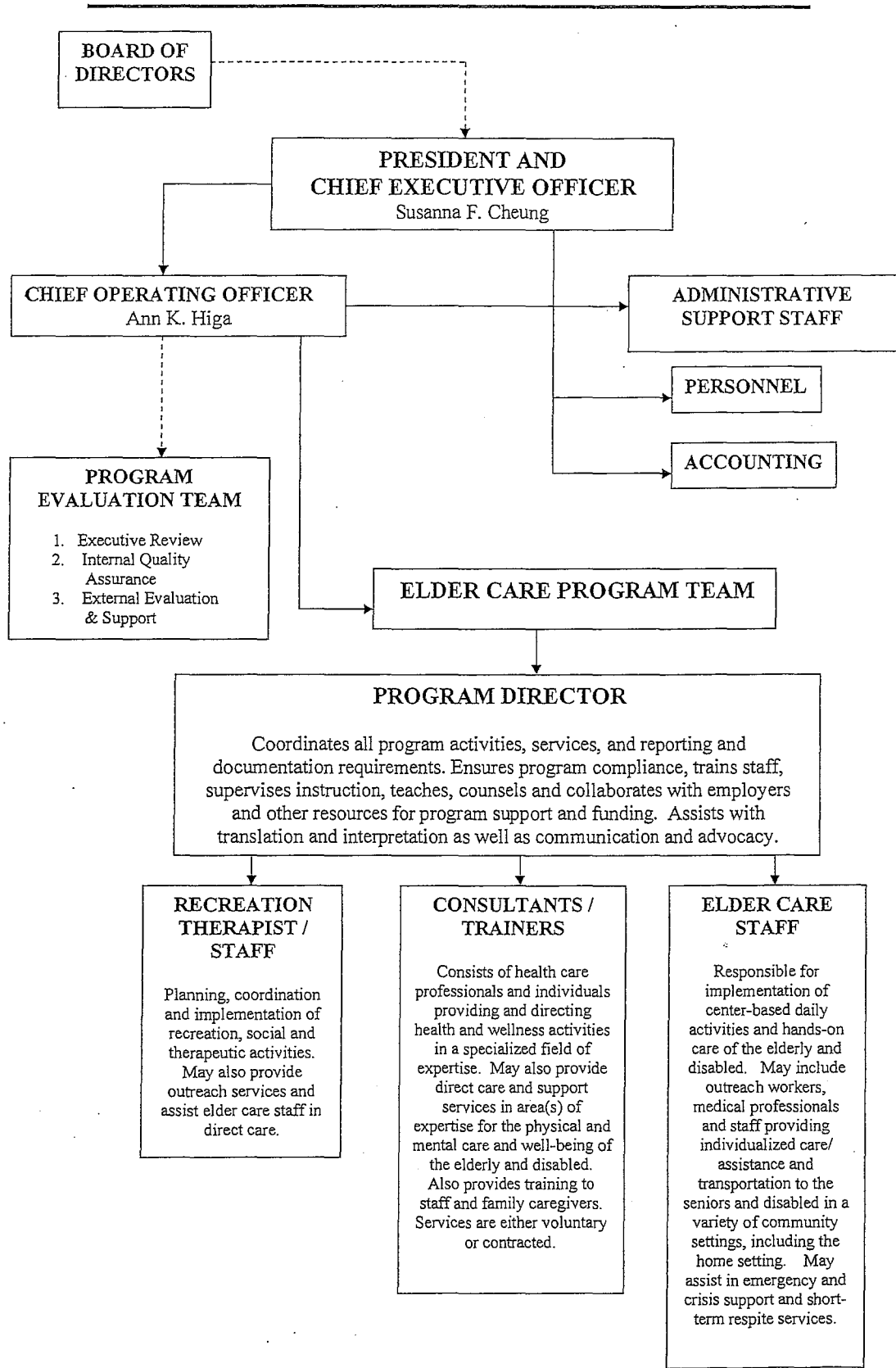


January 30, 2009
(Date)

Ann K. Higa
(Typed Name)

Chief Operating Officer
(Title)

**ORGANIZATION CHART
ORI ANUENUE HALE, INC.**



BOARD OF DIRECTORS

PRESIDENT AND CHIEF EXECUTIVE OFFICER
Susanna F. Cheung

CHIEF OPERATING OFFICER
Ann K. Higa

ADMINISTRATIVE SUPPORT STAFF

PERSONNEL

ACCOUNTING

PROGRAM EVALUATION TEAM

1. Executive Review
2. Internal Quality Assurance
3. External Evaluation & Support

ELDER CARE PROGRAM TEAM

PROGRAM DIRECTOR

Coordinates all program activities, services, and reporting and documentation requirements. Ensures program compliance, trains staff, supervises instruction, teaches, counsels and collaborates with employers and other resources for program support and funding. Assists with translation and interpretation as well as communication and advocacy.

RECREATION THERAPIST / STAFF

Planning, coordination and implementation of recreation, social and therapeutic activities. May also provide outreach services and assist elder care staff in direct care.

CONSULTANTS / TRAINERS

Consists of health care professionals and individuals providing and directing health and wellness activities in a specialized field of expertise. May also provide direct care and support services in area(s) of expertise for the physical and mental care and well-being of the elderly and disabled. Also provides training to staff and family caregivers. Services are either voluntary or contracted.

ELDER CARE STAFF

Responsible for implementation of center-based daily activities and hands-on care of the elderly and disabled. May include outreach workers, medical professionals and staff providing individualized care/assistance and transportation to the seniors and disabled in a variety of community settings, including the home setting. May assist in emergency and crisis support and short-term respite services.

House District 46

Senate District 22

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

Log No: 90-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:
ORI (Opportunities for the Retarded, Inc.)

Dbas:

Street Address: 64-1510 Kamehameha Highway, Wahiawa, HI 96786

Mailing Address: 64-1510 Kamehameha Highway, Wahiawa, HI 96786

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ANN K. HIGA

Title Chief Operating Officer

Phone # (808) 622-3929

Fax # (808) 621-8227

e-mail helemano808@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:

RENOVATION OF FOOD PREPARATION AND TRAINING FACILITY

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 400,000.00

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: **NONE**

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE, NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

ANN K. HIGA, CHIEF OPERATING OFFICER
NAME & TITLE

JAN. 30, 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;

ORI (Opportunities for the Retarded, Inc.) is a private, non-profit agency founded in 1980 and based in Central Oahu. It's mission is to promote the general welfare of and provide training for persons with mental retardation / developmental disabilities. ORI's day program provides education, training and employment opportunities to persons with developmental disabilities. It also operates a residential program providing a continuum of care and promoting quality of life to persons with developmental disabilities with varying range of needs. Short-term or overnight respite care services at its residential care facilities are also available to provide relief to families and/or caregivers.

The agency is one of the few major Central Oahu training facilities, which lies just two miles north of Wahiawa on an eight-acre parcel of land, most known as Helemano Plantation. The agency's goals are to nurture and empower persons with special needs to develop themselves to their fullest capacity and to share their contributions to the community. It aims to provide equal educational opportunity to learn regardless of physical and mental challenges.

ORI is a state-recognized learning center, dedicated and committed to: (1) Promoting accessibility of services to persons with disabilities; and (2) Empowering and assisting persons with special needs to lead meaningful, productive lives. ORI strives to meet the special needs of local and neighboring communities, primarily in the Central Oahu and North Shore areas. Moreover, the Ewa (Campbell) area, which is the fastest growing in our state, is anticipated to also benefit from and utilize the learning center. ORI's programs include adult day health, housing, daily living skills training, adult basic skills education and vocational training as well as day and residential program support services primarily for persons with developmental disabilities / mental retardation.

ORI has been serving individuals with disabilities and their families for over 28 years. Its food service support has been in existence for nearly 24 years and has successfully provided for the various food service needs of the agency in the past. With the anticipated doubling in numbers of people served, the renovation of the existing food preparation and training facility would be needed.

2. The goals and objectives related to the request;

First of all, vocational training and education, which will be provided by the food preparation and training facility, will benefit individuals with disabilities, including the elderly, the economically disadvantaged and their families. Secondly, the program will provide excellent food service, which is necessary for good health and maintaining a quality of life for individuals with special needs. Third, this renovation project will eventually lead to greater self-sufficiency not just for the agency but also for the individuals with special needs, which the agency serves.

The primary objective of this funding request is to upgrade the food preparation and training facility, replacing older equipment with newer, more energy and labor-efficient equipment and expanding the capacity of the facility to serve more meals and to accommodate more individuals with disabilities to be trained in food preparation / service.

In order to accomplish the project's primary objective, the following tasks are planned:

- (1) Advertise and procure a design and engineering proposal including any adjustments to the fire suppression system;
- (2) Obtain owner's approval of design and engineering;
- (3) Obtain any necessary permits;
- (4) Contingent upon the city's approval and notice to proceed, owner can advertise and procure a contractor to do the work;
- (5) Prepare a contingency plan when renovation/construction is taking place to ensure that other current food service commitments to serving the disabled continue;
- (6) Mobilize workers for the project and begin renovation/construction as planned;
- (7) Order/purchase the cooking, heating, refrigeration, baking, serving, dishwashing and storage equipment and supplies, as needed;
- (8) After renovation is completed, obtain the necessary approvals from the city and state inspectors (i.e., building, electrical, plumbing, food sanitation, fire, etc.)

Completion of the project will enable the agency to recruit and train more people with disabilities and the economically disadvantaged to learn and/or improve their

food preparation / service skills. ORI's project will not only offer excellent food service but also create jobs, provide opportunities for the economically disadvantaged and needy, and promote self-sufficiency.

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

ORI's food preparation and training facility (kitchen, baking and dishwashing areas) support the food service for persons with disabilities who participate in ORI's day and residential programs. It also provides excellent food service to individuals with disabilities, the elderly and their families who visit the ORI facility or attend its various other affiliate programs throughout the year. ORI anticipates an expansion of services requiring the renovation of its existing food preparation and training facility in order to allow the agency to provide for at least twice the number of people than what it currently serves. This increase is expected to come from the elder day care, new recreational area (camping) and respite facilities of ORI's sister facility, Anuenue Hale. ORI is the closest food preparation facility, conveniently located and with the experience to accommodate the special dietary needs of persons with disabilities and the elderly. The ADA (wheelchair-accessible) campgrounds, which it anticipates to also be completed within the next couple of years will also be accommodating more elderly and persons with disabilities and their families. An appropriately equipped and larger scale food preparation facility is needed.

Moreover, the upgrade of the facility will enable the agency to increase the number of individuals with disabilities and economically disadvantaged it can train in food service at any one period of time. The food preparation facilities of ORI will continue to provide an excellent training venue for individuals with disabilities and the economically disadvantaged to learn job skills in food preparation and service as well as create more job opportunities in the community.

These facilities will also have the potential to contribute to the program's goal of self-sufficiency by helping to generate some income from its food preparation and service. There is also a potential for ORI's food preparation and training facilities to support and develop small business incubator programs, which assist small business entrepreneurs who have a need for commercial food preparation facilities. These programs enable entrepreneurs interested in food-oriented business to start and achieve a certain level of self-sufficiency without the financial outlay for building and operating a commercial kitchen. This is especially helpful to residents in the rural areas of Central Oahu and the North Shore communities primarily served by the agency, where there is a lack of such resources.

4. Describe the target population to be served; and

The target group include the disabled, the elderly and/or frail residents in our community, with priority given to adults with greatest economic need, greatest social need and/or at risk for institutional placement. Particular attention will be on serving isolated, low-income adults, who are culturally or socially disadvantaged, including those with language barriers and living in rural areas.

ORI's food preparation and training facility will also provide job skills training and job opportunities to the unemployed, under-employed and those with employment challenges in our community.

These facilities also have the potential to generate some income to support ORI's various programs for the needy, the disabled and the elderly as well as offer a means for these individuals to improve or maintain their quality of life, self-sufficiency and ability to remain in their place of residence. Moreover, these facilities have the potential to support new and developing small business entrepreneurs who are interested in food-oriented business, which is particularly helpful for residents in the rural areas of Central Oahu and the North Shore communities.

5. Describe the geographic coverage.

Information obtained from the Center on the Family 2003 Community Profiles show the following statistics with regards to ORI's targeted areas of services.

Target Areas to be Served	Total Population	Population Ages 21-64 with disabilities	% of persons 65 & older living in poverty	% of Persons 65 & older with disability	% of Persons 65 & older living alone
Leilehua (Wahiawa)	41,608	16.6%	9.9%	47.2%	28.9%
Waialua	12,435	17.7%	8%	40.2%	14.5%
Kahuku	17,877	16.3%	10.5%	43.8%	32.1%
Waipahu	51,458	22.0%	12.1%	50.7%	17.6%
Mililani	45,123	10.3%	3.2%	41.5%	25.9%
Campbell	43,637	18.7%	8.2%	46.9%	11.3%

A demographic analysis of these areas indicate that the number of adults with disabilities tend to be higher than the state average or within a percent difference from the state average of 17.7%. The Honolulu county percentage of adults with disabilities is a percent less, at 16.8%. In comparison to the above numbers, with the exception of Mililani, there are a significant number of adults with disabilities in these areas.

In addition, the elderly population is growing at a dramatic rate. Between the years 1990 to 2000, there was an increase of 28.5% in the population, aged 65 years and older, in Hawaii alone. According to the United States Administration on Aging (AOA), the rate of increase is anticipated to be higher between the years 2010 and 2030 when the baby boom generation reaches age 65.

By 2030, the 65 years old + population will be 20% of the population, which is more than double of what it was in 2000. Minorities will make up 25.4% of the elder population by 2030. Of the elderly population, approximately 7.4% will be below the poverty level.

Historically, the communities surrounding ORI has had high percentages of persons falling below the federally defined poverty level. There are also a significant number of adults with disabilities and elderly with disabilities living alone in these targeted service areas.

It is anticipated that future utilization of the services will come primarily from residents in the facility's neighboring communities of Central Oahu and the North Shore, and possibly parts of the fastest growing community of Ewa (Campbell area). Nevertheless, the agency will not limit providing services to anyone eligible.

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;

Funding and a planning and engineering proposal plus a contractor would be needed in order to implement the project. Funding will be obtained through grant applications such as the state Grant-in-Aid, fundraising efforts and other private and government sources. Advertisement and word-of-mouth referrals will enable us to obtain the planning and engineering proposal applications and contractor bids. In-kind contributions such as in-kind construction labor from military volunteers will be sought out through current relationships already established. We have had some preliminary commitment from the military to obtain some assistance in terms of in-kind labor for this renovation project.

Currently, the land where the food preparation facility is on is leased from the State of Hawaii and the facility itself is owned by ORI.

ORI will collaborate with other adult day programs in the state in order to continue to market and develop its ongoing food service and preparation vocational training program for people with disabilities. ORI will also collaborate with agencies and community groups serving the elderly, including its sister facility, ORI Anuenue Hale, Inc. Collaboration with its affiliate agency's elder care programs and vocational training programs for the poor and needy, is inevitable as ORI is the closest food preparation facility with the capability of meeting its needs.

ORI's collaboration with other human service agencies and training centers will link the agency with resources to recruit more individuals with disabilities and the elderly to utilize the food service provided by ORI's food preparation facility. ORI will be able to serve more people with special needs, through this renovation project, including persons with various physical and/or mental disabilities and the elderly.

In order to accomplish the project's primary objective to renovate ORI's food preparation facilities, the following is a list of tasks and responsibilities:

- (1) Advertise and procure a design and engineering proposal including any adjustments to the fire suppression system;
- (2) Obtain owner's approval of design and engineering;
- (3) Obtain any necessary permits;
- (4) Contingent upon the city's approval and notice to proceed, owner can advertise and procure a contractor to do the work;
- (5) Prepare a contingency plan when renovation/construction is taking place to ensure that other current food service commitments to serving the disabled continue;
- (6) Mobilize workers for the project and begin renovation/construction as planned;
- (7) Order/purchase the cooking, heating, refrigeration, baking, serving, dishwashing and storage equipment and supplies, as needed;
- (8) After renovation is completed, obtain the necessary approvals from the city and state inspectors (i.e., building, electrical, plumbing, food sanitation, fire, etc.)

Due to the anticipated increase in numbers of the disabled and elderly to be served by ORI, the plumbing, drainage and electrical components of the facility will need to be upgraded in order to develop and appropriately equipped, larger scale capacity food preparation facility.

Completion of the project will also enable the agency to recruit and train more people with disabilities and low-income individuals to learn and/or improve their food preparation / service skills.

ORI anticipates an additional 400 to 600 people with special needs per year to be supported by the food preparation facility as part of the agency's various programs including outreach to people with disabilities, the elderly, the needy and their families. This means that ORI proposes to serve an average of 6,000 meals per month, nearly twice the amount it currently serves to the disabled and the elderly, including many who have special dietary needs. This increase is in response to the planned expansion of services of ORI's affiliate programs.

ORI's president and CEO Susanna F. Cheung and Chief Operating Officer Ann Higa had been involved directly with the development and construction of the existing food preparation facility of ORI and its training center, Helemano Plantation in the early 1980's. Since then, they've also gained a lot of experience with the development and completion of its new Elder Care / Wellness Center in the latter part of 2008. There is an ongoing construction of the ADA (wheelchair-accessible) campgrounds located next to ORI. Their experience with the construction and management of funds should be an asset to the ORI food preparation and training facility renovation project.

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

Month 1	-	Notice to Proceed Received
Month 2		Advertise to procure, design and obtain engineering proposal
Month 5		Owner's approval of design and engineering; submit for city permits
Month 7		City permits approved; advertise and procure contractor
Month 8		Planning and coordination to begin work on the project once a contractor is selected and approved.
Month 9		Mobilize workers for the project and begin renovation/construction.
Month 10		Begin ordering/purchasing equipment and supplies needed for the renovation / construction.
Month 12 to 16		Completion of renovation/construction and obtain any necessary city and state inspection approvals.

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

Quality assurance and evaluation of the food preparation and training facility renovation project will be obtained through permitting approval and a satisfactory final inspection by the appropriate city and county departments. Project management will be done with consultants and staff who has experience in the field, in coordination with ORI's Chief Operating Officer, Ann Higa, who also has had a number of years of experience working on the 40-acre Aloha Gardens Construction Project in Wahiawa. ORI has access to professional expertise given that it's sister agency, ORI Anuenue Hale, has an ongoing construction project which includes the building of an Elder Care/Wellness Center, an ADA (wheelchair-accessible) campground and several housing units for respite care of seniors and people with disabilities.

ORI's programs have also earned an excellent reputation for providing contract skilled workers for mess attendant and custodial service at nearby U.S. military bases and the work teams include job coaches working with adults with developmental disabilities. ORI's founder, president and chief executive officer, Susanna F. Cheung, provides a strong leadership and the professional background and over 39+ years of experience to ensure good quality training programs with a history of success.

Mrs. Cheung's business acumen has also been commended by the Junior Achievement in the 2009 Business Hall of Fame, which named Mrs. Cheung as a laureate to be honored in March of this year. The Chinese Chamber of Commerce also commended her in 1999 as Outstanding Business Person of the Year. Moreover, in 1998, KITV-4 named Mrs. Cheung as one of Hawaii's 12 Most Remarkable Women of the 20th Century.

- 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 measure of the program's achievement would be the completion of the renovation project and the start of food service training programs at ORI.

The numbers served in the training program, increased food preparation and service capacity and utilization of the facility would be standard measures to assess the project's outcome. This is best derived after the renovation project is completed.

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 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
\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 400,000.00

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

ORI continues to seek funds from the City and grants from the state and private foundations. Fundraising efforts to support ORI's various programs will also continue throughout the fiscal year of 2009-2010. In-kind contributions to offset additional costs in terms of labor, administration and management and other ancillary costs will be sought.

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.

ORI (Opportunities for the Retarded, Inc.)'s experience in food preparation and training spans over 24 years. It has been successfully providing congregate meals to an average of 100 to 200 people a day over the last 24 years. It's food preparation and training facility continue to pass city and county department and state agency inspections.

There are no verifiable experience of related projects or contracts for the most recent three years.

The management team at ORI is well trained under the leadership of its founder and current president and CEO, Susanna F. Cheung, in providing direction and supervision and prides itself on its emphasis on teamwork and cooperation.

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.

ORI is currently located at 64-1510 Kamehameha Highway in Wahiawa on Helemano Plantation's eight-acre complex. Vocational training will be conducted in part in a classroom –setting appropriate for the jobs skills being learned. Practicum or on-the-job training will also be utilized as a preferred method for teaching the food preparation training facility.

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.

Funds requested will primarily be for construction materials and labor costs. Project management and administration will be in-kind.

The management and administration team is well trained under the leadership of its founder and current president and CEO, Susanna F. Cheung, in providing direction and supervision and prides itself on its emphasis on teamwork and cooperation.

Mrs. Cheung's educational background includes a master's degree in Special Education at the University of Hawaii, a Certificate in Rehabilitation Administration from the University of San Francisco and a Certificate in Education from the Grantham Teacher Training College in Hong Kong. Her Bachelor's degree was in Home Economics.

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 to the food preparation and training facility project.

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. Required permit approvals will be obtained before the renovation will begin.

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: ORI Anuenue Hale, 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	250000		400000			
EQUIPMENT						
TOTAL:	250,000		400,000			
JUSTIFICATION/COMMENTS:						

**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.

ORI (Opportunities for the Retarded, Inc.)
(Typed Name of Individual or Organization)

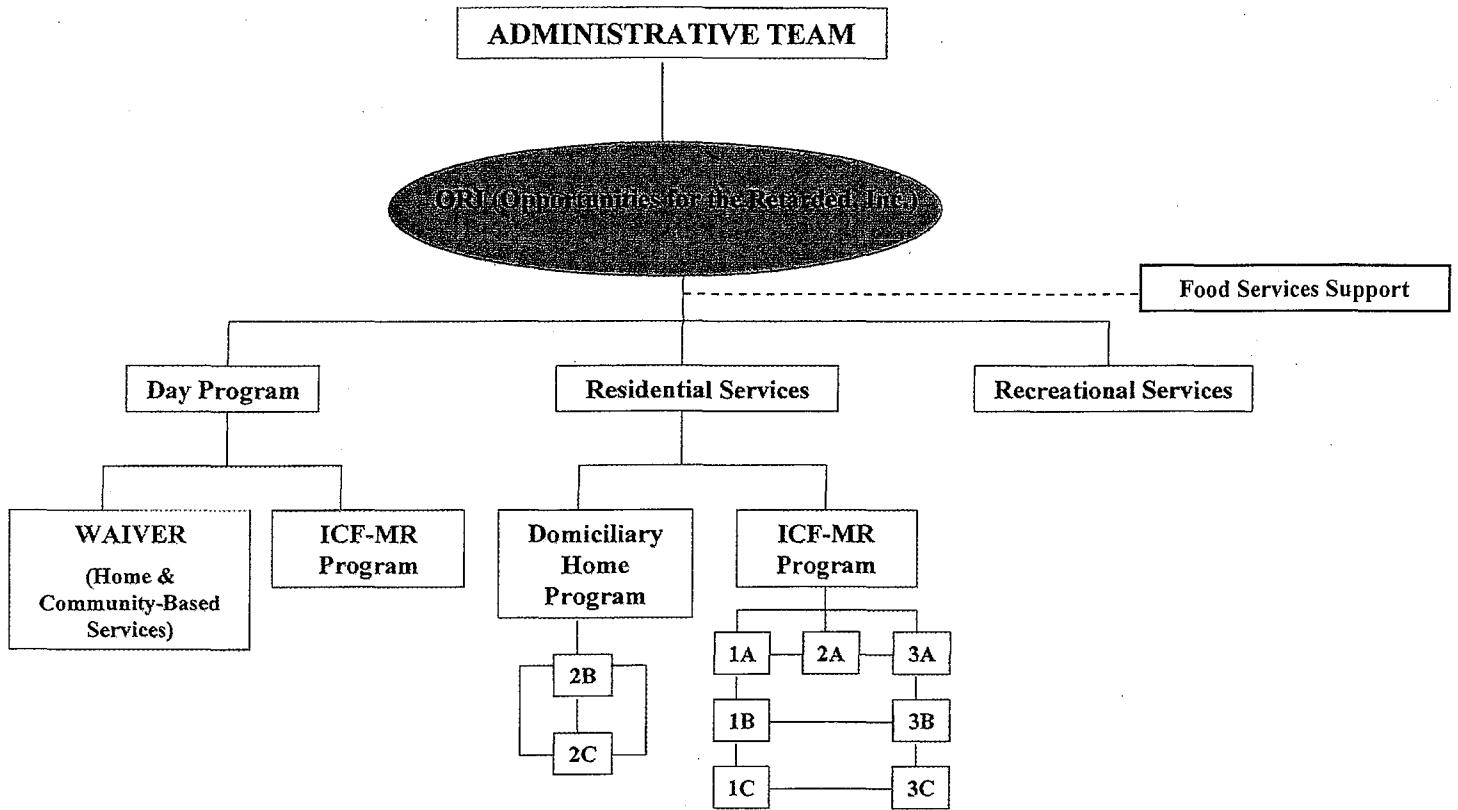
[Redacted Signature]
(Signature)

January 30, 2009
(Date)

Ann K. Higa
(Typed Name)

Chief Operating Officer
(Title)

Organization Chart



House District x

Senate District

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

Log No: 92-0

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):

 UNIVERSITY OF HAWAII COMMUNITY COLLEGES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): UH906

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Pacific and Asian Affairs Council
Db/a:

Street Address: 1601 East-West Road, 4th Floor
Honolulu, HI 96848-1601
Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JILL TAKASAKI CANFIELD

Title Executive Director

Phone # 808-944-7781

Fax # 808-944-7785

e-mail ed@paachawaii.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. SSN (IF AN INDIVIDUAL):

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

UNIVERSITY OF HAWAII COMMUNITY COLLEGES INTERNATIONAL AFFAIRS OUTREACH PROGRAM

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 130,000

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 \$ 130,000

FEDERAL \$

COUNTY \$

PRIVATE/OTHER \$

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

JILL TAKASAKI CANFIELD, EXECUTIVE DIRECTOR

1/30/09

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Application for Grants and Subsidies

Pacific and Asian Affairs Council UHCC International Affairs Outreach Program

I. BACKGROUND AND SUMMARY

A. Applicant Background

The Pacific and Asian Affairs Council (PAAC) is a non-profit, non-partisan organization with a mission to promote knowledge and understanding of international affairs, working to strengthen Hawaii's role in the Asia-Pacific region. PAAC is the Hawaii chapter of the World Affairs Councils of America (WACA), the national association of non-profit educational organizations presenting programs, conferences and seminars on current and significant international topics to their communities. Established in 1954, PAAC has achieved its mission through its high school outreach program, community college outreach program, and business and community forums. PAAC is also the local coordinator for the U.S. State Department's International Visitor Leadership Program (IVLP). For fifty-five years, PAAC has coordinated a network of international relations clubs, in high schools across the state, that gather for conferences in which students role play world leaders and discuss global issues. PAAC's office is located in the East-West Center, adjacent to the University of Hawaii at Manoa.

PAAC's UHCC International Affairs Outreach Program is currently in its eighteenth year. However, the program had ceased operations temporarily from April 1, 2003 until January 2004 due to a delay in release of funds for both Fiscal Year 2003 and the first four months of Fiscal Year 2004. Although the 20th Legislature appropriated funding for the Fiscal Year 2003, PAAC's appropriation was one of many that were scrutinized by the new Lingle Administration. This resulted in a seven month delay before the Governor finally released funds. However, by that time, PAAC could not front the additional money necessary to sustain the program, and had already ceased its operations and let go of staff. As a result, the services for the Fiscal Year 2003 were curtailed before its contract end date in August, and remaining funds were returned to the state. In July 2003, PAAC received another letter announcing that the 21st Legislature appropriated funds for the Fiscal Year 2004. However, the release of funds was delayed once again, and a contract was not completed until January 2004. In Fiscal Year 2006, 2007 and 2008, the program funding was allocated through a proviso in the University of Hawaii budget, and outreach efforts continued uninterrupted. Funding for the first year of the biennium of FY 2008 was appropriated, and activities at various campuses continue during this fiscal year.

B. Goals and Objectives

PAAC is seeking renewal of legislative funding for the University of Hawaii Community Colleges (UHCC) International Affairs Outreach Program for Fiscal Year 2010. Since inception of the program in 1991, it has served over 96,000 community college students and members of the general public, at 12 UHCC campuses and satellite facilities, with international affairs lectures and ethnic performing arts demonstrations. The purpose of this program is to increase the interest in and knowledge of international affairs in community college students and in the community-at-large throughout the State of Hawaii. By providing UHCC students and the community with a personalized view of contemporary international issues, the program encourages participants to view challenges facing the state and nation from an international perspective. International education develops knowledge,

skills, and values: knowledge of other world regions, cultures, and global/international issues, skills in communicating in languages other than English, working in global or cross-cultural environments, and using information from different sources around the world, and values of respect and concern for other cultures and peoples. (International Education: Preparing American Students for a Global Economy, Vivien Stewart, Education Asia Society, February 27, 2006) The program strives to foster international awareness among UHCC students and members of the community in order to promote cross-cultural tolerance and economic development.

The UHCC Program seeks to continue working closely with key administrators and faculty at each campus to identify needs and specific areas where program resources would be valuable and most effective. Community college student participation in study abroad programs was identified as one of these areas. According to the University of Hawaii System Strategic Plan progress report released in December 2006, 886 students, less than 2% of total system enrollment, participated in an international program of study, research, internship, or service learning during the 2005 calendar year. Among University of Hawaii Community College students, less than 1% study abroad. Although many of the community colleges offer a variety of study abroad programs, there are few financial resources to support students that wish to participate in these types of activities. The Honda International Center at Kapiolani Community College offers several study abroad scholarships, and supports about 18% of community college students going abroad. However, students are only eligible to receive a scholarship once, and must commit to at least six (6) weeks abroad. The trend towards multiple short-term experiences abroad is increasing. Many students with work and family obligations find it difficult to commit to long term programs, but can manage shorter visits. Many are also particularly interested in programs that apply to their education and career goals. Examples of short-term studies (1-3 weeks) include the Windward Community College Botanical Tours and Ceramics Tours, the Leeward Community College Great Museums of Europe tour, the Kapiolani Community College Culinary Tours in Asia, and other short-term language-intensive programs. In absence of financial support and scholarships for these types of short-term programs, many students decide not to include a study abroad program in their academic experience. PAAC will work to meet some of these needs, especially at satellite facilities and campuses that do not have their own study abroad office.

Each campus and the community surrounding it, is unique, and the flexibility and sensitivity of the program allows personalized servicing, taking into account specific needs and interests. The program also seeks to identify and develop an international resource network for the staff and faculty of the UHCC. The reorganization of the community colleges within the University of Hawai'i system has prompted PAAC to keep abreast of changes and developments to insure that quality educational support continues without interruption.

C. Public Purpose and Need to be Served

The changing nature of the international system, the increasingly interconnected world with one in six U.S. jobs tied to international trade and most U.S. corporations expecting most of their growth in overseas markets, the demand for a workforce with international competence will only increase. Global competence and cultural literacy are more important than ever. In designing international education programs, it's critical to help develop a view of the world as an increasingly interconnected set of systems, introduce students to trans-sovereign issues, foster appreciation and respect for the diversity of cultures, cultivate student understanding of the impact of their own choices in shaping the future, and include experiential activities that will bridge the gap between learning and participation such as study tours and exchange

programs (where such programs are not available, exposure to international issues is key to develop international understanding).

The rise of terrorism and conflict, the current US presence in the Middle East, the tensions building in North Korea, and the changes occurring in a rapidly globalizing world emphasize the need for thorough knowledge, understanding and dialogue in the public sphere. Informed, engaged citizenry are essential to a functioning democracy, particularly in such times. Understanding our identity and relationship with other countries is crucial as we move forward and encounter new opportunities and challenges on the state, national and international levels. PAAC is committed to the guiding belief that Hawaii's residents must be fully informed about world affairs. Culturally, historically and economically, Hawaii's place as a nexus between the continental United States and Asia and the Pacific Island nations is a unique one. It is important for students to know more about the special opportunities and challenges this presents. The understanding of today's most critical international affairs issues that the UHCC International Affairs Outreach Program's academic lecturers bring to its constituents statewide is part of this initiative.

Responding to current events with timely guest lectures and panels, the UHCC Program had sponsored several programs on campuses, all open to the public. In the last fiscal year, the Kapiolani Community College International Festival, "Heritage," featured Robert Robinson, Nobel Peace Prize recipient who spoke about immigration, refugees and the United Nations and the Leeward Community College International Festival, "Globalization: Issues and Perspectives" featured Dr. Walden Bello, Josh Cooper, Dr. Deane Neubauer, Jess Ghannam, Middle Earth, and the Royal Hawaiian Band. In the previous fiscal year, the program supported the Windward Community College Common Book Program which focused on the books, "The World is Flat" by Thomas Friedman and "Nickel and Dimed" by Barbara Ehrenreich. Topics of discussion around these books have included business, environment, technology, and foreign relations. In the fall of 2004, the program co-sponsored a presentation at Hawaii Community College that featured Jaime Lerner, former mayor of the city Curitiba in Brazil. Over 200 students, faculty, and members of the community including Mayor Harry Kim and his cabinet attended the event. Lerner's talk addressed urban development and environmental sustainability. He presented the successes of Curitiba that made it renowned as one of the most livable cities in the world. "Lerner's talk inspired me. He basically said forget about the box," commented one of the attendees (*Hawaii Island Journal*, November 1-15, 2004). Another presentation entitled, "The Five Pillars of Islam" at a Kona Education Center lecture precipitated this audience member comment: "I had some grave misperceptions about the nature and practices of Islam. (It was) refreshing and informative." Clearly, students and the community are interested and eager to learn, think critically and discuss these crucial topics. The cultural presentations coordinated by the Program, such as the visit to Molokai by an aboriginal dance troop from Australia called Descendance, teaches tolerance and encourages students to look beyond their textbooks and explore the world.

The movement to internationalize education at Hawaii's schools has strong support both at the local and national level. In Governor Linda Lingle's 2007 inaugural speech she recognizes the importance of Hawaii's role in international affairs. She stated that, "We have an obvious and unique opportunity in the coming years to become America's vanguard in the Asia-Pacific region at the exact time the rest of the world is recognizing the importance of what is truly our part of the world In the coming years, we want to assure that our university develops the kinds of programs that are increasingly recognized internationally. We must be willing on a consistent basis to allocate the resources this requires and to recognize the broader role a thriving university system plays in our cultural, social and

economic future. This increased focus on international outreach is vitally important to our future economic growth, and integral to efforts to diversify our economy,” (*The Honolulu Advertiser*, December 4, 2006).

In 1988, Governor John Waihee held a Congress on Hawaii’s International Role which called for international literacy, understanding and competence among Hawaii residents, businesses and schools. The *Hawaii Economic Revitalization Task Force Package*, released in October 1997, recommended “instill[ing] a world-class focus on the Pacific Rim into the curriculum of all schools” as part of the structural initiatives to improve Hawaii’s economy.

A recent study by the National Commission on Teaching Asia in the Schools confirms that youth are dangerously uninformed about international matters, lacking basic knowledge in world affairs necessary to lead America in today’s global environment. The Asia Society in New York concurs on the need for education in Asian affairs in particular: “There is a huge gap between the strategic importance of Asia . . . and Americans’ disproportionate lack of knowledge about this vital region.” (*Honolulu Star-Bulletin*, June 24, 2001 D-1)

According to surveys conducted by National Geographic-Roper and the Asia Society, U.S. students lack knowledge of world geography, history, and current events, compared with students in nine other industrialized countries. Students must be prepared and globally competent, no matter what field or line of work they choose.

In his opening day remarks on January 21, 2009, House Speaker Calvin Say talked about the challenge ahead for all of us to maintain the level of education in the classroom and that education is our greatest investment. While he was not speaking specifically about international education, it is these types of investment in education that will help the students of Hawaii develop necessary skills and abilities to be more competitive in today’s global environment.

The need is clear. Hawai`i must make sure that its citizens are prepared to succeed in a world that is becoming more internationalized every day. Part of this necessary preparation includes widespread international literacy in our workforce and communities. Currently, no other organization provides these international affairs and cultural education opportunities at community colleges to both students and their feeder communities. PAAC’s UHCC International Affairs Outreach Program has served as the major sponsor for international education festivals at Leeward Community College, Kapiolani Community College, Windward Community College, and Maui Community College that educate community college students, faculty and administrators as well as the general public. Numerous other international lectures and cultural presentations are held on every populated island in Hawaii. Every faculty member of the community college system has access to our speakers and cultural performances, and all are eligible to request programming at no charge to their Community College.

PAAC remains committed to working within the vision of the University of Hawai`i system as it increasingly focuses on the unique geographic positioning and human resources of our islands and strives to strengthen Hawaii’s place as a cultural, economic, and educational hub of the Asia-Pacific region. The UHCC International Affairs Outreach Program should be renewed for the 2009-2010 fiscal year to continue the effort to assure that community college students have access to the international education resources that may not be available in the academic curriculum.

D. Target Population to be Served

PAAC serves students, faculty and administrators at all seven (7) community colleges and five (5) satellite campuses statewide. Every effort is made to budget for programming for rural education centers and communities that may have fewer resources. In fiscal year 2008, 40 events were coordinated and reached approximately 7,500 students and members of the general public. In addition, hundreds more on neighbor islands benefited from extended outreach performances at public high schools and community events that were made possible through programs coordinated with the PAAC UHCC program. During the fiscal year of 2008-2009, PAAC has reached over a thousand members of the community and community college students. It is projected that PAAC will reach thousands more at festivals and events during the Fiscal Years 2009 and 2010 (See attachments C for a listing of events held in Fiscal Year 2008).

E. Geographic Coverage

The program services are made available to all 12 community colleges and satellite campuses statewide including Kapi'olani Community College (KCC), Honolulu Community College (HCC), Leeward Community College (LCC), LCC at Wai'anae, Windward Community College (WCC), Kaua'i Community College (KauCC), Maui Community College (MCC), MCC Hana Education Center, MCC Lana'i Education Center, MCC Moloka'i Education Center, Hawaii Community College (HawCC), and UH Center at West Hawaii (Kona Education Center).

F. Community Benefit

Program lectures and presentations are free, open to the public, and encourage dialogue and sharing of ideas. Efforts are taken to publicize program events to the community through various print and online media outlets (See attachment H for a sample newspaper event listing). The program has succeeded in having its events and presentations publicized on O'ahu in Hawai'i Public Radio public service announcements and in the *Midweek Magazine*, *Star-Bulletin* and *Honolulu Advertiser* community calendars. The neighbor islands have also covered UHCC Programs in *Maui Times*, *Maui News*, *West Hawai'i Today*, *Hawaii Tribune-Herald*, *Molokai Island Times*, and *The Dispatch*. In addition, programs have also been shown on Olelo, and AKAKU community stations.

G. Economic Benefit

The education reform movement of the 1980's and 1990's urged a greater focus on standards and accountability in our schools, particularly in subjects such as reading, mathematics, and science. At the same time, however, the globalization of the world's economies in the twenty first century has created a host of new demands on our workforce, our citizens, and our students. Full participation in this global economy will require not just competency in reading, mathematics, and sciences, but also proficiency in foreign languages and a deeper knowledge of other countries and culture. PAAC's Community College International Outreach Program is an effort to harmonize such current global realities by bringing speakers who are specialists on various regions of the world into the Community College classrooms as well as introducing Community College students to a wide span of global cultural demonstrations and performances. Our goal is to help Hawaii confront successfully a multitude of new and growing changes to its economy and prosperity.

II. SERVICE SUMMARY AND OUTCOMES

A. Scope of Work, Tasks & Responsibilities

The program goals are to:

- 1) increase the knowledge of international and inter-cultural matters in community college students and the community at large throughout the state; and
- 2) identify and develop international resources and provide lectures and training in intercultural topics for the staff and faculty at the community colleges. These goals are met through the following programs and services:

1. International Affairs Lectures

Opportunities to dialogue with speakers are organized to serve audiences comprised of students, faculty and the general public at the seven community college campuses, in addition to education centers in Hana, Lana'i, Moloka'i, Kona and Wai'anae. The availability of speakers is communicated many times a year (via e-mails, newsletters, and PAAC's website) to community college instructors and administrators. In the fiscal year 2008, 20 speaker visits to UHCC campuses were coordinated (See Attachment C).

2. Cultural Performing Art Presentations

Cultural performances and lecture-demonstrations organized in cooperation with the community colleges range from traditional Korean cuisine cooking demonstrations (See attachment H) to aboriginal music and dances from Australia. In fiscal year 2008, a total of 20 cultural presentations, demonstrations or simulations were featured at UHCC's (See Attachment C).

3. Scouting for International Affairs Speakers and Cultural Presenters

Scouting for locally available international affairs speakers and cultural performing arts presenters is done on a continual basis throughout the year. This is done through scanning newspaper and magazine feature articles, tapping scholars at the University of Hawaii at Manoa and the East-West Center, and attending various lectures given in Honolulu. Continuous efforts are made to partner with other programs of PAAC and departments of the University of Hawaii, East-West Center, Hawaii Pacific University, and the Asia-Pacific Center for Security Studies (APCSS). In fiscal year 2002 the UHCC Program also collaborated with the U.S. Dept. of State-funded PAAC International Visitor Leadership Program to provide our constituents, particularly educational administrators, with an opportunity for sharing and exchange with visiting foreign experts in a variety of fields related to education during IVLP visits to Hawaii.

4. Support International Study and Travel Opportunities for Students and Faculty

Information about international travel opportunities will be made available to UHCC students and faculty throughout the year. Additionally, financial support may be obtained through a scholarship application process. PAAC will also work with UHCC faculty or study abroad departments seeking resources for pre-trip orientation or other related programs to prepare travelers for their overseas experience.

Thanks to the generosity of a State Legislature grant PAAC awarded, for the first time, ten scholarships to students under the Freeman Foundation fellowship China program to intern at various government agencies in Beijing, China. Upon completing an intensive one semester language training at Kapiolani College in Chinese, and one semester of historical, social, and cultural studies in China at the Beijing Foreign Language Training School, recipients were scheduled to begin their internship from the third week of July until the last week of August. Unfortunately, due to visa issues, this was shortened to a one-week program for all but two of the participants who were able to complete their internship. The goal was to have students become fully immersed in an all Chinese speaking work environment in which students can apply the Chinese they have studied all year long during the 2008 spring semester and summer program in Beijing.

5. Publicity

For each lecture or performance, flyers and/or press releases are distributed. Press releases are sent to newspapers, magazines, radio stations, and television stations. Flyers for activities are mailed to relevant instructors, community college students and members of the community who have expressed interest in being on the program's mailing list and posted around the campus at which the event will be held. For high profile speakers or performers, steps are taken to encourage newspaper, radio or television coverage (See attachment H). In addition, information on events and lectures is posted and continuously updated on the PAAC web site at <http://www.paachawaii.org>

6. International Resources

UHCC faculty are regularly informed of PAAC's other activities promoting understanding of international affairs, including luncheons and forums featuring prominent diplomats, academics, business persons and journalists. PAAC staff will also commit to finding other curricular resources and in-service international trainings for faculty.

B. Projected Annual Time-Line

The projected annual time-line for fiscal years 2010 (the period from September 1, 2009 to August 31, 2010) is as follows:

September 2009 to August 2010	Continuous scouting for speakers and presenters
September 2009 to August 2010	Continuous coordination and presentation of programs at UHCC campuses
September 2009 to May 2010	Updates to UHCC faculty on available resources Promote Travel Scholarships at the UHCC's

December 2009
June 2010 to August 2010

Evaluate program
Evaluate program, write and print Final Report,
and coordinate programs and design promotional
material for the next fiscal year.

C. Quality Assurance and Evaluation/Measurement of Effectiveness

The program targeted, through frequency of exposure, an increased understanding of international affairs by community college students, faculty, and members of the community at large. The success of the program can be measured by quantitative measures (numbers of persons attending) and qualitative measures (depth of experience for individual attendees). Evaluation forms were used to gauge audience response to the presentations and enable them to critique and comment on the program, as well as make suggestions and requests for future programming.

Written Evaluation Forms. Evaluations were distributed and collected at all activities wherever possible and appropriate (See attachment D for a sample evaluation form). Collected evaluation forms are available for further reference upon request. A total of 250 completed evaluations were collected during the course of the Fiscal Year 2008. The following is a sampling of attendee responses:

What did you learn or find interesting about this presentation?

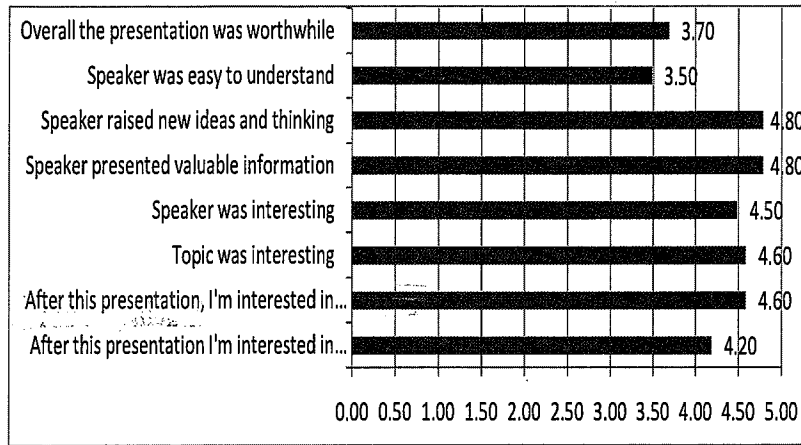
*"Finding out how we can help and how we can make a difference in the way we live and think."
-Regarding a presentation by Rob Kinslow, "The Environment and Globalization"*

*"PAAC has made resources available to LCC that have enriched our programs and provided opportunities to our students and community to learn about the world. For these reasons, LCC's International Festival Committee supports continuation of Grant-in-Aid for PAAC's valuable work."
-Judy Kappenberg, Professor and Program Officer at Leeward Community College*

*"PAAC has enabled this valuable education series to take place in Hawaii at four campuses, bringing awareness to Hawaii's relationship to Palestine and the Middle East in general. In supporting PAAC, we support education and its access to local Hawaii communities."
-Comment from Hawaii Palestinian Symposium 2008 Organizer*

Indicators from Forms. Information from the evaluation forms and summary notes were compiled (See attachment D for a sample evaluation form). From September 1, 2007 to August 31, 2008, 250 evaluation forms were collected. Please see Table A (below) for a description of attendee feedback about the quality of the events. Attendees, as represented by this same sample, were asked to rate the quality of the event they attended by responding to a number of statements according to their level of agreement to those statements on a 1 to 5 scale (i.e., 1 meaning "I strongly disagree" and 5 meaning "I strongly agree").

Table A. Average Rating of Presentation Content FY 2008



Miscellaneous Indicators. In addition to the above sources used to evaluate the program, PAAC received additional verbal and written feedback from community college faculty, staff, students, speakers, and members of the community. Please see Attachments E, F, G, and L for letters of support and a certificate of appreciation received. Demand for continued program services remains very high from community college faculty, students and the general public on all islands. Presenters have also expressed continued interest in serving the program in the future. Last year the UHCC International Affairs Outreach Program, had clearly achieved success in both (1) increasing interest and awareness of international and inter-cultural affairs and (2) providing support to UHCC staff and faculty with international studies resources.

III. FINANCIAL

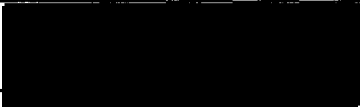
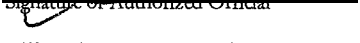
Since its beginning, the program has received its primary funding from the Hawaii State Legislature, with supplemental funds from PAAC's corporate and private supporters. Additional funding is also often provided by private and public sources. In the 2007-2008 program year, additional program support was provided by the East-West Center.

BUDGET REQUEST BY SOURCE OF FUNDS

(Period September 1, 2009 to August 31, 2010)

Applicant: Pacific and Asian Affairs Council

Budget Categories	Total State Funds Requested (a)	PAAC Corporate and Private Membership Dues (b)	(In-Kind) East-West Center (c)	
A. PERSONNEL COST				
1. Salaries	\$50,750.00	\$4,625.00		
2. Payroll Taxes & Assessments	\$4,500.00			
3. Medical Insurance	\$6,000.00			
4. Fringe Benefits for Volunteer Interns		\$200.00		
TOTAL PERSONNEL COST	\$61,250.00	\$4,825.00		
B. OTHER CURRENT EXPENSES				
1. Speaker Honoraria	\$3,000.00			
2. Performance Fees for Cultural Presentations	\$8,000.00			
3. Travel & Transportation (air, car rentals, mileage, parking)	\$16,000.00			
4. Study Abroad Support	\$24,000.00			
5. Office Expense & Supplies	\$2,000.00	\$1,120.00		
6. Printing & Photocopies	\$5,000.00	\$400.00		
7. Communications (fax line, phone line, e-mail, postage)	\$1,700.00	\$420.00	\$480.00	
8. Facility Maintenance, Rent Utilities, Equipment Leases	\$350.00	\$780.00	\$5,880.00	
9. Insurance and Accounting Professional Fees	\$7,000.00	\$470.00		
10. Dues, Subscriptions and Conference Registrations	\$700.00	\$200.00		
TOTAL OTHER CURRENT EXPENSES	\$67,750.00	\$3,390.00	\$6,360.00	

Budget Categories	Total State Funds Requested (a)	PAAC Corporate and Private Membership Dues (b)	(In-Kind) East-West Center (c)	
C. TECHNOLOGY/ COMPUTER UPGRADES	\$1000.00			
D. MOTOR VEHICLE PURCHASES	\$0.00			
E. CAPITAL	\$0.00			
TOTAL (A+B+C)	\$130,000.00	\$11,605.00	\$6,360.00	
SOURCES OF FUNDING	Budget Prepared By:			
	(a) Total State Funds	\$130,000.00	Jill Takasaki Canfield	944-7781
	(b) PAAC Membership	\$11,605.00		Phone
	(c) East-West Center (In-Kind)	\$6,360.00		Date 1/31/09
		Jill Takasaki Canfield Executive Director		
TOTAL REVENUE	\$147,965.00	Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**
(Period September 1, 2009 to August 31, 2010)
Applicant: Pacific and Asian Affairs Council

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST AxB
Executive Director	1.0	\$55,000.00	25.00%	\$13,750.00
Program Coordinator	1.0	\$38,000.00	87.50%	\$33,250.00
Administrative Assistant	1.0	\$30,000.00	12.50%	\$3,750.00
TOTAL:				\$50,750.00
JUSTIFICATION/COMMENTS Due to budget restraints in Fiscal Years 2003 and 2004, the Administrative Assistant position was reduced to half-time. It is in the organization's interest to restore it to a full-time position as it had been in prior years.				

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

The program was established in 1991 by the Pacific Rim Foundation, in conjunction with the University of Hawaii Community Colleges. In July of 1993, the program was transferred to PAAC, and has been in operation by PAAC through the current year. The following is a listing of the Agreements for Grants, Subsidies, and Purchases of Services that PAAC entered into with the University of Hawaii for the program during the last ten years:

CH-3075 (Suppl. Agreement No. 4)	September 1, 1997 to August 31, 1998
C703075 (Suppl. Agreement No. 5)	September 1, 1998 to August 31, 1999
C000152	September 1, 1999 to August 31, 2000
C000152	September 1, 2000 to August 31, 2001
C000152	September 1, 2001 to August 31, 2002
C000152	September 1, 2002 to August 31, 2003
C000152	September 1, 2003 to August 31, 2004
C000152	September 1, 2004 to August 31, 2005
C000152	September 1, 2005 to August 31, 2006
C000152	September 1, 2006 to August 31, 2007
C000152	September 1, 2007 to August 31, 2008

Activities during Fiscal Year 2008 included 40 presentations in the forms of lectures, demonstrations and performances. A total of 7,500 individuals attended these program coordinated by PAAC. (See Attachment C for a listing of events coordinated by the program in Fiscal Year 2008). All presentations were free and open to the public, and coordinated in cooperation with the UHCC campuses and satellite facilities named above in Section I (E). All of the targets identified in the contract were met or exceeded.

B. Facilities

PAAC offices are housed on the fourth floor of the John A. Burns Hall of the East-West Center, located at 1601 East-West Road, Honolulu, Hawaii 96848-1601. PAAC enjoys the use of the office spaces as an in-kind contribution by the East-West Center. Though PAAC is on the fourth floor, there is an elevator and ramps where needed to allow adequate access to all participants of the UHCC International Affairs Outreach Program. Our office space is wheelchair accessible and our staff would be able to provide any special equipment a participant may need to fully participate in any activity or program. All activities for the UHCC International Outreach Program are coordinated out of these offices and held at the various community college campuses statewide.

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The UHCC International Affairs Outreach Program is coordinated by a small staff with assistance from community volunteers. The three staff positions that support the UHCC program include Executive Director (25% of full-time), Higher Education and Community Relations Coordinator (87.5% of full-time), and Administrative Assistant (12.5% of full-time). The following paragraphs will describe the program's staffing pattern and the qualifications and experience of PAAC personnel in each position.

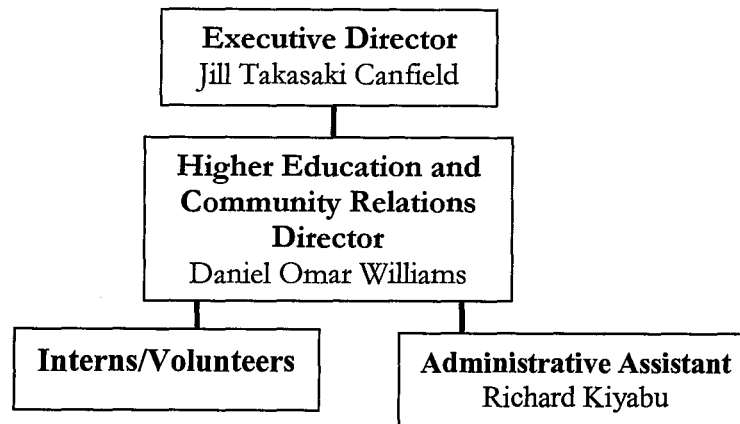
The Executive Director, Jill Takasaki Canfield, directs and coordinates the programs and activities of PAAC in accordance with policies established by the Board of Governors. The Executive Director supervises PAAC staff in the implementation of all PAAC programs, including the UHCC International Affairs Outreach Program and financial authorization for monies spent within this program. She is further charged with the cultivation and maintenance of professional relationships with non-profit organizations, government entities, and Hawaii's business community. Ms. Canfield joined PAAC in November, 2005 as Development Director and also served as the Associate Director. Prior to joining PAAC, she served as Project Manager at the Center for China-US Cooperation at the University of Denver's Graduate School of International Studies. Ms. Canfield's experience in the field of education includes teaching English at Northern Jiaotong University in Beijing, World Values & Culture in International Business & Project Management classes at Colorado Technical University in Denver, and English as a Second Language at the University of Hawaii-Manoa NICE Program. She has also worked at educational non-profits as a Development Director, Community Relations Director, Program Evaluation Consultant, and coordinated student recruitment programs. She is currently a member of Hawaii Pacific University's College of International Studies Advisory Council and a member of the Advisory Council for the University of Hawaii Center for International Business Education and Research (CIBER). She is an Associate Member of the Consular Corp of Hawaii and a member of the Hawaii Society of Corporate Planners. Ms. Canfield holds a BA in Biology from the University of Hawaii-Manoa and an MBA from Rollins College.

The College and Community Outreach Director, Daniel Omar Williams, is responsible for implementing the program's two objectives: (1) to increase the knowledge of international and intercultural matters in UHCC students and the community-at-large, and (2) to identify and develop international resources for UHCC faculty, staff and lecturers. The Coordinator identifies local and visiting experts on international affairs and culture, creates a speakers bureau of such experts, and informs UHCC faculty, staff, and lecturers of the speakers' bureau. The Coordinator then handles all matters related to scheduling requested speakers and cultural presenters, including the logistics and publicity for the event. The Program Director assists the Executive Director in identifying alternate funding sources and in preparing all program-related grants and reports. Upon approval from the Executive Director, the coordinator will also make decisions as to budgetary spending and planning for the program. Mr. Williams holds a Bachelor of Arts degree in Speech Communication and Theatre Arts from Morris Brown College in Atlanta, Georgia and a Masters of Fine Arts degree in Theatre with a focus in Western Performance/Asian Theatre Studies from the University of Hawaii at Manoa.

The Administrative Assistant Richard Kiyabu is responsible for the clerical and office duties of the organization as well as occasionally assisting the Higher Education and Community Relations Director with programs. Mr. Kiyabu holds a Bachelor of Arts degree in Political Science from Brigham Young University Hawaii, and is currently pursuing a graduate degree in Public Administration at the University of Hawaii at Manoa.

B. Organization Chart

**Pacific and Asian Affairs Council's Staffing Pattern for:
UHCC International Affairs Outreach Program**



VI. Other

A. Litigation

PAAC is not party to any current or pending litigation.

B. Licensure or Accreditation

Not applicable.

VII. Attachments

- A. 2005-2006 Calendar of Events
- B. 2006-2007 Calendar of Events
- C. 2007-2008 Calendar of Events
- D. Sample Audience Evaluation Form
- E. Letter of Support from John Morton, Vice President for Community Colleges
- F. Letter of Support from Carl Hefner, Associate Professor of Anthropology and Chair of International Festival, KapCC
- G. Letter of Support from Beng Poh Yoshikawa, Director of International Affairs and Development
- H. Letter from Caroline Naguwa, Hawaii Community College faculty member
- I. Letter of Support from Alice Moon & Company
- J. Certificate of Appreciation
- K. Publicity, "Korean cooking demonstration at WCC Tuesday," Windward People, November 2, 2005
- L. Letter of Support from Joseph Overton, Chair, Honda International Center, KapCC

**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.

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

Pacific and Asian Affairs Council
(Typed Name of Individual or Organization)


(Signature)

1/30/09
(Date)

Jill Takasaki Canfield
(Typed Name)

Executive Director
(Title)

ATTACHMENT A
2005-2006 Calendar of Events

UHCC International Affairs Outreach Program

2005-2006 Calendar

Last updated May 8, 2006

Event No.	Date & Time	Place	Lecture/Performance	Host or Co-Sponsor	Attendance
1	October 18, 2005	Leeward Community College GT105	Islam: An Ancient Teaching in Modern Context Lecture by Dr. Al Bloom	Karim Khan, History	102
2	October 20, 2005	Kapiolani Community College Ilima 202 BC	North Korean Nuclear Development and the Six Party Talks Lecture by Dr. Yoichiro Sato	George Higa, Student Activities	30
3	October 24, 2005	Maui Community College Student Lounge	War and Peace in Islam Lecture by Dr. Aslam Syed	Joshua Cooper, Political Science	17
4	October 24, 2005	Maui Community College Student Lounge	Human Rights, Democracy and Islam Lecture by Dr. Aslam Syed	Joshua Cooper, Political Science	23
5	October 25, 2005	Kapiolani Community College Ohia Cafeteria	Performance by the Middle Earth Ensemble	Willow Chang and Renee Arnold, French	225
6	October 27, 2005	UH-Hilo Student Center Room 301	Performance by the Middle Earth Ensemble	Trina Nahm-Mijo, UH-Hilo Student Activities Council	75
7	October 31, 2005	Kapiolani Community College Olapa 205	El Dia de Los Muertos Lecture-Demonstration by Ms. Martha Sanchez	Linde Keil, Spanish	27
8	November 7, 2005	Kapiolani Community College, Ohelo Cooking Classroom	Korean Cooking Demonstration by Ms. Sun-young Lee	Chef Tsuchiyama, Chef Frank Gonzales	8
9	November 8, 2005	Windward Community College, Hale Kuhina, Rm. 115	Korean Cooking Demonstration by Ms. Sun-young Lee	Robert Bachini	60
10	November 9, 2005	UH Center for Korean Studies	Korean Cooking Demonstration by Ms. Sun-young Lee	UH Center for Korean Studies and Kapiolani Community College	87
11	November 11, 2005	UH Center for Korean Studies	Daejanggeum Symposium	UH Center for Korean Studies and Kapiolani Community College	220
12	November 14, 2005	Honolulu Community College, Building 7, Rm. 533	Humor in Chinese Films By Dr. Cynthia Ning	Beng Poh Yoshikawa, Office of International Affairs & Development	16

13	November 15, 2005	UH-Hilo Student Center, The Plaza	Performance by Hui Okinawa Koburo Taiko Club	UH-Hilo and Hawaii CC International Education Week Planning Committee	225
14	November 15, 2005	UH-Hilo Student Center, The Plaza	Performance by Sisters of the Calabash	UH-Hilo and Hawaii CC International Education Week Planning Committee	
15	November 15, 2005	UH-Hilo Student Center, The Plaza	Performance by BYU's Shaka Steel Ensemble	UH-Hilo and Hawaii CC International Education Week Planning Committee	
16	November 15, 2005	Kapiolani Community College	Muslim Societies of Asia Lecture by Dr. Dru Gladney	Joe Overton, Political Science	35
17	November 15, 2005	Kapiolani Community College	Vietnam and Iraq: Similarities and Differences Lecture by Amb. Alvin Adams	Joe Overton, Political Science	20
18	November 16, 2005	Kapiolani Community College	Butterflies: Gender Issues in Asian Societies Lecture by Dr. Christine Yano	Carl Hefner, Anthropology	24
19	November 16, 2005	Windward Community College, Paliku Theatre	World Flutes Performance featuring Chinese, Japanese, Native American, Native Hawaiian, Indonesian, and Irish flutes	Jean Hanna, WCC International Education Committee	110
20	November 17, 2005	Honolulu Community College Cafeteria	Native American Dancing and Drumming Performance featuring Red Thunder Singers and Dance Troop	Beng Poh Yoshikawa, Office of International Affairs & Development	160
21	November 17, 2005	Kapiolani Community College	Pakistan and Afghanistan Lecture by Dr. Aslam Syed	Joe Overton, Political Science	50
22	November 17, 2005	Kapiolani Community College	Islamic Art Lecture by Ms. Barbara Saromines-Ganne	Eric Denton, Religion	25
23	November 17, 2005	Kapiolani Community College	The UN and International Terrorism Lecture by Dr. Caroline Stephenson	Joe Overton, Political Science	17
24	November 17, 2005	Kapiolani Community College	Islamic Beliefs and Practices Lecture by Dr. Karim Khan	Eric Denton, Religion	31

25	November 23, 2005	Hawaii Community College	US Policy and the Rising Tide of Islamic Fundamentalism: Are We Getting Safer? Lecture by Dr. Aslam Syed	John Cole, History and Global HOPE Club	70
26	December 1, 2005	Leeward Community College GT105	Tattooing Today on Tahiti and Her Isles Lecture by Ms. Tricia Allen	Doug Kaya, Communications	31
27	January 30, 2006	Honolulu Community College Mall Area and Student Lounge	Chinese New Year Celebration Featuring Evergreen Dance Troupe and Calligrapher Sung Ho Lai	Honolulu Community College Office of International Affairs and Development and the Office of Student Life	150
28	February 1, 2006	Maui Community College Ka'aike Building	Chinese New Year Celebration Featuring Au's Shaolin Martial Arts Society	ASMCC	250
29	February 10, 2006	Hawaii Community College	Chinese New Year Celebration Featuring the Evergreen Dance Troupe	ASUH-HawCC Student Government, UH-Hilo SAC	175
30	March 13, 2006	Molokai Public Library	Performance by Descendance Australian Aboriginal and Torres Strait Islander Performance Group	MCC-Molokai, Educ. Ctr., Molokai Public Library, Molokai High School	250
	March 20-24, 2006	Leeward Community College Theatre	Leeward Community College 13th Annual International Festival	Patricia Neils, Raymund Liongson, Leeward Community College International Education Committee Co-Chairs	930
31	March 20, 2006	Leeward Community College Theatre	Philippines & the Asia Pacific /Filipino Migration in Hawaii Lecture by Dr. Belinda Aquino	Patricia Neils, Raymund Liongson, Leeward Community College International Education Committee Co-Chairs (90 attendees)	
32	March 20, 2006	Leeward Community College Theatre	Singgalot: From Colonial Subjects & Nationals to Filipino Americans in the U.S. Lecture by Dr. Dean Alegado	Patricia Neils, Raymund Liongson Leeward Community College International Education Committee Co-Chairs (114 attendees)	

33	March 20, 2006	Leeward Community College Theatre	Key Note Address by Governor Linda Lingle	Patricia Neils Raymund Liongson Leeward Community College International Education Committee Co-Chairs (170 attendees)	
34	March 20, 2006	Leeward Community College Theatre	Filipino-American Youth: Performing Filipinicity, Cultural Identity, & Performing Arts in the U.S. Lecture by Dr. Ric Trimillos	Patricia Neils and Raymund Liongson, Leeward Community College International Education Committee Co-Chairs (36 attendees)	
35	March 20, 2006	Leeward Community College Theatre	Performance by Ballet Folklorico de Filipinas	Patricia Neils and Raymund Liongson, Leeward Community College International Education Committee Co-Chairs (80 attendees)	
36	March 21, 2006	Leeward Community College Theatre	Growing Up Filipino, Panel Discussion Featuring LCC Students	Patricia Neils and Raymund Liongson, Leeward Community College International Education Committee Co-Chairs (45 attendees)	
37	March 21, 2006	Leeward Community College Theatre	Filipinos in Hawaii, Panel Discussion Featuring Emme Tomimbang, Robin Campaniano, Rolad Casamina, Clevan Cabuhat, & Katrina Guerrero	Patricia Neils and Raymund Liongson, Leeward Community College International Education Committee Co-Chairs (45 attendees)	
38	March 22, 2006	Leeward Community College Eucalyptus Courtyard	Pista sa Leeward Volunteer, Internship and Cultural Fair	Patricia Neils and Raymund Liongson, Leeward Community College International Education Committee Co-Chairs (350 attendees)	
	March 20-23, 2006	Kapiolani Community College	Kapiolani Community College 18th Annual International Festival	Dr. Carl Hefner, Festival Director	3500
39	March 21, 2006	Kapiolani Community College, Olona 201	Kitty Up, Lecture featuring Dr. Christine Yano	Dr. Joseph Overton, Political Science (20 attendees)	
40	March 21, 2006	Kapiolani Community College, Olona 201	Indonesia: Islam, Politics, & Youth Lecture by Dr. Bahtiar Effendy	Dr. Joseph Overton, Political Science (20 attendees)	
41	March 23, 2006	Kapiolani Community College, Olona 201	America in Asia: 2025 Lecture by Mr. Bill Sharp	Dr. Joseph Overton, Political Science (14 attendees)	
42	March 23, 2006	Kapiolani Community College, Olona 201	Tribal Politics in Afghanistan Lecture by Dr. Karim Khan	Dr. Joseph Overton, Political Science (27 attendees)	

43	March 23, 2006	Kapiolani Community College Cafeteria	Chinese Lion Dance Performance by Au's Shaolin Martial Arts Society	Dr. Carl Hefner, Festival Director (267 attendees)	
44	March 23, 2006	Kapiolani Community College Cafeteria	The Music of Flamenco Performance by Cerro Negro	Dr. Carl Hefner, Festival Director (287 attendees)	
45	March 23, 2006	Kapiolani Community College Cafeteria	Capoeira Performance by Capoeira Hawaii	Dr. Carl Hefner, Festival Director (253 attendees)	
46	April 17, 2006	UH-Hilo K-103	Chinese New Year Traditions Lecture by Cynthia Ning	Ms. Caroline Naguwa, English	21
	April 17-22, 2006	Kauai Community College	Kauai Community College Culture and Diversity Fair	Ken Curtis and Culture & Diversity Fair Committee	1105
47	April 19, 2006	Kauai Community College Cafeteria	Indonesian Dance Performance by Matthew Dunn	Ken Curtis and Culture & Diversity Fair Committee (30 attendees)	
48	April 20, 2006	Kauai Community College Hawaiian Studies Building	Tattoo Tour of Polynesia Lecture by Tricia Allen	Dennis Chun Hawaiian Studies (75 attendees)	
49	April 22, 2006	Kauai Community College	Eskimo Dance Performance by Cupiit Yurartet	Ken Curtis and Culture & Diversity Fair Committee (1000 attendees)	
TOTAL					8069

**September 1, 2005
to August 31, 2006**

ATTACHMENT B
2006-2007 Calendar of Events

UHCC International Affairs Outreach Program

FY 2006-2007 Calendar

Last Updated January 08, 2007

Event No.	Date & Time	Place	Lecture/Performance	Host or Co-Sponsor	Attendance
1	September 12, 2006	Windward Community College Hale Akoakoa	Gypsy Culture in a Global Context Lecture by Sabine Deiringer	WCC Common Book Series- Brian Richardson, Librarian	15
2	September 19, 2006	Windward Community College Hale Akoakoa	Globalization: An Introduction and Possible Conclusion Lecture by Deane Neubauer	WCC Common Book Series- Brian Richardson, Librarian	22
3	October 2, 2006	Kapiolani Community College, Olapa 205	Mariachi Lecture by Juan DeVilbiss	Carol Beresiwsky, Spanish	33
4	October 24, 2006	Windward Community College Hale Akoakoa	Globalization in the Pacific Islands Lecture by Tarcisius Kabutaulaka	WCC Common Book Series	10
5	October 26, 2006	UH-Hilo Campus Center	Mediterranean Music Performance by Middle Earth	Hawaii Community College Student Activities	50
6	October 30, 2006	Hana Art Barn	Rhythm and Movement Workshop Featuring Middle Earth Drummer Frank Lazzaro and dancer Shalimar	Maui Community College-Hana Education Center	9
7	November 13, 2006	Kapiolani Community College, Olona 201	Globalization and its Effects on America's Involvement in Asia Lecture by Dr. Yoichiro Sato	Kalani Fujiwara, Political Science	20
8	November 13, 2006	Kapiolani Community College, Olona 201	El Dia De Los Muertos Presentation by Martha Sanchez	Carol Beresiwsky, Spanish	18
9	November 13, 2006	Honolulu Community College Cafeteria	Taiko Drumming Performance by Taiko Center of the Pacific	Beng Poh Yoshikawa, Office of International Affairs and Development	150
10	November 16, 2006	Kapiolani Community College, Olona 201	The Threat of North Korea Lecture by Ned Shultz	Joe Overton, Political Science	55
11	November 13-17, 2006	UH-Hilo Campus	UH-Hilo/HawCC International Education Week Celebration <i>Mystery Language Person Game (80)</i>	UH-Hilo and Hawaii Community College International Education Week Committee	520

12	November 15, 2006	UH-Hilo Campus Center Plaza	UH-Hilo/HawCC International Education Week Celebration Global Trivia Game (70)	UH-Hilo and Hawaii Community College International Education Week Committee	
13	November 16, 2006	UH-Hilo Campus Center Room 301	UH-Hilo/HawCC International Education Week Celebration <i>African Night</i> Performance by Big Island Drum (70)	UH-Hilo and Hawaii Community College International Education Week Committee	
14	November 17, 2006	Leeward Community College Eucalyptus Courtyard	LCC Hoolaulea Performance by Darak Pohnpei	Evelyn Kamai, LCC Hoolaulea	500
15	November 17, 2006	Leeward Community College Eucalyptus Courtyard	LCC Hoolaulea Performance by Mitamitaga O Samoa	Evelyn Kamai, LCC Hoolaulea	
16	November 18, 2006	UH-Manoa William S. Richardson School of Law	Hawaii International Education Week Fair	PAAC with Participating Booths: Ken Kiyohara, KCC Honda Center; Richard Bailey, LCC Study Abroad Office Sponsored by: PAAC, Fulbright Association Hawaii Chapter, International Hospitality Center, UH-Manoa William S. Richardson School of Law	70
17	February 21, 2007	Lanai City	Chinese New Year Celebration Lion Dance performance by Au's Shaolin Martial Arts Society	Nani Watanabe, Lanai Cultural Center	250
18	February 23, 2007	Ala Moana Hotel	Is Free Trade with East Asia Good for Us? Panel presentation featuring Alan Tonelson and Peter Petri, moderated by Charles E. Morrison	PAAC, East-West Center, UH-Manoa Shidler College of Business, Hawaii-Pacific Export Council	20
19	March 7, 2007	Maui Community College, Outside Paina Food Court	Australian Aboriginal Dance Performance by Descendance	Joshua Cooper, Political Science	80
20	March 7, 2007	Maui Community College, Outside Hale 216	Australian Aboriginal Dance Lecture by Descendance	Joshua Cooper, Political Science	35
21	March 12, 2007	MCC-Molokai Education Center, Molokai High School, Molokai Public Library	Arts of Morocco Demonstrations by Mohammed Kharbib and Batoul Chahi	Manuwai Peters, Molokai High School and MCC-Molokai Education Center Faculty	130
22	March 12, 2007	Leeward Community College Theatre	Australian Aboriginal Dance Performance by Descendance	Raymund Liongson, Judy Kappenberg, Co-Chairs of the LCC International Festival Committee	70

23	March 13, 2007	Kapiolani Community College, Olona 201	Turkish Music Presentation by Latif Bolat	Joe Overton, Political Science; Carl Hefner, Anthropology	40
24	March 15, 2007	Kapiolani Community College Olona 201	Genocide Lecture by Jon Van Dyke	Joe Overton, Political Science; Robin Mann, Sociology	40
25	March 12, 2007	Leeward Community College Theatre	LCC 14th Annual International Festival Road to World Peace Keynote Presentation by Joan Chatfield	Raymund Liongson, Judy Kappenberg, Co-Chairs of the LCC International Festival Committee	900
26	March 12, 2007	Leeward Community College Theatre	LCC 14th Annual International Festival <i>The Role of Journalism in Defining World Events</i> Lecture by John Lewis	Raymund Liongson, Judy Kappenberg, Co-Chairs of the LCC International Festival Committee	
27	March 13, 2007	Leeward Community College GT 105	LCC 14th Annual International Festival <i>The Israeli-Palestinian Conflict: Is There Hope for Peace?</i> Lecture by George Hudes and Raji Abuzalaf	Raymund Liongson, Judy Kappenberg, Co-Chairs of the LCC International Festival Committee	
28	March 14, 2007	Leeward Community College Library Lanai	LCC 14th Annual International Festival Cultural Extravaganza	Raymund Liongson, Judy Kappenberg, Co-Chairs of the LCC International Festival Committee	
29	March 15, 2007	Leeward Community College GT 105	LCC 14th Annual International Festival Passages Simulation	Raymund Liongson, Judy Kappenberg, Co-Chairs of the LCC International Festival Committee	
30	March 16, 2007	Leeward Community College GT 105	LCC 14th Annual International Festival <i>The Nuclear Issue in the Korean Peninsula and Iran: Present Problem, Future Prospects</i> Lecture by Kenneth Quinones and Farideh Farhi	Raymund Liongson, Judy Kappenberg, Co-Chairs of the LCC International Festival Committee	
31	March 16, 2007	Leeward Community College GT 105	LCC 14th Annual International Festival <i>Iraq War & the Prospects for Peace</i> Presentation by John VanDyke	Raymund Liongson, Judy Kappenberg, Co-Chairs of the LCC International Festival Committee	
32	March 13, 2007	Akoakoa	Flattened Diplomacy in Corporate Globalization Lecture by Ann Wright	WCC Common Book Series- Brian Richardson, Librarian	60
33	March 15, 2007	UH-Hilo Student Center Plaza	Australian Aboriginal Dance Performance by Descendance	Kipuka Hawaiian Studies Center	375
34	March 15, 2007	UH-Hilo, UCB 127	Australian Aboriginal Dance Lecture by Descendance	Kipuka Hawaiian Studies Center	40
35	March 19, 2007	Kauai Community College Theatre	Maori Dance and Music Performance by Te Wananga Maori	Garden Island Arts Council	300

36	March 20, 2007	Kapiolani Community College Olona 201	KCC 19th Annual International Festival <i>Will North Korea Give Up Its Nuclear Program?</i> Lecture by Kenneth Quinones	KCC International Festival Joe Overton, Political Science	2000
37	March 20, 2007	Kapiolani Community College Ohia Cafeteria	KCC 19th Annual International Festival <i>Music and Dance of Tahiti</i> Performance by Jane Moulin and the UH-Manoa Tahitian Ensemble	KCC International Festival Carl Hefner, Anthropology	
38	March 21, 2007	Kapiolani Community College Ohia Auditorium	KCC 19th Annual International Festival <i>The Legacy of News Media in Asia</i> Lecture by John Lewis	KCC International Festival Dustin McDunn	
39	March 22, 2007	Kapiolani Community College Olona 201	KCC 19th Annual International Festival <i>Israeli-Palestinian Conflict: War or Peace</i> Lecture by Ibrahim Aoude	KCC International Festival Joe Overton, Political Science	
40	March 22, 2007	Kapiolani Community College Ohia Cafeteria	KCC 19th Annual International Festival <i>Chinese Lion Dance</i> Performance by Au's Shaolin Arts Society	KCC International Festival Carl Hefner, Anthropology	
41	March 22, 2007	Kapiolani Community College Ohia Cafeteria	KCC 19th Annual International Festival <i>Capoeira</i> Performance by Capoeira Hawaii	KCC International Festival Carl Hefner, Anthropology	
42	April 12, 2007	Windward Community College Hale Akoakoa	Training Hawaii's Young People for Leadership in a Flat World Lecture by Jay Fidell	WCC Common Book Series- Brian Richardson, Librarian	10
43	April 13, 2007	Honolulu Community College Kapalama Media Center	WorldQuest Competition	Beng Poh Yoshikawa, Office of International Affairs and Development	100
44	April 20, 2007	UH-Hilo Theatre	Hilo Earth Day Celebration An Inconvenient Truth Presentation by Joshua Cooper	Hawaii Community College Student Government	300
45	August 29, 2007	Uh-Hilo Campus Center Dining Hall	The Winds of Change Lecture by Brian Bacon	Justin Avery, President of University of Hawaii Hilo Student Association	150

TOTAL

6372

**September 1, 2006
to August 31, 2007**

Attachment C : FY 2008 Calendar of Presentations

Event No.	Date & Time	Place	Lecture/Performance	Host or Co-Sponsor	Attendance
1	8/29/2007	Hawaii Community College and UH, Hilo	<i>Winds of Change</i> , Lecture by Brian Bacon	University of Hawaii Hilo Student Association, Associated Students of the University of Hawaii, UH Hilo Vice Chancellor of Student Affairs Office- Justin Avery	150
2	9/12/2007	Hawaii Community College and UH, Hilo	<i>Democracy Exported?: Conditions on the Pakistan-Afghanistan Border, in Iran and Iraq</i> , Lecture by Dr. Karim Khan, Nan Elmer, and John Cole	UHH Student Association- Justin Avery, President of UHNSA	50
3	10/5/2007	Honolulu Community College	<i>Negotiation, Culture and Mediation in the Workplace</i> , Lecture by Bruce Barnes and Karen Cross	Faculty Development Committee, International Affairs & Development	20
4	11/13/2007	Honolulu Community College	Flutes from Around the World, Lecture and performance by Suzanne Teng	Office of International Affairs and Development, HCC	75
5	11/13/2007	Kapiolani Community College	<i>Global Environment</i> , lecture by Stuart Scott	Kapiolani Community College	22
6	11/13/2007	Kapiolani Community College	<i>Flamenco Dance and Guitar Performance</i> , Performance by Ginny Walden and Jaime Craycroft	Kapiolani Community College	105
7	11/14/2007,	Windward Community College	<i>Flutes from Around the World</i> , Lecture and performance by Suzanne Teng	Windward Community College and The Women's History Month program	82
8	11/14/2007	Honolulu Community College	<i>Mid-Eastern Dance</i> , presented by Willow Chang	Honolulu Community College	45
9	11/14/2007	Hoolaulea, Leeward Community College	<i>Woodcarving workshop</i> , by Tini Tukimaka, TKO Production	Leeward Community College	195

10	11/14/2007	Hoolaulea, Leeward Community College	<i>Samoan Traditional Dance</i> , with Outneru and Kuinee Fautanu	Leeward Community College	195
11	11/15/2007	Hawaii Community College	<i>Belly Dancing</i> , with Belly Babes	Hawaii Community College and UH, Hilo	145
12	11/15/2007	Kapiolani Community College	<i>Religion's Role in Palestinian Resistance</i> , Leila Abuzalaf	Kapiolani Community College	25
13	11/15/2007	Kapiolani Community College	<i>Time for Justice: Cambodia</i> , Phil Esterman	Kapiolani Community College	27
14	11/16/2007	Kapiolani Community College	<i>2007 Academic WorldQuest Competition</i>	Kapiolani Community College, Leeward Community College, Windward Community College, and Honolulu Community College	165
15	1/17/2008	Kapiolani Community College	<i>Hawaii Blues Festival in Celebration of Martin Luther King Day</i> , featuring educator and entertainer Fernando Jones	UH Professional Assembly, Hawaii Institute for Human Rights, United Nations Association, Four Freedoms Forum	79
16	1/19/2008	Leeward Community College Waianae branch	<i>History of Blues Music</i> , featuring Fernando Jones	UH Professional Assembly, Hawaii Institute for Human Rights, United Nations Association, Four Freedoms Forum	59
17	1/22/2008	Windward Community College	<i>History of Blues Music</i> , featuring Fernando Jones	UH Professional Assembly, Hawaii Institute for Human Rights, United Nations Association, Four Freedoms Forum	44
18	1/25/2008	UH, Manoa	<i>History of Blues Music</i> , featuring Fernando Jones	UH Professional Assembly, Hawaii Institute for Human Rights, United Nations Association, Four Freedoms Forum	200
19	2/15/2008	Palace Theatre	<i>School music and dance presentation</i> , Hilo Chinese New Year celebration	UHHilo SAC, UCC SAC, Hilo Chinese NY Committee, Alice Moon & Company, Palace Theatre, PAAC, Alwana A & A	250

20	2/15/2008	Palace Theatre	<i>Evening concern of lion dance</i> , Chinese dance and music	UHHilo SAC, UCC SAC, Hilo Chinese NY Committee, Alice Moon & Company, Palace Theatre, PAAC, Aiwana A & A	300
21	2/16/2008	Kalakaua Park	Chinese herbal cuisine demonstration with Leon Letoto, Hilo Chinese New Year celebration	UHHilo SAC, UCC SAC, Hilo Chinese NY Committee, Alice Moon & Company, Palace Theatre, Aiwana A & A	1000+
22	2/16/2008	Kalakaua Park	Chinese dance and music	UHHilo SAC, UCC SAC, Hilo Chinese NY Committee, Alice Moon & Company, Palace Theatre, Aiwana A & A	1000+
23	2/28/2008	Hawaii Pacific University	<i>The History of Palestinian-Israeli Conflict</i> , Featuring Dr. Zahi, Palestinian Symposium	UH, Manoa Departments of Ethnic Studies, Political Science, American Studies, Anthropology; Hawaiian Studies and Women's Studies, Kapiolani Community College, Hawaii Pacific University, and Leeward Community College, HPU Amnesty International and UN Clubs; UHM Mediation and Peace Club; Women in Black Hawaii and Friends of Sabeel and Hawaii People's Fund	100
24	3/10/2008	Kapiolani Community College	Palestinian Encounters under Occupation, featuring three Palestinian youths	(Same as above)	189
25	3/11/2008	UH, Manoa	<i>Orientalizing Palestine and the Arab Wolrd</i> , featuring Jess Ghannam	(Same as above)	225
26	3/12/2008	Maui Community College	<i>Orientalizing Palestine and the Arab Wolrd</i> , featuring Jess Ghannam	(Same as above)	75

27	3/12/2008	Leeward Community College International Festival: One World	<i>"Globalization: Issues and Perspectives</i> , presenting Walden Bello	Leeward Community College; TRADEX; Aiwana Artists & Education Coordination	315
28	3/12/2008	Leeward Community College International Festival: <i>One World</i>	<i>Globalization and Human Rights</i> , featuring Jon Van Dyke	(Same as above)	200
29	3/12/2008	Leeward Community College International Festival: <i>One World</i>	<i>Impact of Globalization on the Hawaii Economy</i> with Howard Dicus	(Same as above)	270
30	3/13/2008	Leeward Community College International Festival: One World	<i>Globalization: A Simulation</i> with High School students	(Same as above)	54
31	3/14/2008	Leeward Community College International Festival: <i>One World</i>	<i>Globalization and the Environment</i> , featuring Josh Cooper	(Same as above)	82
32	3/14/2008	Leeward Community College International Festival: <i>One World</i>	<i>Conflicting Narratives of Globalization</i> , presenting by Deane Neubauer	(Same as above)	100
33	3/14/2008	Leeward Community College International Festival: One World	<i>Issues of Globalization on Culture and Art</i> , featuring Diané Letoto	(Same as above)	60

34	3/15/2008	Leeward Community College International Festival: <i>One World</i>	Mediterranean Music and Dance, International Festival	(Same as above)	1000+
35	3/17/2008	Kapiolani Community College International Festival: <i>Heritage</i>	<i>Immigration, Refugees and the United Nations</i> , featuring Robert Robinson	J. Watmull Fund; National Organization for Traditional Artist Exchange; Awaina Artists and Education	60
36	3/17/2008	Kapiolani Community College International Festival: <i>Heritage</i>	<i>Cloud Moving Hands</i> with Cathy Song	J. Watmull Fund; National Organization for Traditional Artist Exchange; Awaina Artists and Education	30
37	3/18/2008	Kapiolani Community College International Festival: <i>Heritage</i>	<i>Tribal Politics of Afghanistan and Pakistan</i> , presenting Karim Khan	J. Watmull Fund; National Organization for Traditional Artist Exchange; Awaina Artists and Education	64
38	3/18/2008	Kapiolani Community College International Festival: <i>Heritage</i>	<i>Filipino Writers Literary Reading</i> , featuring Amalia Bueno and friends	J. Watmull Fund; National Organization for Traditional Artist Exchange; Awaina Artists and Education	35
39	3/19/2008	Kapiolani Community College International Festival: <i>Heritage</i>	<i>Music and Dance of Tahiti</i> , featuring Dr. Jane Moulin	J. Watmull Fund; National Organization for Traditional Artist Exchange; Awaina Artists and Education	200+

40	3/20/2008	Kapiolani Community College International Festival: <i>Heritage</i>	<i>Mediterranean Music with Middle Earth</i>	J. Watmull Fund; National Organization for Traditional Artist Exchange; Awaina Artists and Education	250+
TOTAL:					7542

Attachment D Evaluation Form

EVALUATION FORM

This presentation was cosponsored by the Pacific and Asian Affairs Council's UHCC International Affairs Outreach Program. Please help us serve you better by filling this form as completely as possible, and turning it in at the end of the presentation. Thank You.

Please circle the number that reflects your level of agreement with the statements below.

	No	???	Yes
1. Topic was interesting	1 2 3 4 5		
2. Speaker was interesting	1 2 3 4 5		
3. Speaker presented valuable information	1 2 3 4 5		
4. Speaker raised new ideas and thinking	1 2 3 4 5		
5. Speaker was easy to understand	1 2 3 4 5		
6. Overall presentation was worthwhile	1 2 3 4 5		
7. After this presentation, I'm interested in learning more about this country, culture, or international issue.	1 2 3 4 5		
8. After this presentation, I'm interested in learning more about traveling, studying abroad, or career opportunities in foreign countries.	1 2 3 4 5		

9. What did you learn and find interesting from this presentation?

I heard about this presentation via:

- instructor
- flyer
- newspaper
- radio
- other: _____

10. Should this speaker/topic be offered to others? Why?

11. How could this presentation be improved?

I am:

- Comm. Coll. student
- Comm. Coll. faculty
- UH faculty
- From the community
- Other: _____

12. What international or cultural topics are you interested in?

Please fill out the following section if you would like to be added to our mailing list and receive information on future speakers or cultural events at this campus.



Dr./Ms./Mr.	First	Last

Email Address		

Street Address		

City	Zip	

Attachment E
Letter from John Morton
Interim Vice President for Community Colleges



UNIVERSITY OF HAWAII

JOHN MORTON
INTERIM VICE PRESIDENT FOR COMMUNITY COLLEGES

January 26, 2007

TO WHOM IT MAY CONCERN:


SUBJECT: PAAC UHCC International Affairs Outreach Program Grant-in-Aid Request

The University of Hawai'i Community Colleges strongly endorse the grant-in-aid application of Pacific Asian Affairs Council (PAAC) to continue the community college international education programming carried out by PAAC.

This relationship has been long and productive and we are grateful for the opportunities PAAC has created for our students. We strongly believe that Hawai'i's workforce, as reflected in the student population of the community colleges, needs exposure to the global economies, cultures, and political events. The PAAC community college program helps make that happen.

We also endorse the expanded capacity in this year's request for additional support for student study abroad. These study abroad opportunities add a level of depth to the international understanding of students and PAAC's assistance in expanding these opportunities would be greatly beneficial.

Sincerely,


John Morton
Interim Vice President for Community Colleges

ATTACHMENT F
Support letter from Carl Hefner
Associate Professor of Anthropology
Chair of International Education, KapCC

Kapi'olani Community College

To: Trinh Nguyen, College and Community Outreach Director, PAAC
From: Carl Hefner, KCC
Date: January 29, 2008
Re: Thank You!

On behalf of the International Education Committee at Kapi'olani Community College, I would like to thank you for your help and support with our programs here at the college over the years. We have been fortunate to have PAAC as a working partner in our goals to create a substantial international education environment for the students, and look forward to many more years of having PAAC sponsored presenters come to our campus and provide high quality presentations.

Our KCC International Festival week is coming up March 17-20 in alignment with the United States Department of Education goals for educators to face up to the challenges of preparing our citizens to live and work in an increasingly global community. We highly value our partnership with the Pacific and Asian Affairs Council, as we both have the challenging goal of calling attention to the importance of International Education. We continually work towards the objectives of increasing students abilities to understand the lifetime significance of studying abroad, mastering a foreign language, and increasing student abilities to possess a broad and thorough understanding of global issues.

PAAC has for nearly 18 years supported our International Festival. This showcase of art and culture is now in its 20th year proving that we have a sincere commitment to international curriculum efforts here at KCC. With the International Festival we have expanded student, faculty and staff involvement in Pacific and Asian studies. During the festival we host many fine events such as guest speakers, panel discussions, workshops, seminars, art exhibits, cultural presentations, films, and performing arts on our campus. The highly respected success of the International Festival is evidence that there is an educational need that is being served, and that our program is reaching a broad spectrum of faculty, students, and community. We have been fortunate to create effective working relationships with many local organizations such as the Pacific and Asian Affairs Council and look forward to many more years of this relationship.

Carl Hefner, Ph.D.

Chair-Social Sciences

Associate Professor/Anthropology

Chair- International Education at KCC

4303 Diamond Head Road

Phone 734-9438

ATTACHMENT G
Support letter from Beng Poh Yoshikawa
Director of International Affairs and Development

University of Hawai'i

H O N O L U L U C O M M U N I T Y C O L L E G E

December 28, 2007

Jill Takasaki Canfield
Executive Director
Pacific and Asian Affairs Council
1601 East-West Road , 4th Floor
Honolulu, Hawaii 96848

Dear Ms. Canfield,

As we reflect on our accomplishments during the year, we are reminded of the partnerships we have had the privilege to maintain and which have contributed to our success. The Pacific and Asian Affairs Council comes foremost to mind as an organization which has been the "wind beneath our wings", supporting us in our efforts to promote diversity, intercultural understanding, and global perspectives among the students and communities we serve.

One significant activity which PAAC launched for community college students in Hawaii in April 2007 was Academic WorldQuest, a team-based contest to challenge students in their knowledge of current events, history, ideology, geography etc. Twenty-three teams participated in the first contest followed again by robust participation in the WorldQuest contest held in November 2007. PAAC has also enriched classroom learning through its support of guest speakers. The lectures sponsored by PAAC are open to community members as are the workshops such as the one on the "Role of Culture in Mediation", and all the cultural performances and activities celebrating International Education Week. We are exploring avenues of partnering with PAAC to expand our Service Learning projects and activities to enhance our students' commitment to civic engagement and to support community initiatives.

PAAC has established a solid track record in its stewardship of allocated funds. Also admirable is the involvement of PAAC staff with institutional and community members in the planning and implementation of projects, services, and activities. We value very much our partnership with your organization, and will be pleased to support in any way your efforts to secure continued funding.

Sincerely,



Beng Poh Yoshikawa
Director
International Affairs and Development

Attachment H
Letter from Caroline Naguwa
Hawaii Community College faculty

4-27-06

Dear Sandy —

Thank you so much for arranging Dr. Ning's talk - you're right, it was perfectly suited for our assignment! In fact, in a subsequent class, we used notes from the talk to formulate a mock essay. The students remembered a lot of the interesting details Dr. Ning mentioned - they were far more involved in the exercise due to her "guest appearance".

I'm hoping to coordinate events like this in the future - I now know better how to attempt multi-class

arrangement for inviting a speaker.

Thank you again for making this opportunity possible. I look forward to working with you again in future semesters!

Have a terrific summer!

Sincerely,

Caroline Naguwa

Thank you!

ATTACHMENT I
Letter of Support
Alice Moon & Company



Community Relations ♦ Special Events
56 Waiānūenue Avenue, #219 ♦ Hilo, Hawai'i 96720
(808) 933-9772 phone ♦ (808) 933-9773 fax
amoon@bigisland.com

March 30, 2006

Tandy M. Awaya
Higher Education & Community Relations Coordinator
Pacific Asian Affairs Council
1601 East-West Road, 4th Floor
Honolulu, HI 96848-1601

Aloha Tandy,

Thank you so much for your and Pacific Asian Affairs Council's assistance with sponsorship for the amazing Evergreen Dance Troupe to come to the 4th Annual Hilo Chinese New Year Festival. I am so pleased that we were able to coordinate this with Sonia Fabrigas and Aiwana Artists and Education Coordination as well as Hawaii Community College and University of Hawaii at Hilo. Enclosed are the certificates of appreciation from Councilman Bob Jacobsen.

We continue to hear positive feedback from people who were fortunate to enjoy the outstanding performances of Sing Sing and the rest of the dancers both at the Palace and during the Festival. In Hilo we rarely get to see such a caliber of ethnic performance and I appreciate the involvement of you and the Pacific Asian Affairs Council in bringing a small part of the Chinese culture to us! For the concert, we had almost 200 adults who bought tickets plus about 30 more adults with complimentary tickets and, most importantly, 69 free tickets were given to keiki under 12 years old. We estimate 3000 people of all ages attended the Festival.

There is a great need for this sort of cultural outreach, particularly on the neighbor islands where we lack any strong support financially for these types of programs as well as a shortage of professional performers and cultural practitioners. I continue to promote and produce the Hilo Chinese New Year Festival and upcoming 3rd Annual Hawaii's World Heritage Festival despite these challenges because I feel it is important that our community's come together in celebration of all ethnic groups. There is so much racial tension and strife in the world and my efforts are to bring people together in free or reasonably priced events like this so that perhaps they will have a few moments of peace and beauty and gain better understanding and appreciation of all cultures.

**Attachment G
Letter of Support
Alice Moon & Company**

Sonia and I are hoping to collaborate once again for this year's Hawaii's World Heritage Festival to be held on August 19 this year. For that event I try to invite the various Hawaii Island cultural organizations to bring their keiki and kupuna to share their traditions through performance art, demonstrations and displays of artifacts and costumes, traditional art and craft work, and, of course, food! What I've found is that many of the clubs and organizations' elders are passing away and some of the traditions are passing with them. I am therefore in discussion with Sonia to bring over at least one group of performers for cultural groups that have no strong or public presence here. Although we have lots of Portuguese, Korean and Chinese people on Hawaii Island, these three groups in particular seem to be losing their cultural traditions. Or perhaps they are just not as organized or as willing to share their traditions with the public. Whatever the case may be, my challenge continues to be finding sufficient funding to produce, and finding people to perform or present at these festivals. I have enclosed a copy of a short DVD with scenes from the last Heritage Festival so that you can get an idea of that event.

The support of organizations such as the Pacific and Asian Affairs Council and the dedication of people like you and Sonia is so important and so appreciated. Please extend my gratitude to your members and please let me know if there is any interest in continuing or expanding support of the Hilo Chinese New Year Festival and of becoming involved with Hawaii's World Heritage Festival.

Mahalo nui loa


Alice Moon

ATTACHMENT J
Certificate of Appreciation

BOB JACOBSON
COUNCILMEMBER



Phone: (808) 961-8263
Fax: (808) 961-8912
Email: jjaco@co.hawaii.hi.us

HAWAI'I COUNTY COUNCIL

County of Hawai'i
Hawai'i County Building
25 Aupuni Street, Suite 209
Hilo, Hawai'i 96720

Certificate of Appreciation

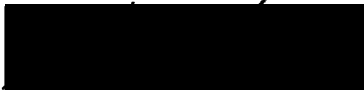
Presented to the

Pacific Asian Affairs
Council

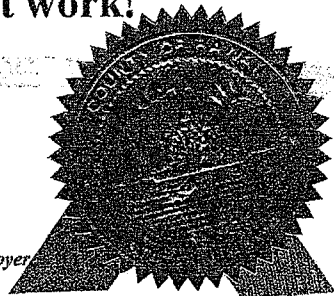
I wish to send my aloha, to congratulate you, and to wish you well on your efforts honoring the Chinese in Hawai'i and elsewhere on this celebration of the Lunar New Year 4704, the Year of the Dog. I am impressed by your commitment and work on education, culture and the arts. I appreciate the links and bonds you are forging between China, Hawai'i, the United States and the world at large. Please keep up the great work!

Gung Hay Fat Choy!

Sincerely,



District 6 ~ Upper Puna, Ka'u, and South Kona
Hawai'i County Is An Equal Opportunity Provider And Employer



"Korean cooking demonstration at WCC Tuesday"
Windward People, November 2, 2005

Korean cooking demonstration at WCC Tuesday

BY PAULA BENDER
Special to Windward People

Organizers will hold a Korean cooking demonstration and screening of the historical drama series "Daejanggeum" at Windward Community College Tues., Nov. 8, beginning at 10:30 a.m.

Free and open to the public, the event is part of the University of Hawaii Center for Korean Studies' week-long Daejanggeum Symposium Nov. 7-12.

"The organizers really wanted to open this particular event to the community, so they could come in and observe the cooking demonstration, see the Korean foods that are tied to the Korean soap dramas and view a montage of vignettes," said WCC's Robert Bachini, who added that the Pacific and Asian Affairs Council of the University of Hawaii Community Colleges International Affairs Outreach Program is sponsoring the WCC event.

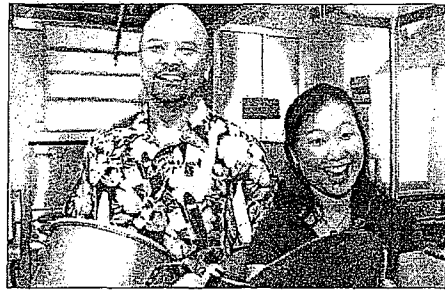


Photo by JUSTIN R. DOTSON

Robert C. Bachini (left) and Tandy Awaya will be on hand when renowned Korean chef Sun-young Lee will serve as host of a cooking demonstration at WCC on Tuesday.


The Tuesday agenda includes screenings of segments of the popular show, "Daejanggeum," which is highly rated in Korea. Praised for its story line, cast and visual effects, the show also provides frequent cooking sequences ala "Iron Chef" that have created a following among its Korean television viewers.

To feed the interest of Korean soap drama fans in Hawaii, the showings of "Daejanggeum" will be followed by a cooking demonstration by renowned Korean chef Sun-young Lee. From 11:30 a.m. until 1:30 p.m., Lee will show the audience his techniques at preparing Korean court cuisine.

Other subjects that will be discussed include hanbok, or traditional clothing, and traditional herbal medicines now popular in Asia and Hawaii.

Highlights of the weeklong Korean drama symposium include Korean cooking instruction and demonstrations, a film showing, performances of Korean traditional music, and a discussion of current conditions on the Korean peninsula in connection with Peace Day, which is Nov. 10. Events will be held at the University of Hawaii-Manoa, Kapiolani Community College and Windward Community College.

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UNIVERSITY of HAWAII*
KAPĪOLANI
COMMUNITY COLLEGE

ATTACHMENT L

LETTER OF SUPPORT AND APPRECIATION

Joseph Overton, Chair

Honda International Center, KapCC

February 4, 2008

Ms. Trinh Nguyen
Pacific Asian Affairs Council
East-West Center
Honolulu, Hawaii 96822

Dear Trinh:

On behalf of Kapiolani Community College I wanted to thank PAAC for the financial support it has given to us over the years. Without this support, we would not have been able to bring outside speakers to the campus to speak to the students on a wide variety of critical issues. Your support every year for KCC's International Education Week in the Fall semesters and the International Festival in the Spring semesters have made these two programs outstanding successes. Neither would have been possible without support from PAAC.

For my own classes your funding has allowed me to bring in specialists to discuss global environmental issues, the Middle East, International Law and Genocide, as well as many other topics relevant to my political science classes. It is the students at the community colleges who benefit directly from the financial support of PAAC.

Thanks to the state legislature and PAAC, this summer the Freeman Scholarship students are going to have a once-in-a-lifetime opportunity to engage in an internship program in China.

Kapiolani Community College commends PAAC for its educational programs, and we hope that you can continue them for many more years.

Sincerely,

A black rectangular box redacting the signature of Joseph L. Overton.

Joseph L. Overton, Ph.D.
Chair, Honda International Center

House District 48

Senate District 24

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

Log No: 93-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):

Department of Health

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Pohai Nani Foundation

Db/a:

Pohai Nani Foundation

Street Address:

45-090 Namoku St, Kaneohe, HI 96744

Mailing Address:

45-090 Namoku St, Kaneohe, HI 96744

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Jerry Allen / Luann Foos

Title Chairperson / Pohai Nani Executive Director

Phone # (808) 261-1956 / (808) 247-2611

Fax # (808) 261-3237 / (808) 247-9312

e-mail Jerry-Allen@hawaii.rr.com / lfoos@good-sam.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:

Pohai Nani Wellness Center Capital Project

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ \$ 1,500,000

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 \$2,649,423

[REDACTED SIGNATURE]

Jerry Allen, Chairperson

NAME & TITLE

1/29/2009

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 Pohai Nani Foundation has been in existence for over 30 years as a Hawaii-based, independent, not-for-profit corporate entity with the organizational format of a charitable foundation. Its sole purpose is to support the programs and residents at the Pohai Nani Retirement Community in Kaneohe. Pohai Nani offers amenities and services that complement most independent, assisted living and skilled nursing arrangements, which both allows the facility to provide a level and need of care that is uniquely suited to each individual resident, and affords residents the opportunity to live their golden years with dignity and grace.

2. The goals and objectives related to the request;

The Pohai Nani Foundation requests a \$1,500,000 capital grant to complete the planning and design phases of the Pohai Nani Wellness Center and commence development of the facility, which will be the home of the Pohai Nani Wellness Program, a highly regarded, comprehensive and cutting-edge fitness regimen for seniors that is the first of its kind in Hawaii. Because the program's success has strained the capacity of existing facilities, the development of the Wellness Center will enable the program's expansion into the greater Oahu community's population of 170,000 seniors.

Once completed, the Pohai Nani Wellness Center will be a state-of-the-art, ADA-compliant fitness center dedicated to the intellectual, physical, and spiritual well-being of Oahu's older adults. The specific goals and objectives noted in the Wellness Center's mission statement reflect Pohai Nani's tradition of encouraging revitalization and renewal for its residents and clientele: "To develop and promote programs that enhance health and wellness, increase physical activity and socialization opportunities by providing activities and exercise classes designed especially for the mature adult to increase strength, flexibility, endurance and balance required to maintain function, independence and autonomy."

The Wellness Center will provide greater accessibility of the Wellness Program to the general community, and it is anticipated that non-residents outside of Pohai Nani will eventually account for approximately 80% of the program's clientele. Dues will be assessed on a sliding scale in accordance with the client's financial status, and a limited number of scholarships will be available for those with a demonstrable need of assistance.

These funds will enable the Foundation to bring its capital campaign to a successful conclusion, and allow Pohai Nani to begin the actual development process of the Wellness Center. Two-thirds of the requested funding is intended as a re-authorization of the \$1 million provided previously by the Legislature in two \$500,000 appropriations through Act 41, Session Laws of Hawaii 2004 and Act 160, Session Laws of Hawaii 2006. Act 41 funds were originally released by the governor in 2006, but due to a technicality on the original application the Foundation was compelled to allow those funds to lapse. Act 160 monies have yet to be released, but the appropriation is scheduled to lapse on June 30, 2009.

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

The Wellness Center's overall objective is to develop and promote programs that enhance health and wellness, increase physical activity and socialization opportunities by providing activities and exercise classes designed especially for the mature adult to increase strength, flexibility, endurance and balance required to maintain function, independence and autonomy. The Wellness Center staff will also develop and implement specific outreach programs that target at-risk individuals and groups of older adults, and educate them about risk factors for chronic health conditions like obesity, diabetes and asthma. All such activities and programs will be administered and run by professionally-certified health specialists, who practice with the needs and best interests of the older adult firmly in mind.

Currently, there are six chronic health conditions closely monitored by the State of Hawaii – arthritis, asthma, diabetes, high blood pressure, high cholesterol, and obesity. According to a state Department of Health survey conducted in 2004, behavioral risk factors affecting older adults were highest for obesity, cigarette-smoking, alcohol-drinking and non-use of seatbelts. Further, rates for obesity and alcohol consumption amongst older adults have increased markedly since 1987. Because the overall success of the Wellness Program has been due in part to its success at inducing behavior modification amongst its participants, this is one area where older adults could enjoy dramatic improvement in overall health.

Once the Wellness Center is operational, the anticipated range of activities offered to clientele will include exercise and stress reduction classes, health and wellness seminars, massage therapy, and a full range of health spa services and amenities. Clientele will be taught a carefully coordinated and integrated living pattern that enhances the quality of life and underscores the physical, intellectual, spiritual, emotional, social, and vocational foundations that encompass the philosophy of

wellness. Associated programs and services to meet the needs of those clients facing the unique challenges of cancer, Parkinson's disease, Alzheimer's disease, heart disease, osteoporosis and arthritis will also be available.

4. Describe the target population to be served; and

The macro target population is the elder population of the Island of Oahu who will benefit from the successful expansion of the Wellness Program. This program, as implemented in the micro population of Pohai Nani elders, has markedly improved the lives of those exposed. Our program will utilize the realized results of the Pohai Nani micro population to reach the macro population of the Island of Oahu.

Hawaii's *kupuna* are living longer, and the life expectancy for Hawaii residents is also higher than that found in the rest of the nation – 79 years in the islands as of 1990, compared to the U.S. average of 75. Simply put, the state faces a real challenge in planning for the future needs of an aging population.

Hawaii's ever-increasing numbers of older adults, i.e., individuals 60 years of age and older, represents a rapidly growing segment of the state's total population. In the three decades from 1970 to 2000, the base number of adults aged 60 or over residing in Hawaii nearly tripled, from 67,490 to 207,001. Whereas those older adults comprised 9% of the state population, they now represent 17% of Hawaii residents. The number of persons aged 75 or older increased during that same period by 415%, and has grown from 22% of all older adults to 36% of that number. Further, those age 85 and older saw a nearly fivefold (482%) increase in their numbers – and this population demographic is also projected to quadruple over the next 50 years.

As consumer demand for new health care strategies increases, and providers seek to curb the often exponentially spiraling costs associated with that demand, a viable and pro-active alternative to heretofore traditionally reactive Western health care practices is emerging.

A study of senior fitness commissioned by AARP concluded that while most people age 50 or older understand the benefits of physical activity, they also seek further specific information regarding the development of personal fitness plans that are safe and will realistically meet personal goals. Many seniors are in fact not meeting recommended physical activity goals when advised to do so by a physician or other health professional.

Recent comparative studies of the Wellness Program and similar community programs conducted at fitness centers around the nation validate the concept of wellness as an integral part of any pro-active health maintenance program for older adults. Program participants realize their most significant changes in those "quality of life" issues that concern older adults. 34% of participants report that they have experienced a more positive outlook on life since initiating their program regimen,

24% feel a greater desire to socialize, and 28% discovered a greater meaning and purpose in their respective lives.

These striking results reflect a population of older adults who are not only healthier physically, but have made tremendous strides in reinvigorating their personal self-esteem, and are thus more likely to cherish their individual autonomy and independence.

5. Describe the geographic coverage.

Initial geographic coverage is focused on the windward side of the Island of Oahu. It is expected that the program's success will eventually see its expansion beyond the Wellness Center, first to the rest of Oahu, and then throughout the entire state. Health information and statistics gathered by the program will be shared with other interested parties.

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;

NOT APPLICABLE

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

The planning, design and construction of the Pohai Nani Wellness Center is tentatively scheduled to be completed within a 24-month time frame. Once sufficient capital is raised to allow development to move forward, Pohai Nani will adhere to the following timetable:

- Feasibility Study – Months 1-2
- Request for Proposal – Months 2-3
- Development Agreement – Months 4-7
- Subrecipient Agreement – Months 8-11.
- Environmental Review – Months 12-14
- City & County Approvals Secured – Months 15-18
- Construction – Months 19-24
- Furnishings, Fixtures, Equipment – Months 21-24

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

NOT APPLICABLE

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.

Pohai Nani Executive Director Luann Foos will be responsible for the oversight of all development-related processes, including contract procurement, timelines, and cost and fiscal management, and will work with the architect and lender to ensure that the project will be completed in both a timely manner and according to prior specifications. The executive director will report and submit any material deviations from specifications and schedules to the board of directors for approval. Please also see Section II(2) for the proposed timeline

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
FY 2009-10 July 1 – Sept 30, 2009	FY 2009-10 Oct 1 – Dec 31, 2009	FY 2009-10 Jan 1 – Mar 31, 2010	FY 2009-10 Apr 1 – June 30, 2010	FY 2009-10 Amount of Grant to be Expended
\$375,000	\$375,000	\$375,000	\$375,000	\$1,500,000

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

Pohai Nani will be seeking funding this fiscal year from:

- **Cooke Foundation, Ltd.**
- **Harold KL Castle Foundation**
- **US Dept of Health & Human Services**
- **Thomas J. Long Foundation**
- **Harry & Jeanette Weinberg Foundation**

Respective amounts of each request will be determined at a later date.

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.

Pohai Nani has not undertaken any significant capital improvement project in the past three years. However, in 1998 Pohai Nani broke ground on the Harry & Jeanette Weinberg Care Center, a renovation and expansion project that added a new wing onto the building and included a large physical therapy room, a dining room, a serving kitchen and two new offices. Renovations to the existing building's common areas and resident rooms included a conference / training room, two ADA-compliant bathrooms, four offices, upgraded lighting, wall coverings, hand rails, carpeting, furniture, and central air conditioning. The project was completed on time and on budget.

With regards to the Pohai Nani Wellness Program, it was first implemented by John Rude and Age Dynamics at Pohai Nani in 2000, and has since proven of exceptional benefit in assisting older adults in maintaining the healthy and active lifestyle necessary to preserve one's independence and dignity, which is the primary challenge of the human aging experience.

The Wellness Program is passionate about empowering older adults with prevention and wellness strategies that optimize their quality of life. Their programs are research-based and tailored to each client's environment. The outcomes generated clearly demonstrate that regardless of age, older adults have the capacity to grow, develop, modify and change. Rather than address health issues only upon

occurrence, participants are instead encouraged to maintain an optimum level of good fitness and health as their primary means for preventing illness, which can reduce the physical and (by extension) financial stresses that often accompany aging.

Initial evaluation of the Wellness Program client is assessed at enrollment, using benchmarks provided by the Senior Fit Assessment and standardized for the 60-90+ age demographic, which examines the critical fitness parameters essential for the older adult to maintain functional independence with activities of daily living. The test battery assesses client strength, balance, endurance, agility, and flexibility, provides an opportunity to identify individuals who are at risk of losing function, prescribes the appropriate level of fitness class, and measures outcomes for evaluating program effectiveness. Progress is monitored quarterly for the first year, and every six months thereafter. The assessment tool has been successfully administered to participants for the past five years with dramatic results in improved fitness scores, which translate to an overall improved well-being, increased social interaction and increased physical function.

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 Wellness Center will be constructed on property owned in its entirety by Good Samartitan Society at Pohai Nani. Because no displacement of any persons will be occasioned by the development, there are no relocation costs to be incurred. There are no encumbrances or liens on the property.

The parcel upon which the facility will be built is owned in fee by Pohai Nani and is presently zoned A-2, Medium-Density Apartment. The project does not require an amendment of State Land Use District boundary designations, and complies with all applicable city building codes and state land use specifications. The project will not affect any property designated as a historic site on the State or National Registers of Historic Places. Its site is neither located within a flood plain nor wetland, will not impact endangered species or their habitats, and does not require a shoreline management permit. A conditional use permit has been secured from the City and County of Honolulu.

Once completed, the Pohai Nani Wellness Center will be a state-of-the-art fitness and health facility dedicated to the intellectual, physical, and spiritual well being of the entire individual. The center's design will be in harmony with its natural environment, and will provide a convenient, safe, and non-threatening environment for our older adults. The fully accessible ADA-compliant facility will house a heated pool, therapeutic spa, locker rooms, exercise and therapy rooms, fitness and walking paths, healing gardens, and office space.

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.

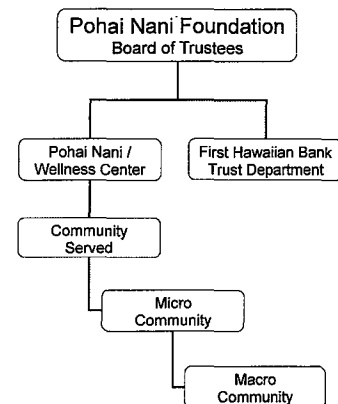
The Wellness Program is current with best practices and new trends in the occupational therapy and exercise of the older adult, and incorporates this into their continuing education requirements. All exercise specialists currently have a minimum of a specialized certification in their area of specialty, and currently instruct classes at the Wellness Center in the following areas: Tai chi, yoga, personal fitness, aquatic exercise, and arthritis exercise.

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.

Pohai Nani Executive Director Luann Foos is responsible for the day-to-day operations of the retirement community, and also currently oversees the capital project to build the Wellness Center. The capital campaign is chaired by Stephen Knox, and is overseen by the Pohai Nani Foundation Board of Trustees, three of 25 years.

Once development is commenced, project management will oversee all development-related processes, including contract procurement, timelines, and cost and fiscal management, and will work with the architect and lender to ensure that the project will be completed in a timely manner and according to prior specifications. Any material deviations from specifications and schedules will be submitted by the executive director to the board for approval.



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.

There is no outstanding litigation pending.

B. Licensure or Accreditation

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

See Attachment A "IRS Letter of Non-Profit Status" and Attachment B "DCCA Certificate of Good Standing, State of Hawaii".

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

Applicant: Pohai Nani Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Pledged Private Gifts (b)	Prospective Private Gifts (c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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. Wellness Center - Planning	100,000			
11. Wellness Center - Design	175,000		300,000	
12. Wellness Center - Construction	1,225,000	1,249,423	900,577	
13. Permits & Contingency Costs		100,000		
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	1,500,000	1,349,423	1,200,577	
C. EQUIPMENT PURCHASES		300,000	350,000	
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	1,500,000	1,649,423	1,550,577	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,500,000	Jerry Allen	(808) 261-1956	
(b) Pledged Private Gifts	1,649,423	Name (Please type or print)		
(c) Prospective Private Gifts	1,550,577	[Redacted]		
(d)		Phone		
		Date		
		1/29/2009		
TOTAL BUDGET	4,700,000	Jerry Allen, Chairperson		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Pohai Nani 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)
NOT APPLICABLE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -
JUSTIFICATION/COMMENTS:				
NOT APPLICABLE				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Pohai Nani Foundation

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:

NOT APPLICABLE

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

NOT APPLICABLE

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Pohai Nani Foundation

Period: July 1, 2009 to June 30, 2010

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS PLEDGED & 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			100,000			
PROJECT MGMT., PERMITS & ANCILLARY COSTS		100,000				
DESIGN			175,000	250,000	50,000	
CONSTRUCTION	1,249,423		1,225,000	450,000	450,577	
EQUIPMENT	300,000			350,000		
TOTAL:	1,549,423	100,000	1,500,000	1,050,000	500,577	
JUSTIFICATION/COMMENTS:						
Legislature appropriated \$500,000 in A41 SLH 04, and \$500,000 in A160 SLH 06. All funds are now presumed to have lapsed.						

**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.

Pohai Nani Foundation
(Typed Name of Individual or Organization)

Jerry Allen
(Typed Name)

1/29/2009
(Date)

Chairperson
(Title)

Attachment A

IRS Letter of Non-Profit Status

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: FEB 28 2007

Person to Contact:
Tracy Garrigus #31-07307
Toll Free Telephone Number:
877-829-5500
Employer Identification Number:
[REDACTED]

POHAI NANI FOUNDATION
PO BOX 3708
HONOLULU HI 96811-3708

Dear Sir or Madam:

This is in response to your request of January 18, 2007, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in May 1971 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

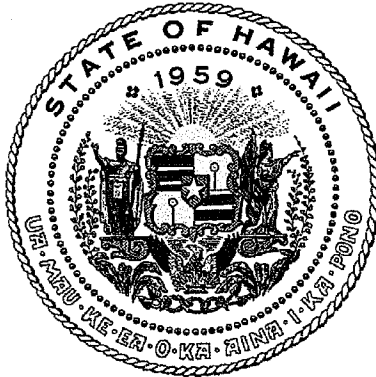
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

[REDACTED]
Cindy Westcott
Manager, Exempt Organizations
Determinations

Attachment B

DCCA Certificate of Good Standing, State of Hawaii



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

POHAI NANI FOUNDATION

was incorporated under the laws of Hawaii on 02/13/1958 ; 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 26, 2009



Director of Commerce and Consumer Affairs

House District _____

Senate District _____

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

Log No: 94-0

For Legislature's Use Only

recla
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 EDUCATION

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Read To Me International Foundation

Dbas:

Street Address: 1833 Kalakaua Avenue, Suite 301

Mailing Address: 1833 Kalakaua Avenue, Ste 301, Honolulu, HI 96815

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LIANE K. AKANA

Title Executive Director

Phone # 808-955-7600

Fax # 808-955-7601

e-mail liane@readtomeintl.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:

RAISING READERS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 275,000

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 \$25,000

FEDERAL \$201,335

COUNTY \$ 0

PRIVATE/OTHER \$25,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

EXECUTIVE DIRECTOR
NAME & TITLE

1/30/09
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;

Read To Me International Foundation (RTMI) is a 501(c)(3) nonprofit organization incorporated in March 1997. Prior to its inception, a partnership was created by the Governor's Council for Literacy and Lifelong Learning and the Rotary Club of Honolulu Sunrise from which a successful statewide multi-media campaign called "Read To Me" was conducted from 1992 through 1994. Its message was simple: "Every child in Hawaii will be read to every day for ten minutes."

As a result of the media efforts, a round table was formed which facilitated and promoted reading activities statewide, including the production of a video and establishing the why's and how-to's of reading aloud; the establishment of read-aloud programs in schools and businesses; presentations in schools, churches and local communities; refurbishment of libraries and book donations to schools, organizations and libraries.

Today, the Foundation continues to promote its mission to share the love and the joy of reading aloud. The Foundation is very much in demand in the community, making presentations at schools, pre-schools, national and local conferences. In addition, it develops and distributes materials and resources that promote reading aloud to children.

Read To Me International's leadership in this area extends beyond Hawaii, its successful multi-media campaigns and programs having been adopted in over a dozen states, plus Canada and Malaysia.

2. The goals and objectives related to the request;

The three goals Read To Me International will accomplish through this proposal are: 1) Increase the awareness of parents and caregivers of the importance of reading aloud. 2) Provide individuals, families, service providers and educators with access to read-aloud resources in their own communities, and finally 3) Ensure Hawaii keiki have access to quality children's books in their own homes.

The objective of this proposal is to equip parents, caregivers and educators with the skills and tools necessary to ensure that every child in Hawaii is read aloud to every day.

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

To be competitive in today's global economy, Hawaii will require a literate and educated workforce. Since 1996, Hawaii has made steady progress in improving the percentage of public elementary school children scoring above average on the SAT reading test. Despite this, only 21.1% of elementary school children scored above average on the SAT reading test—clearly with lots of room for improvement.

Student performance can be traced in part to school readiness. Children who are read aloud to are given a strong foundation for future educational success. Reading aloud helps children develop their language and vocabulary; stimulates imagination, creativity and curiosity; expands attention span; improves critical thinking skills; and promotes social and moral values. Moreover, children who have not already developed some basic literacy practices when they enter school are three to four times more likely to drop out in later years. *National Adult Literacy Survey, 1993*

In a 1985 report by the federal Commission on Reading entitled *Becoming a Nation of Readers*, one finding stood out: "The single most important activity for building the knowledge required for eventual success in reading is reading aloud to children." The Commission on Reading was a two-year undertaking in which experts in reading, learning, and child development examined two decades' worth of reading research and practice. In the simple act of reading to children, the parents and caregivers can build the foundation for their children's educational success.

If children are to excel in school, greater emphasis must be placed on the early years of a child's life, when much of how a child learns is being determined. Research studies on children's brain development point to the critical importance of children's experience during the first few years of life and the long-term effects these experiences have on children's development and learning. Cognitive ability is formed in a child's early years, and interventions that would increase that ability may be most effective at that point." (Pascal D. Forgione, Jr., Ph.D., *The Talking Page Literacy Organization*).

And finally, the only behavior measure that correlates significantly with reading scores is the number of books in the home. An analysis of a national data set of nearly 100,000 United States school children found that access to printed materials--and not poverty--is the "critical variable affecting reading acquisition." *Jeff McQuillan, The Literacy Crisis: False Claims, Real Solutions, 1998.*

4. Describe the target population to be served.

In this proposal, Read To Me International will target parents, educators and children. Special emphasis will be given to title I school districts, at-risk parents such as incarcerated parents, and those families with young children from birth through four years of age.

5. Describe the geographic coverage.

This proposal will impact Hawaii residents on all islands.

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. *Scope of work, tasks and responsibilities.*
2. *Annual timeline*

Goal 1: *Increase the awareness of parents and caregivers of the importance of reading aloud.*

<i>Scope of Work</i>	<i>Tasks and Responsibilities</i>	<i>By When</i>
1. <i>Conduct presentations for parents at neighbor island schools and preschools.</i>	<ul style="list-style-type: none"> - <i>Coordinate community presentations with schools and community groups.</i> - <i>Support volunteer speakers on neighbor islands.</i> 	<i>June 2010</i>
2. <i>Conduct minimum of 15 parent presentations on the importance of reading aloud to children.</i>	<ul style="list-style-type: none"> - <i>Work with schools and programs such as VISTA programs, PCNCs, and GRADS classrooms to schedule presentations</i> 	<i>June 2010</i>
3. <i>Conduct the Read To Me Prison Literacy Program for 80 inmates in state correctional facilities.</i>	<ul style="list-style-type: none"> - <i>Identify and recruit inmates from Women’s Correctional Center, Waiawa Correctional Facility, and Big Island correctional facilities. Program participants will be parents or grandparents of (a) young child(ren).</i> - <i>Educate inmates on the importance of books and reading aloud.</i> - <i>Recruit volunteers to work</i> 	<i>June 2010</i>

	<p><i>with inmates to tape stories on to cassette tapes.</i></p> <ul style="list-style-type: none"> - <i>Distribute at least 3 books and recordings per inmate for the children or grandchildren of the inmates.</i> 	
<p><i>4. Serve 120 Hawaii Inmates in Arizona.</i></p>	<ul style="list-style-type: none"> - <i>Implement federally funded program "Fathers Bridging the Miles" in Eloy, AZ.</i> - <i>Recruit participants. Distribute at least 24 books and CDs per inmate father.</i> 	<p><i>June 2010</i></p>

Goal 2: *Individuals, families, service providers and educators have access to read-aloud resources in their own communities.*

<i>Scope of Work</i>	<i>Tasks and Responsibilities</i>	<i>By When</i>
<p><i>1. Publish three newsletters per year for parents and educators.</i></p>	<ul style="list-style-type: none"> - <i>Conduct regular literature searches on current literacy developments.</i> - <i>Write and edit articles and features for publication.</i> - <i>Design, layout, print and distribute at least 3,300 copies.</i> 	<p><i>August 2009</i> <i>December 2009</i> <i>April 2010</i></p>
<p><i>2. Maintain Read To Me Website to provide information and resources</i></p>	<ul style="list-style-type: none"> - <i>Publicize the website as a resource for information and activities for parents.</i> - <i>Update website regularly.</i> - <i>Post newsletter on the website.</i> - <i>Respond to inquiries and requests received by e-mail.</i> 	<p><i>June 2010</i></p>

Goal 3: *Ensure Hawaii keiki have access to quality children’s books in their own homes*

<p>1. <i>Assume responsibility for Dolly Parton Imagination Library (DPIL) from UH Center on the Family.</i></p>	<p>- <i>Coordinate transfer of responsibilities from UH Center on the Family.</i> - <i>Continue book distribution for pilot sites (Kalihi, South Hilo/Keao, Maui County).</i> - <i>Plan and recruit for statewide expansion of the DPIL.</i></p>	<p><i>May 2010</i></p>
<p>2. <i>Launch Raising Readers, a consolidated program which includes DPIL and complementary literacy activities.</i></p>	<p>- <i>Develop community awareness.</i> - <i>Recruit community partners and organizations.</i> - <i>Develop long-term financial plan.</i></p>	<p><i>June 2010</i></p>

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.

Read To Me International is an outcomes-based program. Program evaluation is ongoing, and quality assurance is and will continue to be maintained through:

- Review of written evaluations of presentations and workshops
- Reviewing program performances monthly
- Providing on-going staff training and development
- Conducting annual financial reviews

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.



Goal 1: Increase the awareness of parents and caregivers of the importance of reading aloud.

Objectives	Outcomes
<p>📖 Educate parents and caregivers of young children on the benefits of reading aloud.</p>	<p>Approximately 1000 parents and caregivers will understand the importance of reading aloud and will read aloud regularly to their children.</p> <p>Children will begin school ready to learn.</p>

Goal 2: Individuals, families, service providers and educators have access to read-aloud resources in their own communities.

<p>Rationale: Each year, the demand for community and school presentations and information increases. There is a need to improve access and community capacity to ensure that all communities benefit from read-aloud resources, particularly rural areas and the neighbor islands.</p>	
Objectives	Outcomes
<p>📖 Publish quarterly newsletter.</p>	<p>Publish three issues of the <i>Read To Me Planet</i> and distribute each issue to at least 3,000 readers.</p>
<p>📖 Provide on-going technical assistance and support to neighbor island volunteers.</p>	<p>Participate in a combination of at least 10 of the following activities, in neighbor island communities:</p> <ul style="list-style-type: none"> - parent presentations - read alouds - educational information distribution at community event
<p>📖 Support community read-aloud projects.</p>	<p>Conduct at least one community read-aloud project.</p>

Goal 3: Ensure Hawaii keiki have access to quality children’s books in their own homes

Rationale: Research has shown that book ownership is directly correlated to literacy levels. Children should have access to books in their own homes regardless of where they live and/or what their family’s economic circumstances are.	
Objectives	Outcomes
 Provide children with quality children’s literature.	Distribute at least 55,000 books to children for them to keep through the Dolly Parton Imagination Library.
	-

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
100,000	75,000	50,00	50,000	275,000

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 budget

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.

Necessary Skills, Abilities, Knowledge and Experience

Read To Me International has a successful record of providing services it is requesting in this proposal. Within the last three years, evidences of RTMI's abilities and experiences include the following:

- **Networking and Creating Partnerships to Share RTMI's Message in Diverse Settings**

- *Currently administering a 5-year Federal grant for \$1.25 million, a partnership effort with the Hawaii Department of Public Safety to serve Hawaii inmate fathers incarcerated in Arizona. RTMI was one of only 50 to receive funds from this particular Federal grant from over 700 applicants.

- *Currently collaborating with the UH Center on the Family and Aloha United Way to expand the Dolly Parton Imagination Library and extend its reach through Raising Readers, a program which will provide new books to children 0-4 years and work with communities to create complementary activities and information for parents.

- *Partnered with Windward Oahu schools, Windward Community College and the PACT-Kaneohe Community Family Center to kick off, then sponsor, the Run and Read for Literacy program, providing opportunities for Windward schools to raise funds since 2004.

- *Implemented a Prison Literacy Program in partnership with the Department of Public Safety on four islands for incarcerated parents , encouraging them to connect with their children through books by recording age-appropriate books onto cassette tapes which are mailed home with the books.

- **Promoting and Creating Awareness on the importance of reading to children**

- *Hosted two-day RTM Conferences at the Hawai'i Convention Center, reaching 550-650 attendees comprising parents, educators, and agencies and organizations working with children.

- *Provided presentations and workshops centered around reading to children at schools, preschools, conferences, and various community sites.

*Participated in community events such events as Children & Youth Day at the State Capitol, Japanese Cultural Center's 'Ohana Festival, and the Hawai'i Book & Music Festival to share information with the community on the importance of reading to children.

- **Developing curricula and materials to support parents, caregivers, teachers and service providers**

*Developed a culturally-appropriate handbook for Fathers Bridging the Miles, a curriculum designed specifically for incarcerated fathers.

*Created 20,000 brochures for schools and preschools entitled *How to Increase Your Child's Brain Power!*, a fun and informative brochure to help parents understand how 10 minutes of reading aloud each day will help a child's brain develop.

*Produced 25,000 bookmarks with artwork by author/illustrator Rosemary Wells on the importance of reading aloud for preschools, elementary schools, and community organizations.

The Read To Me International Foundation has leadership and staff with administrative experience and knowledge about literacy and early childhood issues. It also attends conferences to keep current on research and best practices in the areas of family literacy and early literacy. (See proposed staffing below.)

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.

Read To Me International Foundation is presently located at **1833 Kalakaua Avenue, Suite 301** in Honolulu, Hawaii. This facility meets ADA requirements, offering the following:

- Ramp leading from the parking lot to the lobby/elevator
- Doorways wide enough to accommodate wheelchairs
- Restroom stalls to accommodate the disabled.

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 organization for 2009-2010 comprises the following: President, Executive Director, and Program Director and Community Outreach Director.

The President, who serves in a voluntary capacity, has a 10-year teaching background in English and has provided leadership in the area of literacy for over 20 years. In addition to her role in bringing family literacy programs to the State of Hawaii, she has served on two national boards relating to literacy and has experience in working collaboratively with various stakeholders. The President recently received national certification from the National Center for Family Literacy as a trainer of trainers.

The Executive Director has accrued 20 years experience in program development, policy, and administration. She has an MS degree in public affairs and has State as well as Federal contract management experience. Additionally, she has had over ten years' experience with non-profits and broad experience working statewide with grassroots organizations. She is also a Weinberg Fellow in non-profit management.

The Program Director holds a Master's Degree in Elementary Education and is a DOE certified teacher. She also has over 15 years of experience working with family literacy and Even Start sites and is a nationally certified trainer in family literacy.

The Community Outreach Director holds a BA in Theatre and has a broad and extensive background working in both non-profits and commercial/retail entities. She also has over five years experience working closely with authors, schools and the community.

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.

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.

There is no pending litigation to which Read To Me International Foundation is a party, nor is it subject to 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.

There are no special qualifications which Read To Me International possesses which are relevant tot his request.

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

Applicant: Read To Me International

BUDGET CATEGORIES	Total State Funds Requested (a)	Federal (b)	(c)	Other Funds (d)
A. PERSONNEL COST				
1. Salaries	91508	78,265		23,626
2. Payroll Taxes & Assessments	13727	24,514		28,126
3. Fringe Benefits	4,765	11,025		13,634
TOTAL PERSONNEL COST	110,000	113,804		65,386
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,250			50
2. Insurance	500	2,500		2,500
3. Lease/Rental of Equipment	2,500			560
4. Lease/Rental of Space	25,000			2,700
5. Staff Training				
6. Supplies		7,600		1,850
7. Telecommunication	3,000	5,040		360
8. Utilities				456
9. Books	119,000	27,000		15,300
10. Resource Materials	5,000	5,000		500
11. Conference Fees	300			
12. Advertising	450			300
13. Printing	5,000			15,000
14. Postage		14,695		5,750
15. Travel - (Out-of-state)		57,781		2,000
16. Contract (Parenting Instruction)		14,400		
17. Contract (Accounting)		2,000		2,700
18. Other Prog Exp		180		18,330
19				
20				
TOTAL OTHER CURRENT EXPENSES	163,000	136,196		68,356
C. EQUIPMENT PURCHASES	2,000			1,200
D. MOTOR VEHICLE PURCHASES	0			0
E. CAPITAL	0			0
TOTAL (A+B+C+D+E)	275,000	250,000		134,942
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	275,000	Liane K. Akana 955-7600		
(b) Federal	250,000	Name (Please type or print) Phone		
(c)		39,476		
(d) Other funds	134,942	Signature of Authorized Official Date		
TOTAL BUDGET	659,942	Liane K. Akana, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Read To Me International

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	1	\$51,818.00	100.00%	\$ 51,818.00
Community Outreach Director	1	\$39,690.00	100.00%	\$ 39,690.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				91,508.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Read To Me International Foundatio Period: July 1, 2009 to June 30, 2010

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	1.00	\$2,000.00	\$ 2,000.00	2000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 2,000.00	0

JUSTIFICATION/COMMENTS:

Computer will be used exclusively to store and maintain Dolly Parton Imagination Library participant information

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Read To Me International

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	2000	0	0	0
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						

**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.

Read To Me International Foundation

(Typed Name of Individual or Organization)



(Signature)

1/30/09

(Date)

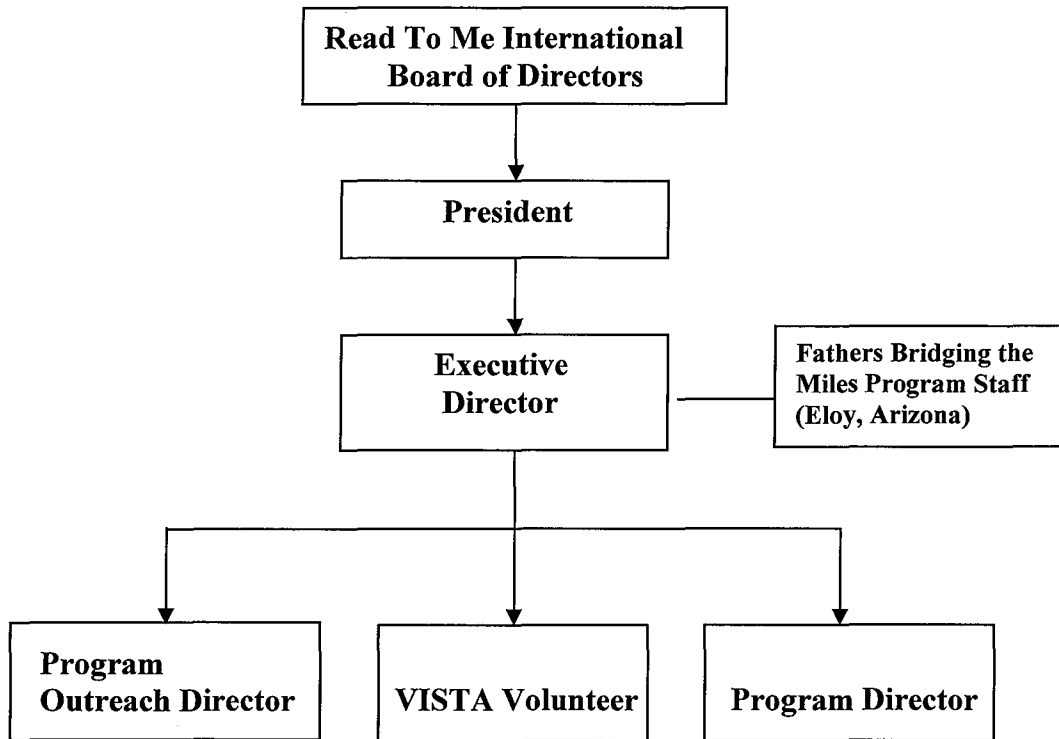
Liane K. Akana

(Typed Name)

Executive Director

(Title)

**Read To Me International
Organization Chart
2008 - 2009**



RTM BOD Budget 09-10 by funding Source

	Pizza Hut	State of Hawaii	Fatherhood Grant	Other Grants	Unrestricted	TOTAL
Salaries/Fringe	28,000	110,000	113,804		37,386	289,190
NI Airfare		2250			50	2,300
Out-of-State Airfare			20,800		2,000	22,800
Hotel	900		22,776			23,676
Per Diem	195		7,085			7,280
Car Rental	300		7,120	80	395	7,895
Mileage	500					500
Contract Services			14,400		2,700	17,100
Equipment/Furniture	1,200	2,000				3,200
Accounting/Audit	5,000		2,000			7,000
D & O Insurance					1,800	1,800
Other Insurance	2,500	500	2,500			5,500
Equipment/ Lease	560	2,500				3,060
Shipping/Postage	5,100		14,695		650	20,445
Meetings					1,250	1,250
Pub/Printing	13,000	5,000			2,000	20,000
Advertising		450		300		750
Repair Maint	1,200					1,200
Staff Dev	1,200					1,200
Subscript/Membership	250					250
Conference Fees		300				300
Books	2,300	119,000	27,000	13,000		161,300
Resource Materials		5,000	5,000		500	10,500
Project Development						0
Supplies	1,000		7,600		850	9,450
Parking	2,770					2,770
Office Rent	4,000	25000			1,000	30,000
Utilities	456					456
Telephone		3000	1,800			4,800
Cable - Video Conf.			3,000			3,000
Internet	360		240			600
Other Program Exp.			180	190		370
TOTAL	70,791	275,000	250,000	13,570	50,581	659,942

1/30/2009

C:\Documents and Settings\Administrator\My Documents\RTM Budget\RTM ROD Budget 09-10 by funding Source

	Operations	Community Event	Presentations	Newsletter	Arizona FBM	Prison Project	Raising Readers	TOTAL
Salaries/Fringe	131,386				113,804		44,000	289,190
NI Airfare			800				1,500	2,300
Out-of-State Airfare					20,800		2,000	22,800
Hotel					22,776		900	23,676
Per Diem			195		7,085			7,280
Car Rental			250		7,120		525	7,895
Mileage	500							500
Contract Services	1,500			1,200	14,400			17,100
Equipment/Furniture	1,200						2,000	3,200
Accounting/Audit	5,000				2,000			7,000
D & O Insurance	1,800							1,800
Other Insurance	3,000				2,500			5,500
Equipment/ Lease	3,060							3,060
Shipping/Postage	750			2,000	14,695	3,000		20,445
Meetings	1,250							1,250
Pub/Printing			2,000	12,000			6,000	20,000
Advertising	750							750
Repair Maint	1,200							1,200
Staff Dev	1,200							1,200
Subscript/Membership	250							250
Conference Fees							300	300
Books			2,300		27,000	4,000	128,000	161,300
Resource Materials			500		5,000		5,000	10,500
Project Development	0							0
Supplies	1,000	250	600		7,600			9,450
Parking	2,770							2,770
Office Rent	30,000							30,000
Utilities	456							456
Telephone	3,000				1,800			4,800
Cable - Video Conf.					3,000			3,000
Internet	360				240			600
Other Prog Expenses		190			180			370
TOTAL	190,432	440	6,645	15,200	250,000	7,000	190,225	659,942

House District 42nd

Senate District 20th

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

Log No: 97-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 OF HAWAII DEPARTMENT OF HEALTH
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN) _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Sutter Health Pacific

Dbas: Kāhi Mōhala

Street Address: 91-2301 Old Fort Weaver Road, Ewa Beach, HI 96706

Mailing Address: same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Leonard Ličina

Title Chief Executive Officer

Phone # 677-2503

Fax # 677-2570

e-mail licinal@kahi.org

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Renovation of existing *Lokelani* inpatient unit on campus for our acute and continuing treatment inpatient population, many of whom are referred by the State of Hawaii Department of Child and Adolescent (CAMHD) program.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 200,000

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 \$ 100,000

VE:

AUTHORIZED SIGNATURE

Leonard Ličina, Chief Executive Officer
NAME & TITLE

1-29-09

DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

1. Brief Description Of The Applicant's Background

Established in 1983, Kāhi Mōhala's campus style 88-bed facility remains Hawai'i's only freestanding, *not-for-profit* psychiatric hospital. Located in a park-like setting in Ewa Beach, the buildings and grounds offer a complete therapeutic environment with an emphasis on patient safety and security. For the past 25 years, Kāhi Mōhala has provided the residents of Hawai'i and referrals from around the Pacific Rim, with quality behavioral health care. If it were not for the presence of Kāhi Mōhala, children, adolescents and adults with mental health challenges would not receive the specialized health care they need in their own community.

Kāhi Mōhala provides therapeutic inpatient programs for children, adolescents and adults who are in need of acute care, as well as for those who require case management for a longer period of time. Annually the hospital serves approximately 750 patients from O'ahu and those referred from the Neighbor Islands, including Maui County, Kauai and the Big Island, where behavioral health care services are practically nonexistent.

Kāhi Mōhala is dedicated to caring for people in need by providing innovative, quality and effective behavioral health services. The heart of Kāhi Mōhala's philosophy of care is to improve the overall quality of life for our patients. Comprehensive treatment programs incorporate cognitive-behavioral techniques that include individual, group and family-centered approaches to therapy. Ultimately, this will mean greater accessibility to enhanced behavioral health care services in our community.

2. Goals And Objectives Related To The Request

Kāhi Mōhala Behavioral Health seeks the Legislature's commitment to improving our hospital's vital services for children and adolescents with a one-year Grant-in-Aid Request for \$200,000. This critical funding will ensure that the hospital can repair and renovate inpatient facilities at *Lokelani*, our residential 32-bed acute care unit for young patients.

Kāhi Mōhala has an outstanding comprehensive therapeutic inpatient care program specifically for children (ages 3-12) and teens (ages 13-17) who receive acute treatment at the hospital and when necessary, for an extended period of time. Kāhi Mōhala staff work closely with youthful patients and their families to support personal growth and behavioral change so that individuals can reach their full potential and successfully integrate into home and school.



Community Based, Not For Profit

The inpatient and partial hospitalization program (PHP) strives to teach children and adolescents developmental skills for containing anxiety and coping with adversity. As part of the therapeutic process, patients receive nurturing group experiences to promote their personal growth. Our goal is to find the least restrictive environment for our patients, where they can grow, learn, thrive and contribute to society to the best of their ability, independent of institutionalized constraints.

However, successful experiential therapy for our young patients is dependent upon access to an environment safe enough to precipitate behavioral change.

The environmental quality of the physical operating plant is inextricably linked to the ability to provide quality health care services for our patients. Over the past several years the hospital buildings and units have fallen into significant disrepair. As a not-for-profit organization, net operating revenue over the last few years has been marginal to non-existent, precluding sufficient resources for renovations to the inpatient units and other campus programming areas. Kāhi Mōhala has invested most of its limited capital in roofing, flooring and security doors in common areas that directly address the most basic safety and security issues.

Without well-maintained child, adolescent and adult treatment facilities on campus, which comply with state and national hospital accreditation standards, the hospital could be unable to deliver the level of care for our patients, consistent with our program service goals.

The *Lokelani* capital renovation project will significantly improve the safety, efficiency and environmental quality of this busy treatment unit on campus for our child and adolescent acute care, continuing inpatient and PHP populations. The renovation will enhance treatment options for our inpatients and alleviate concerns about patient security and privacy. The long term project goal is an improved therapeutic environment at the hospital that increases the options for recovery, empowers young mentally ill patients to self-manage their lives, and decreases the need for costly chronic institutionalization.

3. Public Purpose And Need To Be Served

Kāhi Mōhala works with the State Department of Health Adult Mental Health Division (AMHD) and Child and Adolescent Mental Health Division (CAMHD) programs to provide cost efficient programs and services, which help alleviate overcrowding at the Hawai'i State Hospital in Kaneohe, and other facilities on other islands. Kāhi Mōhala provides effective behavioral health care to stabilize patients and graduate them to transitional programs that support mainstream independent living in the community.

In the process, Kāhi Mōhala's health care services and programs save taxpayers hundreds of thousands of dollars in lessening the need for chronic institutionalization.



Community Based, Not For Profit

Kāhi Mōhala plays a critical role in the statewide safety net by caring for patients when they become so dangerous to themselves and threatening to others that acute care is required. Statistically, nearly one in ten adults experience some type of mental illness. It is estimated that more than 20 percent of those under the age of 18 nationally suffer from mental health issues, with even greater prevalence in Hawai'i due to methamphetamine co-morbidity.

Adolescents who have emotional or mental health problems, such as depression, are at increased health risk because even casual use of potent substances such as heroin, cocaine or methamphetamine can cause severe medical problems including overdose or brain damage. Mental illness compounded by substance abuse can increase risk-taking behaviors with serious consequences. Alcohol and drug abuse is a leading cause of teen death or injury related to car accidents, suicides, and other forms of violence. Adolescent substance abuse can also have a negative impact on self-esteem, relationship skills, physical and emotional independence, or even the ability to hold a job.

The recently published State Department of Health survey confirms that compared with students nationally, Hawai'i's youth are at greater risk for suicide. Suicides are the leading cause of all injury deaths in Hawai'i, with an average of 120 a year from 2003 to 2007. Of these, 75% had a history of mental illness.

The impact of mental health disorders on the community and the workforce is significant:

- ◆ The burden of mental illness on our society is second only to cardiovascular conditions in terms of Disability Adjusted Life Years (DALYs are calculated as the years of life lost to premature death and years lived with a disability).
- ◆ Major depression is equivalent to the burden of blindness or paraplegia and ranks second only to ischemic heart disease in the magnitude of disease burden.
- ◆ Psychosis is equivalent to the burden of quadriplegia.
- ◆ The combined indirect and direct costs of mental illness, including costs of lost productivity, lost earnings due to illness, and social costs are estimated to total at least \$113 billion annually.
- ◆ Clinical depression alone costs the U.S. \$43.7 billion annually, including workplace costs for absenteeism and lost productivity (\$23.8 billion), direct costs for treatment and rehabilitation (\$12.4 billion), and lost earning due to depression-induced suicides (\$7.5 billion).
- ◆ Healthcare costs of untreated persons who suffer from alcoholic and drug addiction are 100 percent higher than those who receive treatment.

Community Based, Not For Profit

Kāhi Mōhala has been instrumental in providing alternative placement in a safe facility with effective and innovative behavioral health care programming. Treatment at Kāhi Mōhala is predicated on the concept of “recovery” from mental illness.

Our therapeutic staff is painstaking in their efforts to support our patient population in taking responsibility for behavioral health issues that require active management on their part instead of full dependence on others. By teaching our patients skills to become adept in examining how their personal choices affect their quality of life, and in learning to minimize the effects of self-defeating behaviors such as substance abuse, hospital patients learn to improve the quality of their own lives.

Community Benefits

Kāhi Mōhala provides community benefit services for the poor and underserved including health care services for persons who cannot afford health care because of inadequate resources and who are uninsured or underinsured. In addition, Kāhi Mōhala bears the unpaid costs of the gaps in reimbursement of public health care programs by treating QUEST (Hawai‘i), Medicare, Medicaid and indigent beneficiaries. At Kāhi Mōhala, treatment programs are responsive to compelling needs in the community and our door is always open to everyone, regardless of race, religion or socio-economic status.

Benefits for the broader community include unpaid costs of providing the following direct and indirect health care services: treating the elderly, health screenings and other health-related services, training health professionals, educating the community with various seminars and classes, the cost of performing medical research and the costs associated with providing free clinics and community services. Also included are contributions Kāhi Mōhala makes to community agencies by providing meeting space and support for charitable activities.

Health care insurance providers compute un-reimbursement in health care cost based on actual cost to provide hospital services in relation the level of reimbursement of charges. It also includes the cost of other services for indigent populations, and cash donations on behalf of the poor and needy.

In the Hawaiian Islands, the demand for quality inpatient services for seriously mental ill and dually diagnosed forensically involved inpatients continues to grow. Hawai‘i State Hospital has made tremendous gains in the past five years in providing individualized programming so that patients can “graduate” from institutionalized care to community-based services. Nonetheless, the numbers of patients continues to overwhelm mental health bed availability in the community, creating a backlog of patients who cannot access the appropriate hospital-based services and thereby wind up homeless or languishing in correctional institutions.

As a result, forensic patients are not getting the treatment and rehabilitation necessary for release from the state hospital. Both lawmakers and mental-health workers have questioned whether the community had adequate facilities and services to meet the needs of the state hospital's patients.

Community Based, Not For Profit

Under the Health Department proposal, acute care patients -- those needing the most care -- would be treated at private hospitals that have psychiatric beds. On O'ahu, Kāhi Mōhala, is the only private, free-standing, not-for-profit hospital offering quality acute and continued inpatient care treatment for children, adolescents and adults.

Over the years Kāhi Mōhala has accepted many patients from Hawai'i State Hospital. Where concern over providing adequate levels of support for those who leave the state hospital is an issue, Kāhi Mōhala is uniquely suited to match appropriate services with the patient in a therapeutic care setting. Where payment for care is an issue, Medicare coverage is available and most of the state's Quest health care program patients would be eligible.

Quantifiable Community Benefits

As an affiliate of the Sutter Health system, Kāhi Mōhala is connected to one of the nation's leading not-for-profit systems of community-based health care networks. We are dedicated to the not-for-profit model of health care and believe it represents the best approach for assisting the people we serve.

Revenue remaining after operating expenses have been met is reinvested in identifying community health care concerns and addressing them. We believe in partnerships within the local community, unlike investor-owned, health systems that have a financial disincentive to avoid caring for uninsured and underinsured clients, and hard-to-serve populations including "undesirable" geographic areas.

We share our expertise and resources to advance quality of care. Our local volunteer board members are actively involved in the community to help provide us with the best guidance to meet changing needs of the communities we serve.

Total Quantifiable Community Benefits provided by Kāhi Mōhala Behavioral (in thousands) are as follows:

FY2003 - \$927 K
FY2004 - \$494 K
FY2005 - \$500 K
FY2006 - \$402 K
FY2007 - \$942 K

Five year Total \$3.265 M (averaging \$653 K annually)

4. Description Of The Target Population To Be Served

Kāhi Mōhala provides specialized care and behavioral health treatment for children (ages 3-12), adolescents (ages 13-17), and adults (18+) with psychiatric disorders, including those compounded by substance abuse. Over the course of time, Kāhi has worked closely with the Department of Health (DOH), the Adult Mental Health Division (AMHD), and patients referred from the State of Hawai'i Child and Adolescent Mental Health Division (CAMHD), to ensure that the state has the capacity to serve its most seriously mentally ill patients.

Community Based, Not For Profit

Funding from this Grant-in-Aid will serve nearly 500 children and adolescents annually who are referred to the hospital on an inpatient and PHP basis. With 32 child and adolescent beds in the *Lokelani* unit and partial programs in place, at any given time, there are 16 – 20 child and adolescent inpatients in acute and continuing treatment on campus.

Although the majority of our youthful patients suffer from depression or bipolar disorder, we also treat patients for anxiety, suicidal episodes, psychotic disorders, eating disorders, Post Traumatic Stress Disorder (PTSD), Attention Deficit Hyperactivity Disorder (ADD/ADHD) and dual diagnosis mental disorders. These patients frequently exhibit multiple needs that impair family relations, education and social functioning to such a degree that they cannot be effectively treated at a lower level of care.

During treatment, children and adolescents remain connected to their families. Family therapy is an essential component of inpatient treatment, and every effort is made to facilitate this for both O‘ahu and Neighbor Island families. The program provides quality behavioral therapy and transition planning to ensure seamless re-integration back to the community, in the least restrictive setting at the earliest opportunity, for home and school success.

5. Geographic Coverage

For the past 25 years, Kāhi Mōhala has served the residents of Hawai‘i, and referrals from around the Pacific Rim, with quality behavioral healthcare. Our highly skilled behavioral health practitioners work closely with the courts and other mental health caregivers. Cooperative referrals insure that residents of the Neighbor Islands are effectively treated and presented with the option of returning home as quickly as possible.

If it were not for the presence of Kāhi Mōhala in West O‘ahu, many children, adolescents and adults with behavioral health disorders would not receive the specialized health care they need in their own state. It is very likely that patients would be required to seek health care services at a distant location on the mainland, or be inappropriately incarcerated in the public safety or juvenile justice systems.

The geographic distribution of our patients closely matches the demographics of the general population of the state.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

The scope of work to the *Lokelani* A and B units includes extensive renovations in the common areas, which are in constant use 24/7 by patients and staff, the 16 patient bedrooms, and four shared patient bathrooms. The renovations will be grouped and prioritized to assure timely response to any regulatory compliance recommendations and patient safety related renovations first.



Community Based, Not For Profit

The facilities management staff at Kāhi Mōhala has identified the scope of work as follows:

Common areas

Nursing Station and Day Area custom built-in cabinets

Day area Flooring

Ohana Room upgrades (3 rooms - flooring, furnishings)

Unit Kitchens (2 units – cabinets, doors, laundry, lighting)

Unit Entry Lobby (2 units – cabinets, flooring)

Medication Room (cabinets, flooring, lighting)

Creation of outside recreation area with security fencing

Patient bedrooms/bathrooms

Bathroom Renovations (4)

Patient Room upgrades (16 rooms - flooring, beds, desk/wall units, windows, safety lighting)

All of the renovation work will be supervised by Kāhi Mōhala facilities management staff and subcontracted to local vendors for specific project areas. By lining up project vendors, sub-contractors and cost estimates well in advance, and by creating a timeline for project benchmarks and completion dates, the project manager will be able to accomplish the most vital repairs and maximize economies of scale with the least disruption to the patients.

2. Projected Annual Timeline

The common area renovations can likely be accomplished within a one-year time frame from the date initial funding is received. The patient bedroom/bathrooms will require additional funding in FY2010 and an additional 12 months to complete.

Estimated project bidding and purchasing: July – September 2009.

Project construction and completion: September 2009 – July 2010.

3. Quality Assurance and Evaluation

The Board of Trustees of Kāhi Mōhala Behavioral Health is ultimately responsible for quality assurance and evaluation. In addition, the facilities manager for the hospital will oversee all aspects of the renovation projects with periodic review in consultation with the CEO and the administrative leadership team.

Project plans with timelines and designated responsible individuals will be developed, monitored and evaluated by the CEO and the administrative leadership team on a monthly basis, with corrective actions as needed to ensure compliance.

4. List the measure(s) of effectiveness

Project effectiveness will be measured for timeliness, cost effectiveness and quality of renovation work.



III. Financial

Budget

1. The estimated cost of all renovations to the *Lokelani* A and B units is \$492,000. In the first quarter of 2009, we will launch a \$100,000 capital fundraising effort (\$50,000 from local private sources with a \$50,000 matching grant from Sutter Health) for the *Lokelani* renovation to leverage this request for GIA support.

Please see Attachment A for the detailed cost of this \$200,000 request (4 budget pages).

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
\$25,000	\$75,000	\$50,000	\$50,000	\$200,000

3. Please see Attachment B for the listing of all other potential funding sources for fiscal year 2009-2010.

IV. Experience and Capability

A. Necessary Skills and Experience

Kāhi Mōhala is a certified Medicare provider and certified by Tricare for child and adolescent residential treatment and partial hospitalization. Kāhi Mōhala is the first hospital-based center for psychiatry in Hawai'i to provide services for the military in the Pacific Rim. In addition, Kāhi Mōhala is fully accredited by The Joint Commission (formerly JCAHO, the Joint Commission on Accreditation of Healthcare Organizations), certified by the Center for Medicare Services (CMS), and licensed by the State of Hawai'i. Kāhi Mōhala is the only freestanding, not-for-profit, licensed center for psychiatry in Hawai'i specializing exclusively in behavioral health care.

Kāhi Mōhala specializes in comprehensive treatment programs for children (ages 3-12), adolescents (ages 13-17) and adults (age 18+) offering specialized treatment plans for:

- Depression, Bipolar and other Mood Disorders
- Eating Disorders
- Anxiety Disorders
- Suicidal Ideation
- Post Traumatic Stress Disorder (PTSD)
- Psychotic Disorders
- Substance-related Disorders
- Oppositional Defiant Disorders
- Attention Deficit Hyperactivity Disorder (ADD/ADHD)
- Marital Conflict
- Family Conflict



Kāhi Mōhala
Behavioral Health

A Sutter Health Affiliate

Community Based, Not For Profit

Kāhi Mōhala's medical team of behavioral health care experts specializes in clinical assessments, psychological testing, individualized evaluation, substance abuse recovery, comprehensive treatment programs, cognitive-behavioral therapies, individual, group and family-centered therapy programs, and psychiatric medical evaluation and management.

Kāhi Mōhala's Care Pathway (see Attachment C) specifies the flow of all patients admitted for inpatient services.

Once referred and deemed appropriate for hospital-based care, patients are placed on an acute or continuing inpatient unit based on acuity and risk of harm. Patients requiring this level of care often have issues and persistent patterns of behavior that cannot be successfully treated in community-based outpatient programs or in partial hospitalization.

Comprehensive treatment is available that may combine a range of options from supervised inpatient care and medical treatment to educational programs.

Related projects or contracts for the most recent three years that are pertinent to the request:

Within the past 3 years, close to \$1 million in capital improvements have been completed under the supervision of the facilities management staff at Kāhi Mōhala including a new roof coating on all five buildings on campus, repairs and resurfacing of the parking lot, renovations for an Electro-Convulsive Therapy (ECT) suite, acquisition and installation of medical technical equipment to support ECT, installation of new fire doors and emergency lighting on campus.

In 2007 Phase I renovations to the *Lokelani* unit were completed with \$90,000 in capital funding provided by five Hawai'i private family foundations and the Kāhi Mōhala Board of Trustees. The project included installation of one nursing station with custom cabinetwork and new flooring for safety and efficiency; partial tile work and basic repairs to boys' and girls' showers and bathrooms; acquisition and installation of appropriate dayroom furniture in common areas in the unit; and repair and replacement of lanai screen doors in the courtyard of the residence.

In 2008 Phase I renovations to the *Mokihana* acute adult inpatient care unit were completed with capital funding from the Legislature's \$150,000 CIP 07-113 appropriation. The project included construction of two secured nursing stations with built-in cabinets, new lighting, carpeting, electrical and IT wiring; window tinting behind the new nursing stations; new carpeting to the common day areas and hallways; and complete replacement of the window screen wall and framework between the patient units and the lanais.

B. Facilities

Kāhi Mōhala is located on 14.5 acres in Ewa Beach consisting of five buildings and one modular building for a total of 64,000 square feet.



Built in 1982, the facility has been in continuous use for 25 years in providing inpatient and outpatient services for the people of Hawai‘i. Located in a park-like setting in Ewa Beach, the buildings and grounds offer a complete therapeutic environment with an emphasis on patient safety and security. Inpatient treatment units on campus are designated as follows:

Children (age 3-12) and Adolescents (age 13-17)	Adults (18+)
<u>Lokelani A Unit</u> 16 Inpatients - Child & Adolescent Acute Treatment Program	<u>Lehua A Unit</u> 16 Inpatients - Adult Acute Inpatient Program
<u>Lokelani B Unit</u> 16 Inpatients - Child & Adolescent Continued Treatment Program	<u>Lehua B Unit</u> Formerly for adult acute stabilization patients. Currently used for staff training.
	<u>Mokihana A and B Unit</u> 32 Inpatients - Adult Continued Treatment Program

The facilities have ADA access. A new ADA-compliant bathroom for the *Lehua* A Unit will be completed by March 31, 2009. This capital project is made possible with a \$25,000 grant from a private foundation, the G.N. Wilcox Trust.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The on-site facilities manager will oversee and assure quality of construction, code compliance, and Interim Life Safety Measures (ILSM) when applicable for the projected duration of these capital renovations to the *Lokelani* inpatient units on campus. Contractors will provide all necessary labor and personnel under the supervision of Kāhi Mōhala’s project manager. All workers on site will complete Kāhi Mōhala’s “Vendor Orientation Packet” prior to start of work. Contractors and vendors will be chosen based on professional qualifications, competencies and referrals, and will be subject to a competitive bidding process.

B. Organization Chart

Please see Attachment D.

VI. Other

A. Litigation

There are no litigation or outstanding judgments against Kāhi Mōhala Behavioral Health.

B. Licensure or Accreditation


Kāhi Mōhala Behavioral Health operates 88 acute inpatient beds that are licensed by the State of Hawai‘i, Department of Health. Kāhi Mōhala (KMBH) is fully accredited by The Joint Commission (formerly the Joint Commission Accreditation of Healthcare Organizations – JCAHO) under two sets of standards: The Hospital Standards Manual and the Behavioral Health Care Manual. Kāhi Mōhala is the first hospital-based center for psychiatry in Hawai‘ito provide services for the military in the Pacific Rim. As such, KMBH is a certified provider by TriCare for inpatient, residential and partial hospitalization services. In addition, Kāhi Mōhala is certified by the Center for Medicare and Medicaid Services (CMS) with fully certified child and adolescent inpatient treatment and partial hospitalization programs. Kāhi Mōhala is also a member in good standing of the American Hospital Association (AHA) and National Association of Rural Mental Health (NARMH).

ATTACHMENTS

- ATTACHMENT A – CAPITAL PROJECT BUDGET JUSTIFICATION (4 pages)
- ATTACHMENT B – ALL OTHER POTENTIAL FUNDING SOURCES LISTING FOR FY2009-2010.
- ATTACHMENT C – CARE PATHWAY FOR HOSPITAL-BASED RESIDENTIAL TREATMENT
- ATTACHMENT D – KĀHI MŌHALA ORGANIZATION CHART
- KĀHI MŌHALA BOARD OF DIRECTORS
- KĀHI MŌHALA HISTORY
- KĀHI MŌHALA SERVICES OVERVIEW
- IRS 501 (c)(3) NON-PROFIT DETERMINATION LETTER
- KĀHI MŌHALA CAMPUS MAP AND PHOTOGRAPHS

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

Applicant: Sutter Health Pacific dba Kāhi Mōhala

BUDGET CATEGORIES	Total State Funds Requested (a)	Private Funding (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	200,000	100,000		
TOTAL (A+B+C+D+E)	300,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Rose Choy, CFO	671-8511 x 2508	
(b) Private Funding	100,000	Name 	Phone	
(c)			1-29-09	
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	300,000	Leonard Ličina, Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Sutter Health Pacific dba Kāhi Mōhala

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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Sutter Health Pacific dba Kāhi Mōhala 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: Sutter Health Pacific dba Kāhi Mōhā

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	1000					
LAND ACQUISITION						
DESIGN	1000					
CONSTRUCTION	147000	200000	200000	100000	192000	
EQUIPMENT	1000					
TOTAL:	150000	200000	200,000	100,000	192,000	
JUSTIFICATION/COMMENTS:						
Prior GIA funding was only for other capital projects: \$150,000 approved 7/10/06, released FY07-08; \$200,000 approved 7/08, pending release.						

**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.

Sutter Health Pacific dba Kāhi Mōhala Behavioral Health

(Typed Name of Individual or Organization)


(Signature)
Leonard Ličina

(Typed Name)

1-29-09

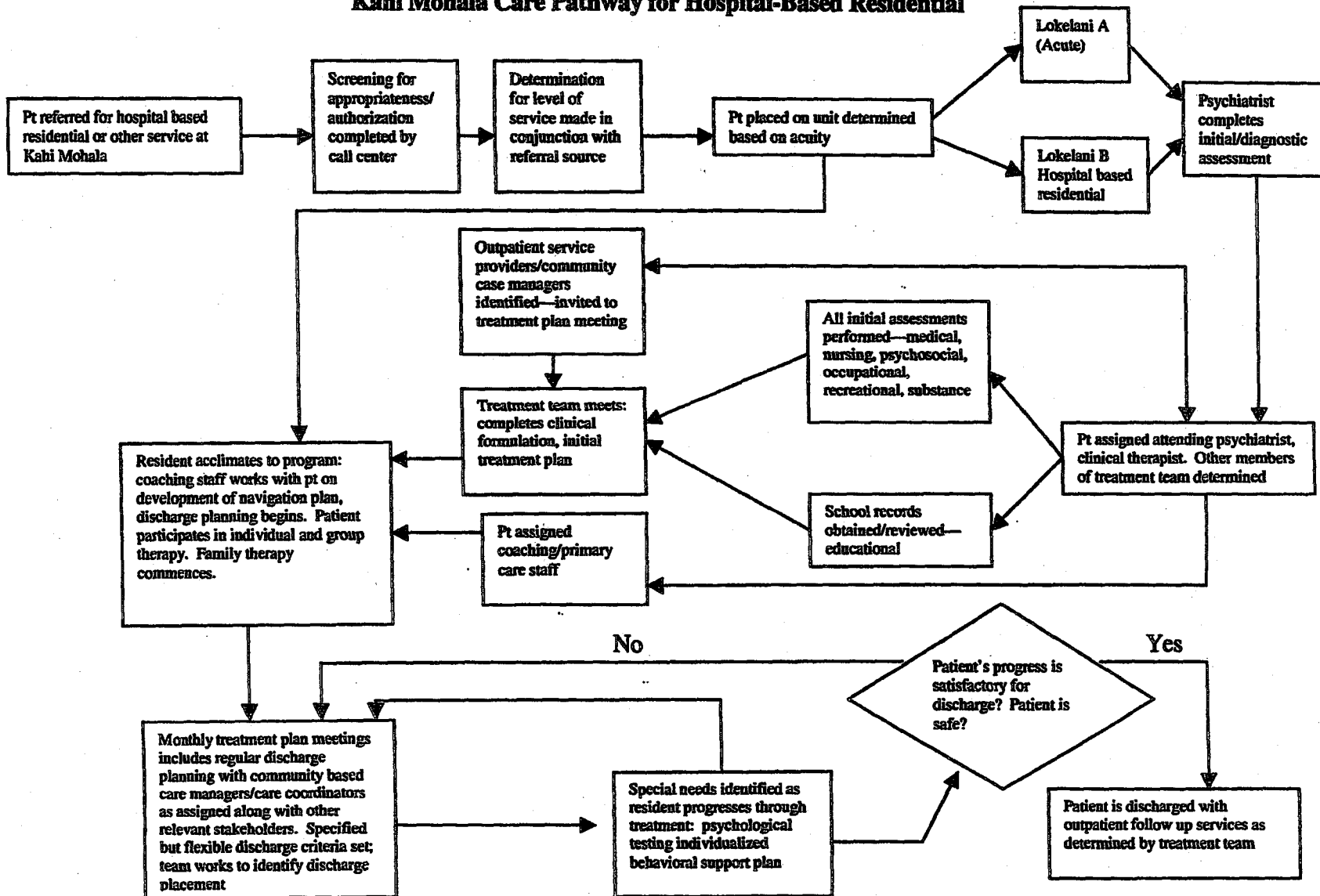
(Date)
Chief Executive Officer

(Title)

ATTACHMENT B

Kāhi Mōhala Behavioral Health		
Lokelani Renovation Project		
All Other Potential Funding Sources		
INCOME		
Private Foundations	\$	40,000
Individuals and Businesses	\$	10,000
Sutter Matching Challenge Grant	\$	50,000
Legislative Grant in Aid	\$	200,000
Other Public and Private Resources (FY2010)	\$	192,000
TOTAL INCOME	\$	492,000
EXPENSES		
<u>COMMON AREAS (Phase II)</u>		
Nursing Station and Day Area cabinets	\$	80,000
Unit Kitchens (2 units – cabinets, doors, laundry, lighting)	\$	46,000
Outdoor recreation area and security fence	\$	40,000
Unit Entry Lobby (2 units - cabinets, flooring)	\$	20,000
Ohana Room upgrades (3 rooms - flooring, furnishings)	\$	18,000
Day Area Flooring	\$	12,000
Medication Room (cabinets, flooring, lighting)	\$	10,000
<u>PATIENT ROOMS AND BATHROOMS (Phase III)</u>		
Patient bedroom upgrades (16 rooms)	\$	176,000
Flooring, beds, desk/wall units, windows, safety lighting		
Bathroom Renovations (4)	\$	90,000
TOTAL EXPENSE	\$	492,000

Kahi Mohala Care Pathway for Hospital-Based Residential

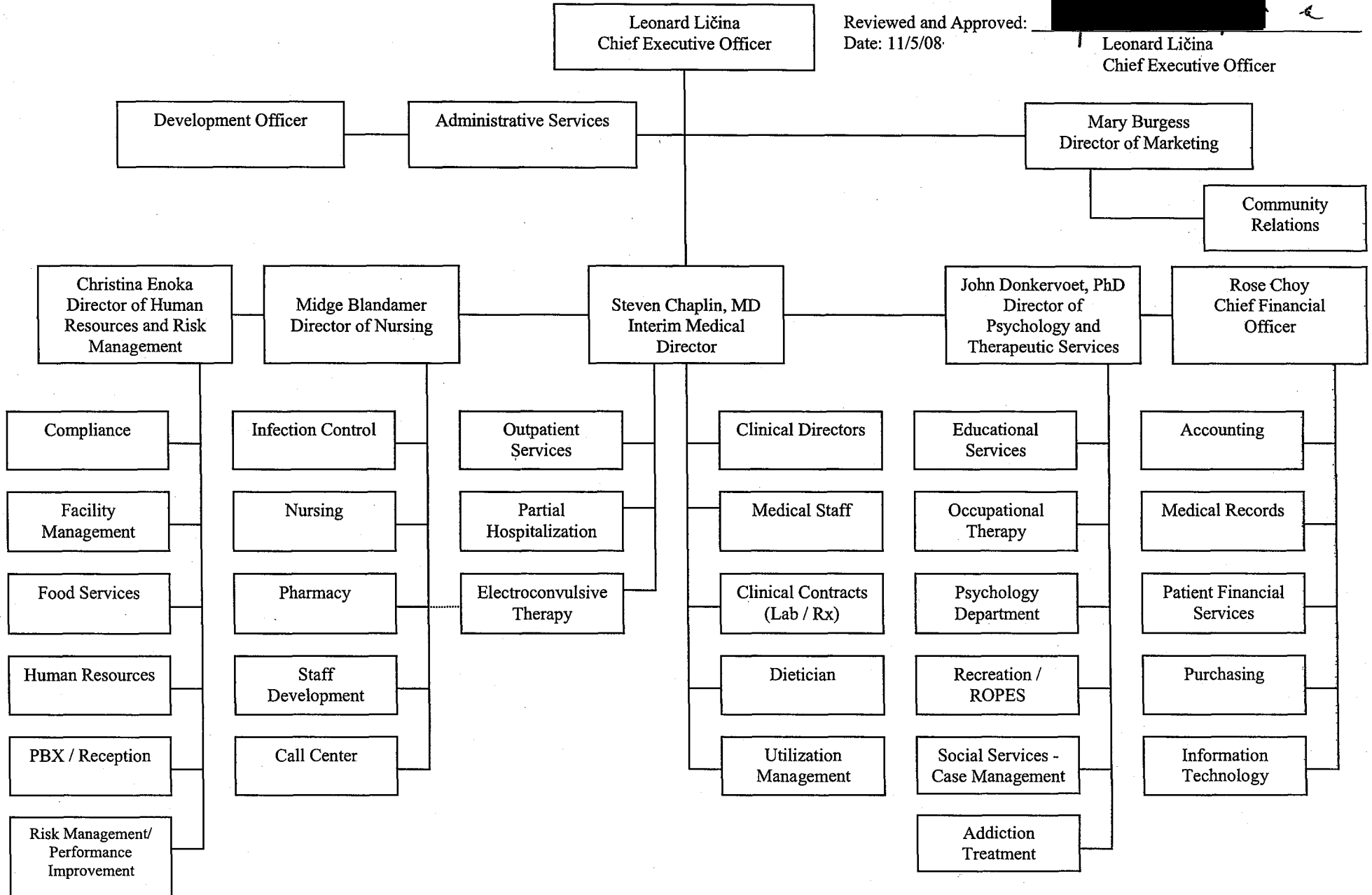


KĀHI MŌHALA ORGANIZATION CHART

Leonard Ličina
Chief Executive Officer

Reviewed and Approved:
Date: 11/5/08

Leonard Ličina
Chief Executive Officer



Sutter Health Pacific dba Kāhi Mōhala
Board of Trustees
2009

<p>Robert A. Alm Executive Vice President Hawaiian Electric Company, Inc. 900 Richards St., #403 Honolulu, HI 96813 Ph: (808) 543-7650 Fax: (808) 543-7652 email: robbie.alm@heco.com</p>	<p>J. Kuhio Asam, M.D. Retired Physician 1288 Ala Moana Boulevard #13-A Honolulu, HI 96814 Ph: (808) 591-0011 Email: kuhio@myhokua.com</p>
<p>Dianne W. Brookins Shareholder and Director Alston, Hunt, Floyd & Ing, Attorneys 1001 Bishop Street 1800 (ASB) Tower Honolulu, HI 96813 Ph: (808) 524-1800 Fax: (808) 524-4591 email: dbrookins@ahfi.com</p>	<p>David Hudson (Finance Chair) Sr. Vice President American Saving Bank 915 Fort Street Mall, 12th Floor Honolulu, HI 96813 Ph: (808) 539-7939 Fax: (808) 539-7106 email: dhudson@asbhawaii.com</p>
<p>Sarah Krevans (Board Secretary) Sr. Vice President and Regional Executive Director Sutter Health 2200 River Plaza Drive, Suite 263 Sacramento, CA 95816 Ph: (916) 286-6712 Fax: (916) 286-6841 email: krevans@sutterhealth.org</p> <p>Steve Chaplin, M.D. Interim Medical Director Kāhi Mōhala 91-2301 Old Fort Weaver Rd. Ewa Beach, HI 96706 Ph: (808) 671-8511 Fax: (808) 677-2570 email: chaplinl@kahi.org</p>	<p>Leonard Ličina Chief Executive Officer Kāhi Mōhala 91-2301 Old Fort Weaver Road Ewa Beach, HI 96706 Ph: (808) 677-2511 Fax: (808) 677-2570 email: licinal@kahi.org</p> <p>Nancy E. Pace, M.D., M.S.P.H. Retired Physician 4615 Aukai Ave. Honolulu, HI 96816 Ph: (808) 735-5037 Fax: (808) 737-4993 Cel: (808) 256-3333 email: pacely@aol.com (Development Committee Chair)</p>

<p>Barbra Pleadwell (Chair) Partner Hastings & Pleadwell 1109 Bethel St., Ste. 410 Honolulu, HI 96813 Ph: (808) 538-0797 Fax: (808) 537-1800 email: bap@hastingsandpleadwell.com</p>	<p>Diane Stewart (Vice Chair) 123 Boxford Square Folsom, California 95630 Ph: (916) 832-2602 email: stewardg@sutterhealth.org</p>
<p>Judge Allene R. Suemori Retired Judge 841 Bishop Street, Suite 801 Honolulu, HI 96813 Ph: (808) 532-1714 Fax: (808) 532-1705 email: lauele@aol.com</p>	<p>Shelley J. Wilson President Wilson Homecare 1221 Kapiolani Blvd., Ste. 940 Honolulu, HI 96814 Ph: (808) 596-4486 email: shelley@wilsonhomecare.net</p>
<p>Sharon Woo Community Volunteer 2240 Lyon Street San Francisco, CA 94115 Ph: (415) 929-0650 Fax: (415) 929-0761 email: sywoo2@pacbell.net</p>	



Kāhi Mōhala History

Kāhi Mōhala Behavioral Health opened its 88-bed facility on a private 14-acre setting in 1983 making it Hawaii's first and only center for psychiatry exclusively dedicated to behavioral health care. Today, it is a rising success listed among Hawaii's top 250 organizations, continuing to help individuals embrace physical, emotional and psychological well being. Along with a powerful commitment to providing a continuum of quality services in behavioral health and education to children, adolescents and adults in Hawaii, Kāhi Mōhala's experienced staff maintains the center's strong commitment to excellence.

In 1993, Kāhi Mōhala was acquired by Sutter Health and became a not-for-profit entity. As a Sutter Health affiliate, Kāhi Mōhala has strengthened its community and mainland alliances. Strong, strategic partnerships support the center's focus on surpassing patient and community expectations.

During the mid-1990s, the center expanded services to meet growing community needs for youth and adolescent programs. The Child and Adolescent Partial Hospitalization Program was introduced in 1999, offering an alternative to hospitalization or residential treatment. Within two years, the program's success earned certification by TRICARE, naming Kāhi Mōhala the first center authorized for a partial hospitalization program for children and adolescents in the State of Hawaii. For over two decades now, Kāhi Mōhala has served military families throughout the Pacific Rim, from Alaska to Japan.

To meet the growing needs of the community for mental health care, the Hawaii State Hospital contracted the services of Kāhi Mōhala, including its highly specialized programs in rehabilitation and recovery. This new treatment system is rooted in positive behavioral approaches for learning opportunities and goal setting.

Several signature programs at Kāhi Mōhala have helped establish the center as a leading provider in behavioral health care services.



Services Overview

Kāhi Mōhala Behavioral Health is a center of excellence for behavioral health care services. Kāhi Mōhala is dedicated to caring for people in need by providing a continuum of innovative, high quality and effective treatment services. Individualized and diverse treatment programs offer the maximum opportunity for personal growth. An interdisciplinary health care team coordinates patient care. This team provides the behavioral health care and education that our patients need.

Program Profile

Comprehensive Behavioral Health Services

- ◆ Male and Female, ages 3 – Adult
- ◆ Acute Treatment Programs
- ◆ Continued Treatment Programs

Admissions Overview

Kāhi Mōhala offers a full continuum of behavioral health care services for patients experiencing emotional or behavioral problems that interfere with daily functioning in work, family, school and social settings. The individual may be experiencing difficulty with:

- ◆ Alcohol and Drug Abuse
- ◆ Anxiety
- ◆ Depression
- ◆ Eating Disorders
- ◆ Psychotic Disorders
- ◆ Emotional Disturbances
- ◆ Affect Disorders
- ◆ Post Traumatic Stress Disorder (PTSD)
- ◆ Cognitive Disorders
- ◆ Conduct Disorders
- ◆ Oppositional Defiant Disorders
- ◆ Attention Deficit Hyperactivity Disorder (ADD/ADHD)

Treatment Services

- ◆ Evaluation and Referral
- ◆ Acute Treatment Programs
 - Adult, ages 18 and older*
 - Adolescent, ages 13 - 17*
 - Child, ages 3 –12*
- ◆ Continued Treatment Programs
 - Adolescent, ages 13 - 17*
 - Child, ages 3 –12*
- ◆ Partial Hospitalization
 - Adolescent, ages 13 –18*

Specialty Treatment Services

- ◆ Rehabilitative Services
 - Occupational Therapy*
 - Art Therapy*
 - Recreational Therapy*
- ◆ Educational Program
- ◆ Reality-Oriented Physical Experiential Services (ROPES)

Internal Revenue Service

Date: March 21, 2005

SUTTER HEALTH PACIFIC
KAHI MOHALA HOSPITAL
% LEONARD LICINA
91 2301 FORT WEAVER RD
EWA BEACH HI 96706

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

John C. Crawford 31-08343
Customer Service Representative

Toll Free Telephone Number:

8:30 a.m. to 5:30 p.m. ET
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

[REDACTED]

Dear Sir or Madam:

This is in response to your request of March 21, 2005, regarding your organization's tax-exempt status.

In January 1995 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a hospital under sections 509(a)(1) and 170(b)(1)(A)(iii) of the Internal Revenue Code.

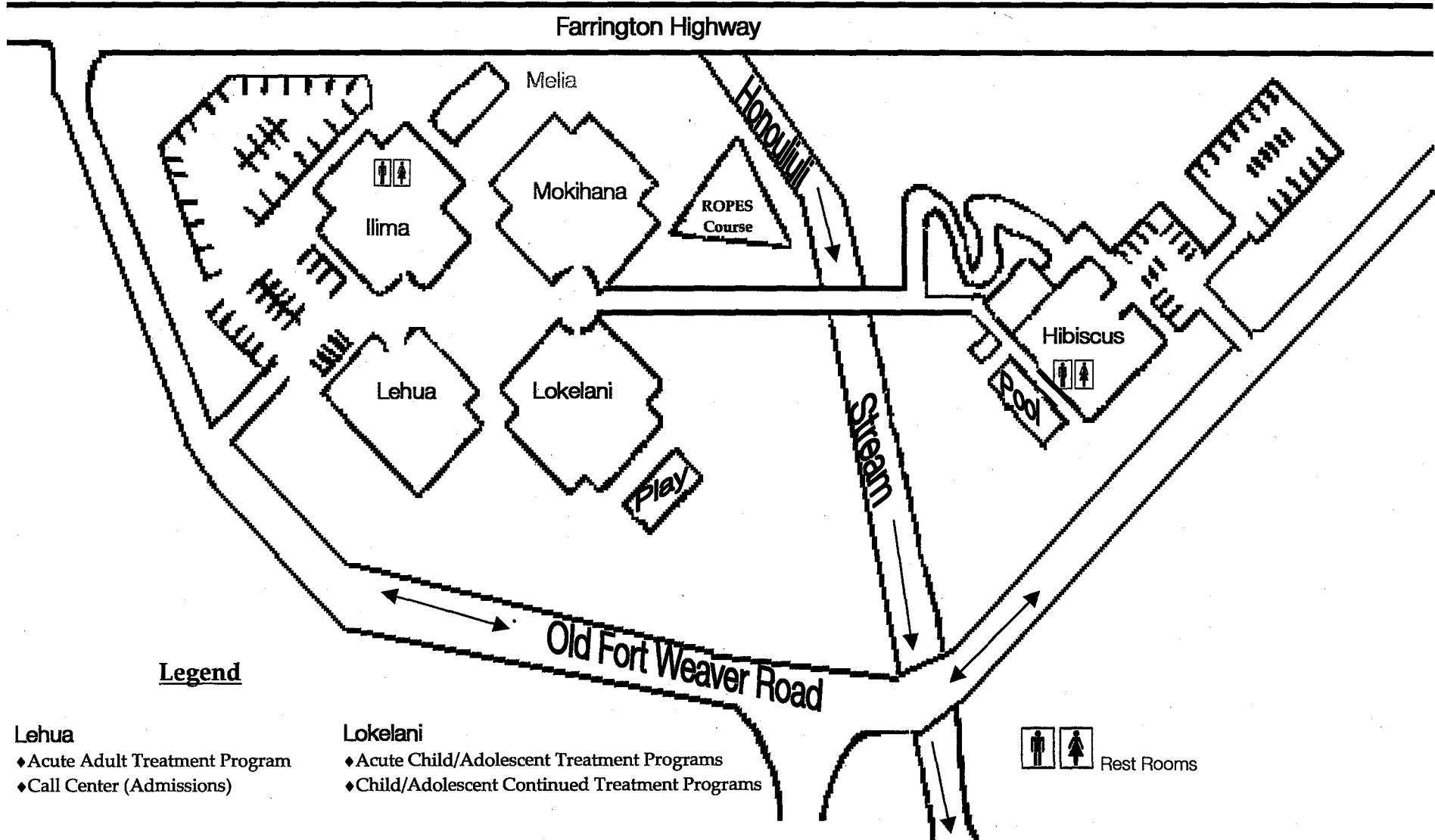
Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

[REDACTED]

Janna K. Skufca, Director, TE/GE
Customer Account Services



Legend

Lehua

- ◆ Acute Adult Treatment Program
- ◆ Call Center (Admissions)

Ilima

- ◆ Food Services
- ◆ Facilities
- ◆ OT, RT, Education
- ◆ ECT Services

Lokelani

- ◆ Acute Child/Adolescent Treatment Programs
- ◆ Child/Adolescent Continued Treatment Programs

Hibiscus

- ◆ Accounting
- ◆ Administration
- ◆ Community Relations
- ◆ Human Resources
- ◆ Patient Financial Services

Mokihana

- ◆ Adult Continued Treatment Program I & II

Melia

- ◆ Adolescent Partial Hospital Program



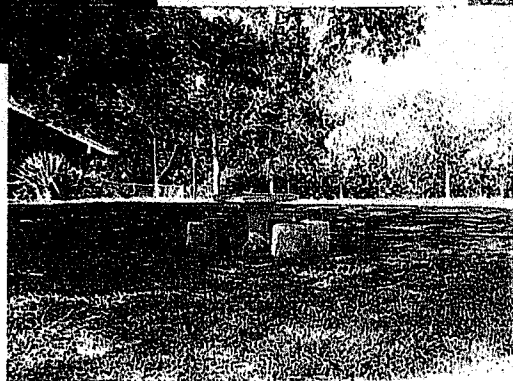
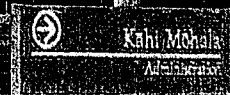
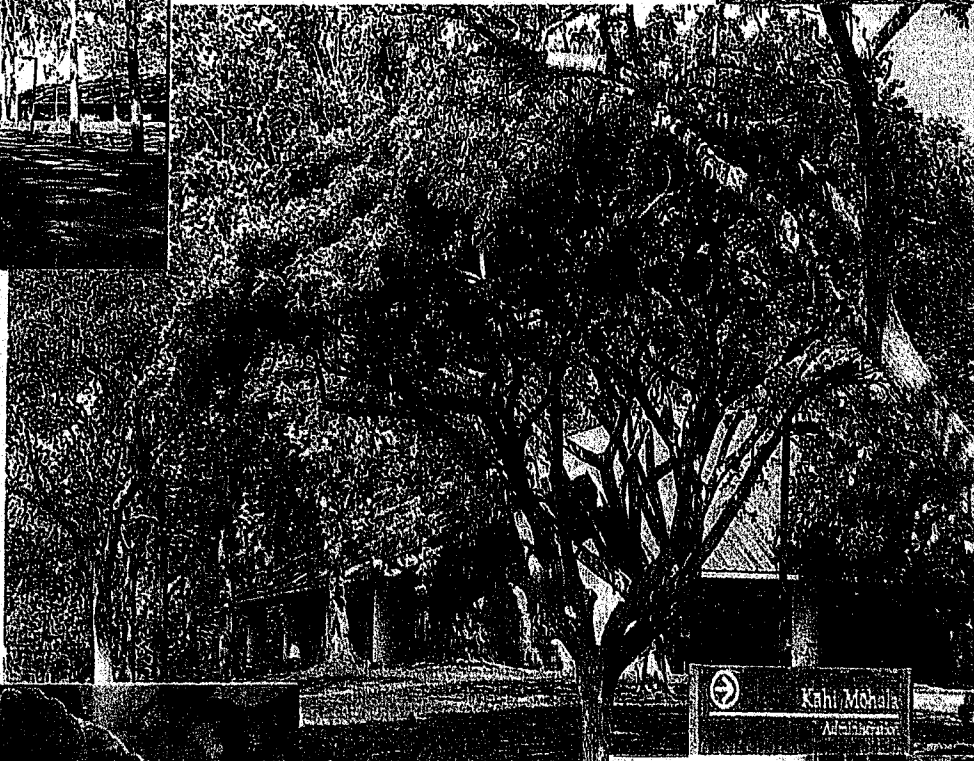
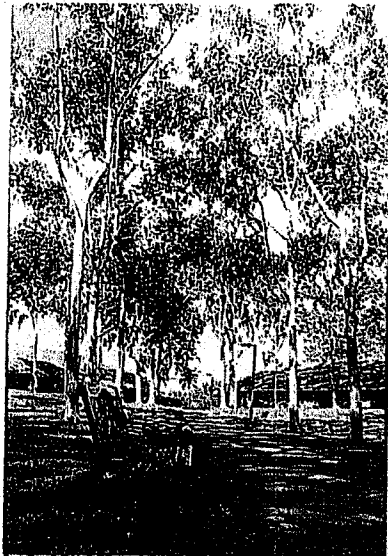
91-2301 Old Fort Weaver Road
Ewa Beach, Hawai'i 96706
808-671-8511
808-677-2570 Fax




Kāhi Mōhala Behavioral Health

A Summit Health Affiliate

Community Based, Not For Profit





Kāhi Mōhala
Behavioral Health

A Sutter Health Affiliate



Entrusted with delivering the highest standards of care to the people we serve, Kāhi Mōhala specializes in the leading approaches in behavioral health, delivering the best possible treatment outcomes.



Kāhi Mōhala
Behavioral Health

A Sutter Health Affiliate

Community Based, Not For Profit

House District 34

Senate District 14

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

Log No: 98-0

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:
Teach For America, Inc.

Db/a:

Street Address: 99-080 Kauhale St., Suite C-20
Aiea, HI 96701

Mailing Address: 99-080 Kauhale St., Suite C-20
Aiea, HI 96701

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JILL MURAKAMI BALDEMOR

Title Executive Director

Phone # 808-485-8127, ext. 2204

Fax # 808-485-8520

e-mail jill.baldemor@teachforamerica.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:

Request for a grant to assist with the operating costs of Teach For America Hawaii to support the recruitment/training of talented, highly motivated teachers for Hawai'i's public schools and help with the expansion of our program to high need schools on the Big Island.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$402,574

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 \$150,000
FEDERAL \$0
COUNTY \$0
PRIVATE/OTHER \$700,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

JILL MURAKAMI BALDEMOR, EXECUTIVE DIRECTOR
NAME & TITLE

1/29/09
DATE SIGNED

TEACHFORAMERICA
GRANT PROPOSAL TO THE
Hawai'i State Legislature Grants-In-Aide Program
JANUARY 2009

I. Background and Summary

a. Organizational Background: History and Mission

Teach For America is a corps of outstanding recent college graduates of all academic majors who commit two years to teach in underserved urban and rural schools and become lifelong advocates working for systemic educational reform from all sectors. Our mission is to build the movement to eliminate educational inequity by enlisting our most promising future leaders in this effort.

Our theory of change is that building a corps of our country's most promising future leaders to teach in low-income communities has an important short-term and long-term impact. In the short run, we are providing children growing up in Hawaii's under-resourced communities with talented and committed teachers who are willing to go above and beyond to compensate for the systemic inadequacies to ensure they make significant academic progress, narrowing and sometimes closing the achievement gap. In the long run, Teach For America's growth is fundamental to the success of the broader education reform movement, in two regards. First, the success of every reform initiative relies on leadership, and Teach For America is a unique pipeline of future leaders who have not only raw talent but also the insight and conviction that comes from having taught successfully in low-income communities. Second, the success of education reform relies on our having leaders not only within education but also at every level of policy and in every sector who understand the potential of children in low-income communities and the changes that must happen in education to ensure they fulfill that potential, and Teach For America is working to foster the leadership of our alumni in all sectors. Each year we launch an aggressive effort to recruit the most outstanding graduating college seniors and recent college graduates – people who will be the future leaders in fields such as business, medicine, politics, law, journalism, education, and social policy—to join our movement.

Teach For America was founded in 1990 by then college senior, Wendy Kopp who proposed Teach For America's creation in her Princeton University undergraduate thesis. She was convinced that many in her generation were searching for a way to assume a significant responsibility that would make a real difference in the world and that top college students would choose teaching over more lucrative opportunities if a prominent teacher corps existed. As a 21 year-old, Kopp raised \$2.5 million of start-up funding, hired a skeleton staff, and launched a grass-roots recruitment campaign. During Teach For America's first year in 1990, 500 men and women began teaching in six low-income communities across the country. Today, Teach For America has a national corps of approximately 5,000 corps members and 12,000 alumni. We have become the nation's largest provider of teachers for low-income communities, and we have been recognized for building a pipeline of leaders committed to educational equity and excellence.

Teach For America expanded to Hawai'i in 2006. Now, in the third year of our program, we have 105 corps members (teachers), teaching in 21 schools primarily in the Leeward and Central districts of O'ahu.

b. Goals and Objectives

Teach For America's primary objectives are:

- 1) To establish our Hawai'i region and grow to scale to maximize our impact;
- 2) To prepare and support corps members to increase their students' academic achievement;
- 3) To grow our alumni base in Hawai'i and foster our alumni leadership as a force for long-term change.

In order to achieve our goals and move students towards educational excellence, we aim to, in the short term, continue to provide support to our 105 corps members in the 2008-09 school year, and grow to 120 corps members (who will reach approximately 10,000 students) during the 2009-10 school year. In order to extend our reach to an increased number of students in low-income communities and Title I schools we are working to grow our corps size to expand to Big Island schools for the 2009-2010 school year. The DOE has requested that we attempt to place around 20 teachers in districts with high teacher turnover and low academic results on the Big Island.

In the long-term, we aim to influence the career direction and civic commitment of our corps members so that as alumni, they will become part of an ever-expanding force of leaders and citizens in Hawai'i who have the insight and commitment to effect the broad, systemic changes needed to ensure equal opportunity for all children.

c. Public Purpose and Need

In America today, educational inequity persists along socioeconomic and racial lines. Nine-year-olds growing up in low-income communities are already three grade levels behind their peers in high-income communities, and fully half of them won't graduate from high school by the time they turn 18. Those who do graduate will, on average, read and do math at the level of eighth graders in high-income communities. These children are seven times less likely than their more affluent peers to graduate from college.

Teach For America - Hawai'i focuses specifically on the educational achievement gap that exists between children growing up in low-income communities and those growing up in higher income areas. Most families in Hawai'i who can afford private school education enroll their children in private school. Hawai'i has one of the largest private school populations in the country with more than 128 independent-accredited primary and secondary schools. At two of Hawai'i's prominent and prestigious private schools, Punahou and Iolani, 99% of graduating seniors continue on to 4 year colleges and universities with high retention and success throughout college. For comparison, only 65 out of every 100 ninth graders going to school in the Hawai'i public schools, will graduate high school in four years. Of those, only 34 will go on to college, 22 will return for a second year, and just 12 will graduate within six years.

The current educational landscape in Hawai'i reflects a great need for educational improvements. Hawai'i public schools continue to struggle with significantly increasing student achievement results. Hawai'i typically ranks among the bottom eight states in the nation. On the 2007 National Assessment of Education Progress ("NAEP"), which has not changed in the last two

years, Hawai'i students' scores improved only minimally and still trail the national average, with just 21% of eighth graders considered proficient in math and 20% proficient in reading.

Additionally, and significantly, the overall achievement gap that exists for students in disadvantaged communities appears to have increased slightly. In one of the low-income schools on the Leeward Coast, Nanakuli High, only 41% of 10th graders were proficient in reading on the new Hawai'i State Assessment (19% below state average) and 8% were proficient in Math (21% below state average). This compares with one of the public high schools in a wealthier community, Kaiser High, where 80% of 10th graders were proficient in reading (representing a 61% gap between Kaiser and Nanakuli) and 50% were proficient in math (representing a 42% gap between Kaiser and Nanakuli). The achievement gap was further confirmed on the NAEP, where 8th graders in the Hawaii Public School system who are eligible for free and reduced priced lunch through the Federal Title I program that supports students in low-income households only achieved 13% proficiency on the reading and math sections of the 2007 NAEP. In contrast, 25% of Hawai'i's 8th grade students who don't qualify for Title I funding met proficiency on the reading section and 27% met proficiency on the math. These statistics only confirm the need for excellent teachers to assume positions in the public schools in our low-income communities.

Research consistently demonstrates that good teaching is the single most important factor in student learning and that if schools can get effective teachers to students who need them, the teachers can impact children's life prospects ('The Real Value of Value Added' Education Trust, 2004). One recent study by prominent education theorists concluded that 'having a high quality teacher throughout elementary school can substantially offset or even eliminate the disadvantage of low socio-economic background' (Rivkin, Hanushek and Kain, 'Teachers, Schools and Academic Achievement,' 2002).

Despite this evidence, low-income students are less likely to get effective teachers in their classrooms than wealthier students by all measures ('The Real Value of Value Added,' 2004). Moreover, low-income children are also far more likely to have teachers who scored poorly on college and licensure exams (Jerald, 'All Talk, No Action: Putting and End to Out-of-Field Teaching,' Education Trust, 2002). To address this disparity, Teach for America-Hawai'i recruits, trains and selects a diverse group of talented recent college graduates to teach in high need schools with the aim of effecting academic gains in student achievement.

While the problem is daunting, we see evidence every day in classrooms across the country that when students in low-income communities are given the educational opportunities they deserve, they excel. It is this - the clear potential of students - that makes the disparities in educational outcomes so unconscionable and fuels our sense of urgency and responsibility to do everything we can to ensure educational opportunity for all.

c. Target Population

This year, Teach For America - Hawai'i corps members are reaching approximately 9,000 K-12th grade students on Oahu. We primarily target schools that: (1) are Title I (students receive free or reduced lunch), (2) historically are low academic achievement schools, and/or (3) historically have a high teacher turn over, in order to ensure that we are placing in "high need" areas. Nearly 20% of our teachers are Special Education teachers. 31% of the students our 105 corps members

collectively serve report Native Hawaiian descent and 58% qualify for free and reduced priced lunch through the federal Title I program.

d. Geographic Coverage and Service Area

For the 2008-09 school year, we currently have a total corps of 105 teachers at 21 schools across Oahu. A majority of the corps members teach in West O’ahu and the Leeward Coast with 66 working in the Leeward District. Our current school placements and number of teachers at each school are detailed below.

Corps Members Per School

Name of School	# of Teachers Currently Placed
Aiea Intermediate	10
Campbell High	12
Ewa Elementary	1
Farrington High	1
Ilima Intermediate	7
Kaala Elementary	1
Kaimiloa Elementary	2
Kalakaua Intermediate	6
Kaleiopuu Elementary	2
Kamaile Elementary	10
Leilehua High	1
Nanakuli Inter/High	5
Palisades Elementary	1
Pohakea Elementary	3
Wahiawa Middle	6
Waianae Elementary	2
Waianae High	8
Waianae Intermediate	7
Wailua High	2
Waipahu High	6
Wheeler Middle	12

e. Service Summary and Outcomes

- a. Scope of Work, Tasks, & Responsibilities: The Teach For America Program Continuum**

In order to effect immediate and long term benefits for the students in Hawai‘i, Teach For America will pursue the following key program activities: (1) recruitment at the nation’s top colleges to find talented and diverse graduating seniors with strong academic backgrounds, with a focus on increasing our recruitment of Hawai‘i kama‘aina and Native Hawaiians; (2) selection of the top candidates through an intensive admissions process; (3) teacher preparation through an intensive residential summer institute; (4) local induction and placement of new teachers in the Hawai‘i’s highest-need public schools; and (5) provision of ongoing regional support, professional development and partnerships with universities for certification; and (6) connection to alumni network and to leadership opportunities after their service commitment.



Recruitment: Teach For America places great emphasis on recruitment and selection, since we have found the personal attributes of recruits to be a major determinant of their success as teachers and then as alumni. We target the most highly sought-after college graduates of all academic majors and career interests from leading colleges and universities.

Locally, Teach For America Hawai‘i works relentlessly to increase the number of “local” and Native Hawaiian corps members in our program. As part of our strategy to bring top talent to Hawai‘i, we recruit competitive graduates from Hawai‘i who are studying at colleges and universities on the mainland and increase their awareness of the opportunity to return home and give back to Hawai‘i through Teach For America. We see this as an exciting opportunity to bring our “home-grown” talent back to the islands. Kamehameha Schools, Iolani School, Punahou School and the Hawai‘i Association of Independent Schools have all helped in our past recruitment efforts and have committed to continuing to assist us.

We hold “Home For the Holidays” events over the holiday seasons to encourage recent college graduates and seniors from Hawai‘i to consider serving our Hawai‘i public schools through Teach For America. This past December we held three events at Punahou, Kamehameha Schools and Mid-Pac for interested prospects. Our staff collaborates with local high schools to determine their alumni graduating from college and ways we can inspire them to join our program. We contact high-achieving leaders graduating from both local universities and mainland universities to provide them with information about our local program. We also work with Alumni Directors from various local high schools to send out information to their alumni and post short blurbs on their websites. Finally, we also participate in local career fairs to connect with Kama‘āina attending Hawai‘i Pacific University, University of Hawai‘i, Chamindade, and BYU.

Selection: Teach For America’s research-based selection process aims to identify individuals who demonstrate the traits needed to excel as teachers in low-income communities and to effect long-term fundamental change in our country. Through studies and ongoing analysis, we have found that these qualities include: a demonstrated record of past achievement; personal responsibility and perseverance; strong critical thinking skills; the ability to influence and motivate others; organizational ability; high expectations for children and families in low-income communities and respect for others in these communities; and a desire to work relentlessly toward our mission and vision.

Our most recent incoming Hawai'i corps graduated from a broad range of colleges and universities including, University of Hawaii, UC – Berkeley, Middlebury, Duke, Loyola Marymount, Gonzaga and Princeton, and held an average GPA of 3.59. As Teach For America is deeply committed to recruiting a diverse corps of teachers, we are proud to share that approximately 1/3 of the 2008 corps identifies as a person of color, 17 have ties to the Hawai'i community and 10 attended school here.

Training and Local Orientation: Before entering Hawai'i schools, corps members attend a pre-service five-week training institute in Houston, Texas, designed to ensure that our corps members internalize the critical elements they will need to lead their students to achieve at high academic levels.

In Hawai'i, corps members participate in induction and orientation events to introduce them to the region, the people, and their cultures. Corps members join in cultural activities facilitated by Kamehameha Schools, to help them learn more about the communities and students they will serve as a part of their two-year commitment. In addition, teachers also take part in additional professional development activities. They are provided with resources to help them construct curriculum plans and assessments for their students which align to the Hawai'i Benchmarks and Standards.

Ongoing Support and Professional Development: During their two-year teaching commitment, Teach For America provides ongoing professional development support to our corps members through direct contact with our program directors (who are high-achieving former corps members), through our own professional development programs, and through referral to a network of external resources. Our partnership with the University of Hawai'i and Chaminade University also enables each corps member to gain feedback from experienced local teachers.

At the heart of our regional support model is a progression through formal, one-on-one classroom observations and reflection cycles between a corps member and their program director at four key points in the year. Through these cycles of observations and discussions, program directors act as resources and guides, keeping corps members focused on their goal of making significant academic gains while helping them access resources to move them forward in day-to-day classroom challenges.

Additional Hawai'i Program Details: *Professional Saturdays:* During the school year, our corps members participate in Professional Development Saturday sessions. Workshops are generally focused along one of the following themes: 1) Teaching as Leadership: strategies for investing students, building a strong classroom culture, and efficient procedural practices 2) Connecting to Culture & Community: information and ideas on integrating culture and community. 3) The Larger Movement to Eliminate Educational Inequity: information and opportunities in the larger education reform movement.

Professional Learning Communities: Corps members meet in "professional learning communities" (PLC) during Professional Saturdays and every other month to collaborate with grade and subject-level corps member colleagues. In PLC groups they are able to share best practices and ideas and collaborate on plans and strategies.

Dinner & Discussion: Corps members are invited to engage in a “Dinner and Discussion” series. The goal of these dinners is to connect corps members with members of the community who can share valuable insight, wisdom, and perspective on living and working in the Hawai’i schools and communities where we teach.

University Partnerships: We continue to work with both Chaminade and University of Hawai’i, Manoa to help coordinate our training and support for our corps members. With assistance from both the Teach For America regional staff and faculty from the University of Hawai’i, corps members receive over five hours per month in professional development support. The university partnerships enable corps members to also gain feedback from experienced local teachers throughout their two year commitment.

Alumni Engagement: As our national alumni base grows from 12,000 to nearly 20,000 alumni, Teach For America is doing more to promote their leadership in education and social reform efforts. We are working to accelerate their leadership by fostering a strong alumni community, through publishing regular e-newsletters and a quarterly alumni journal; organizing alumni summits that bring together hundreds of alumni to advance their thinking and inspire their ongoing commitment to educational excellence and equity; and developing an online community that will provide easy access to resources, networks, and opportunities. Moreover, we are working in partnership with others to create streamlined paths to leadership, initially designed to enable alumni to assume principalships, develop social enterprises, run for elected office, attain excellence in teaching, and pursue careers in policy and advocacy.

While nine out of ten incoming corps members tell us they would not have taught upon graduation if it was not for Teach For America, more than two-thirds (67 percent) of our alumni remain in education after their two-year commitment. Of those who leave education many have jobs that relate to teaching or low-income communities. And while the majority of our alumni are in their twenties and thirties, they are already assuming significant leadership roles in education reform. They are being appointed as superintendents, running many of the highest performing schools in low-income communities as principals, winning the highest accolades teachers can win, pioneering education reform efforts, advising governors and senators on education policy, and channeling the resources of law firms and corporations towards education reform.

Our Teach For America-Hawai’i staff, is presently comprised of eight former corps members. Additionally, we already have alumni in Hawai’i working to improve education in other areas. Stephen Schatz, a 1994 Teach For America alumnus, was the principal of Pohakea Elementary in Ewa Beach and was just promoted to be a Complex Area Superintendent. Patricia Halagao, a 1992 Teach For America alumna, is a Professor in the Education Department at the University of Hawaii. These alums came to Hawaii before we even had a Teach For America-Hawaii site. Now, with a Hawaii region established, it is exciting to imagine the possibilities as our alumni base grows.

In Hawai’i, we hope to continue working with the school district, universities and other businesses and organizations to create a pipeline for long-term school leadership, as well as various other employment opportunities that will enable our alumni to continue to effect systemic change in Hawai’i. In order to help build the foundations for alumni leadership in Hawai’i, we invested substantial time during the 2007-2008 school year in cultivating our second year corps members (now our first cohort of Teach For America Hawai’i alumni) to stay in our Hawai’i community.

As a result of these many efforts by many people, we were successful in retaining corps members in Hawai'i post their two year commitment. We are thrilled to share that 25 corps members, or 51% of our 2006 corps, are teaching a third year in their original placement classrooms and continuing to work towards improving students' educational experiences. An additional 5 corps members have stayed in the Hawai'i community, though not within the classroom. We have a total of 30 new alumni in Hawai'i, approximately 61% of the 2006 corps, in Hawai'i this year still contributing to the local community. This is exciting, as we believe that by growing our alumni base we also grow our ability to reshape the educational system on a broader scale. In addition to the work mentioned above, we have begun the groundwork for developing a fellowship program for one or two of our alumni. We are excited about this prospect since we believe that all of our corps members have gained relevant classroom experiences and the conviction which would enable them to take new approaches towards educational problems and create new and innovative solutions for the future.

Lastly, seven corps members have joined our Teach For America Staff, including one who has joined our staff in Hawai'i, and two corps members will continue working to end educational inequity through work with our partners – New Leaders for New Schools (NLNS) and the Knowledge is Power Program (KIPP).

b. Timeline

Date	Milestone
June 2008	Welcomed 2008 corps members to region and Inducted our first 2006 corps in our alumni movement
July 2008	2008 and 2007 corps begin the school year teaching
July 2008 – June 2009	Execution of ongoing professional support program for our current corps members, including classroom observations, one-on-one feedback, small group workshops, three all corps weekend training days during the school year, PLC meetings and Dinner and Discussion sessions.
September 2008 – February 2009	National recruitment drive for applicants to join our 2009 teaching corps and Local recruitment initiatives implemented in Hawai'i region to recruit Kama'āina
September 2008 – March 2009	Execution of corps member retention programs and development of alumni engagement initiatives
December 2008	Stay in Hawai'i Event hosted by Don Horner, First Hawaiian Bank, and attended by Patricia Hamamoto, event held to encourage teachers to stay in their classrooms for a third year
October 2008, December 2008, January 2009, February 2009	Selection of 2008 teaching corps; 4 admission dates
June 2009 – July 2009	Induction in Hawaii and Summer Training Institute in Houston to train the incoming 2009 corps members and introduce them to Hawai'i and its community/culture
July 2009	Hawai'i orientation to introduce corps members to their

	placement communities and schools and prepare for teaching
July 2009	2009 corps begins teaching in Hawai'i, joining the 2008 corps members in their second year in the classroom.

c. Evaluation

Given the realities of the academic achievement gap and Teach For America's goal to expand opportunities and put students on a different life path, our corps members aim to exceed the student academic progress typically made over a single school year. In order to gauge our progress, motivate and lead our corps members towards the outcomes we desire for students, and have data to inform our program design and operations, our organization has created a robust internal measurement system for evaluating student gains. This system continues to evolve and improve each year.

Since 2000, Teach For America has defined national standards for the level of impact and rigor of assessment that constitute "significant gains," "solid gains," or "limited gains" in student achievement. Under this system, we consider two types of tests as valid evidence of student achievement: growth assessments, which measure progress from a diagnosed starting point (which is typically relevant in elementary grades, for reading and often for math); and mastery assessments, which measure the absolute level of achievement a student reaches against a set of objective standards (which is typically relevant in secondary subjects, and sometimes for elementary math).

The gains categories are designed to work with either type of assessment, and are defined as follows:

Big Goal

The level of achievement that a corps member aims to lead his/her class to reach in one school year, which must be ambitious yet feasible, tailored to the context of his/her students, and reflects a vision of what students should be able to know and do if they have mastered the material. In addition to the "big goal", each corps member determines an assessment or set of assessments, and an expected performance level for each student, to demonstrate proof that the students have reached this goal. Both of these decisions will be made with the support of program staff members, who will work closely with each corps member to ensure that the goal is sufficiently bold and attainable, and that the assessment is appropriate and rigorous. Corps members are asked to use the most rigorous assessment to which they have access. If the state or district provides a rigorous, standardized test, we encourage corps members to use that as an assessment.

Pace-setter Goal

The pace-setter goal is based upon a comparison of the average baseline of a comparable group of students at the conclusion of the previous year against the end-of-year average score demonstrated by a comparable (in size and grade level) group of students from a more affluent community. The score from the wealthier community is considered the "pace-setter" in the region.

Once the pace-setter is determined, the corps member would decide his or her goal by determining the midpoint between the baseline (where a comparable student group from a low-

income community ended their year) and the pace-setter (the more affluent students' average score). This midpoint number represents narrowing of the gap between low-income students and their peers from more affluent backgrounds by 50 percent, which would make these students significantly more competitive and is feasible given what we have seen other corps members accomplish in the past. Depending on the grade level or subject taught, about a quarter of our corps members will choose this method of assessing their impact; the other 75 percent will choose one of the other assessment models.

Significant Gains

If a corps member reaches the big goal set for his or her classroom, he or she has achieved "significant gains", which could be defined as one of the following:

- 1.5 years of progress or greater in math and reading
- 2 years of progress in math or reading or greater and 1 year of progress or greater in the other subject
- >80 percent mastery of state standards
- Demonstrates progress of 1/2 the distance from baseline to pace-setter scores, as measured by a state exam

Solid Gains

If a corps member does not meet his or her big goal, but reaches one of the following, he or she has made "solid gains", which could be defined as one of the following:

- 1-1.4 years of progress in math or reading
- 70-79 percent mastery of state standards
- Demonstrates progress of 1/4 of the distance from baseline to pace-setter scores, as measured by a state exam

In addition to our internal measurement system, some of our teachers (depending on school and content area), will administer the Hawaii Quarterly Assessments and the Hawaii State Assessment. We will review our teachers' progress on these standardized tests to ensure that our teachers' classes are making progress on these exams.

We track corps members' progress with their students and their students' academic achievement throughout the year as an ongoing process. In order to continue to increase our program and our teachers' effectiveness, we are piloting a program called the Northwest Evaluation Association (NWEA) during the current 2008-2009 school year. The program allows for corps members to measure student growth through a series of assessments administered at during the beginning, middle, and end of the year. The information collected through the assessments will help inform teachers' practices and assist them in tailoring their curriculum to the needs of each individual student.

Our program team works closely with each corps member to monitor, evaluate, and improve the work that our teachers are doing in their classrooms. We also ask our corps members to complete two comprehensive surveys and three mini feedback forms throughout the year, to solicit feedback from corps members on our training, support, and overall satisfaction with our program.

d. Outcomes: Measures of Effectiveness

Teach For America – Hawai‘i aims to address Hawai‘i’s need for excellent teachers and school leaders in low-income communities. We currently place corps members in the Leeward, Central and Honolulu districts and 31% of the children we serve report Native Hawaiian descent. By placing highly motivated leaders in Hawai‘i’s schools our local keiki and communities benefit tremendously as these teachers work relentlessly inside and outside of the classroom. We address the root cause of problem stated above by working directly with low performing students in disadvantaged communities and ensuring that they receive education opportunities comparable to those experienced by their peers in wealthy private institutions. As well as making significant strides with their students, 74% of our corps members last year participated in extracurricular activities in order to collaborate with other school personnel, parents and community members to enhance opportunities for their students.

We will track to three main objectives over the next three years: (1) to grow our corps size to scale in order to maximize our impact, (2) to continue to increase our impact on student achievement, and (3) to build our alumni base in Hawai‘i and foster their ongoing leadership as a force for long-term change.

Teach For America places a strong emphasis on evaluation and accountability for results. At all levels of our organization, we clearly state our goals and track extensive data that measure our progress toward the accomplishment of our goals. This emphasis enables us to analyze the relationship between our results and our structures and execution, leading to greater understanding of what practices are most effective. We then are able to make appropriate modifications to our structures and execution strategies on a continual basis in order to achieve greater results.

We will track and report our progress towards the proposed objectives and goals stated above as follows:

Goal/Objective	Measures of Effectiveness that will be Reported
Grow our corps size to scale to maximize our impact	We will report: <ul style="list-style-type: none"> • Overall number of corps members • Number of corps members per region/district • Number of corps members per school/content area • Number of corps members who are Native Hawaiian and/or have ties to Hawaii
Prepare and support corps members to increase their students’ academic achievement	We will report: <ul style="list-style-type: none"> • Standardized assessment data, including results on the Hawaii Standardized Assessment, Hawaii Quarterly Assessments and NWEA assessments • Additional assessment data as utilized by schools, including but not limited to Directed Reading Assessment, Everyday Math, Gates-McGinnity, McLeod Assessment, etc. • Additional quantitative data as determined by other teacher compiled assessments (utilizing AP exams, SAT II, etc.) • Other evidence of student academic achievement.

Grow our alumni base in Hawai'i and foster our alumni leadership as a force for long-term change	We will report on: <ul style="list-style-type: none"> • Number of teachers that we retain in Hawaii post their two-year commitment • Number of alumni in school leadership
--------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

f. Potential Expansion – Additional Programmatic Considerations

In our efforts to ensure we are growing our impact in Hawai'i and our most needed communities, we are looking this year at the possibility of expanding to the Big Island of Hawai'i given the tremendous need as identified by the DOE. Most districts on the Big Island meet our criteria of focusing on low income, Title I communities, and historically low academic achievement results and high teacher turn over.

Need: According to the 2006-2007 NCLB report, the Big Island represents a place in great need of excellent teachers and improved academic conditions for students. The Big Island has the two districts with the highest percentages of economically disadvantaged students (Pāhoa – 71% and Keaau – 67%) of all districts in the state. All but 5 schools on the Big Island are classified as Title I schools, which means that with 91% of schools classified as Title I the Big Island has the highest percentage of Title I schools of any island in the state. The Big Island schools also have had problems with teacher recruitment and retention, as the area is significantly more rural, isolated, and in some cases provincial, than the island of O'ahu. Finally, student achievement and performance on the Big Island also confirms the island's need for academic improvements. In the region of Kau less than 13% of students met proficiency on the 2007 HSA math section, which makes the region the lowest performing in the state in mathematics.

Student Demographics: As mentioned above, the Big Island has the highest concentration of economically disadvantaged students in the state. Furthermore, one third of the island reports Native Hawaiian descent, which represents 17% of the Native Hawaiian population in the state. Both OHA and Kamehameha Schools have designated areas (Keaau, Pahoia, Kau, and Puna) on the Big Island as target areas for their service projects and grant programs. The Big Island also has the greatest number of English as a Second Language (ESL) and Special Education (SPED) students.

School Capacity: Per our conversations with Sheri Lee and Judy Toguchi from the Office of Human Resources, we have identified the potential to place additional corps members in schools on the Big Island. As the island suffers from high teacher turnover and low retention rates, we believe the schools will have the open positions necessary to place our teachers.

Consideration of these factors has led us to feel an urgent moral imperative to expand to the Big Island and help enhance educational opportunities for the students there.

g. Financial

- a. **Budget: See Attachments**
- b. **Quarterly Funding Requirements**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,643.50	\$100,643.50	\$100,643.50	\$100,643.50	\$402,574

h. Experience and Capability

a. Necessary Skills and Experience

Since our inception in 1990, the lives of nearly 3 million students have been impacted by Teach For America. This fall, we placed approximately 6,200 corps members in 29 regions across the country. This group of outstanding young leaders is now working to level the playing field for our nation's most underserved students. In addition, over 293 alumni are now serving as school principals, an alumna is driving a major, 55,000-student urban district as the schools chancellor, and thousands of other alumni are teaching, leading district reform, or working from outside the system to drive change.

Ensuring that our corps members are successful in the classroom is our top priority and most critical responsibility. With more than 18 years of experience in preparing corps members for the rigors of the classroom, Teach For America is at the forefront of teacher training. Each year, Teach For America trains more teachers for low-income communities than any other institution. In a June 2007 independent survey of Teach For America's partner principals, 93 percent reported that corps members' training was as good as the training of other beginning teachers, and nearly two-thirds of principals (63 percent) rated corps members' training as *better* than that of other beginning teachers.

The central component of our training program is a rigorous five-week summer institute held in Houston. During institute, corps members develop the foundational knowledge, skills and mindsets needed to be highly effective beginning teachers. At the core of our approach to teacher preparation are six important strands of content:

- 1) **Teaching As Leadership:** focuses on the overarching approach of successful teachers in low-income communities
- 2) **Instructional Planning and Development:** presents a goal-oriented, standards-based approach to instruction, including diagnosing and assessing students, lesson planning and instructional delivery
- 3) **Classroom Management and Culture:** teaches how to build a culture of achievement to maximize student learning
- 4) **Diversity, Community and Achievement:** examines diversity-related issues new teachers may encounter
- 5) **Learning Theory:** focuses on learner-driven instructional planning
- 6) **Literacy Development:** explores elementary and secondary methods for teaching literacy

These interactive courses, which include structured reflection and rehearsal sessions, as well as lesson planning and curriculum clinics, are designed to build knowledge, deepen skills, and apply learning to actual teaching.

We also partner with a school district in the city where the Institute is located to run a summer school program for thousands of students under the close supervision of veteran teachers from the school district and Teach For America instructional staff. Corps members teach in teams while receiving feedback from experienced teachers with proven track records of success. The Teach For America instructors observe every corps member several times each week, provide them with written feedback, and engage in multiple constructive discussions to help them refine their teaching practice. Through opportunities for practice, observation, coaching and study, as well as careful planning and thoughtful reflection, corps members are well prepared to address the achievement gap head on.

Most recently, the Urban Institute, a highly regarded independent research organization, conducted a methodologically rigorous study of the impact of Teach For America corps members on high school students. Researchers analyzed end-of-course student exam data from 2000 through 2006 in North Carolina. The study examined differences between the student achievement impact of Teach For America teachers and other comparison groups composed of non-Teach For America teachers. The study found that high school students taught by Teach For America teachers outperform their peers, even those taught by instructors fully certified in their subject area. The positive impact of having a Teach For America teacher was three times that of having a teacher with three or more years of experience

To further study our immediate impact Teach For America partnered with an independent external evaluator Mathematica Policy Research, Inc., a leading research firm. Researchers randomly assigned students to the classrooms of corps members and of other new and veteran teachers at the same grade levels in their schools, and then gave students a norm-referenced test (the Iowa Basic Skills Test) at the beginning and end of the year. The result of this rigorous study on corps member impact on student achievement was released in a 2004 report which found that Teach For America corps members:

- Make more progress in both reading and math than would typically be expected in a year
- Attain significantly greater gains in math than the other teachers in the study, even when compared to certified teachers and veteran teachers
- Are working in the highest-need classrooms in the country, where students begin the year on average at the 14th percentile against the national norm

The methodology used in this study is widely regarded as the gold standard in research, and the study is considered the most methodologically sound analysis of Teach For America's impact.

As a result, our innovative program model has garnered much attention and praise. Teach For America has received national recognition for the impact that we are having on our nation's greatest social injustice receiving the *Fast Company*/Monitor Group Social Capitalist Award the last three years in a row. This prestigious honor is given to U.S. nonprofits, or "social entrepreneurs," who combine creativity and ingenuity with business solutions to address today's most challenging social problems. This year's winners, selected by an independent advisory board, were rated on five factors: social impact, entrepreneurship, innovation, aspiration and growth, and sustainability.

A 2006 article published in the *New York Times Magazine*¹ illustrates the contribution we are making to shift public perceptions of the achievement gap. The article was one of the first times the paper pointed to the possibility of solving this problem:

“What the small but growing number of successful schools demonstrate is that the public-school systems accomplish that result [low levels of academic achievement] because we built it that way. We could also decide to create a different system, one that educates most (if not all) poor minority students to high levels of achievement. It is not yet entirely clear what that system might look like... but what is clear is that it is within reach.”

The article reached this conclusion by sharing lessons from three networks of high-performing charter schools. The school model it featured was pioneered by two Teach For America alumni, Mike Feinberg and Dave Levin, both 1992 corps members. Sixty percent of the 70 schools featured in the article are run by Teach For America alumni; and as the article notes, our alumni form significant percentages of the teaching faculties in these schools. This article is a promising sign that the prevailing ideology could in fact tip, and indicates that Teach For America will play a fundamental role in making that happen.

b. Facilities

All corps members teach in DOE schools, as described in Section I.e above. We utilize space at these schools to meet with teachers individually and/or in groups. Our University Partners (University of Hawaii at Manoa & Chaminade University), private school partners, and the local business community also provide space for teacher orientation, training, and corps related events. Our staff of eight works out of our Aiea office, located at 99-080 Kauhale St, Suite C-20.

i. Personnel: Project Organization and Staffing

a. Staff Qualifications, Supervision, and Training

We presently have eight full time staff members: an Executive Director, a Managing Director of Program, a Development Manager, three Program Directors, a Program Coordinator and an Operations and Communications Coordinator. Responsibilities and qualifications of each of our staff members are described below:

Executive Director: Jill Baldemor

As Executive Director of Teach For America · Hawaii, Jill oversees all aspects of the Hawaii region including development strategy, program strategy, and community and school partnerships. Jill works with the Department of Education, University Partners, local funders, community groups, and the Hawaii Board of Advisors, among others, to establish and facilitate the long term strategic plan and vision for Teach For America · Hawaii. Jill is also responsible for increasing local awareness for Teach For America's efforts through effective public relations and fostering a strong alumni network within the region to maximize the impact of Teach For America's work.

¹ Tough, P. (2006, November 26). What it Takes to Make a Student. *New York Times Magazine*. Last retrieved January 8, 2008 at http://www.nytimes.com/2006/11/26/magazine/26tough.html?_r=1&oref=slogin.

Jill is an alumna of Teach For America and taught second grade in Washington Heights, New York City for two years as a 1995 corps member. Previous to joining staff, Jill practiced law at Goodsill Anderson Quinn & Stifel, LLP, for seven years. Born and raised in Honolulu, she holds master's and bachelor's degrees from Northwestern University and a JD from the University of Washington School of Law.

Managing Director of Program: Leigh Kincaid

As Managing Director of Program, Leigh manages regional program in Hawai'i. She oversees our three program directors, and is responsible for professional development of our program staff and corps members, as well as coordinating our university partnerships and placement.

Previous to joining staff, Leigh served as a 2000 corps member and fourth grade teacher in Atlanta. During that time, she was nominated by her colleagues and principal, and selected by regional staff, as the Atlanta nominee for the Sue Lehman-Teach For America Teacher of the Year in recognition of the academic gains that she made with her students. Leigh stayed in Atlanta to teach for a third year and taught an additional year in her home state of Alabama. In addition to her classroom experience, Leigh worked as a curriculum developer in Haryana, India on a fellowship with the American India Foundation and traveled the United States as a Field Observer with the federal Early Childhood Longitudinal Study. Leigh graduated from the University of Arizona with a degree in sociology.

Development Manager: Romy Trigg-Smith

As Development Manager, Romy will expand and manage our Sponsor-a-Teacher campaign, a campaign designed to secure individual donors in an effort to diversify Teach For America's funding base and reach a measure of sustainability, as well as assist with all aspects of development operations, including research, strategy, and cultivation of new sources of funding to grow our donor base of individual, corporate, public, and foundation support.

Romy was a 2006 Hawaii corps member and taught 7th grade math at 'Aiea Intermediate School. In her first year of teaching her students had the highest test results on the Hawaii State Assessment in her school, with 82% of her students meeting or exceeding proficiency on the Hawaii State Assessment (40% of which were in the exceeding proficiency category), as compared with 38% of 7th graders who met or exceeded proficiency on this exam statewide. Romy was nominated as our Hawaii regional nominee for the Sue Lehmann-Teach For America Teach of the Year in recognition of the academic gains that she made with her students. Romy is a graduate of Princeton University and Punahou School and received her Masters in Education through the University of Hawai'i.

Program Director: Rana Boone*

As Program Director for Teach For America Hawai'i, Rana manages and works directly with our Elementary and Social Studies teachers (see below for additional information regarding the Program Director role). In addition, Rana works on our Recruitment and Matriculation (the entering process for our new corps members) teams.

Rana brings eight years of teaching experience to her work in the Hawai'i region. She was a 2000 Houston Corps Member and taught first grade and a first/second grade split for four years at her placement school of Eliot Elementary. She has taught multi-grade science, and has spent the last two years teaching all subjects to fifth-graders at School at St. George Place in Houston. During that time, Rana led her students to significant academic achievement. In the 2006-2007 school year, for example, only 50% of Rana's students came to her classroom having met proficiency on the standardized state assessment in Texas (TAKS), while at the end of the year, 95% of students left having met proficiency in reading and 88% were proficient in math. Rana has additionally held various leadership positions at her school, including Grade Level Chair, and worked as a Corps Member Advisor in Houston in 2002. Rana was born and raised on Maui and graduated from Howard University with a major in Political Science. She earned her Masters degree in Education and her Principal's Certificate from University of St. Thomas in Houston.

Program Director: Julia Schlenker*

Julia Schlenker works to support and develop Science and Math corps members (see below for additional information regarding the Program Director role). In addition, Julia leads our Matriculation team with Andrew Boring.

Julia was a 2006 New York City corps member and taught middle school science in the South Bronx. In that position, she played a major role in developing the middle school science curriculum and started an "Experimenter's Club" at her school for students who needed extra help or enrichment after school. She worked hard to instill a culture of responsibility and excitement about science in her classroom. Julia graduated from Cornell University in 2006 with a B.A. in Biology & Society, and received a Master's in Teaching from Pace University. During her time at Cornell, she conducted research on fair trade coffee farms abroad in Ecuador while living with an Andean farming family during her Junior year, and completed a field research project on limnetic fish populations in a lake in Upstate New York during the summer before her Senior year.

Program Director: Stephanie Goodman*

Stephanie manages and supports our Special Education and ELA corps members (see below for additional information regarding the Program Director role). In addition, Stephanie is a member of our Development Team and assists with organizing events.

Stephanie was a 2005 Los Angeles corps member, where she taught Special Education at Locke High School, a large urban high school in the Watts neighborhood. In conjunction with 3 other corps members, Stephanie was part of creating a learning center, building the curriculum for the center, restructuring the Resource Department at Locke, and streamlining the scheduling general education classes in order to increase the service time of the students with exceptional needs by over 50%. After her two years at Locke, Stephanie was one of the founding members of a public charter high school, also in the Watts community, which served 140 students, 14 of who had special needs. Stephanie was born and raised in Southern California, and attended the University of Washington. She lived in Seville, Spain for six months, and obtained a degree in International Studies with a minor in Spanish.

Operations and Communications Coordinator: Andrew Boring

As the Office Manager for Teach For America Hawai'i, Andrew provides critical support to our entire team, with a focus on managing our operations including, technology, budget, communications, and special projects.

Before joining Teach For America Staff Andrew was a 2005 corps member in Houston, TX. He taught 6th, 7th, and 8th grade reading and reading elective at Patrick Henry Middle School. He also coached the soccer and baseball teams and mentored the chess club. Andrew has family on Kauai and spent many summers visiting family in Hawaii. He is a graduate of the University of California-Davis where he majored in English Literature. He has traveled extensively and helped to start an adult literacy program in Salvador, Brazil.

Program Coordinator and Assistant to the Executive Director: Aly Emrick

As the Program Coordinator, Aly manages the implementation of the Northwest Evaluation Association (NWEA) in corps members' classrooms across Hawai'i and coordinates corps member professional development events and special projects such as Professional Saturday and Dinner & Discussion events. As assistant to the executive director, she also provides critical administrative support to the executive director.

Aly was a 2006 Greater Philadelphia Camden corps member and taught sixth grade and third grade at Harrity Elementary School. In addition to her contributions in the classroom, Aly also served as a Transition Team Leader and member of the Matriculation Task Force for Teach For America Philadelphia. Aly is a graduate of the University of Richmond where she majored in Leadership Studies, Women, Gender, and Sexuality Studies, and Spanish. She recently earned her Masters of Science in Urban Education at the University of Pennsylvania. She spent 16 years attending international schools in Australia, Japan, Indonesia and the Philippines and studied abroad in both Spain and Argentina.

* PROGRAM DIRECTOR – supervision and professional development of corps members

Teach For America provides a two-year program of teacher (corps member) support and professional development. Full-time program directors manage cohorts of 30-35 first and second year teachers by regularly observing corps members, reflecting on student progress toward goals, and problem-solving with the corps members about how to improve their practice, using the Teaching As Leadership rubric as a guide. Corps members also receive toolkits including assessments, standards, and teaching tools appropriate for their particular grade level, subject, and district; meet in content-area grade-level groups to share best practices; and take coursework towards full teacher certification and master's degrees.

At the core of our regional support network is what we call the "formal cycle." In the beginning of the year, program directors meet with their corps members one-on-one to analyze diagnostic data and to discuss academic goals for students. In the middle of the year, these meetings are focused on progress to date as demonstrated by benchmark assessments and strategies for overcoming current challenges. During this time program directors also refer corps members to targeted professional development resources based on his or her strengths and weaknesses. Finally, the end of the year is marked by a meeting during which the program director and corps member analyze student growth based on final assessments and create professional development plans for the

summer months. For those completing their two-year commitment, this discussion will also include discussion about options for continuing to work toward educational equality.

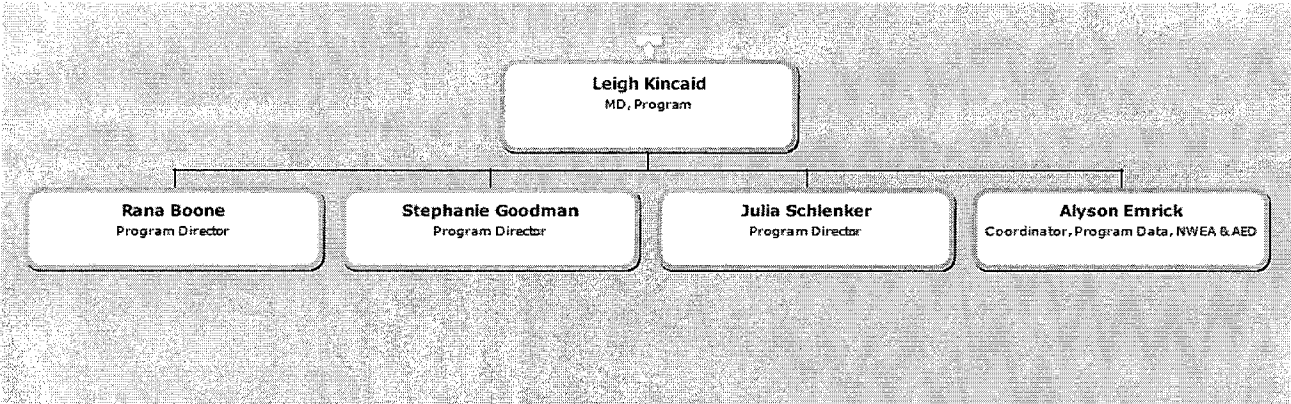
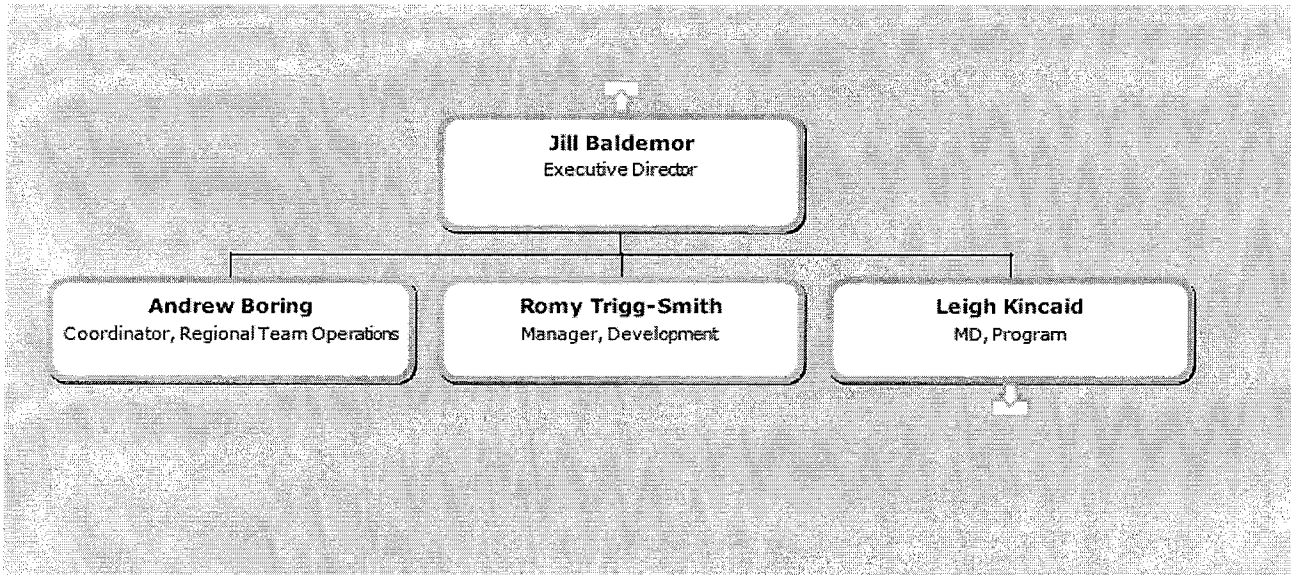
In addition to this formal cycle of support, program directors regularly meet and assist corps members, “pop in” for short observations between formal observations, and hold planning sessions and workshops (e.g. unit planning, lesson planning, summative assessments, etc.) as needed.

National Assistance: Teach for America’s national staff provides support to our regional sites in a number of different areas, including finance, grants management, and program support. At the national office, a number of well-qualified specialists are available to guide regional staff on AmeriCorps compliance, filling out standard forms, budget creation, and general grant management. In addition to these specialists, the Teach For America national server is constantly being updated with document resources and tutorials on these same topics. Additionally, the national team provides on-going trainings and assistance for all regional staff positions via conference calls, regional and national conferences, and on-line tutorials.

The national office of Teach For America in New York City also includes a well-staffed technology department that is available to assist with any technical problems that should arise at the regional level. Our staff in Hawai‘i reaches out to the technology team via email and telephone and have the capacity to interface with our personal computers in Hawai‘i. As part of standard new staff training, Teach For America-Hawai‘i personnel are trained on all software and programs that enable and improve work function.

Advisory Board: The Hawai‘i advisory board currently consists of 8 volunteer leaders from the Hawai‘i community who help guide and assist the regional office in establishing and promoting Teach For America on a regional level. The advisory board expands our organizational capacity primarily by helping to create program recognition in the community, advising our staff on program challenges and relationships with community institutions, and assisting in securing diverse community funding. They specifically work on key projects throughout the year that help raise funds for the organization, raise visibility, and provide additional resources to corps members and alumni. They have been involved in various meetings with key community stakeholders and collaborators.

b. Organization Chart



j. Other

a. Litigation

Not Applicable

b. Licensure or Accreditation

All Teach For America corps members are required to work towards licensure while teaching. In order for corps members to do so, we have established University partnerships. We established a commitment with the University of Hawai'i which enables corps members to enroll in a two year certification program that also gives them the opportunity to earn their Master's degree. During our second year in Hawai'i, we also established a one year certification route through Chaminade University through which corps members can pursue an optional Master's degree. For this coming school year, Dr. Valentina Abordonado from Hawai'i Pacific University has already contacted us about forming yet another partnership with HPU.

Credentialing Status: Starting this year, all corps members (with the exception of those placed in Special Education) must take the Praxis exams as part of our entry requirements. This enables them to attain “Highly Qualified Status” as mandated by No Child Left Behind. Our Teach For America Hawai‘i staff assists corps members in registering for and taking the necessary Praxis tests.

All of our teachers enroll at UH Manoa or Chaminade and work towards their licenses and/or Masters. We currently have 25 2008 corps members enrolled in Chaminade University, six enrolled in the University of Hawai‘i to receive a Masters in Special Education, and one enrolled in the University of Hawai‘i to take a Special Education Post-Baccalaureate program. Additionally, five of our 2008 corps members have already completed Teacher Certification programs in another state and working towards gaining Hawai‘i certification in the two year time. The remaining corps members enrolled in the University of Hawai‘i in the general Masters of Education – Teaching program.

c. Licensure and Accreditation

Teach For America also works with universities and credentialing agencies in each of our placement regions to ensure that our teachers are certified and credentialed for their respective states and districts. Several states now grant corps members credit toward their credentials because of their five weeks at our intensive training institute, a validation of our rigorous preparation program and support model.

In Hawaii, we have presently have two university partnerships – University of Hawaii at Manoa and Chaminade University. All our teachers attend a State Approved Teacher Education Program (SATEP) at one of these schools while they are participating in our program. The UH program is a 2-year license and Master’s in Education program. The Chaminade program is a 1-year license and optional second year Master’s program. By the end of their two year commitment with Teach For America, all our teachers will have completed their SATEP and Praxis exams, and be ready for state certification.

Teach For America teachers are considered an “alternative route” to certification under NCLB and meet the qualifications for Highly Qualified once they take and pass their Praxis content area exams. More than half of our teachers have already taken and passed these exams and count toward the State’s Highly Qualified count. Starting this year, in 2008, we have added taking the Praxis exams to our entry requirements so that the majority of our teachers will be Highly Qualified prior to arriving in Hawaii.

**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.

Teach For America Inc.

(Typed Name of Individual or Organization)



(Signature)

1/29/09

(Date)

Jill Murakami Baldemor

(Typed Name)

Executive Director

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

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

Applicant: Teach For America - Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	258,632			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	46,554			
TOTAL PERSONNEL COST	305,186			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	14,355			
2. Insurance	0			
3. Lease/Rental of Equipment	2,112			
4. Lease/Rental of Space	69,300			
5. Staff Training	330			
6. Supplies	1,980			
7. Telecommunication	5,036			
8. Utilities	2,805			
9. Postage/Shipping	1,470			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	97,388			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	402,574			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Christine Murashige Koidin 415-659-0800 x2454		
(b)		Name: [REDACTED] Phone		
(c)		Signature: [REDACTED] Date: 1/29/09		
(d)		Signature of Authorized Official: <i>Jill Murakami Baldemor</i> Date		
TOTAL BUDGET		Name and Title (Please type or print): <i>Jill Murakami Baldemor, Executive Director</i>		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Teach For America-Hawaii

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	1	\$129,230	40%	\$ 51,490
Managing Director, Program	1	\$77,756	53%	\$ 41,308
Program Director	1	\$56,415	53%	\$ 29,970
Program Director	1	\$63,528	53%	\$ 33,749
Program Director	1	\$58,292	53%	\$ 30,968
Program Director	1	\$56,415	85%	\$ 47,953
Office Manager	1	\$48,511	48%	\$ 23,194
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				258,632
JUSTIFICATION/COMMENTS:				

House District 28

Senate District 12

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

Log No: 13-0

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):

JUDICIARY - ADMINISTRATION DEPARTMENT

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): 601

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
The Children's Alliance of Hawaii, Inc.

Dbas:

Street Address: 1100 Alakea Street, Suite 400
Honolulu, Hawaii 96813

Mailing Address: 1100 Alakea Street, Suite 400
Honolulu, Hawaii 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALFRED HERRERA

Title President

Phone # (808)599-2955 x 215

Fax # (808) 599-5909

e-mail Herrera@cahawaii.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:

PROGRAMS AND SERVICES FOR SEXUALLY ABUSED CHILDREN AND YOUTH

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 320,000.00

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 \$ 109,000

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 60,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE

ALFRED HERRERA, PRESIDENT
NAME & TITLE

01/29/2009
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

1. Organization Background

The Children's Alliance of Hawaii, Inc. is a 501 (c) (3) non-profit organization incorporated in 1987. *Our mission is to provide care and support for sexually abused children, offering hope for the future.* We are located in Honolulu, Hawaii, and serve the islands of Oahu and Kauai.

We fulfill our mission by providing a unique and innovative continuum of supportive and therapeutic programs. Our programs are "child-friendly" and honor the complex lives of our victims and their supportive caretakers. Our services are offered on Saturdays, during school breaks, and after school to ensure that they are readily accessible. We reinforce our commitment to program availability by offering transportation service when needed, and in some instances, taking the program to the client. Our programs are "open" so our clients may participate for as long as the service is needed and available, and should they require it at a later date, clients can return for more assistance when needed. *With a fulltime staff of four and a dedicated group of volunteers, we help approximately 1,300 children, youth and families each year, all having suffered the ill effects of child sexual abuse.*

As the non-profit partner for the Children's Justice Center, we provide support to the children and families who unfortunately must visit it. The investigation experience is highly traumatic, often leading to dramatic life-altering changes affecting all concerned. During that time we provide emergency food and clothing provisions offering comfort and stress relief. We also contribute equipment, multidisciplinary training, and supplies to aid Children's Justice Center and its staff, ensuring that a fair and unbiased opportunity for justice is presented for each case. This becomes an important initial point of entry to the continuum of services the Children's Alliance offers to children through our programs.

The Children's Alliance of Hawaii has worked diligently to ensure the investments received from the community, through contributions and grants, have given back a significant return to the children and families we serve and the community at large. Over the past three years we have:

- Doubled the number of children we serve,
- Fine-tuned our existing programs for better outcomes,
- Added new programs to our service continuum.

These additions and programmatic upgrades were implemented without a significant increase in our expenses.

2. Goals and Objectives

The Children's Alliance of Hawaii is requesting an Operations Grant-in-Aid of \$320,000 for fiscal year 2009-2010. A grant from the Hawaii Legislature will allow us to continue our important work and fulfill our mission to assist our most vulnerable population of child victims and their families.

In the past three years we have been truly grateful for the funding we received from the Hawaii Legislature and have done our best to maximize each and every dollar. We will avidly continue our efforts to make the best use of and leverage our funding to its greatest potential in order to best serve the greatest number of children possible.

We are keenly aware of the financial challenges facing all of our citizens and businesses, and will appreciate any funding we receive.

3. Public Purpose and Need to be Served

Child sexual abuse is a serious problem in our community. The Children's Justice Center of Oahu reports facilitating between 600 to 1200 child sex assault interviews each year. That figure breaks down to approximately 2 or 3 new cases a day. National statistics confirm that one out of four females and one out of six males have been sexually abused before the age of 18 years.

Sexually abused children are vulnerable to many social problems that have mental, physical and spiritual repercussions for the child, family and our community. Left untreated, they are at very highly at-risk for serious and sometimes life-threatening social problems, including substance abuse, low educational achievement, mental health disorders, early pregnancy, homelessness, unemployment, suicide, and criminal activities. The after affect can lead to an enormous burden and cost to the public at large. Consider these statistics:

Sexually abused children are at a threefold risk for substance abuse, (*Childhood Sexual Abuse: Impact on a community's mental health status, 1992, K.D. Scott*)

Approximately 31% of women in prison report that they were sexually abused children, (*US Department of Justice, 1991*)

74% of women who had intercourse before age 14 report a history of forced sexual intercourse, (*Alan Guttmacher Institute, 1994*)

62% of pregnant and parenting adolescents had experienced molestation or rape prior to their first pregnancy, (*Boyer & Fine, 1993*)

Approximately 95% of teenage prostitutes have been sexually abused, (*CT Center for Prevention of Child Abuse, 1992*).

4. Target Population to be Served

The target population for our programs is sexually abused children and youth, and their families. We assist sexually abused children and youth from infancy through age twenty-one. The vast majority of the children we serve come from low to very low income homes, or are in foster care, or are living in residential group homes.

Many of the children we serve are referred by State agencies including the Children's Justice Center, Department of Human Services, Department of Health, Department of Education, Family Court and Juvenile Judiciary Services. We also receive referrals from Child & Family Services, Sex Abuse Treatment Center, Catholic Charities, Tripler Medical Center and private therapists. We also receive referrals from the primary care-giver of sexually abused children.

5. Geographic Coverage

The Children's Alliance of Hawaii is located in Honolulu, Hawaii, and serves the island of Oahu and the island of Kauai.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

The Children's Alliance of Hawaii, Inc. is the only organization whose sole focus and mission is helping sexually abused children. There are very few programs offered specifically to assist sexually abused children on a statewide or even national level. We offer truly unique programs that provide a continuum of service. The collective goals for this continuum are:

- 1) Assist the sexual abuse victim regain the joy of their lost childhood
- 2) Help create or maintain a stable living environment
- 3) Improve their self-esteem
- 4) Let them know they are not alone in their struggle
- 5) Increase their capacity to express their feelings and emotions
- 6) Develop caring relationships
- 7) Empower them to create a strategic plan for their life.

Our three primary programs are as follows:

Enhancements - designed to "enhance" the lives of these children by providing goods and direct services that will help them become stable, enrich their development, and restore the special experiences of childhood that may have been lost. This program focuses on the child's individual needs, offering support for school related functions, summer programs, music, dance, art lessons, and sports activities. Sexually abused children and their families who are experiencing financial hardship and are struggling to meet their basic needs can obtain assistance with clothing and food vouchers, and transportation and basic utility services. Sexually abused children who are placed into foster care can receive a special "care package" from the organization ensuring that they have the basic necessities of new clothing, new toiletry items, and a backpack with new school supplies to help them with their transition. The Children's Alliance of Hawaii believes celebrating birthdays, life milestones, and holidays is very important in order for the child to create new positive memories to offset the bad ones. We support this belief by providing all of our eligible children with special birthday, milestone and Christmas presents; and opportunities to celebrate them with those who are closest to them. For youth with severe or problematic behaviors (i.e. running away, truancy, or aggression), the Enhancements services are being used repeatedly, over time, to positively reinforce the youth when they have demonstrated control over a specific targeted behavior.

Through our Enhancements Program 600-700 unduplicated sexually abused children and their affected siblings will be served. The Enhancements "goods and services" program is dependent on the generosity of the community at large. This outcome is dependent on the receipt of available funding. The degree of the on-going need of each child served determines the overall capacity for this program. On average, we serve 20 children a month, many of whom receive on-going services throughout the year.

H.E.A.R.T. (Healing Emotions with Art and Recreation Together) - an evidence based, gender specific six month program targeting elementary age children and adolescents. It offers four six-week group sessions, each consisting of art therapy, expressive movement, outdoor adventure,

and therapeutic horseback riding. These four therapeutic components have linkages to a variety of theoretical orientations for clinical intervention, including the psycho-social realm, symbolic imagery, body awareness, mastery and control, skill building, and practical problem solving. H.E.A.R.T. was conceived to provide experiences that address the social emotional needs of sex abuse victims based on the premise that these children can be "reached" through a hands-on experiential approach to intervention. Children who have been sexually abused often experience obstacles to normal social emotional development as a result of their abuse history. H.E.A.R.T. is based on the premise that discharging feelings can reduce some of the intensity and overwhelming effects on behavior. The overarching goals of this program include increasing self esteem, developing a group that understands they are not alone in their struggle, and increase the youth's ability to express their feelings and emotions. The H.E.A.R.T. program is the only program of its kind in the nation.

The H.E.A.R.T. program has the capacity to serve 40 - 48 children over a one year period ranging in age from 9 to 18 years old, all of whom have been sexually abused. This proposal outlines four 6 month sessions, one for young boys and one for young girls, (ages 9-12) and one for adolescent boys and one for adolescent girls (ages 13-18). Each group is designed to run with approximately 10 - 12 children or adolescents who participate in the activities. Each component is concentrated, for about 6 weeks, with all four components running a six month course.

Ho'omaka Teen-Teaming - an individualized teaming program, based on "best practices" and resiliency theory, designed to assist young adults and adolescents who are struggling with direction, life circumstances, and exhibiting symptoms of trauma from sexual abuse. The objective of this program is to provide an avenue by which sexually abused youth can build caring relationships, learn to navigate the system, maintain a positive trajectory, and attain a dignified independence. This program utilizes the specially created "Charting Your Goals: Life-Planning Guide For Teens" workbook by Dan Dahl and Randolph Sykes as a therapeutic tool to help the youth pinpoint their life goals. The youth take in-depth looks into their past, present and future in order to create a strategic plan for their life, concentrating in five areas: health, relationships, personal growth, finances and career. We use volunteers and experts in the community to collaborate as a "team" to provide the practical guidance needed to achieve the goals; and act as the support network that is customarily present in stable families. This approach is fashioned on the belief that positive outcomes for young adults who have experienced abuse are influenced by having healthy interactions with adults. These interactions will provide experiences that instill self-worth, reinforce a sense of achievement, encourage healthy attachments, and offer a sense of belonging to counteract abuse symptoms of loneliness and depression.

Hoomaka Teen Teaming is a customized and individualized program with the capacity to serve approximately 20 - 25 youth in a one year period. Each youth will participate in a minimum of two teaming meetings, and is given individual support and guidance on an unlimited as needed basis. Through the course of their work they will have a written action plan designed to meet their specific goals. Youth with more challenging obstacles will participate in as many teaming meetings as is necessary to attain success. All youth will receive follow-up contact by the

Children's Alliance, approximately 8 weeks after the final teaming meeting, to ascertain if additional assistance is needed.

2008 New Program Additions:

H.E.A.R.T. - Protective Parent/Guardian Support Groups – in 2008 we realized that often times “protective” parents and foster parents taking care of their sexually abused child or children need a venue to discuss and process the challenges they experience. As a new addition to our H.E.A.R.T. program we offer parent/guardian support groups at the same time as the HEART groups, making it convenient for both the child and parent to participate and receive help at the same time.

These Parent/Guardian Support Groups can assist between 20-40 adults in a one year period.

Individual and Family Therapy – As needed, our Clinical Director, provides trauma based CBT utilizing a variety of modalities.

It is our goal to offer a continuum of programs and services for each child. Our quantitative data reflects our philosophy to encourage referring sources to access as many programs as necessary for each child. Therefore, cumulative output numbers of children served will include duplication. Unduplicated numbers of children served can be quantified for each program.

2. Projected annual timeline for achieving results or outcomes

Hoomaka Teen Teaming - provide teaming services to 20 - 25 sexually abused youth in a 12 month period.

H.E.A.R.T. – provide 40-48 sexually abused youth with the activity based therapeutic group programs in a 12 month period.

Enhancements – Provide a total of 600-700 sexually abused children with “enhancing” or necessary goods and services in a 12 month period.

Parent/Guardian Support Group – Provide 10 – 20 adult parents/guardians of sexually abused youth with support group services in a 12 month period.

3. Quality Assurance and Evaluation

We believe that program evaluation is critical to overall effectiveness. Quality assurance, using both standardized and anecdotal measurements, is incorporated into each of our various programs.

Hoomaka Teen Teaming - Outcomes will be determined on an individual basis by the accomplishment of the Team's action plan. Specific steps will be tracked at each Team meeting. Overall success will be based on the youth reaching their self identified life goals. The Rochester Evaluation of Asset Development for Youth, (READY) will be given at the completion of the program. These outcomes include an evaluation of basic social skills that have changed since

program onset including self-control, empathy, communication, and decision making capacity. The youth's perception of their relationships with the adults who facilitate the program and the overall program effectiveness will also be measured.

H.E.A.R.T. Program - The Rosenberg Self-Esteem Scale will be used at the point of Intake and then to measure outcomes after 6 months at the close of each of the program groups. The referring sources will identify behavioral challenges on the Intake Application and target one specific behavior for change. The referring source's perception of behavior change will be assessed by them at the end of the program. The Rochester Evaluation of Asset Development for Youth, (READY) a youth outcomes measure, will be given at the completion of each program component, every 6 weeks.

Enhancements Program – Quality assurance is measured by the delivery of the necessary goods and services requested by the referring case workers and therapists. Intermittent follow-up is made with the referring sources to track the timely supply of the service or goods and each individual child's progress. We also receive letters from the recipient children informing us of the powerful impact of the "Enhancement" provided.

On an organization level, we have completed a strategic planning process and use the plan as a guide to stay focused on our goals and objectives, and ensure that we are able to complete our mission.

4. Measures of Effectiveness

The Children's Alliance of Hawaii utilizes the above mentioned quantitative program goals as well as continued and or sustained improvement levels within the standardized measurement tools to measure effectiveness. The most important measure of effectiveness is the manner in which an experience with our programs positively impacts and improves child's life. This measure is anecdotal and observational. As we work with a client we can observe how they become more engaged with and potentially improve their life. We share these stories of progress in a narrative form included in our grant reports.

III. Financial

1. Budget

See attached budget form.

2. Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$80,000	\$80,000	\$80,000	\$80,000	\$320,000

3. List of Other Funding Sources

Insurance/3rd Party Reimbursement
Federal Program Grants (if available)

Private Corporations/Foundations

Mercedes Benz of Honolulu
Wal-Mart
Costco
Bank of Hawaii
Friends of Hawaii Charities/Sony Open
Hawaii Community Foundation Managed Grants

Individual Donor Contributions

IV. Experience and Capability

A. Necessary Skills and Experience

The Children's Alliance of Hawaii has been providing supportive programs for sexually abused children for twenty one years. We are a small organization with an inherent ability for a quick turn around and effective response to the needs of these most vulnerable children. We have a dedicated Board of Directors, a highly competent and experienced staff, and a strong pool of both Master's level interns and concerned community member volunteers. We also utilize the advice of ad-hoc participants from the Child Sex Abuse Interagency Team, who offer guidance and direction. Our Program Committee is chaired by a Psychiatrist who works directly with the staff to ensure the highest standards are maintained.

Over our twenty years of community service, we have built an extensive volunteer program and a strong community partnership network. Community Partners (such as Marimed, SoulWorks, Therapeutic Horsemanship of Hawaii, Hawaii Family Programs, Girl Scouts) and volunteers (from First Presbyterian Church, Hawaii Pacific University, Argosy University, University of Hawaii, Chaminade University, private and public schools, and other community organizations) enable us to provide necessary goods and services, and offer our programs for sexually abused children on Oahu.

The following is a list of contracts, both private and public, which support our ability to perform this work:

Department of Health – CAMHD – Small POS – HEART Program #06-032
Department of Health – CAMHD – Small POS – Hoomaka Program #08-017
Hawaii Legislature – Judiciary – Operations Grant-in-Aid- J07103
Hawaii Legislature – Judiciary – Operations Grant-in-Aid- J08127
Hawaii Legislature – Judiciary – Operations Grant-in-Aid- J09039
Hawaii Community Foundation - Geist Foundation – PIN Grant/ Enhancements: 2007, 2008, 2009
Bank of Hawaii - Teresa Hughes Trust – PIN Grant/Enhancements: 2007, 2008, 2009
Consuelo Foundation – HEART Program – 2005, 2006

B. Facilities

Our office facility is located on the 4th floor at 1100 Alakea Street, in downtown Honolulu. Our facilities meet ADA standards. The space is ample and allows us to operate our programs and projects effectively. We are conveniently located, and offer our clients and volunteers a unique, confidential and secure environment. This is especially important to those we serve, as they have issues concerning trust and personal safety.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Our program team is headed by our Clinical Director, Caroline Thomas, LCSW, who has dual Master's Degrees in Social Work and Organizational Psychology. She has 12 years of experience providing services to children and maintains a Hawaii licensed for therapy. She works with the organization's President, Alfred Herrera, who has a Bachelor's degree and over 18 years of non-profit management and human services experience. Together, they are responsible for the design and implementation of our programs. They are supported by a dedicated group of Master's level interns from Chaminade University, the University of Hawaii and Argosy University. They are also supported by a subcommittee of the Board of Directors, which includes members with Doctorate degrees; and members of the Child Sex Abuse Interagency Team, who offer advice and direction. Kimberly Bartenstein, Director of Development, contributes to our programs by gathering community support and in-kind contributions for our programs and organizing volunteer participation. Cristine Reeves is the newest addition to our staff. She ensures that the Enhancements requests from Oahu and Kauai are coordinated and delivered on a timely manner. She also participates in outreach and education efforts for the organization to ensure that the widest reach possible is made to as many eligible children as possible.

Our H.E.A.R.T. and Hoomaka programs uses the services of experienced specialized contract professionals. These professionals have significant professional experience, appropriate credentials and licenses when needed. All of our staff, contract professionals and interns must pass local and national background checks.

B. Organization Chart

See Attached

VI. Other

A. Litigation – Not Applicable

B. Licensure or Accreditation – Not Applicable

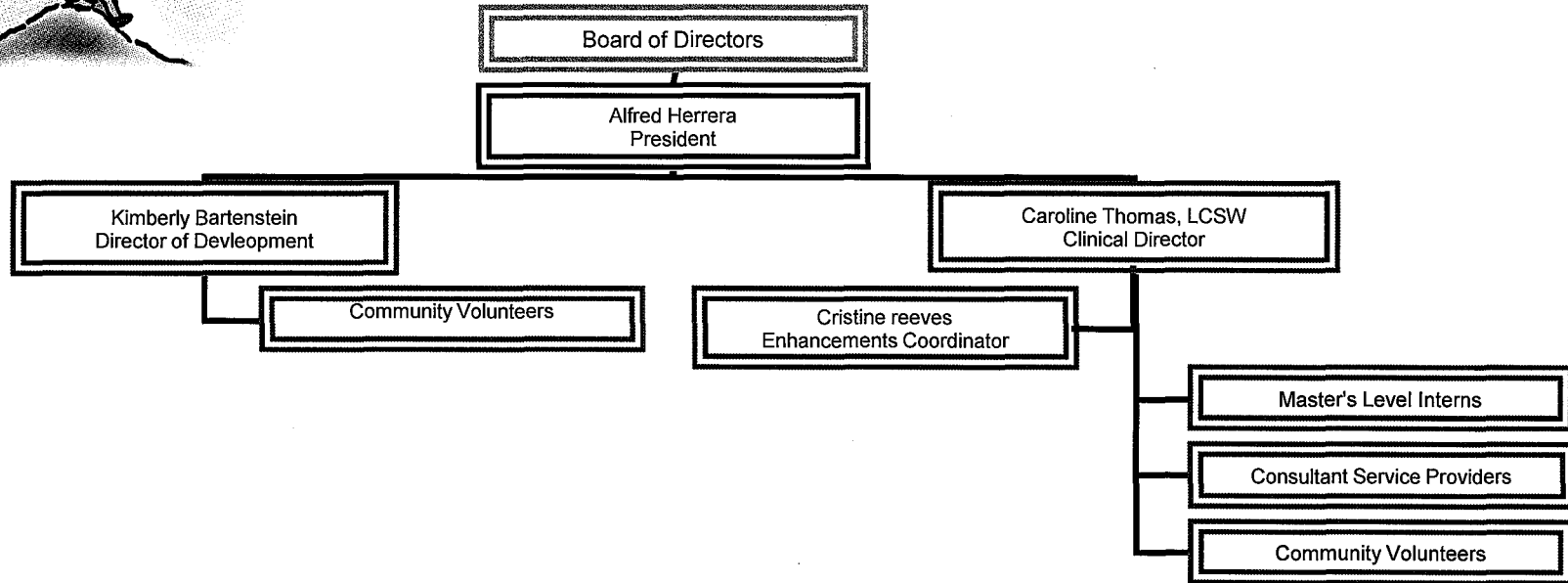
BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2009 to June 30, 2010)

Applicant: The Children's Alliance of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	150500	70000	20500	
2. Payroll Taxes & Assessments	15000	7050	2050	
3. Benefits	3000	2000		
TOTAL PERSONNEL COST	168500	79050	22550	0
B. OTHER CURRENT EXPENSES				
1. Accounting & Audit Fees	20000	10000		
2. Board of Directors Expenses		3000		
3. Contract Services (program)	10000	10000	5000	
4. "Enhancement" Goods/Services	5000		140000	50000
5. Equipment Lease/Maintenance	2000			
6. Info Technology	6500			
7. Insurance	6000	6000		
8. Interest Expenses		4000		
9. Legal Fees/Consultation		1000		
10. Maintenance - Facility	62500			
11. Mortgage Payments		40000		
12. Office Supplies	5000			
13. Outreach Expenses/Newsletter	10000	3000		
14. Postage	500	3000		
15. Program Supplies	14000		2000	
16. Special Event Expenses		64500		
17. Staff Training Expenses	3000			
18. Telephone / Utilities	5000			
19. Volunteer Support	2000			
TOTAL OTHER CURRENT EXPENSES	151500	144500	147000	50000
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	320000	223550	169550	50000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	320000	Alfred Herrera	599-2955 x 215	
(b) Organization Fundraising	223550		Phone	
(c) Private Foundations	169550			1/29/2009
(d) In-kind Contributions	50000			Date
TOTAL REVENUE	763100	Alfred Herrera, President		
		Name and Title		



The Children's Alliance of Hawaii, Inc Organization Chart



House District _____

Senate District _____

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

Log No: 99-C

For Legislature's Use Only

JAN 15 2009

rec'd

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 INDUSTRIAL RELATIONS AND PROGRAM I.D. NO. : LBR 903

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: The Pacific Gateway Center (PGC)

Street Address: 732-C Umi Street
Honolulu, Hawaii 96819

Mailing Address:
Same as Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DR. TIN MYAING THEIN, PH.D.

Title Executive Director

Phone # 851-7000

Fax # 851-7007

e-mail pgcmyaing@hotmail.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:
SEE ATTACHED EXECUTIVE SUMMARY**

KEEHI [LAGOON] COMMUNITY RESOURCE CENTER: PACIFIC
G. (Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 3,000,000

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 \$ 3,000,000

FEDERAL \$ _____

COUNTY \$ 1,000,000

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

DR. TIN MYAING THEIN

NAME & TITLE

1-14-09

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 Pacific Gateway Center (PGC, formerly the Kalihi Palama Immigrant Center) was founded in 1973 by the Palama Council of Churches in response to the dramatic increase in Asian and Pacific Islands immigrants to Hawaii and the continental United States. In 1984, PGC became a private nonprofit 501(c)(3) corporation with its own governing board of directors. PGC offers a range of direct and support services to meet the needs of immigrants, refugees, and low-income Hawaiian residents. The four integral components of the Center are Social Services, Employment and Training Services, Community Development and Economic Development. PGC operates from three project sites on O'ahu: the Culinary Business Incubator in Umi Street in Kalihi, the retail and small business incubator at 83 N. King Street in Chinatown, and a six-unit affordable housing facility on Laula Way in Makiki. The Pacific Gateway Center Staff provides multi-lingual services to their diverse clientele in a culturally sensitive manner.

The mission of Pacific Gateway Center is to help immigrants, refugees and low-income residents of Hawaii gain access to opportunities and services through the building of skills that lead to self-sufficiency while respecting the integrity of diverse cultural heritages. Pacific Gateway Center's values include: Food, Diversity, Spirit of Aloha, Humor, Creativity, Integrity, Mutual Respect, and Teamwork.

Oahu Head Start is a full partner in this venture. Oahu Head Start provides pre-school education to approximately 1650 children at 86 sites on Oahu and hence is the largest provider of pre-school education in Hawaii. Oahu Head Start operates under the corporate entity of Honolulu Community Action Program, often known as HCAP, a 501(c)(3) non-profit.

2. The goals and objectives related to the request

Tangible goal - The Pacific Gateway Center is developing a Ke'ehi Community Resource Center (KCRC) facility with up to 64,000 sq. ft., the maximum allowable under zoning limits [depending on fundraising] located on 13.2 acres of vacant, undeveloped land at Ke'ehi Lagoon. This proposed facility will serve as a central community resource center for existing O'ahu community service agencies. The KCRC facility will provide, at a minimum, office space for PGC and O'ahu Head Start programs, two new pre-school classrooms for approximately 40 to 50 students, O'ahu work force training programs, food service and warehouse facilities for Head Start and, if needed, a designated area for the Honolulu Police Department.

Pacific Gateway Center in October 2008 received approval in principle for a 65-year lease of this Keehi Lagoon site from the State Board of Land and Natural Resources and is now proceeding to get the environmental clearances and zoning needed for final lease approval.

This funding request will assist in securing the above-mentioned environmental and zoning approvals and to plan, design, and do site development for the proposed community center.

Objectives - Currently, the two main partner agencies are located and operated in different sites located throughout Oahu. The KCRC center will bring these agencies together in one central location and will allow them to provide more efficient and inclusive "one stop shop" services to the community. The advantages of consolidating programs in one central location include the ability to maximize program resources and expertise of staff, provide convenient combinations of services to clients with similar needs and demographics, easier agency program collaborations and partnerships and facilitated delivery of services to the community. This new "flag ship" community center will help services and programs respond more efficiently and quickly to the overlapping needs of the clients, e.g., PGC's multi-lingual capability can be shared and put to bigger use by the other agencies located in this center and the community is better served by offering participants a wider range of services available to them through enrollment into multiple programs all located in one center.

Oahu Head Start is in critical need for new facilities as its main administrative offices and central warehouse are located in the old Kapalama military reservation near the Sand Island bridge. All current occupants of the Kapalama site, including Head Start, have received notice to vacate as early as two years from now. Oahu Head Start has assurance of federal funds but may have to decrease services if funds currently used to provide pre-school education would have to be diverted to pay for lease of facilities.

3. State the public purpose and need to be served

Since its founding in 1973, the PGC has become a respected, premier social service agency and expanded its programs to include a range of direct and support services to meet the needs of immigrants, refugees, and low-income Hawaii residents. The four integral components are Social Services, Employment and Training Services, Community Development, and Economic Development.

Social services with a focus on financial asset building are the foundation of PGC involvement in the community. These programs include job placement and training to newly arrived immigrants, naturalized immigrants, and immigrant youth, case management services, counseling, entrepreneurial business start-ups, micro-loans. Additionally, as part of the social service area, PGC offers interpretation and translation services in 20 different languages.

Similarly, O'ahu Head Start programs have evolved from a part-day summer program serving 600 children to a major provider of preschool services in the State of Hawaii. Head Start programs have been providing preschool services to income-eligible families in the City and County of Honolulu for 42 years. Funding comes from the U.S. Department of Health and

Human Services. Enrollment is open to all with priority given to families at federally-defined poverty level. Operational guidelines and program performance standards ensure the implementation of high quality services through three service delivery options. All options provide a comprehensive program of education, health, and family support services that distinguishes this program from all other early childhood education and care programs.

O'ahu work force training programs serve Honolulu's youth and young adults through six consolidated programs that (1) address education and employment needs through a high school diploma course, occupational training, employment services, and wraparound case management services; (2) provide juvenile status offenders and first-time law violators with sanctions and services that prevent further involvement in the juvenile justice system through anger management classes, mediation and restorative justice program, substance abuse counseling, and citizenship training; (3) provide WIA participants, ages 14-21 with comprehensive employment services through occupational skills training, alternative education and mentoring; (4) provide non-high school graduates, ages 16-24, with alternative education and job training services that includes a high school diploma program, vocational and hands on construction training and employment services; (5) offers adjudicated, non-high school graduates, ages 16-24, the opportunity to prepare for employment and avoid further involvement in the justice system through alternative education and job training activities. These activities include substance abuse counseling, hands on construction training, and employment services; and (6) provides young offenders and those at-risk for court and gang involvement, ages 16-24, with the opportunity to attain educational and employment goals and avoid further involvement in the court system. Services and activities include high school diploma course, occupational training, and therapeutic counseling.

Of recent, efforts have expanded and strengthened for workforce services to assist under-represented populations such as Chuukese, Marshallese, and Micronesian immigrants, immigrants with limited English proficiency, and homeless individuals and families. Another focus is on preparing out-of-school youth to enter the workforce "pipeline" to serve local high growth/high demand industries (e.g., construction) through intensive alternative education and remedial services, occupational skills training, and employment services.

4. Describe the target population to be served

The target population that will be served by the Ke'ehi Community Resource Center (KCRC) includes Asian and Pacific Islands immigrants, refugees, and low-income Hawaii residents, income-eligible families in the City and County of Honolulu with preschool age children, special needs children and youth and young adults from 14 to 24 years.

Most of the programs of PGC focus on people at the federally-defined poverty level or

low-to-moderate income levels. Head Start's program is open to all but families at the poverty level have priority and constitute at least 90% of clients.

The proposed KCRC Center will also support other agencies with the long-standing need for office space and a meeting place that is both centrally located and easily accessible to the community on the island of O'ahu. The Honolulu Police Department will have a dedicated work space area for use by patrol officers. The Center will add to the quality of social, educational and recreational services and programs that are available to immigrants, refugees, low-income Hawaiian families, preschool age children and at risk youth and young adults who reside on the island of O'ahu. The Center will benefit the local community with a larger, more modern facility for much-needed day care services.

5. Describe the geographic coverage

The KCRC Center is located on the island of O'ahu, in the Kalihi Kai area. The KCRC Center will be located on vacant land that is comprised of several adjacent parcels that total 13.2 acres. This vacant site is owned by the State of Hawaii and is overseen by Department of Land and Natural Resources Land Division. The site is located east of the Ke'ehi Lagoon Memorial park, and is bordered on three sides by water: Moanalua Stream on the west boundary, Ke'ehi Lagoon on the south boundary, a small tributary the empties into the Ke'ehi Lagoon on the east boundary and the H-1 Freeway (Airport Viaduct) and Nimitz Highway on the north boundary. A gas line easement is located on the site and runs parallel to Nimitz Highway.

PGC's programs focus geographically on those living in urban Honolulu but are open to all. Since the Keehi Lagoon facility will include Head Start's administrative offices, central kitchen and warehouse, the facility will serve an Oahu wide population as Head Start has classrooms at 86 sites island-wide. The site is convenient for island-wide distribution given the close highway connections. Plans include providing two classrooms for pre-school education. The children for these two classrooms are likely to come from those living in the area and those whose parents work in the general area of the airport, Sand Island, Kalihi, Mapunapuna, Honolulu harbor.

The Center will be easily accessible to commuters who live in west Oahu and commute to Sand Island, the airport industrial area, Mapunapuna, Fort Shafter, Kalihi, downtown, Waikiki, and east Oahu as well as residents who live in central O'ahu and travel over surface roads. Both the H-1 Freeway (Airport Viaduct) and Nimitz Highway run parallel to the site.

The project area is comprised of several adjoining parcels (TMK 1-1-3:03, 204, 205, 206, 207, 211, 212 and 138). The land use designations for the property are as follows:

- a. State Land Use District -- Urban
 - b. Development Plan Land Use Map – Preservation
 - c. Development Plan Public Facilities Map – No amendment required
 - d. Zoning – P-2 General Preservation
1. 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 Ke'ehi Community Resource Center will provide a multitude of services, programs and work space areas in one centralized location to a diverse clientele. The Pacific Gateway Center, O'ahu Head Start programs, O'ahu work force training programs, food service and warehouse facilities for Head Start, and a designated area for the Honolulu Police Department will all be located in this Center.

The KCRC will provide community benefits which include more services which would not otherwise be able if operating funds were to be spent on leasing facilities. This is particularly true for Head Start which currently pays nothing for its office and warehouse space at the Kapalama military reservation. Given that the federal funds which have supported Head Start for over four decades are expected to continue, the long term preference is not to rent or lease a facility but rather to 'own' its facility and to avoid having federal funds diverted from providing pre-school education to paying for leased facilities.

The community will benefit from this convenient, comprehensive "one stop shop" facility by being able to access direct and support services to meet the needs of clients with similar demographics and needs, including immigrants, refugees, low-income Hawaii residents, income-eligible families with preschool age children, special needs children and youth and young adults from 14 to 24 years.

Comprehensive programs and services that will benefit the community include: education, health, and family support services; preschool services; occupational training, employment services, anger management classes, a mediation and restorative justice program; substance abuse counseling and citizenship training; comprehensive employment services through occupational skills training, alternative education and mentoring for youth and young adults; alternative education and job training services that includes a high school diploma program, vocational and hands on construction training and employment services.

In addition, the Center will benefit the local community with two new classrooms for 40 to 50 children for much-needed pre-school education/child day care services in addition to providing needed neighborhood meeting facilities in the Kalihi/Palama area.

II. Experience and Capability

A. Necessary Skills and Experience

While PGC and Head Start have qualified to carry out the social services and educational components of their agencies' programs, this funding request is to contract with individuals or firms to provide the necessary skills and experience to complete the pre-development and construction phases of this project and to assume project development oversight.

PGC and Head Start have assembled a highly experienced group of people with decades of experience in project development and fundraising including many of people responsible for the near-by DAV/Disabled Veterans hall project.

PGC has considerable experience in fund-raising and development as it owns outright three facilities, each valued in million dollar to multi-million dollar area. PGC's Umi Street kitchen incubator, the largest such facility of its kind in the nation when it was opened in 2003, was built from the ground up with a combination of federal, county, and private funds. PGC's 83 N. King Street, Chinatown retail and small business incubator was purchased and renovated with a combination of federal, county, and private funds. PGC's affordable housing facility in Makiki was purchased with federal funds distributed by the City and County of Honolulu.

B. Quality Assurance and Evaluation

PGC and its experienced partners will assure that the project be adequately managed. PGC will contract with established service providers with a good track record to develop and manage the facility development. Criteria which PGC will consider include: 1) organization, management, general qualifications; 2) proposed program activities/planning; 3) quality improvement plan; 4) performance outcome measures and indicators; and 5) financial and budget resources.

All federal, state, and city requirements, assurances, and conditions will be met and reflected in licensing, certification, contracting, and quality assurance processes. These assurances include 1) assuring the health and welfare of all clients by using only qualified providers; 2) assuring providers understand and address the needs of the clients; 3) assuring that providers of service are accountable in their financial practices in accordance with industry and government standards, and 4) developing and implementing the program professionally.

C. Facilities

Pacific Gateway Center in October 2008 received approval in principle for a 65-year lease of this

Keehi Lagoon site from the State Board of Land and Natural Resources and is now proceeding to get the environmental clearances and zoning needed for final lease approval.

The funds from the \$3 million CIP grant request will be used for pre-development of the 64,000 sq. ft. Keehi Community Resource Center (KCRC), with the size dependent upon fundraising. This proposed project will include give (5) separate structures, so that incremental or modular development is easy.

The five (5) separate structures will create a campus-like atmosphere with opportunities for private landscaped courtyards which afford each building excellent view planes, maximum potential for natural ventilation, and ease of access and delivery to and from the parking areas.

Each building will have a natural rock-clad base and a prominent Hawaiian *hale roof* “sculptural profile.” A “campus atmosphere” will be purposefully expressed in a contemporary Hawaiian manner that will be shown by the proportions, massing and aesthetic slopes of the buildings reminiscent of an old Hawaiian *hale*. The proposed facility will be landscaped by groves of coconut trees and native plants. The project will be in constant view for all to see, including some of their first visit to Hawaii, as it will be visible from the elevated highway from Honolulu airport to downtown Honolulu and Waikiki. Hopefully, a “Hawaii – tropical” image will a first, good, and lasting impression.

Basic materials anticipated include:

1. Standing seamed matte zinc roofing
2. Natural rock bases/entry walls to each module
3. Blue tinted glass
4. Plastered base walls with random smooth coral chips

Notes of interest include:

1. Adherence to LEED provisions for a Silver Certification will be respected and a constant from the conceptual design stage to make this project as GREEN as economically feasible.
2. The project will include state-of-the-art technological features for tele-communications, internet, and distant learning.
3. Solar water heating and photovoltaic generation of some of the projects electrical needs are envisioned.
4. Certain modules will be hardened to serve in emergencies as command centers for government use during a natural crisis or for other governmental use.
5. All ADA requirements as required by Title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181), and child day care requirements under Section 15 of the Day Care Act R.S.N.S. 1989, c. 120 O.I.C. 79-1556 (November 27, 1979), N.S. Reg. 195/79 as amended up to O.I.C. 2004-363 (September 8, 2004), N.S. Reg. 202/2004, will be complied with.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The proposed staffing, staff qualifications, supervision, and training of personnel for KCRC will be conducted and supervised by the Pacific Gateway Center.

B. Organization Chart

The staff and line responsibility/supervision for KCRC will be determined by the Pacific Gateway Center.

IV. Service Summary and Outcomes

A. Describe the scope of work, tasks and responsibilities.

The end result of this \$3 million request by Pacific Gateway Center is the completion of all pre-development work, including planning, engineering documents and plans (P/E) for the construction of the 64,000 SF Ke'ehi Community Resource Center located on 13.2 acres of vacant, undeveloped land at Ke'ehi Lagoon.

The Ke'ehi Community Resource Center will provide a multitude of services, programs, and work spaces in one centralized location to a diverse clientele. Pre-school education and childcare programs, Hawaii Language Bank, immigrant youth program, employment core services for immigrants, refugee resettlement, matching individual development account grant programs, emergency housing assistance, assistance for victims of human trafficking, small business and entrepreneurial training, English as a second language training, kitchen incubator training, *RED Manini* micro-loans, employment creation for refugees, immigrants, and low-income residents, virtual business incubator for refugees, and, if needed, a designated area of the Honolulu Police Department will be located at this Center.

The community will benefit from a comprehensive "one stop shop" facility by being able to access direct and support services to meet needs of a diverse clientele including immigrants, refugees, low-income Hawaii residents, limited English proficiency individuals, income-eligible families with pre-school age children, special needs children, youth and young adults from 14 to 24 years of age.

Comprehensive programs and services that will benefit the community include education, health services, family support services, preschool and affordable childcare, occupational training, employment services, citizenship training, occupational skill training, alternative education and mentoring for youth and young adults.

B. Projected annual timeline for accomplishing the results or outcomes of the service

See attached construction timeline.

V. Financial

Budget

See attached budget form.

VI. Other

A. Litigation

Pacific Gateway Center has no pending litigation.


B. Licensure or Accreditation

All service providers contracted to develop and maintain KCRC programs will be licensed and meet all program and personnel criteria of the City and County of Honolulu, State of Hawaii, and the federal government.

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

App

Pacific Gateway Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
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				
7. Telecommunication		0		
8. Utilities		0		
9. Coastal Zone Mgmt		45,000		
10. Environmental Assessment		45,000		
11. Shoreline Variance/SMP		20,000		
12. Consultants/Design Team		825,000		
13. Soils Test		30,000		
14. Site Survey		50,000		
15. Grubbing/Demolition		25,000		
16. Grading		90,000		
17. Permits		70		
18. Site Improvements		2,790,000		
19				
20				
TOTAL OTHER CURRENT EXPENSES		3,920,070		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)		3,920,070		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	3,000,000	Cappy Fasi	808 947-1111	
(b) County	1,000,000	Name (Please type or print)	Phone	
(c)			1-14-09	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	4,000,000	Dr. Tin Myaing Thein, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Pacific Gateway Center

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
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Pacific Gateway Center

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**

Pacific Gateway Center

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:2009-2010	FY:2010-2011	FY:2011-2012
PLANS				110000		
SITE IMPROVEMENTS				2790000		
DESIGN				825000		
CONSTRUCTION-Soils Test, Site Survey, Grubbing/Demo, Grading				195070		
EQUIPMENT						
TOTAL:				3920070		
JUSTIFICATION/COMMENT State funds will be used for the predevelopment of the 64,000SF Ke'ehi Community Resource Center.						

**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.

Pacific Gateway Center

(Typed Name Organization)



(Signature)

1-14-09

(Date)

Dr. Tin Myaing Thein

(Typed Name)

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: 96-0

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 LD. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbn: The Salvation Army

Street Address: 2950 Manoa Road, Honolulu, HI 96822

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DANA BARNUM

Title Development Director

Phone # 808-440-1861

Fax # 808-988-1508

e-mail Dana.Barnum@usw.salvationarmy.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 TO EXPAND AND OPERATE SOUP KITCHENS IN HANAPEPE AND LIHUE, KAUAI TO FEED THE HUNGRY AND HOMELESS. THE SOUP KITCHENS ARE ALSO USED FOR EMERGENCY DISASTERS

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ \$90,000

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

MAJOR EDWARD HILL DIVISIONAL COMMANDER

NAME & TITLE

JANUARY 30, 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 Salvation Army is one of the oldest and most trusted social service organizations in the world. Since 1865, The Salvation Army's mission has been to serve the physical, social, educational and spiritual needs of mankind without discrimination. The Salvation Army has carried on this tradition of service in Hawaii for over 112 years and more than 108 years on Kauai, and has ranked among the highest internationally with regard to the quality of service, the most effective results and the lowest operating costs.

The Family Service Centers (FSC) on Kauai have been in operation for many years and offers a wide-range of social services to families and individuals. These services include providing food, clothing, utility assistance, household items and temporary shelter assistance. The Food Pantry is a component of the FSC and is open on a weekly basis to provide food boxes for those struggling to make ends meet each month. The Program also provides assistance to families and individuals in a financial crisis as well as those who have been affected by a disaster (fire, flood or other natural disaster). The latest component to the continuum of services provided by the FSC is the Kokua Soup Kitchens, located in Lihue and Hanapepe.

Two Kokua Soup Kitchens are currently operating on Kauai. The first opened in November 2004, in Lihue, and the second in April 2006, in Hanapepe. We currently have volunteer support from the community, businesses, churches, civic groups and two local church groups are helping to financially support the Kitchens. However, these funds are minimal and not enough to sustain these services, especially with a recent upsurge in demand in 2008 and a projected increase in 2009. It is vital that these Kitchens are able to stay open as we continue to work with the community to meet the need.

The Soup Kitchens serve a broad range of the community; the traditional homeless population, as well as low-income elderly, single parents, needy families and veterans. We are able to currently serve hot nutritious meals six times a week to those in need. The Soup Kitchens on Kauai are open on alternate days to provide the participants with hot meals every day of the week excluding Sundays. Each Soup Kitchen serves three meals each week. The Hanapepe Soup Kitchen currently serves lunch every Wednesday

and Friday and dinner every Monday. The Lihue Soup Kitchen currently serves lunch every Thursday and Saturday and dinner every Tuesday.

The Soup Kitchens are also used for emergency disasters such as during the floods which occurred in December of 2008. Hundreds of meals were served to local residents, disaster relief workers, volunteers, and families displaced from their homes by the torrential rains and floods.

The Salvation Army is seeking ongoing Grant-In-Aid funds of \$90,000 to continue serving the hungry and destitute on the island of Kauai. This will keep the Soup Kitchens operational throughout the year with a combined schedule of serving meals six times a week.

The Grant-In-Aid will assist in providing the basic necessities to hundreds of Kauai residents as we develop a strategic plan to support the Soup Kitchens on a long-term basis. Without aid coming from the state of Hawaii many Kauai residents would be lacking in proper nutrition and care, which would be unfortunate during these trying times.

2. The goals and objectives related to the request;

Overall the purpose of the Kokua Soup Kitchens is to:

- Provide food and nutritious meals to the needy residents of the state of Hawaii. Improve the quality of life for hundreds of low-income elderly, and families living below the poverty level and homeless men, women and children
- Diminish economic pressure on the community
- Make a positive change in Kauai's homeless problem and attend to the growing need of those in economic crisis
- Provide a referral service for additional assistance to assist individuals and families to get back on their feet and become productive citizens in the community

In addition to meeting the immediate food needs, The Salvation Army' provides other resources such as clothes, and referrals which the Soup Kitchen participants use to stabilize their lives. Our comprehensive programming and the facility allow us to efficiently use our resources to meeting human needs and combat hunger. The participants are provided routine follow-up to make sure they are progressing in life and making positive changes.

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

Kauai is a small island isolated from essential resources. The last official survey in 2003, Homeless Point-In-Time Report prepared for the State of Hawaii by SMS Research and Marketing Services, Inc., for the island of Kauai, just under **350 people** were counted as being **homeless** (no shelter at all), **almost 13,000** were considered as the **'hidden homeless'** (living with friends or relatives because they cannot afford their own place) and more than **6,100 people** were **at risk of being homeless**. The Report indicates that a high percentage of those classified as 'at-risk' fluctuate between having a stable home and living on the streets. All recent reports indicate a rise in unemployment in Hawaii and on the island of Kauai. As is well documented, there has been a rapid increase in the number of homeless in Hawaii, and we, as the front line service agency on Kauai, are stretched past our limits.

On Kauai, the Soup Kitchens at the Family Service Centers in Lihue and Hanapepe are one of the few places that provides assistance with food, clothing, shelter and other support to those in need, including the homeless. The numbers have increased 300% in the last two years and we predict that they will double next year again. Other community agencies and churches that provide food indicate that the number of people seeking food has been growing and they also are struggling to keep up with the demand.

On Kauai the Lihue and Hanapepe Kokua Soup Kitchens were created with a lot of community support because of the identified need. Most of the funding to start up the Soup Kitchens came from private foundations, such as the G.N. Wilcox Foundation, Atherton Foundation, Dora Isenberg Trust, the Hawaii Community Foundation, as well as donations from businesses, service clubs such as the Rotary Clubs, Lions Clubs and Kiwanis, numerous churches and concerned individuals. We regularly receive food donations from such sources as COSTCO, and purchase from the Hawaii Foodbank to keep costs low. Volunteers from the community are an essential component to the operations of the Soup Kitchens. See Attachment A, for a list of volunteer organizations who donate thousands of hours to help operate the Soup Kitchens.

4. Describe the target population to be served:

The clients who receive a hot meal include low-income elderly and veterans, families living below the poverty level, and homeless men, women and children. As a comprehensive service agency, we complement our hot meal programs with additional assistance to our clients and referrals for substance abuse, medical needs, etc. Each year, through the Family Service Centers in Hanapepe and Lihue, an average of 6,500 people receive shelter, clothing vouchers and food boxes, and rent and utility assistance.

A total of 6,865 meals were served on the island of Kauai from July to December 2008. The Hanapepe Kitchen served approximately **2,300 hot meals** since April 2006. The Lihue Kokua Soup Kitchen has been in operation longer and last year served over **6,200 meals**.

The people served by the Soup Kitchens varied, ranging from relatively young individuals to seniors to entire families, with young children in tow, struggling to hold their lives together. The **Lihue Kitchen** served more than **4,100 men, women and children** last year - 937 were infants to 17 years old; 2,270 were young adults to seniors from 19-59 years old; 935 were 60 or older; and 198 were veterans. The men, women and children who were helped by the **Hanapepe Kitchen** were **60% senior citizens, 10% veterans, 55% homeless, and 25% families with children**.

5. Describe the geographic coverage:

The Salvation Army Lihue and Hanapepe Corps Community Centers are located in east and southwest Kauai. They have been providing food and emergency assistance to families in need on the island for over 105 years. The Soup Kitchen does not have geographic boundaries - anyone from any part of the island can get a hot meal at the Soup Kitchen.

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 Soup Kitchen is an effective low-cost method of meeting a vital community need that seems to be growing at a very rapid pace. The meals are provided at no charge to the participants. The daily count at the Hanapepe Soup Kitchen has increased from 50 people to more than 80 at each meal.

Both Kitchens are primarily operated by volunteers; therefore the operational costs are kept to a minimum. The volunteer organizations have indicated that without our kitchens they would not be able to take on such a large-scale effort to feed the homeless, and we are part of a long established network and cooperative venture, supported by the local communities. Together we all provide thousands of volunteer hours and are working to expand community support as the need grows more critical in 2009.

Our Soup Kitchen provides the community with an excellent learning experience for the youth and young adult school groups. Partners include local Service Learning Projects. The Judiciary Community Service Program, 5th Circuit Court is linked up with the Soup Kitchen in Lihue and often assigns individuals to perform their community service hours at the Soup Kitchen.

II. 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 Salvation Army has is one of the largest non-profit social service agencies in Hawaii. For over 114 years our programs have included Adult Rehabilitation Centers, Adult Day Care Centers, Correctional Services, Hospital and Rest Home Services, Missing Persons Assistance, Camping Programs for youth and seniors, Emergency Disaster Services, Homeless Programs, Low Income Senior Housing, Keiki Educational Programs and Social Service Programs.

The Salvation Army Lihue and Hanapepe Corps Community Centers have been providing food and emergency assistance to families in need on the island for over 110 years. They are both multi-faceted facilities that assisted 21,000 men, women and children through programs such as emergency assistance of the Family Service Center, Soup Kitchens, Christmas and Thanksgiving meals, Outreach Programs to Prisoners, Seniors Programs, Character Building and Music Programs for At-Risk Youth, Holiday Toy Distribution, and After School Tutoring Programs in 2008. Community support for the Community Centers is evidenced by the thousands of dollars in private donations received each year from the local community in addition to over 4,000 hours contributed by volunteers last year. They have continued to provide resources to those facing situational emergencies, chronic financial hardships, homelessness and other emergency situations that threaten the stability of residents of Kauai.

The Salvation Army successfully operates Soup Kitchens and Food pantries all over the country, and meets or exceeds all best management practices as well as conforming to all relevant local laws and health and safety standards.

B. Quality Assurance and Evaluation

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 Soup Kitchens maintain regular records on the people they serve. The statistics include the number of meals served per day, the number of new participants to the Soup Kitchen, as well as the number of returning participants. Demographics on the participants, such as single-parent families, number of children, elderly, veterans, and homeless are also tracked. Data is collected on the number of people coming to the Soup Kitchens who receive additional support – such as rent assistance, food boxes, clothing,

etc. This information helps avoid duplication of services and determines programs goals. This also helps with future planning and budgeting projections and to evaluate program effectiveness.

The Soup Kitchen Managers and the Corps Officers monitor the cost of serving the meals and staying within the budget. Audits are conducted annually and budgets are submitted to local through the Corps Community Center Council and The Salvation Army Divisional Headquarters.

C. 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 Soup Kitchens in Lihue and Hanapepe are the only *social services* kitchen of their kind on the entire island. Both Kitchens have Food Establishment Permits from the Department of Health, which allow them to prepare and serve food to the public. It is important to note the *social services* aspect of the two kitchens goes beyond serving hot meals to those in need. During the recent state of emergency created by the floods of December 2008, the Hanapepe Soup Kitchen prepared and distributed meals to the more than 100 displaced residents and the scores of emergency personnel and volunteers who helped out throughout the emergency situation.

Both Soup Kitchens' dining room and bathroom facilities are accessible to persons with a disability.

Both of our Food Establishments are certified by The Hawaii State Department of Health (supporting documents can be provided).

III. 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 Salvation Army Kauai Island Coordinator, Captain Mitham Clement in Lihue has been an officer in on the island for almost eight years. He has successfully operated the Kokua Soup Kitchen since November 2004 and provides experience and knowledge to help make this endeavor a success.

Larry Groenleer, the Corps Officer at Hanapepe is overseeing the Soup Kitchen at that location. He has been involved with The Salvation Army for over nine years as a counselor working with clients that have a history of substance abuse. His experience is an asset in helping homeless individuals, because many have substance abuse issues.

The hours of the Soup Kitchen managers for both Soup Kitchens have been increased to 30 hours per week as we expand services to six days per week (see *Attachment C* for the Soup Kitchens job descriptions).

Approximately 5-6 volunteers are needed per day to assist with the preparation, food service, and clean up. The thousands of hours the volunteers provide to the Soup Kitchens are an invaluable asset because it keeps the kitchens' operating costs down. Lists of the volunteer organizations that are instrumental in the operation of the Soup Kitchens are in *Attachment A*.

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.

Attached are the organizational charts for the Lihue Corps and the Hanapepe Corps and an organizational chart for The Salvation Army, Hawaiian & Pacific Islands Division (see *Attachment D*).

IV. 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 or outcomes from this request.

A. Describe the scope of work, tasks and responsibilities.

The scope of work for the Soup Kitchen is as follows:

Kitchen Manager's duties include:

- (1) Menu Planning, including taking inventory of foodstuff and other ingredients to prepare the meals, provide paper goods and other supplies.
- (2) Shopping for food and supplies to prepare and serve the meals. This includes checking with the Kauai Food Bank to determine what is available, then going to local grocery stores to purchase the necessary ingredients and supplies not available at the Food Bank.

- (3) Preparing and cooking the meal.
- (4) Organizing and delegating preparation tasks to the volunteers.
- (5) Organizing and delegating clean up tasks to the volunteers.
- (6) Cleaning up the kitchen and dining room and setting up for the next meal service.

Volunteers' duties include:

- (1) Preparing the salad, main course and side dishes
- (2) Preparing and setting up the dessert
- (3) Setting up the beverage station and dining room furniture
- (4) Counting the paper plates and wrapping the plastic utensils with napkins
- (5) Setting up the chaffing dishes and organizing the trays of food
- (6) Serving the food
- (7) Talking with the participants and sharing information about referral sources, especially the services provided by the Family Service Center program
- (8) Cleaning up the dining room and kitchen and setting up for the next meal service

As the Soup Kitchens expanded to serve meals six days a week, both Kitchens project that they will be serving at least 400 additional meals per week.

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

Each Soup Kitchen is currently serving three (3) meals a week, or a combined total of six (6) hot meals a week. This funding is necessary to maintain current demand.

A Strategic Plan is still needed as we grow the services of the Soup Kitchens. It is under development with input from the community, the Corps Officers, staff, the Development Department at Divisional Headquarters, and Kauai Advisory Board. The Plan will include securing additional financial support of churches, local businesses, civic groups, and concerned individuals, as well as regularly scheduled fundraising activities to insure a steady flow of income to support the Soup Kitchens on a long-term basis.

V. Financial

Budget

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

The largest expenses for the Kauai Soup Kitchens are fixed costs, such as food, utilities, gasoline for transporting people to and from the Kitchens, and taking food to those who can't get to the Kitchens.

The proposed budgets for the Lihue and Hanapepe Soup Kitchens with continued services

of six (6) times a week are in *Attachment E*.

NOTE: The exact amount of money for “other sources of revenues” on our budget sheets is difficult to estimate because most of the money has been pledged to the Soup Kitchen through donations and fundraisers. Until the money is actually collected, we cannot verify the amount.

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.

Nothing to report.

B. Licensure or Accreditation

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

Both Soup Kitchens are Commercially Certified Kitchens by the Hawaii State Department of Health, and we are on file with them.

ATTACHMENT "A"

THE SALVATION ARMY
Kauai Kokua Soup Kitchens
Lihue & Hanapepe
List of Volunteers

Lihue Soup Kitchen	Hanapepe Soup Kitchen
1) AARP	1) Eleele Baptist Church
2) 4-H Club of Kauai High School	2) 4-H Club
3) Community Service Program, Family Court, 5 th Circuit Court	3) Grand Hyatt Hotel
4) Hyatt Regency Kauai Resort	4) Kalaheo Missionary Club
5) Kauai Fire Department	5) Kaumakani Senior Club
6) Kauai High School	6) Poipu Rotary Club
7) Kauai High School Leo Club	7) Waimea High School Leo Club
8) Koloa United Church	8) Westside Lion's Club
9) Lihue Baptist Church	9) Westside Rotary Club
10) Lihue Christian aChurch	
11) Lihue Latterday Saints Church	
12) Lihue Lutheran Church	
13) Rotary Club of Kauai	
14) Thy Ministires & Christian Fellowship-Lihue	
15) Unity Church of Kauai	

ATTACHMENT "C"

JOB DESCRIPTION Lihue Corps Community Center

Kokua Soup Kitchen Coordinator

Status: Non-exempt, Part-time (15-19 hours/week)

Supervisor: Corps Officer

Essential Qualification: Efficient and organized, Always dependable, Punctuality, Able and willing to make decisions, Able to use initiative, Responsible and patient
Able to use Computer Microsoft Office, Word & Excel, Understanding of the clients served, Able to work with a wide range of personalities and show compassion, To be an example of The Salvation Army's Motto "Heart to God, Hand to Man", Valid driver's license and able to pass The Army's annual driving test, See Mental, Physical, and Communication demands

General Statement: Each employee will be seen by the public as representing The Salvation Army and therefore will represent the mission we exist to accomplish. Standards of conduct will be expected to fall into line with that mission.

The coordinator will be totally responsible for the operation of the program. He or she will be involved in the total, with ability to manage the program. He or she will decide on guidelines and tasks for volunteers in accordance with The Salvation Army policy. The coordinator may enlist the assistance of additional volunteers as they wish, with the understanding that he or she is ultimately responsible. The Coordinator must complete a safe food-handling course, chosen by the Kokua Soup Kitchen Committee. The Salvation Army will pay fees for the course.

Essential Duties:

- Solicit food donations
- Purchase food
- Plan menu's based upon available food
- Solicit volunteers
- Keep an always-current list of volunteers' names and phone numbers
- Instruct volunteers in the preparation of food
- Appoint a volunteer in charge of food preparation for the day when necessary
- Appoint a volunteer in charge of food serving and clean-up for the day
(Note: paper plates, plastic utensils, and etc. will be used until further notice)
- Generally oversee the food preparation, serving, and clean-up
- Determine necessary cooking pots, pans, utensils, etc. Add or replace as necessary
- Order paper products. Be responsible for always having a more-than-adequate supply on hand
- Establish a time-line before each food service date to:
 1. Contact potential food sources
 2. Determine what food will be available
 3. Determine when will the foods be available
 4. Plan the menu
 5. Arrange transportation of food from its source to TSA
 6. Arrange for volunteers to be at the site to receive and store food
 7. Arrange for volunteers to prepare the food
 8. Arrange for volunteers to serve and clean up
- Prepare and submit necessary reports to Corps Officer
- Plan and do fundraising events
- Maintain a filing system
- Write letters and do general correspondences as necessary
- Do public speaking to promote and solicit support for the program
- Identify needs and funding sources
- Assist Divisional Development Department with grant-writing
- Recruit and Train volunteers
- Bring hot meals to parks and beaches by utilizing the mobile canteen trailer

Other Duties:

- All other duties as assigned by Corps Officer

MENTAL DEMANDS:

- Work under stressful conditions
- Interact with others with courtesy and tact
- Manage and prioritize multiple projects in an organized and efficient manner
- Respond to crisis situations in a calm and effective manner
- Prioritize multiple work tasks to meet tight deadlines
- Complete projects on schedule
- Maintain confidentiality
- Maintain regular and punctual work attendance

PHYSICAL DEMANDS:

The position requires sitting; climbing and/or balancing; stooping, kneeling, bending, stretching, crouching and/or crawling; standing; walking; manual dexterity and eye-hand coordination; use of vision; driving a vehicle; pushing/pulling/lifting/carrying up to 30 pounds and occasionally more than 50 pounds; traveling by airplane.

COMMUNICATION DEMANDS:

The position requires talking to co-workers, clients, vendors; requires written communication to and from co-workers, clients, vendor; talking on the telephones; requires responding to written or verbal requests of co-workers, clients, and vendors; requires training/giving verbal and written instructions; requires receiving verbal and written instructions; requires writing/composing written language; requires reading; requires visiting/working at other worksites; requires communication via the latest technologies

SKILLS/TECHNICAL KNOWLEDGE:

- High school diploma
- Valid Hawaii driver's license
- Prioritize multiple work tasks to meet tight deadlines
- Travel off-island as necessary

EQUIPMENT NEEDS:

Use equipment such as hand trucks, refrigerators, freezers, commercial stoves, microwaves, coffee makers, computers, photocopiers, scanners, calculators, etc.

DESCRIPTION OF WORK ENVIRONMENT:

Most work will be indoors. Attendance at trainings in Hawaii is required.

NOTES:

The information in this job description indicates the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Employee's Signature:

Date

Corps Officer's Signature

Date

The Salvation Army, A California Corporation is an equal opportunity employer.

ATTACHMENT "C"

THE SALVATION ARMY HAWAIIAN AND PACIFIC ISLAND DIVISION HANAPEPE CORPS COMMUNITY CENTER

JOB DESCRIPTION

WESTSIDE KOKUA SOUP KITCHEN MANAGER

Department: Westside Kokua Soup Kitchen
Position Title: Manager
Status: PT, non-exempt (10-15 hrs. per week)
Supervisor: Corps Officer

GENERAL STATEMENT: The Salvation Army is a branch of the Christian Church, and the ultimate goal of all programs is a spiritual regeneration of all people. Each employee will be seen as representing The Salvation Army and therefore represents the mission we exist to accomplish. Standards of conduct will be expected to fall into line with our mission.

JOB SUMMARY: Under supervision of Corps officer, Manage, Operate and Run the S/A Hanapepe's, Westside Kokua Soup Kitchen. The continuation of this position is dependent upon funds available from the grant supporting The Westside Kokua Soup Kitchen.

ESSENTIAL QUALIFICATIONS:

- Maintain regular and punctual work attendance on premises
- Interact with others with courtesy and respect
- Must complete a safe food-handing course (S/A to pay for the class)
- Prioritize multiple work tasks to meet tight deadlines
- Work independently and handle job related pressures
- Have basic computer skills
- Maintain confidentiality
- Follow complex written and oral instructions
- Valid Hawaii driver's license and able to pass the S/A annual driving test
- Assist Corps Officer with holiday activities and other work tasks as needed.

DESIRABLE QUALIFICATIONS: Prefer experience in the restaurant business, serving and preparing large amounts of food. Effective interpersonal and group skills.

ESSENTIAL FUNCTIONS

- Generally oversee the food preparation, serving, and clean up
- Responsible for all ordering and purchasing of food and kitchen supplies.
- Plan menu's based upon available food
- Solicit food donations
- Solicit and coordinate volunteers
- Prepare and submit necessary reports to Corps Officer
- Observe and enforce all safety rules

OTHER FUNCTIONS:

- Performs all other duties as assigned

MENTAL DEMANDS:

- Work under stressful conditions
- Interact with others with courtesy and tact
- Manage and prioritize multiple projects in an organized and efficient manner to meet tight deadlines
- Respond to crisis situations in a calm and effective manner
- Complete projects on schedule
- Maintain confidentiality
- Maintain regular and punctual work attendance

PHYSICAL DEMANDS:

The position requires sitting; climbing and/or balancing; stooping, kneeling, bending, stretching, crouching and/or crawling; standing; walking; manual dexterity and eye-hand coordination; use of vision; driving a vehicle; pushing/pulling/lifting/carrying up to 30 pounds and occasionally more than 50 pounds; traveling by airplane.

COMMUNICATION DEMANDS:

The position requires talking to co-workers, customers, volunteers, and vendors; requires written communication to and from co-workers, customers, volunteers, and vendors; talking on the telephones; requires responding to written or verbal requests of co-workers, customers, volunteers, and vendors; requires training/giving verbal and written instructions; requires receiving verbal and written instructions; requires writing/composing written language; requires reading; may require communication via the latest technologies

SKILLS/TECHNICAL KNOWLEDGE:

Valid Hawaii driver's license
Travel off-island as necessary for trainings
Serving and preparing large amounts of food.

EQUIPMENT NEEDS:

Use equipment such as hand truck, commercial stoves, refrigerators, and freezers, microwave, computers, photocopiers, scanners, etc.

DESCRIPTION OF WORK ENVIRONMENT:

Most work will be indoors at Hanapepe S/A. Attendance at trainings in Hawaii may be required.

NOTES:

The information in this job description indicates the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Employee's Signature:

Date

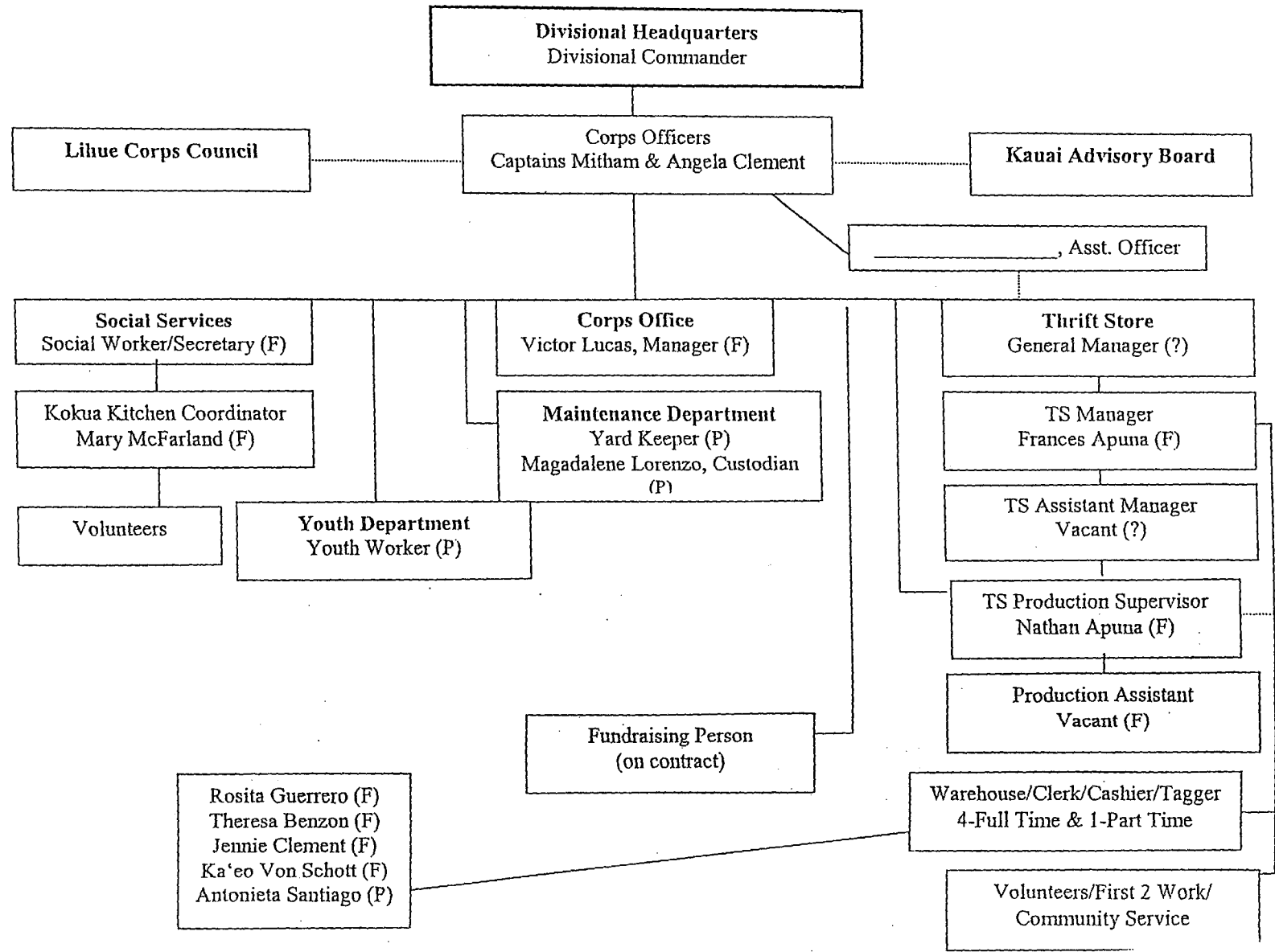
Corps Officer's Signature:

Date

ATTACHMENT "D"

THE SALVATION ARMY
LIHUE CORPS COMMUNITY CENTER
 4182 Hardy Street, Lihue, Kauai, Hawaii 96766

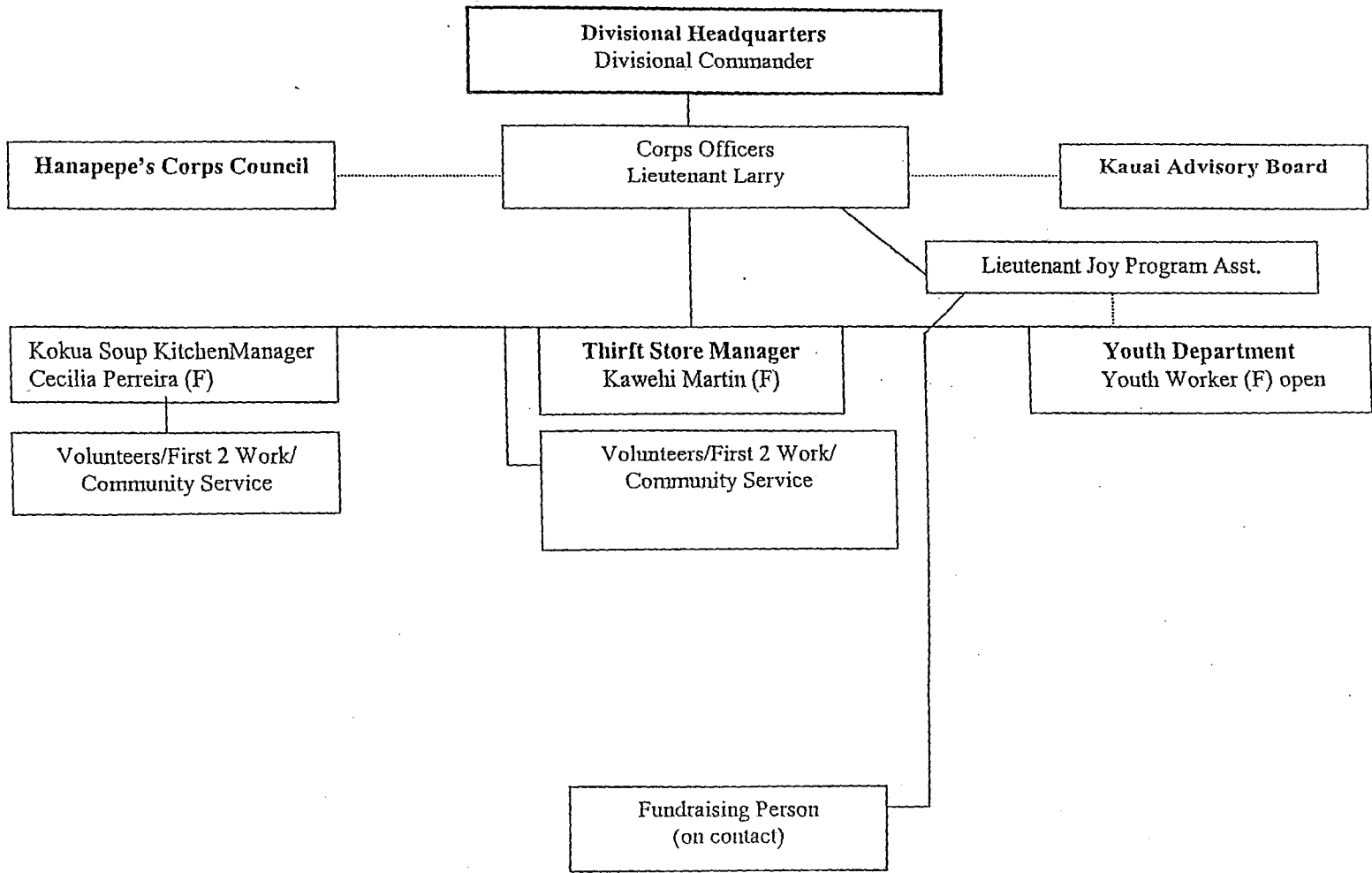
ORGANIZATIONAL CHART 2007



ATTACHMENT "D"

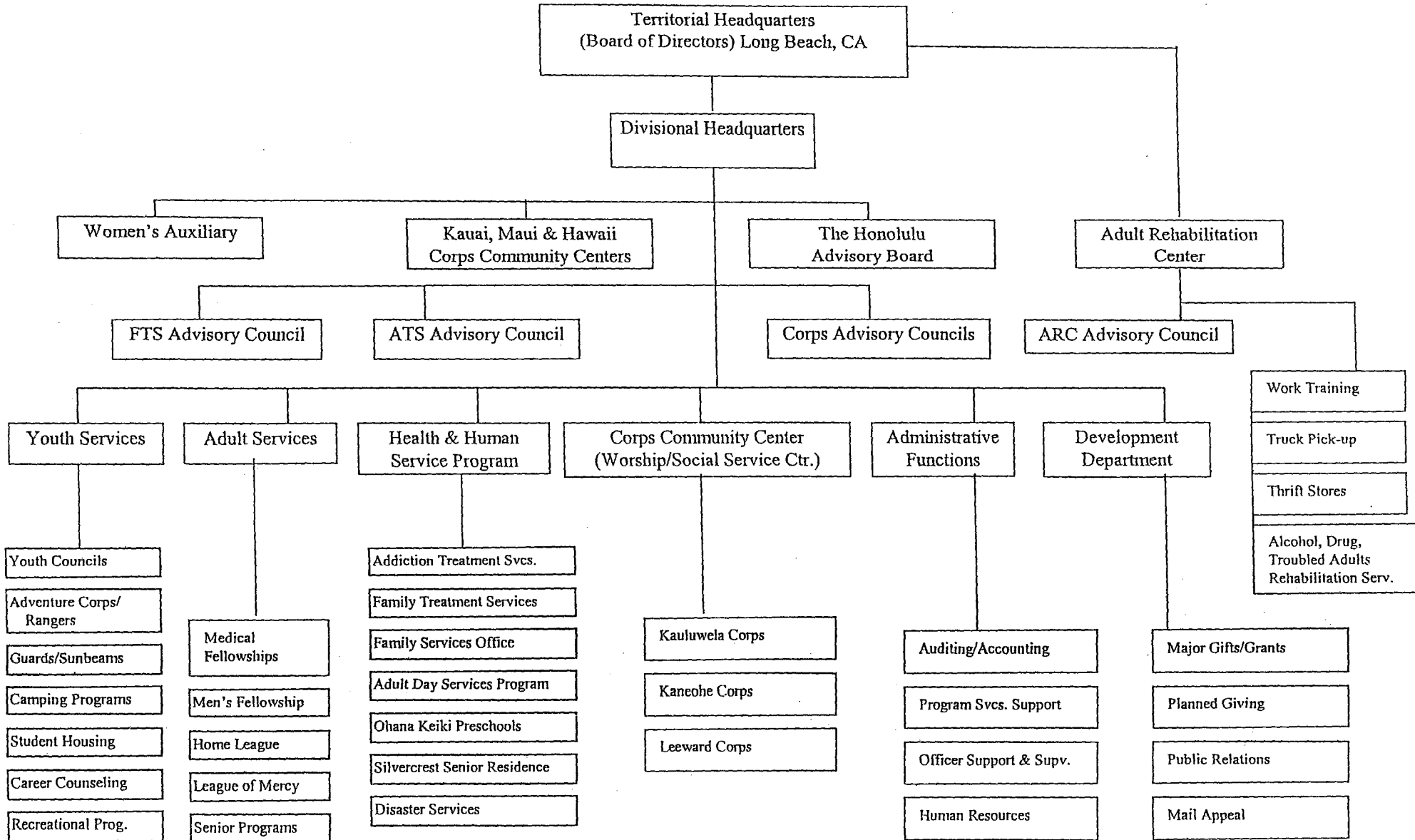
THE SALVATION ARMY
HANAPEPE CORPS
COMMUNITY CENTER
4465 Puolo Road, Hanapepe, Kauai, Hawaii 96716

ORGANIZATIONAL CHART 2007



ATTACHMENT "D"

THE SALVATION ARMY HAWAII ORGANIZATIONAL CHART



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

Applicant: The Salvation Army

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	23,920			
2. Payroll Taxes & Assessments	3,866			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	27,786			
B. OTHER CURRENT EXPENSES				
1. Food Supplies	30,000			
2. Kitchen & Dining Room Supplies	1,450			
3. Office Supplies & Printed Material	250			
4. Building & Equipment Insurance	750			
5. Utilities	6,000			
6. Occupancy	12,289			
7. Telecommunication	725			
8. Vehicle & Gasoline	4,250			
9. Support Services	2,500			
10. Vehicle Repair & Insurance	4,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	62,214	0	0	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	90,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	90,000	Marc Stannard (808) 440-1823		
(b)		Name (Please type or print) Phone		
(c)		Signature of Authorized Official Date		
(d)		1/30/09		
TOTAL REVENUE	90,000	Marc Stannard, Director of Legal and Property Services Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: The Salvation Army

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: The Salvation Army

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:2009-2010	FY:2010-2011	FY:2011-2012
PLANS	N/A						
LAND ACQUISITION							
DESIGN							
CONSTRUCTION							
EQUIPMENT							
TOTAL:							
JUSTIFICATION/COMMENTS:							

2008-2009 The Salvation Army Honolulu Advisory Board

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Mg. Consult. Crakerjack Consulting
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Email: knovak@aloha.net

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President, Collaborations
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1100 Alakea Street, 28th Floor
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(email is the letter "L" not a # "1")

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Email: ashaw@abelinamadridlaw.com

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Consultant, Sam Shenkus Marketing
2333 Kapiolani Blvd., #3103
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Cell: 221-5015
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Tseu, Lawrence (A)
President, Lawrence KW Tseu DDS
1441 Kapiolani Boulevard
Honolulu, HI 96814
B) Phone: 946-6326 Fax: 946-6122
Call Before faxing, machine needs to be turned on.
Email: No email

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1110 University Avenue, #508
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B) Phone: 949-5588 Fax: 949-2666
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Asst: Bobbie Medeiros:
bmedeiros@fhb.com

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H) Phone: 988-6117
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**Key: (A) means Active member
(L) means Life member**

The Salvation Army – Island of Kauai
Advisory Board Roster
(Revised: 3/12/2007)

NAME	ADDRESS	TELEPHONE/FAX/EMAIL	COMMITTEES 2006-2007	MEMBERSHIP
Akasaki, Faye Vice-Chair 2006-07	322 Kihapai St. Kapaa, HI 96746	Hm: 822-9917 Bus: Cell: 651-4475 Fax: Email: fakasaki@gmail.com	Chair, Development	November 2004
Bernard, Jan	5014 Emmalani Dr. Princeville, HI 96722-5405	Hm: 826-9484 Cell: 635-9793 Fax: 826-9484 Email: janetbernard@ msn.com		1999
Budd, Nancy	4374 Kukui Grove St., Suite 103 Lihue, HI 96766 2/2004 nbudd@kauailink.net	Hm: 822-1173 Bus: 245-5343 Cell: 639-1386 Fax: 245-5818 Email: nancy@njbudd- law.com	Chair, Nominating	Served on our board for years. Rejoined Nov. 2004
Blake, Hartwell	P.O. Box 159 Koloa, HI 96756	Hm: 742-9993 Email: hartwell blake@yah oo.com		July 2003
Furfaro, Jay Treasurer 2006-07	P.O. Box 780 Kilauea, HI 96754	Hm: 826-9392 Bus: 241-6369 Cell: 652-1550 Fax: Email: jay@jayfurfaro.org	Chair, Finance	2002
Itamura, Jim Chair 2006-07	4444 Rice Street, Suite 220 Lihue, HI 96766	Hm: 822-7023 Bus: 241-6315 Cel: 651-8175 Fax: Pager: 644-1118 Email: jti@hawaiiili nk.net	Chair, Thanksgiving Luncheon	1988
Kano, Yoshiko "Dimples" Secretary 2006-07	P.O. Box 1120 Kapaa, HI 96746- 1120	Hm: 822-9882 Fax: 822-0332 Email:		1970
Kauai, Trinette	c/o A & B Properties, Inc. P O Box 178 Eleele, HI 96705	Hm: 822-7222 Bus: 335-2850 Fax: 335-9708 Email: tkauai@abprop.com		1996
Laureta, E. Evelyn	2130 Kanekaa Street, Apt. 300 Lihue, HI 96766	Hm: 246-1511 Fax: 246-1511 Email:		
Lloyd, Eleanor "Ellie"	3-3400 Kuhio Hwy. C-107	Hm: 245-5866 Bus:		1995

	Lihue, HI 96766	Fax: Email: <u>ellieloyd@hawaiian tel.net</u>		
Jean, Dore	P.O. BOX 79 Anahola, Hi. 96703	Hm: 821-1304 Bus: 639-2344 Fax: 822-1612 Email: <u>dorejean@hotmail.c om</u>		2002
Munroe, Stewart	P.O. Box 1406 Koloa, HI 96756 Personal: <u>smunroe@hawaii.rr .com</u>	Hm: Bus: 742-0234 Cell: 652-4795 Fax: Email: <u>SMunroe@dmbinc.com</u>	Chair, Emergency & Disaster	November 2004
Rask, Robert	P O Box 951 Lihue, HI 96766	Hm: 245-6855 Bus: 245-8852 Fax: 245-1894 Email:		
Robertson, J	P.O. BOX 947 Koloa, Hi. 96756	Hm: 742-1162 Bus: 246-1556 Fax: 246-3832 Email: <u>jrobertson@ hoike.org</u>		2002
Simpson, John	193 Hawaiiana St. Kapa`a, Hawaii 96746	Hm: 821-9868 Email: <u>john.a.simpson@mac .com</u>	Chair, Breakfast and Lokahi	2001
Jimenez, Eugene K.	4437 Pi`iwai Place Koloa, HI 96756	Hm: 742-9125 Bus: 245-3991 Cell: 651-7793 Fax: Email: <u>Eugene@hiinfo.net</u>		May 11, 2006
Beer, Katie	P.O. Box 1149 Lawai, HI 96765	Hm: 332-9238 Bus: Cell: 635-3845 Email: <u>kbeer@hawaii.rr.co m</u>	Chair, Public Relations	May 11, 2006
Amaro, Martin R.	1 Numila Road P.O. Box 530 Kalaheo, HI 96741	Hm: 335-0198 Bus: 335-3440 Cell: 635-0759 Fax: 335-0867 Email: <u>mamaro@abinc.com</u>	Chair, Kokua Soup Kitchen	May 11, 2006 *inducted June 16, 2006
Talvi, Russ	P.O. Box 3567 Lihue, HI 96766	Hm: 245-2518 Bus: 246-9333 Cell: 639-0220 Email: <u>talvi@hawaiian.net</u>		May 11, 2006 *inducted June 16, 2006
Lee, Sam	2660 Kaheka Koloa, HI 96756	Hm: 742-6898 Bus: Cell: 635-4438 Fax:		May 11, 2006 * inducted June 16,

		Email: <u>slee038@hawaii.rr.</u> <u>com</u>	2006
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Captains Mitham & Angela Clement, Corps Officers
Lihue Corps Community Center

Phone: 245-2571
Cell: 652-1285
Fax: 245-8501
E-mail: mitham_clement@usw.salvationarmy.org

Victor Lucas, Manager
Lihue Corps Office

Phone: 245-2571
Fax: 245-8501
E-mail: victor_lucas@usw.salvationarmy.org

Mary McFarland, Coordinator
Lihue Kokua Soup Kitchen

Phone: 245-2571 (Leave a message for her)
Cell: 652-1286
Fax: 245-8501
Email: mary_mcfarland@usw.salvationarmy.org

Frances Apuna, Manager
Lihue Thrift Store

Phone: 245-7808
Fax: 245-8501

Lieutenants Larry & Joy Groenleer, In-Charge
Hanapepe Corps Community Center

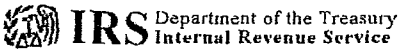
Phone: 335-5441
Fax: 335-0307
Cell: 346-4481/4482
E-mail: larry_groenleer@usw.salvationarmy.org

Cecilia Perreira, Manager
Westside Kokua Soup Kitchen

Phone: 335-5441
Fax: 335-0307

Kawehi Martin, Manager
Hanapepe Thrift Store

Phone: 335-5441
Fax: 335-0307



P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248514008
June 06, 2008 LTR 4206C E0
[REDACTED] 000000 00 000
00022680
BODC: TE

THE SALVATION ARMY
% MICHAEL J WOODRUFF
180 E OCEAN BLVD
LONG BEACH CA 90802-4709993



28794

Employer Identification Number: [REDACTED]
Person to Contact: MRS. LUTES
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your May 28, 2008, request for information regarding your tax-exempt status. You have represented that you are a component part of the Salvation Army.

By a ruling dated June 1933, National Headquarters of the Salvation Army was held to be exempt from Federal income tax under section 103(6) of the Internal Revenue Act of 1932, which now corresponds to section 501(c)(3) of the Internal Revenue Code. Even though the organization was issued an individual ruling, the exemption letter covers all component units.

By a ruling dated April 1972, the National Headquarters of the Salvation Army and its component units were classified as those which are not a private foundation within the meaning of section 509(a) of the Code because they are described in sections 509(a)(1) and 170(b)(1)(A)(i).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

[REDACTED]

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

**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.

The Salvation Army
(Typed Name of Individual or Organization)



(Signature)

January 30, 2009

(Date)

Major Edward Hill

(Typed Name)

Divisional Commander

(Title)

House District 32

Senate District 15

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

Log No: 100-0

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):

DEPARTMENT OF DEFENSE

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db: USS Missouri Memorial Association, Inc.

Street Address: 63 Cowpens Street, Honolulu, HI 96818

Mailing Address: P.O Box 879, Aiea, HI 96701-0879

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL CARR

Title President & COO

Phone # 808.455.1600 x 244

Fax # 808.455.1598

e-mail mikec@ussmissouri.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. SSN (IF AN INDIVIDUAL): _____

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
BATTLESHIP MISSOURI: SCHOOL VISIT PROGRAM**

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$73,300

FY 2010-2011 \$73,300

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 \$ 113,050

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

MICHAEL CARR, PRESIDENT & CHIEF OPERATING OFFICER

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

1. Description of the applicant's background.

The mission of the Battleship Missouri is to create and maintain a fitting memorial to the people and historic events that reflect our nation's legacy of duty, honor, strength, sacrifice, and resolve. Representing the end of WWII with the signing of the surrender documents on the Mighty Mo, the ship offers a unique role in experiencing combined science, technology, engineering, history, and math while learning the global triumphs and challenges of WWII. Efforts continue to offer reflection and intergenerational discussion and promise of lessons learned for future generations.

2. The goals and objectives related to the request.

January 29, 2009 marked the ten year anniversary of the public opening of the Battleship Missouri. Although there are more than 55,000 volunteers and 3.5 million visitors from the continental United States and international locations that have experienced the ship's story, there is a waiting list of students from Hawaii, particularly those on neighbor islands and Title I communities that have indicated an interest in the Battleship Missouri education programs. Lack of funding support is cited as the primary barrier to participation. Educators in Hawaii desire memorable venues to share learning objectives, involve community perspectives, and provide age related exposure to foundational concepts that meet federal and state requirements.

The goals related to this request

The Battleship Missouri's School Visit Program serves more than 43 schools, 3,200 students and about 80 teachers from the public school system in 2008. Of that total, 20 were public schools with 17 classified Title I. The goal the State grant is to provide public schools with funding support, with preference given to Title I schools, that will allow increased participation in the Battleship Missouri School Visit Program. In FY 2009 and FY 2010, the Battleship Missouri anticipates that it will serve a total of 75 public and private schools, 5,000 students and 125 teachers. Of that total, it anticipates that 60 will be public schools with 30 classified as Title I. This would amount to 4,000 public school students and 100 teachers.

The Battleship Missouri is requesting \$73,300 for its "School Visit Program" for FY 2009 and FY 2010. Funding will assist with subsidizing the admission and transportation costs associated with the Battleship Missouri School Visit Program for public schools in Hawaii. In addition, the funds will be used to off-set expenses needed to market the "School Visit Program and to provide educational materials

that will be used by students during their tour of the Ship. These materials will include pencils, rulers and other curriculum materials.

The Battleship Missouri will provide in-kind matching funds of \$113,050 toward the total cost of \$183,050 for the School Visit Program.

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

Growing interest in educational visits from schools and other groups are driving expansion efforts for one of the most unique classrooms in the world. To date more than 160,000 students have visited, and more than 150 student bands from around the globe have performed on the Battleship Missouri's decks offering a connection to history. There is a waiting list of 200 schools expressing a need for partial support and interest in field trips. The creation of our Mighty Mo campus aboard the Battleship Missouri is a priority in our strategic plan. The campus will allow us to align standards based curriculum, engage patriotic learning and development, and leverage the efforts of similar organizations with our mission-based goals.

Support of Department of Education Hawaii Performance Standards

The Battleship Missouri provides a comprehensive location to learn and experience history as well as science/technology/engineering and math objectives from educators with a hands-on approach that align with the Hawaii DOE standards based curriculum. The primary goal of the Battleship Missouri's School Visit Program is to supplement the State Department of Education's formal education curriculum with exhibits and programs that address the Hawaii State performance standards for primary and secondary education in science, math and social studies. This is accomplished through the development of exhibits, educational programs and teacher workshops. The goals and objectives of the School Visit Program are to:

- (1) provide Hawaii's students with unique hands-on educational and learning opportunities,
- (2) provide Hawaii's students with resources on the history of Hawaii and our nation,
- (3) provide teachers with valuable training in science, math and social studies,
- (4) introduce teachers to the ways their curriculum can be supplemented by Battleship Missouri visits, and
- (5) develop and provide educational workshops, guides and materials that assist the teacher in the classroom.

The Battleship Missouri provides an invaluable service to Hawaii's public education system. The following is a description of the Student Visit Program – Shipboard Tours, Dental Health Program, Spend the Day-Stay the Night and Teacher Workshop.

The School Visit Program consists of a number of different components - Student Tours of the Battleship, Overnight Encampments onboard the ship, as well as Dental Health

Lessons for grades 3-8. Together these components complement and add value to the overall public education curriculum.

Student Tours of the Battleship Missouri

The typical school visit includes a 1 – 2 hour stay on the Mighty Mo campus. Each school normally participates in 1 of 3 different tours. A self-guided tour, a 30 minute guided educational tour, or a 1 hour guided tour. The visits are offered Monday – Friday and are generally scheduled from 9 a.m. – 1 p.m. In addition, students can take part in the Overnight Encampment program. All of the educational programs address one or more of the Hawaii DOE performance standards in social studies, math and science. Programs are student-focused and offer interactive learning experiences through objects, images and/or through story-telling.

Dental Health Program

The Battleship Missouri Education Department has incorporated lessons on dental health, which are aligned with the Hawaii Content and Performance Standards III. Students are able to take a field trip to historic Pearl Harbor, come aboard the famous battleship, and participate in fun lessons titled “Teeth are Terrific!” “Plaque Attack!” and “YOU Have the Power!” Lessons are available for grades K-8. Valuable activities reinforce classroom lessons and they visit the restored dental clinic as it looked in the late 1980’s and early 1990’s.

Spend the Day-Stay The Night

The Spend the Day-Stay The Night program includes visits to all four Pearl Harbor Historic Sites and travel from the "Day of Infamy," to "Peace Restored." Students visit the USS Arizona Memorial in the morning, tour the USS Bowfin, the "Pearl Harbor Avenger," before traveling over to Ford Island for lunch at the Pacific Aviation Museum where they spend the afternoon flying through history. Students finish the day and spend the night where World War II ended aboard the Battleship Missouri.

Teacher Workshop

In partnership with the Hawaii Council for the Humanities and the Pearl Harbor Historic Partners, the Battleship Missouri conducts a 2-day teacher workshop for 20 public high school teachers from the state of Hawaii. The workshop, World War II: A Challenge for America, includes presentations from each of the Pearl Harbor sites, guest speakers including authors and historians, veteran and eyewitness panels and lessons on oral histories along with an overnight encampment onboard the Battleship Missouri.

4. Target Population.

Battleship Missouri’s School Visit Program targets students in the public education system statewide. Currently there are approximately 285 public schools in the statewide that provide classroom education for 181,355 students. Funding support will apply to public schools with preference given to Title I schools qualified by the Hawaii State Department of Education. Hawaii DOE Title I program initiatives are directed toward school wide improvement rather than a targeted group of students. Eligibility for a school

wide program requires a minimum of 45% of the children in a Title I school receiving free or reduced priced lunch. Of the 336 regular and charter public schools, 161 are classified Title I.

*Hawaii DOE website: <http://doe.k12.hi.us/nclb/index.htm>

Title I 2006-2007 Summary: <http://doe.k12.hi.us/nclb/parents/NCLBTitleISchools2006-2007/20062007TitleISchoolsSummary.pdf>

5. Geographic coverage

The Battleship Missouri's School Visit Program services the State of Hawaii. School groups and teachers from each of the major islands come to the Battleship Missouri annually.

II. Service Summary and Outcomes

The Board of Directors and executive management of the Battleship Missouri have dedicated operational efforts to invest in a "Mighty Mo Campus" program. Hiring an Education Director, identifying locations for laboratory development, and directing fundraising efforts toward education program development are a priority to the overall strategic plan. The funding support is critical to securing logistical and financial support for schools to participate and students to visit the Battleship.

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

For the past five years, the Battleship Missouri staff has developed relationships with principals and educators that aim for: increased participation and retention of key learning objectives for students/educators, 2) facilitation of partnership and community building, 3) providing expertise as resources to assist schools. A description of how the education program measures results is provided in #4.

In FY 2009 and FY 2010, the Battleship Missouri anticipates that it will serve a total of 75 public and private schools, 5,000 students and 125 teachers. Of that total, it anticipates that 60 will be public schools with 30 classified as Title I. This would amount to 4,000 public school students and 100 teachers. The State support will be applied to offset the total cost of admission and transportation per public school student participating in the School Visit Program. Preference will be given to public schools classified as Title I schools.

State support will also provide the Battleship Missouri Education Department with resources to provide educational materials, such as rulers, pencils and other learning supplies, for students as they tour the ship. In addition, the grant will be used to create School Visit Marketing Program which will include a mailer, website link and e-mail system to market the program to schools. The marketing materials will explain the various educational programs and how they align with Hawaii State performance standards for primary and secondary education in social studies, math and science.

2. Projected Annual Timeline

The operations of the School Visit Program required for this initiative have been in place for more than four years. A formal reservation system, training of internal staff,

educational materials and tour guides are part of ensuring smooth operations of school field trip experiences. The following is a timeline for the FY 2009 and 2010 funding period.

The School Visit Program is implemented on a school calendar as follows:

Develop School Visit Marketing Program	August – June
Develop School Visit Educational Materials	August – June
Implement School Visit Marketing	August
School Visit Reservations	Year Round
School Visits by Students	Year Round
Evaluation Program by Teachers	Upon completion of visit

3. Describe the quality assurance and evaluation plans for the request. Specify how you plan to monitor, evaluate, and improve their results.

The School Visit Program will be evaluated and updated annually based on research and teacher feedback. At the end of each school visit, teachers will be asked to complete a form that will be used to evaluate and improve the programs.

4. 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.

Our measure of achievement and accomplishment is reported to our state agency sponsor, the Department of Defense - Office of General Lee and our stakeholders via quarterly reports, and our online e-newsletter.

We will measure results, outcomes, and measures of effectiveness with participation metrics like the following:

- Total number of public schools, students, teachers served
- Total number of Title I schools, students, teachers served
- Financial support provided for both admission and transportation per school and per student
- The effectiveness of the educational materials

- The effectiveness of marketing materials and efforts – increase in school participation
- Teacher evaluations – ratings that will consist of excellent, above average, average, below average, poor.

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 budget.

2. **The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2009-2010, 2010-2012.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$18,325	\$18,325	\$18,325	\$18,325	\$73,300

IV. Experience and Capability

A. Necessary Skills and Experience

The US Secretary of the Navy designated the USS Missouri Memorial Association to operate the Battleship Missouri. Programs have been refined after more than 55,000 volunteers and 3.5 million visitors devoted their time to experience education, renovation, and outreach programs. The Battleship Missouri has been recognized locally and nationally with multiple honors including National Trust for Historic Preservation *Preservation Honor Award*, Hawaii's *Governors Preservation Honor Award*, and an Award of Merit for Group Achievement by the Secretary of the Navy. These achievements have been without recurring funding from federal or state resources. Funding for the Battleship Missouri is earned through annual program and donation revenue. While employing more than 125 full and part-time staff, the Battleship Missouri repaid the first business seed loan of \$5 million.

B. Facilities

The Battleship Missouri is moored at Ford Island Pearl Harbor, Pier 5. The facilities include first aid stations, flight simulator, onboard staterooms, mess decks, operations locations, and training rooms that have been EPA approved for use. For educational purposes, the venue offers authentic living and "laboratories" for radio/communications, computer/robotics (in development), WWII collections with oral history archives, a teacher resource library/database and two training rooms to deliver lessons in a classroom and experiential

educational setting. We own and operate vans and shuttle services for transportation as needed.

Our partner settings (USS Bowfin Submarine Memorial, USS Arizona Memorial, Pacific Aviation Museum and Bishop Museum) provide additional learning environments including video theaters, displays, Hawaiian artifacts from Pearl Harbor and audio tours.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The following are key management, program and operations staff and their qualifications:

President & Chief Operating Officer. Michael Carr. More than 30 years experience in business, administration and operations with both local and national corporations. Previous executive and management experience includes General Manager of Polynesian Adventure Tours, one of the largest visitor industry transportation companies in Hawaii.

Vice President of Finance & Administration. Tom Manuel, CPA. Over 30 years of finance, accounting and business administration. Oversees the organization's finances and provides oversight of administrative functions. He is one of two employees that have been with the organization since its inception.

Vice President of Development. Sarah Tenney, CFRE and EMBA. More than 10 years of business, consulting and fundraising experience in the local and national non-profit industry. Recognized author and educator on professional fundraising techniques and methods. Previous business owner and specialist in nonprofit donation and accounting database administration.

Director of Education. Dan Parsons. Over 21 years of service and a veteran with U.S. Navy. Retired in May 1999 and received a Bachelor of Arts degree in Elementary Education from the University of Hawaii. Experience includes three years of six grade teaching at Pearl Harbor Kai Elementary School. Responsible for the planning, implementation and ongoing development of lesson plans and activities designed to work in conjunction with state and private school curriculum.

Education Assistant and Encampment Coordinator. Neil Yamamoto. Held the position of Missouri Tours Supervisor prior to his appointment as Education Assistant and Encampment Coordinator. Holds a Bachelor's of Arts degree in history from the University of Northern Colorado. Responsible for assisting the

Director of Education in developing and implementing educational programs. Plans, coordinates and implements the overnight encampment program.

Director of Volunteers. Kevin Williamson. Manages more than 100 volunteers and projects monthly to ensure the maintenance of the ship, delivery of ship tours and other operational activities.

B. Organization Chart

Please see chart attached.

VI. Other

A. Litigation

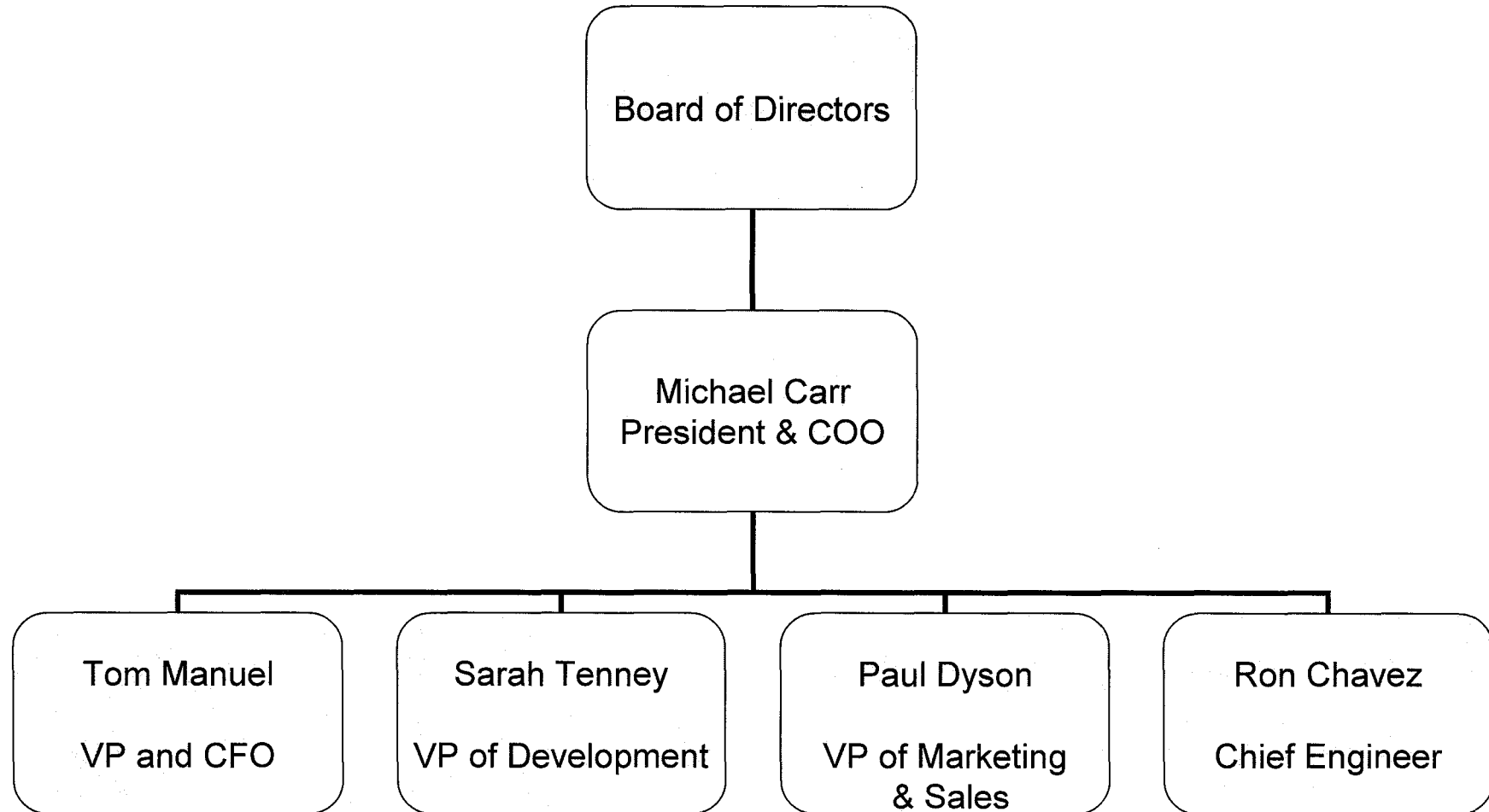
No pending litigation. The Battleship Missouri's Hawaii state business registration and federal 501 (c)(3) tax exempt status are in good standing.

B. Licensure or Accreditation

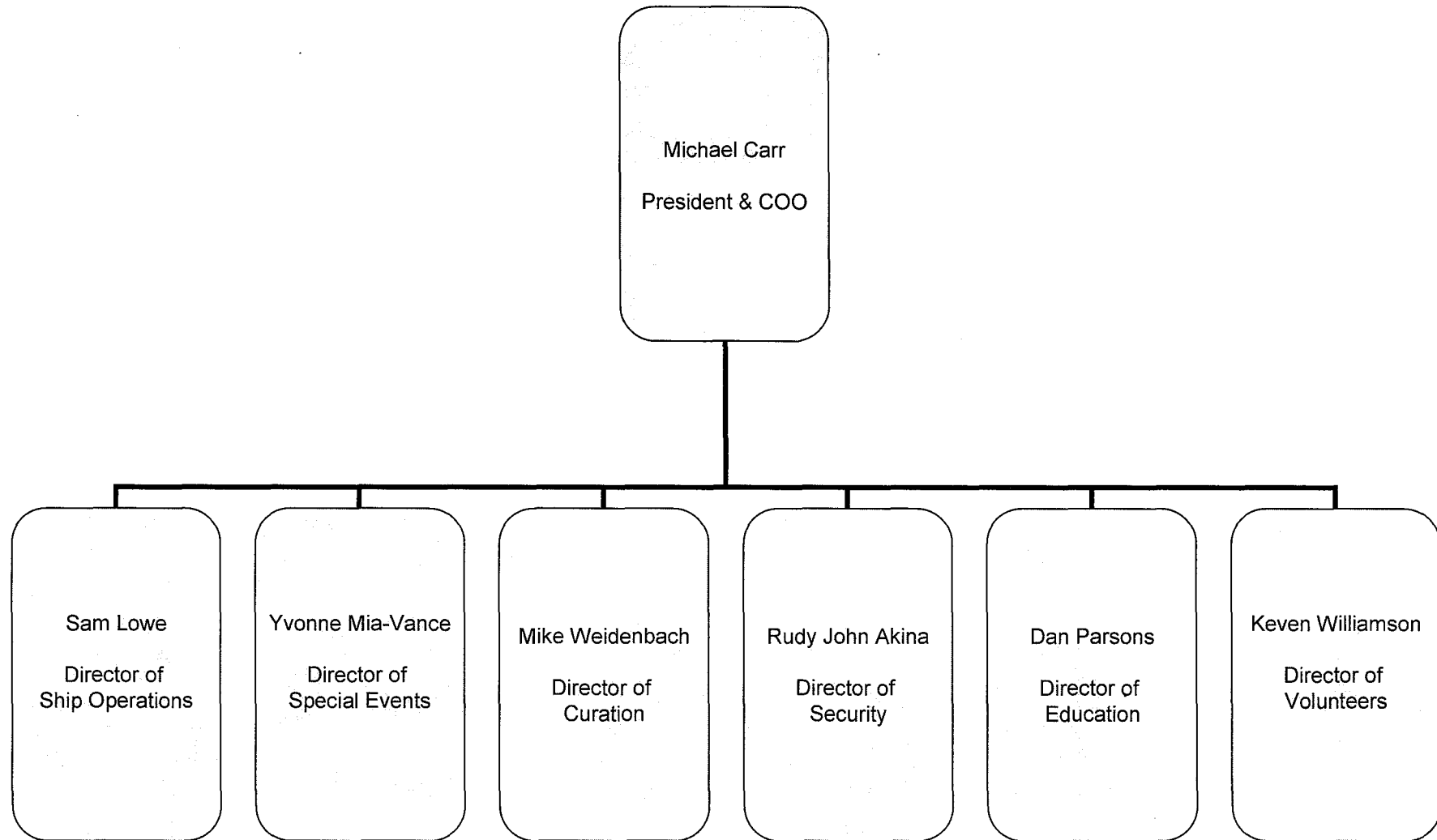
The Battleship Missouri holds some special qualifications that are relevant to this request and helps us insure the highest standards of operation:

- Registered National Historic Site. We are a National Trust for Historic Preservation site.
- Annual Navy Standards review for battleships. Even though we are a decommissioned ship, we invite the Navy to review our operations for recommendations and suggestions.
- Financial Policy Standards. We solicit and process donations in accordance with the International Association of Fundraising Professionals Standards of Ethics and adhere to the "Donor Bill of Rights."
- Security Guidelines. Our security department manages operations in accordance with American Society of Industrial Security – Museum Security guidelines.

USS Missouri Memorial Association, Inc. Corporate Officers




USS Missouri Memorial Association Directors and Department Heads



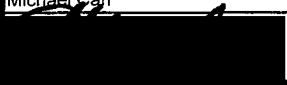
BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2009 to June 30, 2010)

Applicant: Battleship Missouri

BUDGET CATEGORIES	Total State Funds Requested (a)	USS Missouri Match (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries		85,000		
2. Payroll Taxes & Assessments		11,900		
3. Fringe Benefits		16,150		
TOTAL PERSONNEL COST		113,050		
B. OTHER CURRENT EXPENSES				
1. Cost of Admission for Students	20,000			
2. Cost of Admission for Transportation	14,000			
3. School Visit Marketing Materials				
4. Design	2,000			
5. Printing	10,000			
6. School Visit Excursion Materials	20,000			
7. Administrative Fee	7,300			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	73,300			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	73,300	113,050		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	70,000	Michael Carr	455-1600, 244	
(b) Matching (USS Missouri)	113,050		Phone	
(c)			39,842	
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	183,050	Michael Carr, President & COO	Name and Title (Please type or print)	

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2010 to June 30, 2011)

Applicant: Battleship Missouri

BUDGET CATEGORIES	Total State Funds Requested (a)	USS Missouri Match (b)	(c)	(d)
A. PERSONNEL COST				
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20				
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D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	73,300	113,050		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	70,000	Michael Carr	455-1600, 244	
(b) Matching (USS Missouri)	113,050		Phone	
(c)				1/29/2009
(d)		Signature of Authorized Official		Date
TOTAL BUDGET	183,050	Michael Carr, President & COO	Name and Title (Please type or print)	

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: USS Missouri Memorial 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)
Director of Education	1	\$55,000.00	100.00%	In-Kind Match
Education Assistant and Encampment Coordinator	1	\$30,000.00	100.00%	In-Kind Match
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				85,000.00
JUSTIFICATION/COMMENTS:				
Personnel expenses associated with the School Visit program will be used as a match toward the State's GIA.				

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: USS Missouri Memorial Association

Period: July 1, 2010 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)
Director of Education	1	\$55,000.00	100.00%	In-Kind Match
Education Assistant and Encampment Coordinator	1	\$30,000.00	100.00%	In-Kind Match
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				85,000.00
JUSTIFICATION/COMMENTS:				
Personnel expenses associated with the School Visit program will be used as a match toward the State's GIA.				

**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.

USS Missouri Memorial Association

[Redacted Signature] (Signature)
(Signature)

1/30/09

(Date)

Michael Carr

(Typed Name)

President & Chief Operating Officer

(Title)

House District 23
Senate District 12

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

Log No: 102-0

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):

Judiciary

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: Volunteer Legal Services Hawaii

Street Address:

Mailing Address: 545 Queen Street, Ste.100
Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Moya Gray

Title Executive Director

Phone # (808) 521-7051

Fax # (808) 524-2147

e-mail _____

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 provide staff and volunteer legal services to the low-income community statewide.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

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 \$ 200,000 Exp. 6/30/2008

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE: _____

Moya Gray, Executive Director

NAME & TITLE

January 30, 2009

DATE SIGNED

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
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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.

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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.

Volunteer Legal Services

(Typed Name of Individual or Organization)
January 30, 2009

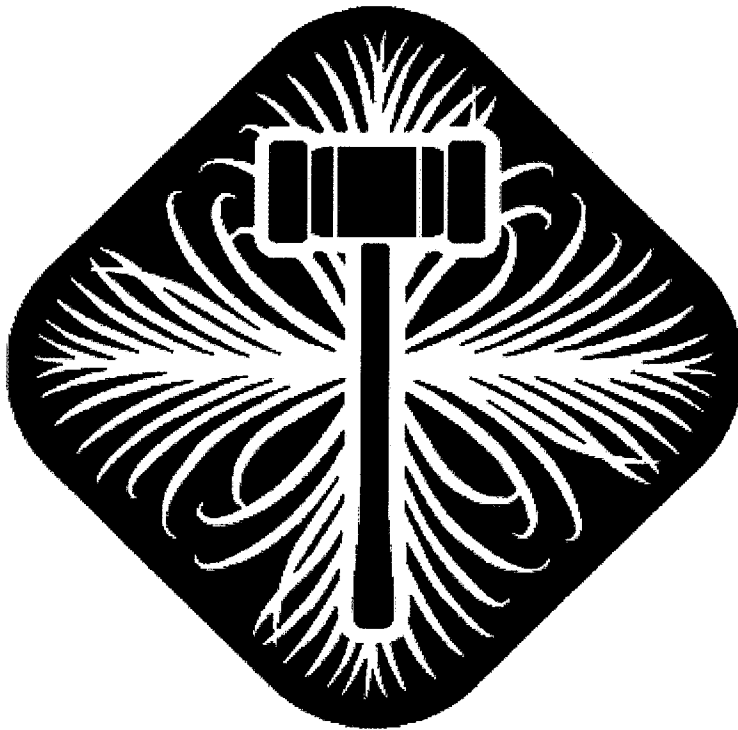
(Signature) Executive Director (Date)

Moya Gray

(Typed Name) (Title)

Pro Bono Legal Services

A Request for Funding



Volunteer Legal Services Hawaii

545 Queen Street, Suite 100

Honolulu, Hawaii 96813

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I. BACKGROUND AND SUMMARY

1. Applicant's Background:

When Legal Aid Society of Hawaii (LASH) lost federal funding in the late 1970s, it eliminated its pro bono legal services. Therefore, members of the Young Lawyers Division of the Hawai'i Bar Association in 1981 created Volunteer Legal Services Hawaii (formerly Hawaii Lawyers Care) to take care of those people that would not be served through LASH.

Volunteer Legal Services Hawaii was created to serve the indigent, working poor, children and elderly and those who could not be helped by other legal service providers to find the legal services they could not otherwise afford. Volunteer Legal Services Hawaii was one of the country's first pro bono legal organizations.

Although there are two organizations that provide general civil legal services to the poor, there is no duplication of services. Indeed, LASH is unable to serve many low-income people because of federal restrictions placed upon the organization. Thus, up to 40% of Volunteer Legal Services Hawaii's intakes are people who have been referred from or turned down by LASH and/or other legal service providers such as Hawaii Immigrant Justice Center (formerly known as Na Loio), UH Elder Law Program, Domestic Violence Action Center or American Civil Liberties Union. Volunteer Legal Services Hawaii is the legal service provider of last resort.

Moreover, other legal service providers have a very different business model, providing direct representation through paid staff attorneys. This business model cannot meet the Hawaii's need for legal services. For example, because of conflicts of interest, caseload and other resource restrictions, legal service providers turn away cases. Today, Volunteer Legal Services Hawaii serves those people who are at or below 200% of the federal poverty guidelines in all four counties of the State of Hawaii.

Volunteer Legal Services Hawaii operates on a volunteer service delivery model, thereby both reducing costs and providing professional expertise. Unlike other legal service providers that hire lawyers to deliver professional services, Volunteer Legal Services Hawaii's employed staff generally provides administrative support to its volunteer lawyers and other community and professional volunteers who provide client services. This method has proven effective at keeping costs low while delivering high quality legal services.

With strong support from the private bar, the Supreme Court's adoption of Rules 6.1 of the Hawai'i Rules of Professional Conduct, which urges all attorneys to donate 50 pro bono hours per year, and 17.d, which requires all lawyers to report their hours of pro bono service, has further strengthened pro bono as a viable method of delivering essential legal services to the vulnerable populations of Hawai'i.

Over its 27 years of existence, Volunteer Legal Services Hawaii has matured and its programs are well known within the community. These programs are developed specifically to meet the unique needs of our clients while matching them with appropriate volunteers. For example, our 'Project Visitation' was an innovative program that, on behalf of the Judiciary, provided visitation to foster siblings who were separated in different foster care homes.

Volunteer Legal Services Hawaii has reorganized and streamlined the entire organization such that it operates in a very efficient manner. Volunteer Legal Services Hawaii has a staff of 12.6 FTE employees and a pool of 850 volunteers on its roster; it is governed by a sixteen member Board of Directors and managed by an experienced executive director, Moya Gray, who has over 27 years of legal and administrative experience and community leadership in Hawai'i.

2. Goals and Objectives:

Between 2006 and 2007 Volunteer Legal Services Hawaii experienced a 30% increase in demand for legal services; in 2008 we saw an additional 33% increase over the prior year, outstripping our current ability to meet the need. All projections point to this number increasing with the deepening recession and possible national unemployment reaching 9%. To meet the 33% increase in demand for legal services, Volunteer Legal Services Hawaii will provide community-based legal services to low-income population in urban and non-urban areas. Volunteer Legal Services Hawaii will

- Provide services to clients in urban and non-urban areas through volunteer and staff attorneys and support staff through its programs, including but not limited to
 - Intake and Referral
 - Pro Bono Referral Program
 - Neighborhood Legal Clinic Program
 - Uncontested Divorce Clinic Program
 - Housing Support Legal Program
 - Homeless Bench Warrant Recall Program
 - Community Tax Assistance Program
 - Education & Legal Support Program for Non-Profits who serve the Indigent
 - Na Keiki Law Center Legal Services
 - Young Families in Need Program
 - Parenting Plan Mediation Pilot Program
 - Youth Outreach Program

3. Public Purpose and the Need to be Served:

A. State Commitment to Provide Legal Services to the Poor.

As a country, we pride ourselves on living by the "rule of law" ensuring that whether one is in the majority or a minority, everyone has the right to be treated in a just manner. Our system of democracy and justice assumes that everyone has enforceable rights. However, the system of laws that has grown up with this country has become so complex that one needs a lawyer to navigate them through many different contexts.

For those who can afford it, being represented by a lawyer is their only way to access our system of justice. Unfortunately, the cost of lawyers is high. For those who are unemployed, earn low wages, who are ill, elderly or young, work two jobs, are caring for a parent or a child, or who are simply disadvantaged, hiring a lawyer is not a realistic possibility. For these people, lack of earning power effectively locks them out of the halls of justice

Hawaii's public policy of providing caring for the impoverished, the vulnerable, the young and the elderly are enshrined in our constitutions.¹ Truly, the public health and welfare of our State of Hawaii encompasses providing that the people of Hawaii have access to justice. And the State of Hawaii does have a long-standing commitment to provide legal services to the poor.

For many years the legal service providers have been dealing with the issue of a "home" for the expenditure of funds provided by the State of Hawaii for legal services. While Volunteer Legal Services Hawaii continues to believe that the best 'home' for legal services is within the Judiciary, there is no agreement on this. Instead, the Office of Community Services within the Executive Branch of government is willing to be the 'home' for legal services.

B. Unmet Legal Needs

Unfortunately, as poverty increases, Hawaii's indigent continue to have unmet legal needs. In 1993 the Spangenberg Report, a survey of the civil legal needs of the low-income community in the State of Hawaii, found that only 10% of the legal need was then being met. Since 1993 the rate of poverty in Hawaii has only climbed. Today Hawaii has a homeless population the growth of which is rapidly outstripping our ability to help.

¹ Article IX of the Constitution of the State of Hawaii mandates the protection and promotion of the public health [Section 1], the State has the power to provide for the treatment and rehabilitation of handicapped people [Section 2], to provide financial assistance, medical assistance and social services for persons *who are found to be in need of and are eligible for such assistance and services* [Section 3] to provide for the security of the elderly by *establishing and promoting programs to assure their economic and social well-being* [Section 4] harkening back to a value embedded in our culture, Section 10 recognizes the law of *mamala-hoe kanawai* decreed by Kamehameha I (that every elderly person, woman and child may lie by the roadside in safety) as the unique and living symbol of the State's power to provide for the safety of people against crimes

In 2005 the Access to Justice Hui, composed of representatives from multiple legal services providers including Volunteer Legal Services Hawaii, Hawaii State Bar Association and the Hawaii Justice Foundation, conducted an assessment of civil legal needs and barriers of low and moderate-income people in Hawaii and reported its findings in 2007. See Achieving Access To Justice For Hawaii's People at <http://www.hsba.org/resources/1/Documents/Access%20to%20Justice.pdf> (hereinafter "Report").

The Hui collected information from a variety of sources² to determine the current extent of unmet legal needs, identify barriers to getting legal help, and receive community recommendations to improve access to justice.

Report at *i*.

In summary, the Report noted an increase of 28% of those living below the poverty line; that only 1 in 5 low and moderate-income residents have their legal needs met; that legal service providers are only able to assist 1 in 3 of those who actually contact them for assistance, that the areas with the greatest unmet civil legal needs are housing (24%), family (23%), domestic violence (8%) and consumer (7%). Significant barriers to obtaining legal assistance, in addition to not be able to pay for a lawyer, include language and cultural barriers, lack of knowledge of one's rights, lack of knowledge of available services and difficulty in access legal service programs. Report at *ii*. More significantly, despite there being two general legal service providers, the report found that of this group of people only one of every 3 people was served by a legal service provider because the legal service provider lacked capacity to serve the other 2.

C. Restrictions on Services:

Most of the existing legal service providers provide "niche" services – only to Native Hawaiians, only to Americans, only to immigrants or only to domestic violence victims. And unfortunately for the low-income community, all of these providers have restrictions on who they can serve.

² Data for this review was gathered from other studies and demographic information; written surveys of potential clients, social service providers, legal service providers, and adjudicative bodies; interviews with social service providers and members of the judiciary; and community focus groups held throughout the State.

Some restrictions arise out of conflicts of interests when two low-income people are part of the same suit (lawyers cannot represent people who have or may have competing interests)³, some restrictions arise because there are restrictions on how many cases an attorney can handle at any one time, some restrictions are placed on who that provider can serve (Congress prohibits Legal Aid from representing non-citizens) – whether from a conflict of interest, caseload or financial restrictions, all of these providers turn people away.

Many of these people find their way to Volunteer Legal Services Hawaii. As Volunteer Legal Services Hawaii provides civil legal services mostly through *pro bono* lawyers, generally we do not have conflicts of interest, caseload or financial restrictions. Today, there are over 6,000 licensed attorneys who can provide *pro bono* legal services. Thus the only restriction that Volunteer Legal Services Hawaii's faces is a practical one - the lack of staff to help find lawyers for our clients.

When other legal service providers turn people away, Volunteer Legal Services Hawaii is able to provide legal services to those people who would not otherwise be represented by a lawyer. For those people, without Volunteer Legal Services Hawaii, there would be no access to justice.

D. Increase in Demand for Services from Volunteer Legal Services Hawaii:

Volunteer Legal Services Hawaii has seen this very real need grow over the past few years. Between 2006 and 2007 Volunteer Legal Services Hawaii experienced a 30% increase in demand for legal services across the State of Hawaii and in 2008 we again saw an additional 33% increase over the prior year in demand for services.

Of those people living in poverty in our state, over 80,067 reside in the City & County of Honolulu, 18,488 reside in the County of Hawaii, 11,729 reside in the County of Maui and 5,418 reside in the County of Kauai. And it is clear that a significant portion of the entire state's homeless population resides on the Waianae coast.

(<http://quickfacts.census.gov/qfd/states/15/15003.html>)

But our limited statewide presence is not enough to meet the demand. Although Volunteer Legal Services Hawaii provides legal services to both urban and non-urban areas, our presence in non-urban areas is minimal due to lack of resources. We operate 3 hour clinics usually once per month in Maui and Kailua-Kona and twice a month in Hilo. The minimal amount of time we spend in the community means that clients don't know how to get legal services from Volunteer Legal Services Hawaii. This fact is reiterated in the Access to Justice Hui's report which found that a significant reason that clients are underserved is because they do not know where to turn to get legal assistance. With the increased demand for services, we

³ For example, when a family of five is evicted from their apartment, LASH can only represent one of the five people. Volunteer Legal Services Hawaii must find lawyers to represent the other four people

need to establish a continued community presence in non-urban locations by securing facilities and staffing them on a daily basis.

With our legal assistance low-income people will receive legal assistance or other representation, so that our clients can keep their homes, their jobs, get insurance, see their children or collect child support, keep their children safe, collect social security and other benefits, and maybe even pay off their debts. We assist clients with adoption, guardianship of minors, adults and elders, child custody, visitation and support, divorce, civil rights, landlord-tenant disputes, employment disputes, consumer credit issues including collections, foreclosures, immigration, housing, powers of attorney, paternity, social security, tax liabilities, temporary restraining orders, and welfare issues. If a client is turned away from another legal service provider, such as Legal Aid Society of Hawaii, Domestic Violence Action Center, Hawaii Immigrant Justice Center, the American Civil Liberties Union or the UH Elder Law Program because they cannot service those clients, Volunteer Legal Services Hawaii is able to provide legal services to those people who would not otherwise be represented by a lawyer. For those people, without Volunteer Legal Services Hawaii, there would be no access to justice.

4. Target Population:

With the deepening recession we know that the most recent census results are out of date and that the number living in poverty is expected to worsen. Nonetheless, the then current census shows that 9% of Hawai'i's population was living below the poverty line.⁴ Directly translated that means that of a population of 1,285,498 people, 115,694 live in poverty and cannot afford the services of a lawyer when necessary. The rate of poverty for each of our counties breaks down as follows⁵:

County	Rate Of Poverty	Total Population	People Living In Poverty
Hawai'i	10.8	171,191	18,488
Maui	8.3	141,320	11,729
Kauai	8.6	63,004	5,418
C&C of Honolulu	8.8	909,863	80,067

⁴ See Hawai'i Quick Facts from the Census Bureau at <http://quickfacts.census.gov/qfd/states/15000.html>.

⁵ *Id.*

GENERAL LOW-INCOME POPULATION – POVERTY EXPECTED TO INCREASE:

In November 2008 Bloomberg.com reported that Goldman Sachs Group Inc.

increased its recession estimates... [projecting that unemployment will reach 9 percent by the fourth quarter of 2009." [Emphasis added].

<http://www.bloomberg.com/apps/news?pid=20601087&sid=a6e16aG0f0oA&refer=home>.

On January 8, 2009, The Center on Budget and Policy Priorities' released its report entitled *Number of Homeless Families Climbing Due to Recession*, by Barbara Sard (hereinafter "**Homeless Families Report**") at <http://www.cbpp.org/1-8-09hous.htm>. This report projects that if the unemployment rate does rise to 9 percent by the fourth quarter of 2009 and continuing rising into 2010, then the population of homeless families will grow significantly over the next two years. **The Homeless Families Report projects that the ranks of the poor could expand up to 10 million and the ranks of those in severe poverty could expand by up to 6 million.**

Those who live in poverty have significant needs for qualified legal advice, counsel and representation. Because these individuals have very little discretionary income after paying rent, utilities, food, childcare and bills, they have very limited ability to deal with problems. Therefore, the hardships they face have a serious impact upon their daily lives. More so than those who have the monetary ability to get legal assistance. For example, if your landlord hasn't fixed the broken toilet in your low-rent apartment, you might choose to wait rather than complain and take the chance that your landlord will raise your rent. Poverty seriously restricts an individuals choices, thus, to promote justice, both in the community and in legal proceedings, Volunteer Legal Services Hawaii's mission is to make legal services accessible to the poor, the working poor and the elderly through its programs. These factors are only compounded when these people are homeless or at imminent risk of homelessness.

CHILDREN – HOMELESSNESS & POVERTY WILL HAVE ADVERSE LONG-TERM CONSEQUENCES

According to the Homeless Families Report, the increase of homelessness will have significant adverse long-term consequences for children:

studies have found that housing instability and homelessness lower academic performance, increase the chance of repeating a grade, and reduce high school completion rates and puts children at greater risk of serious physical health problems

Id at 3. The children in need are a particularly important demographic as the future stability and well being of our community is reliant upon the well being of our keiki, and statistically Hawaii's children are not faring well.

Nineteen out of one hundred of our State's children live in poverty. Many of these children, due to a variety of circumstances end up in the foster care system. In 2005, there were 2,762 children in foster care. The western legal system under which Hawaii operates gives no voice to minors, anticipating that the child's interest will be best served by their parents. When the parent or parents are no longer capable of advocating for their children because one or both parents have died, their parental rights have been terminated or placed in jeopardy, they are incapacitated for medical reasons, drug abuse, or engage in violence, our children have no one to speak out for them. Older children are more likely to take action on their own in an effort to protect their own interests, but they lack education, experience and capacity to truly nurture themselves or the children that they may bring into the world, and they too need legal assistance and support. And other family members, grandparents, aunts and uncles, may want to assist the children, but they too lack the wherewithal, education, experience and capacity to make a difference without legal assistance and support.

Prior to FY 2008-09, the Children's Services Division provided a dedicated attorney to serve the children of Hawaii (ages 0 to 18) and their families or caregivers who are the subjects of legal conflicts and/or whose rights are not sufficiently protected by current legal and social services. Unfortunately, the \$200,000 reduction in the grant meant that we lost this position.

ELDERS: SIGNIFICANTLY VULNERABLE AND GROWING GROUP

As a group our kupuna, especially those living in poverty, are very vulnerable. The Report noted that there is an increased elderly population that was particularly in need of legal services and that the support systems have not kept up with the increasing population. Report at A-73. The Hui noted that:

The number of seniors living in Hawai'i has increased dramatically as compared to other age groups in the last seventeen years. In 1989 the population of those over 65 was estimated at 125,055. In 1999 that number had grown to 154,598 and in 2006 it was estimated that 174,972 seniors lived in Hawai'i, representing an overall growth of 39.97%.

Report at //16.

The Hawaii State Plan on Aging 2008 – 2011 (hereinafter “Plan”) notes that for the City and County of Honolulu, the unmet legal need for those 60+ is significant. The plan’s author, the Executive Office on Aging estimates that only 2% of legal needs of this population were being met. For those people 65+ who were living alone, only 7% of the needs were being met. The following table shows the unmet legal needs across the State of Hawaii for those over the age of 60.

Plan at II-30.

Island	Estimated No. of People in Need of Legal Services 60+ years	Existing Capacity	Unmet Needs	Percentage Served
Oahu	172,177	2,790	169,387	2%
Hawaii	30,546	479	30,067	2%
Maui	23,124	513	22,611	2%
Kauai	12,071	389	11,682	3%

PEOPLE EXPERIENCING HOMELESSNESS – HAWAII IS AT RISK OF INCREASED HOMELESSNESS:

The housing market crisis is adding to the risk of increased homelessness as foreclosures push many families in to the rental market, driving up rents in these areas and making housing less affordable.

Worse, the Pew Center on the States predicts that **1 in 29 Hawaii homeowners is expected to experience foreclosure by the end of 2010 due to the ‘high-cost loan’ (subprime mortgages). This foreclosure rate exceeds the USA average of 1 in 33 homeowners.** The “ripple effects of those foreclosures are projected to hit more than half of Hawaii’s homeowners and cost more than \$4 billion in lost property value.” See The Pew Center on the States at http://www.pewcenteronthestates.org/uploadedFiles/wwwpewcenteronthestatesorg/Fact_Sheets/Subprime_state_factsheets.pdf

As a significant group of low-income people, Hawaii’s homeless need specialized legal advice. Whether because of family problems, consumer credit/debt, landlord/tenant, or employment problems, among a host of others, these people have specialized legal problems that stand between them and their ability to have or keep a home.

NON-PROFIT ORGANIZATIONS THAT SERVE THE SAME POPULATION:

Those non-profit organizations that serve the same population that Volunteer Legal Services Hawaii does, that is the poverty population, also needs legal assistance. Many of these organizations who are struggling to help our community themselves need legal help. These organizations, often with a very small staff and with a small operations budget and no funds for legal services need lawyers to help them comply with the law and ensure that their wonderful programs don't fail. Volunteer Legal Services Hawaii provides legal workshops, advice and counsel and pro bono matching services to this group of worthy and needy non-profit organizations.

5. Geographic Coverage: Urban and Non-Urban Areas

Volunteer Legal Services Hawaii operates across the state. Intake is available in person and by telephone *via* a free call 1-800-839-5200. Clinics and workshops are provided at facilities located in downtown Honolulu, Leeward Oahu, Windward Oahu, Lihue, Kauai, Wailuku, Maui, Hilo, Hawai'i and Kona, Hawaii. Virtual clinics (phone consultations) are arranged for the residents of Molokai and Lanai. Other special clinics and workshops are also delivered at transitional shelters across the City & County of Honolulu. Legal representation is offered across the State of Hawaii. Children's services are delivered where they are needed across the state. For pregnant and parenting teenagers, we deliver legal services through the Department of Education's GRAD's program in public high schools across the state; for runaway or homeless teens, we provide legal services at Hale Kipa.

But this statewide presence is not enough. Although Volunteer Legal Services Hawaii provides legal services to both urban and non-urban areas, our presence in non-urban areas is minimal due to lack of resources. We operate 3 hour clinics usually once per month in Maui and Kailua-Kona and twice a month in Hilo. The minimal amount of time we spend in the community means that clients don't know how to get legal services from Volunteer Legal Services Hawaii. This fact is reiterated in the Access to Justice Hui's report which found that a significant reason that clients are underserved is because they do not know where to turn to get legal assistance. With the increased demand for services, we want to establish a continued community presence in Waianae, Hilo and Maui by securing facilities and staffing them on a daily basis.

II. SERVICE SUMMARY AND OUTCOMES

Using staff and volunteers Volunteer Legal Services Hawaii will provide general civil legal services across the state to those who are at or below 200% of the federal poverty guidelines. Services will be offered in locations and times that are convenient for our target populations.

PROPRIETARY DATA BEGINS HERE

1. Scope of Work, Tasks and Responsibilities

SCOPE OF WORK – APPLICANT’S CURRENT SERVICES: When Volunteer Legal Services Hawaii was created in 1981 its main purpose was to give low-income people access to justice by matching them with expert *pro bono* lawyers. These clients could not afford lawyers or had been turned away by other low-income legal service providers. Today, Volunteer Legal Services Hawaii’s mission remains the same and serves its clients through two main divisions: the Low Income Services Division and the Children’s & Special Services Division.

Low Income Services Division: Within the Low Income Services Division, Volunteer Legal Services Hawaii provides legal services in all four counties in the State of Hawaii through its program delineated below. The main goal of the Low Income Services Division is to provide legal services to clients across the state. We provide general civil legal and family law services through the following programs:

- Intake & Referral receives all requests for legal services, which in 2008 numbered close to 15,000. The Intake & Referral program conducts an intake on each customer to ensure that the person is eligible for all services, that we understand the basic nature of their legal issue and that all data is appropriately recorded. The program staff then make appropriate referrals to both Volunteer Legal Services Hawaii’s programs or, if inappropriate or the client is not eligible for services, then referrals to other providers.
- The Pro Bono Referral Program provides those clients who need full representation with *pro bono* licensed lawyers for the life of the matter.
- The Neighborhood Legal Clinics provides clients with legal advice, consultation and brief services from general law lawyers or lawyers who specialize in family law. Clients meet with licensed lawyers who provide individualized legal advice, consultation and or a brief service for each client’s situation. Neighborhood Legal Clinics are held 5 or 6 times a month on Oahu, with additional clinics being scheduled as the demand increases, once a month in the Counties of Kauai and Maui, and twice a month in Hilo and once a month in Kona. Should a client’s matter require an urgent consultant with an attorney, scheduled appointments are provided individual clients outside of the scheduled clinic times through telephone or face-to-face consultations, depending upon the location and need.
- The Uncontested Divorce Workshops are staffed by licensed lawyers (both volunteers and staff), administrative staff and law students. These legal professionals teach clients about the uncontested divorce process, assist clients with completion of all

legal documents and file the documents for the clients. These 'full-service' Workshops are held twice a month on Oahu. A limited version of the Workshops is also offered on Kauai, Maui and Hawaii.

For those who have concerns that center on financial issues, we provide specialized legal services through the following programs:

- The Housing Support Legal Clinics are staffed by licensed lawyers and staff. The lawyers teach clients about their legal rights and remedies in ten different substantive areas including family law, employment law landlord-tenant relationships, consumer debt law and tax rights and responsibilities; attendees who have a need have an opportunity talk with the lawyer and receive advice and consultation at the conclusion of each workshop.
- The Community Tax Assistance Program offers legal education, full representation, and advice and consultation with regard to tax disputes before the Internal Revenue Service; the program also offers tax preparation assistance emphasizing the Earned-Income Tax Credit, in both transitional shelters and in community facilities for low-income clients and for those people who speak English as a second language.

Children's & Special Services Division: Within the Children's & Special Services Division Volunteer Legal Services Hawaii offers multiple programs, the primary goals of which are to serve and assist Hawaii's children, elders and others with supportive and legal services. This systemic approach to issues facing Hawaii's children *strengthens families and keeps children safe and out of foster care*; keeps our kupuna safe and as protected as possible during their times of vulnerability, all of which saves the State of Hawaii hard to find dollars.

- Na Keiki Law Center works to promote change in processes, laws, and policies that harm children by advocating on behalf of Hawaii's children who suffer due to legal and familial conflict. Na Keiki Law Center supports families in crisis by representing the best interests of children whose legal rights are not sufficiently protected by existing legal and social services.

Due to the loss of \$200,000 in Grant-In-Aid funds I FY08-09, Na Keiki Law Center no longer provides full legal representation that furthers the best interests of children. However, it continues to promote systemic change in government, social, legal, & other systems dealing with children; identifies the legal & psycho-social needs of vulnerable children and families; identifies child-related community problems in order to create effective alleviation strategies & pilot programs for eventual staffing by community volunteers; develops and implements child-centered programs that employ mediation and other alternatives to litigation in child-related, familial conflicts; promotes community involvement & education in child-related issues; and engages community volunteers to accomplish mission-related tasks. Na Keiki Law Center offers four specific programs that all assist children in some fashion.

- Guardianship Services in which staff lawyers, assisted by law students and licensed volunteer lawyers, provide legal assistance and full representation of families in matters involving guardianship of children, thus helping families to take care of their children when parents aren't able.
- "YO" or Youth Outreach Program in which staff and volunteer lawyers provide legal assistance to teenagers, homeless and otherwise through its partnership with Hale Kipa, helping our young people become truly independent and self-sufficient.
- Young Families in Need which provides statewide legal assistance to pregnant and parenting teenagers through its staff and volunteer lawyers in partnership with the Department of Education's GRAD classes. Through this program, Na Keiki Law Center prevents child maltreatment by educating young parents with children who are at high risk for maltreatment. Through the Young Families in Need program, Na Keiki Law Center brings volunteer attorneys into public school statewide to educate young parents on their legal rights and how to promote the best interest of their baby. The program works with extended families to establish practices that promote the baby's connections to both mother and father and reduce the need for child welfare service intervention in the future.
- Parenting Plans Program, a pilot program, in which staff and volunteer lawyers and mediators educate and mediate parenting plans from the best interest of the child standard. Through its Parenting Plan program, Na Keiki Law Center educates parents involved in contested divorce in the realms of child custody, visitation, and co-parenting from separate households in a manner that protects children from the controversy and conflict traditionally associated with the contested divorce process. By educating parents on the potentially harmful nature of the process, mediating parenting plan agreements between parties, and involving extended families in a culturally sensitive process, Na Keiki Law Center hopes to foster a stable and supportive post divorce environment for children. Once mediated the parties can then file these plans in *pro se* contested divorce cases. Na Keiki Law Center's work to foster stable and supportive post-divorce environments will ultimate help to reduce child maltreatment and ultimately saving the State of Hawaii the cost to both prevent and treat the impact of child abuse, neglect and maltreatment.
- Elder Legal Services: We provide civil legal services to the elderly as again this population has an unmet legal need.

Services to and for the Homeless: Volunteer Legal Services Hawaii offers targeted legal services to those at risk of homelessness as well as the homeless. To help prevent homelessness, legal services, such as legal advice and counsel, *pro se* workshops, legal

education, legal representation and support are offered to all people who are income-qualified. We deliver a variety of *pro bono* legal services to the homeless members of our community both at the Neighborhood Legal Clinics and in transitional/homeless shelters using a combination of paid staff and qualified volunteer legal staff.

As it is can be quite difficult for homeless families to come to Volunteer Legal Services Hawaii to receive services, Volunteer Legal Services Hawaii brings its services to the poor and the homeless. First, Volunteer Legal Services Hawaii delivers targeted legal services (employment, debt, family law, earned-income tax credits, housing and other financial literacy issues) to those who are already homeless and are residents of transitional shelters. These legal services, which include legal education, outreach, advice and counsel and some specialized clinics such as Community Tax Assistance Program, are delivered within transitional/homeless shelters. In addition, Volunteer Legal Services Hawaii locates its Neighborhood Legal Clinics within or near low-income census tracts as set forth earlier in this proposal.

Bench Warrant Recall Program: To further assist this population, we are developing an innovative program that will assist homeless or those in transitional shelters with removing bench warrants. For many of the homeless, these bench warrants are issued because these people failed to appear in court to answer charges of illegal camping or sleeping in the car or other homeless "quality of life" type of tickets. As they cannot afford lawyers, they are afraid to come to court and fearful of the judicial system. Consequently, thousands of bench warrants have been issued and not served and are a backlog in the judicial system.

This program provides the homeless person with lawyers to assist them in dealing with their obligations to the Court and society. Once the bench warrant is removed and they have a public defender to help with the underlying charge, this program helps the client to register for work or work training with Oahu WorkLinks, eventually helping those experiencing homelessness to return to self-sufficiency. Finally, because the bench warrants will be cleared by volunteers and no sheriffs are required to serve the warrants, the backlog of warrants could be cleared up without any huge investment of personnel or hardware and software.

Community Tax Assistance Program: For homeless, at risk of homeless and other low-income taxpayers, including those who speak English as a second language, the complexity of the American tax system is one more complication in their lives. This program assists the targeted population with assistance in claiming appropriate tax credits thereby increasing their ability to get a deposit for a new rental, assists the targeted population with clearing past tax liabilities or even filing returns for past tax years. This project offers specialized clinics at which the client's issues with taxes and the IRS will be addressed; should direct representation be appropriate, the project will match the client with an appropriate representative. These specialized clinics are offered both at homeless and transitional shelters as well as in those low-income census tracts indicated earlier in this proposal. This year the tax clinics will focus on educating and helping low-income and homeless clients

receive the Earned Income Tax Credit, which is the federal government's largest poverty reduction program.

TASKS:

General Civil Legal Services Tasks: Volunteer Legal Services Hawaii will provide general civil legal services to and for low-income adults, elders, at-risk children, the homeless and nonprofits who serve the same clientele through our staff and volunteers. The type of legal assistance provided to the individual who calls Volunteer Legal Services Hawaii will depend upon the facts of each case. In general, each individual who does call for legal assistance will go through the following initial process:

- Intake and determination of eligibility. Intake is completed by Volunteer Legal Services Hawaii's Intake Specialists and Coordinators through Volunteer Legal Services Hawaii's central intake as well as through its projects. Customers may call on the toll-free line or walk-in to the main Volunteer Legal Services Hawaii office during intake hours, Monday through Friday 9:00 AM to 12:00 PM and from 1:00 PM to 3:00 PM.
- Meeting with a Neighborhood Legal Clinic Attorney for Advice & Counsel: If eligible, Volunteer Legal Services Hawaii's Intake Specialists schedule the individual to meet with an attorney at the earliest available opportunity. Depending upon the type of concern raised by the individual, he or she may be scheduled into a Neighborhood Legal Clinic or into a Virtual Clinic for one-on-one advice and counsel with an attorney.
- Pro Se Services: Alternatively, if the individual's needs are better met by one of our several specialized *pro se* clinics, such as Divorce, Guardianship or other specialized clinics, the Intake Specialists schedule the customer into those clinics. These *pro se* clinics provide the individual with knowledge about the specialized legal area in a group setting, as well as individualized legal advice and counsel, document preparation and filing, other *pro se* support.
- Specialized Clinics: If the individual or the case comes within one of the specialized services that we provide, such as the Housing Support Legal Program, Community Tax Assistance Program or other specialized clinics, the Intake Specialists or program coordinators schedule the customer into those services. If, after the clinic, the client needs direct representation, the client is then placed with the *Pro Bono* attorney services.
- Direct Representation by a Pro Bono Attorney: In certain circumstances, the individual will require an attorney to represent him or her in litigation before a court of law or an administrative tribunal. In those instances, after the customer has completed the application and provided appropriate income verification documentation, the Intake Specialists and Clinic Coordinator will review the case and will begin the process of finding a qualified *pro bono* attorney to accept the case. Once an appropriate *pro bono* attorney is found, the attorney and customer are matched and initial documentation is provided to

the attorney. In some instances, no pro bono attorney is found and the staff attorney may represent the client if the caseload limitations permit. The team monitors each of these cases until closure and obtains feedback from the attorney and customer.

- Referral. If appropriate, the Intake Specialists may refer the customer to other non-legal services or to other legal services targeted to special populations such as victims of domestic violence. Middle-income individuals, not eligible for Volunteer Legal Services Hawaii services, will be referred to the reduced GAP program or to Lawyer Referral Service at the Hawaii State Bar Association for names of attorneys they can hire or to Legal Aid Society Hawaii's Affordable Attorney Project. Additionally, some legal service providers offer specialized programs that are more appropriate.

RESPONSIBILITIES:

Executive Director: The Executive Director is responsible for the development, implementation and management of all services and for quality assurance and reporting. The Executive Director is an active attorney, is the Management Team leader and directly supervises all managers and all programs. Working with the management team, the Executive Director

- Ensures that community legal needs are identified, that solutions are created and implemented;
- Ensure that all services are provided in a timely manner by each team;
- Ensures that all client grievances and *pro bono* attorney concerns are addressed in a timely fashion
- Manages all outreach efforts statewide;
- Prepares all relevant reports to funders;
- Ensures that each person in the team understands his or her duties, is trained, and is accountable for his or her responsibilities;

Executive Assistant: This part-time position is responsible for administrative support of the Executive Director and the Board of Directors.

Kahiau Coordinator: This part-time position works directly with the Executive Director, the Board of Directors and the Volunteer Development Division in developing the pool of potential volunteers in the community. The Kahiau Coordinator also works with the Executive Director and Board of Directors to plan and implement fundraising strategies.

Operations Manager: The Operations Manager works with all division managers and their staff to ensure compliance with all grants and contracts. The Operations Manager with the assistant provides grant, human resource, fiscal, and facilities support.

Assistant Manager/Bookkeeper: This position reports directly to the Operations Manager and is responsible for accounts payable, payroll, deposits, reconciliations, and billings.

Volunteer Development Manager: The Volunteer Development Manager is responsible for developing and maintaining the pool of approximately 850 qualified volunteers who provide services through Volunteer Legal Services Hawaii. The major responsibility of this position is to continuously ensure that there are adequate numbers of qualified and experienced pro bono attorneys to meet the legal needs of the low-income community.

Volunteer Development & Recruitment Coordinators: The Volunteer Development Coordinators recruit attorneys into the following types of *pro bono* positions: Clinic Attorney; Workshop Attorneys; Mentor Attorney; Training Attorney; Pro Bono Attorney; Pro Se Support Attorney; Special Projects Attorney (such as Young Families In Need Consulting Attorney). Additionally, these positions ensure that the case is placed with a *pro bono* attorney and that all initial documentation is provided to the attorney. To ensure that there is an appropriate match between the legal case, customer and *pro bono* attorney; Volunteer Legal Services Hawaii's database is maintained and updated for each volunteer, including the type of service they wish to provide and the case types they are willing to accept. To further support the *pro bono* attorneys and law students, the Volunteer Development Manager arranges for appropriate training for the pool of volunteers.

Low Income Services Division Manager: The Low Income Services Division Manager is responsible for ensuring timely opportunities for income eligible clients to meet with *pro bono* lawyers. This manager ensures that her staff arranges for the appropriate facilities in which to hold all low-income services, prepares all documents required for each attorney at each clinic and/or workshops statewide and throughout the year; develops new locations and opportunities to provide services on a statewide basis; and with her staff ensures that all customer data sheets are accurate, clear and concisely state the issues; ensures that Clinic Attorneys receive customer data before each clinic; ensures that all Clinics and Workshops are properly operated by Clinic Administrators; ensures that all data from the Clinics and Workshops are properly entered into the relevant databases; ensures that all customers who require *pro bono* attorneys receive appropriate applications and other materials; ensures that each case is followed internally until the case is closed and data is entered into the Volunteer Legal Services Hawaii database and ensures that both clients and attorneys evaluate the services.

Intake Specialists: The Intake Specialists ensure that customers who contact Volunteer Legal Services Hawaii, either as a walk-in or by telephone, are served and that the customer is scheduled to receive the appropriate level of legal service. These positions are responsible for ensuring that each caller is eligible for Volunteer Legal Services Hawaii's services. Finally, these positions are responsible for referring each case to the appropriate service or program. Further responsibilities include: obtaining through a customer interview income levels to determine eligibility, demographics and, through interview tools developed by appropriate legal experts, obtaining the appropriate and relevant facts of the case; scheduling the

customer to meet with a *pro bono* lawyer; and entering data into the customer and volunteer databases.

Clinics Coordinator and or Administrator: These positions are responsible for ensuring that the management and operation of each clinic. These responsibilities include opening and setting up, cleaning and closing the physical facility for each clinic; receiving all Clinic Attorneys; assisting all Clinic Attorneys with customer management including ensuring that customer data has been received; greeting and checking in customers, placing the customer with the appropriate Clinic Attorney; ensuring that the Clinic Attorney completes data sheets and submitting to the Clinics Coordinator all case data and other reports following each clinic.

Regional Coordinators: These positions will be located in Hilo and Wailuku and will be responsible for all client services and volunteer development in the respective regions. It is expected that these positions will coordinate service delivery with their Oahu counterparts.

Staff Attorney: The Staff attorney is responsible for providing timely legal assistance to income qualified clients in both the Low Income Services Division and Children's & Special Services Division, including those non-profit organizations that serve the same clientele as does Volunteer Legal Services Hawaii and whose operating budgets meet eligibility criteria. Additionally the Staff Attorney is responsible for developing new legal services as client demand may call for. The Staff Attorney is responsible for managing all legal services provided by qualified law students and managing all paralegals.

Advocate/Paralegal: This position will be responsible for supporting the Volunteer Attorney, Staff Attorney and the Executive Director and will conduct client interviews and assist the Volunteer Attorney and Staff Attorney with Client Assessments, document preparation, filing, etc. This position is also responsible for monitoring and reporting on the placement of attorneys and law students with Department of Education GRADS classes throughout the state, for on the placement volunteer attorneys with Hale Kipa's Youth Outreach for teen legal clinics, for maintaining and updating the Consulting Attorneys Manual and relevant material to be provided to the pregnant and parenting teens and for matching a *pro bono* attorney with a parenting teen when specific legal services are required, and for assisting with the development of new pilot programs such as the Parenting Plans mediation program.

Elder Services Coordinator-Paralegal: As it is the policy of Volunteer Legal Services Hawaii to ensure a higher level of direct involvement with cases involving elders, after the Intake Specialists identifies the case as having issues that involving an elder person, it is directed to the Elder Services Coordinator-Paralegal. The position is responsible for conducting an interview with the client and his or her needs, including interviews of any caretakers that may be appropriate. This position will work under close supervision of the Staff Attorney to ensure that the customer receives appropriate legal services whether by paid staff attorneys or volunteers. Some of these services could include direct representation in a court of law or administrative hearing, or simple advice and counsel, a brief service or even family mediation to resolve issues outside of a legal tribunal.

Parenting Plan Mediation Pilot Program Coordinator: Under the supervision of the Executive Director, this position is responsible for assisting with the development of the Parenting Plan Mediation Pilot Program, coordinating the program, together with the Mediation Center of the Pacific, including facilitating monthly workshops that prepare clients for mediation of mandated parenting plans for those clients referred from the Judiciary, transitioning co-parents for mediation sessions to the Mediation Center of the Pacific and reporting to the Court on the outcomes for the divorcing couples, educate mediators, the private bar, social workers and others on the program; report and maintain an accurate information regarding the program.

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2. Timeline for Accomplishing Service Results, Outcomes

All services will be accomplished within 12 months of the beginning of this grant.

Outcomes: The ability to receive legal advice and counsel in a timely fashion is the key to accessing our justice system. Given the measures of effectiveness (see Section II.4 below, in which we discuss that the effectiveness of providing access to justice translate into providing timely opportunities for the client to meet with and receive advice and counsel from a lawyer), our focus is to provide as many opportunities for a client to meet with an attorney and to do so through the delivery of community-based legal services clinics. Therefore, we expect to offer the following services in FY 2009-10:

We anticipate receiving over 13,000 requests for Legal Services. We will provide 449 legal clinics statewide at which a client may see an attorney for advice and counsel, and brief services. We anticipate that we will serve up to 3,250 clients through these clinics. Additionally we anticipate placing 168 full service representation cases for 168 clients.

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3. Quality Assurance and Evaluation:

Volunteer Legal Services Hawaii employs a system of monitoring customer services for quality assurance that encourages the development of innovative methods of meeting community needs. The systems approach improves service delivery, enhances teamwork, and improves cost control and adherence to policies and procedures. At the outset, the Volunteer Legal Services Hawaii Executive Director, directly oversees all programs offered through Volunteer Legal Services Hawaii and closely monitors delivery of legal services to ensure that all services are offered in a timely fashion at convenient locations to income-eligible people.

Management Team: An integrated Management Team is responsible for quality assurance of services. The team is composed of the Executive Director, the Operations manager, the Volunteer Development Division manager, the Low Income Services Division manager, the Children's & Special Services Division Staff Attorney. This team meets weekly to review, evaluate and plan for all services and to ensure effective grant and contract compliance monitoring. The team is responsible for developing and piloting all new services. Each Manager holds regular division meetings with their staff and each is responsible for supervising staff and volunteers providing services within each of their divisions and ensuring that organizational-wide goals are met. Staff meetings are held monthly to provide clear communications among all division at the staff level. Meetings with volunteers are held regularly. Some of the key components of the operating procedures for quality assurance include:

- Intake review to assure appropriate treatment of case, consistency and completeness of data;
- Timely data entry at all points of client and volunteer contact;
- Timely report generation and review to identify issues and solutions;
- Implementation of appropriate solutions and
- Follow-up on all legal services.

Volunteer Legal Services Hawaii maintains and updates operating procedures for all programs and services in a manual and trains all team members and volunteers on those procedures.

Low Income Services Team: The Low Income Services Team manages all low-income services other than services to or on behalf of children. This Team is composed of the Executive Director who is an active attorney, the Operations Manager, who has had 24 years of management experience with a background in accounting and human resources, the Low Income Services Division Manager who has a Masters in Business Administration, the Staff Attorney who holds a Juris Doctor, the Volunteer Development Manager, the Volunteer Recruitment Coordinators, the Special Clinic Coordinator, and the Intake Specialists, who are cross-trained and accompany a customer's case from point of intake to the point of referral.

Additionally, the Clinic Administrators are part time employees that staff the actual clinics in their different locations. The different levels of supervision and interaction between the team members, along with the administrative process allows Volunteer Legal Services Hawaii to track performance and service quality on an individual basis and improves the likelihood of case-placement with pro bono attorneys.

The Low Income Services Team monitors all cases from intake to closure to ensure that all eligible customers receive appropriate services from qualified lawyers. The senior members of the Management Team meet weekly to review the need for volunteer lawyers, the issues raised by clients and the procedures followed by all staff and volunteers, to ensure that problems are identified and resolved quickly.

On a regular basis, the Low Income Services Team meets to review their caseload and whether the legal services offered meet the needs of the customer. In its meetings, the team identifies unmet legal needs, and rapidly provides the necessary legal service through its large pool of volunteer attorneys.

Children's & Special Services Team: The Children's & Special Services Team provides all services to or on behalf of children and other vulnerable populations. This Team is composed of the Executive Director, an active attorney, the Operations Manager, the Staff Attorney, the Advocate/Paralegal and the Parenting Plan Mediation Program Coordinator. Additionally, the team includes the Volunteer Development Manager who has extensive marketing experience, and the Volunteer Development Recruitment Coordinators. The different levels of supervision and interaction between the team members, along with the administrative process allows Volunteer Legal Services Hawaii to track performance and service quality on an individual basis and improves the likelihood of case-placement with *pro bono* attorneys. As was previously stated, each service is developed, implemented, monitored and evaluated with consideration for those people who need the particular type of legal service.

Assisted by the Children's & Special Services Division staff, the Staff Attorney ensures full implementation of the program's services, under the supervision of the Executive director, including coordination and provision of legal support services, training and materials to members of all targeted groups by both staff and volunteers; volunteer recruitment and training; data collection, review of and follow-up of services provided to ensure that quality is maintained; continual program evaluation through, surveys of relevant groups such as community partners, foster parents, social workers, and volunteers and external evaluations; direct reporting to Executive Director as to the provision and quality of visitation services; and determining eligibility to receive services, data collection for purposes of tracking services provided, review of and follow-up of services provided to ensure that quality is maintained, preparation of reports as is required; continual program evaluation through client satisfaction and community surveys as well as data reviews to ensure that appropriate legal support services are being developed and implemented; and personnel management.

Volunteers: Volunteer Legal Services Hawaii ensures that the most appropriately qualified attorney provides legal services to each customer. To maximize efficiency, the Volunteer Development Division Manager and staff tracks each attorney's areas of practice, languages spoken, services they are willing to provide, the Volunteer Legal Services Hawaii sponsored training they've received, types of clients they would prefer to serve and the time commitment they are willing to make. Volunteer Development Division staff members track how often the services of the attorney are used and feedback from the attorneys on particular cases referred to them. From this data, Volunteer Development Division staff members match the attorney with the client that would best suit the services the attorney is able and willing to provide on a pro bono basis. The better our match, the better the client will be served by that attorney thereby improving Volunteer Legal Services Hawaii's ability to provide services in a timely manner.

Finally, to ensure quality legal services, Volunteer Development Division offers periodic training to its volunteer lawyers and partners with the William S. Richardson School of Law, Legal Aid Society of Hawaii, Hawaii Immigrant Justice Center and other legal services providers. Volunteer Development Division, through its experienced Mentors, provides one-on-one guidance to younger or less experienced lawyers. To ensure thorough handling of client issues the Teams provide volunteer attorneys with complete case information. Attorneys then conduct initial research before meeting with the client. Such research can be done at volunteer lawyers own law libraries, the Hawaii State Bar Association and the Supreme Court Law Library, but Volunteer Legal Services Hawaii also has a small legal library that attorneys can access.

Service Evaluations: As Volunteer Legal Services Hawaii is responsive to both the needs of the customer and the volunteer, we rely on both formal and informal methods of feedback to improve customer service. As each legal case is different, depending upon the complexity of the case and the capacity of the customer, we assess the success of our services in a specialized manner. Evaluations of the services rendered are completed both by volunteer attorneys⁶ and by the customers⁷ and reviewed by the Volunteer Development Division Manager, and the Management Team. If problems are encountered, solutions are developed at regular team meetings and then implemented. All teams monitor the results of those solutions to ensure that they work as anticipated. We meet with groups of volunteers from the volunteer pool to assess service delivery issues and program improvement. Recommendations are considered by these Teams and may be incorporated into the

⁶ Attorneys are sent a "Case Assessment" to complete following an NLC or Virtual A/C. Follow up includes a "Case Status" or "Case Closing" form where information is gathered about the client, the case cost and the volunteer hours.

⁷ Customers are asked to complete an "Initial Satisfaction Comment Sheet." This form requests the client provide feedback on the delivery of Volunteer Legal Services Hawaii services up to that point, including their suggestions for improvement. Volunteer Legal Services Hawaii also provides pro se clients with mail-in postcards to keep us posted as to which part of the process they are in and when their expected outcome has been achieved. This allows Volunteer Legal Services Hawaii to track its efficacy in preparing customers for the challenges they face as *pro se* litigants.

programs formal process and procedures. Staff, the Executive Director and the Grievance committee of the Board of Directors review grievances.

END OF PROPRIETARY DATA HERE

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Organizational Review: The Board of Directors has committed to conducting organizational reviews every two years.

4. Measures of Effectiveness to be Reported:

- i. **Measure One:** When providing access to justice to those who cannot afford lawyers, the most significant measure of effectiveness is whether or not the client was able to speak with a lawyer in a timely fashion.
- ii. **Measure Two:** A second measure of effectiveness is whether the client received an appropriate level of legal assistance, including education, advice and counsel, a brief service, representation in or out of court, or learned how to proceed with the legal issue on his or her own (*pro se*).

Other measure of effectiveness dealing with whether the client received a just result are outside of the scope of the services offered by Volunteer Legal Services Hawaii and rest in the hands of the judiciary.

III. FINANCIAL

1. Budget: See attached budget forms Appendix A

Volunteer Legal Services Hawaii is a non-profit that provides civil legal services through volunteer and paid staff. Relative to other delivery models, the Volunteer Legal Services Hawaii model saves the State of Hawaii money in two ways:

- First, our legal services are provided primarily by volunteer lawyers and costs associated with the provision of legal services are primarily for administrative staffing and operations; for this reason the cost of these services is relatively inexpensive.
- Second, our legal services are preventative in nature, thus keeping people in their homes and out of homeless shelters, keeping children in safe homes and out of the jurisdiction of the Child Protective Services, and helping families keep their kupuna safe and in their homes.

In preparation for the anticipated severe downturn, Volunteer Legal Services Hawaii has made plans to deal with reduced funding. Following last year's 33% reduction in the grant-in-aid, Volunteer Legal Services Hawaii did not rehire for 5.5 FTE, did not enter into contracts for desperately needed additional facilities, is taking steps to reduce rent and other expenses across the board, and is taking steps to increase private donations.

STAFF POSITIONS ELIMINATED IN 2008-09

Assistant Volunteer Development Manager	1.00 FTE
Communications Coordinator	.50 FTE
Asst. Manager	1.00 FTE
Intake Specialists	1.00 FTE
Children's Services Division Managing Attorney	1.00 FTE
<u>Na Keiki Law Center Coordinator</u>	<u>1.00 FTE</u>
Total Full Time Equivalent Positions Eliminated FY08-09	5.5 FTE

But given the difficult choices facing the legislature, we have reduced the annual budget to \$1,072,745. With this budget we provide statewide legal services in a timely manner to thousands of clients.

We are requesting a total of \$400,000 for this first year of the biennium. Funding for the remainder of our budget we anticipate will come from the following sources:

Other Government Grants	454,500
Foundations	60,000
<u>Other Donations/fundraisers</u>	<u>158,245</u>
Total Funds	672,745

The request for \$400,000 is to continue our regular provision of services across the state. With the 33% reduction in grant-in-aid funds last year Volunteer Legal Services Hawaii has already cut positions and as a consequence there is no "fat" remaining in this budget.

2. Anticipated quarterly funding requirements for Fiscal Year 2008-2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$100,000	\$100,000	\$100,000	400,000

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PROPRIETARY DATA BEGINS HERE

3. List of Other Funding Applications for FY 2009-2010

Hawaii State Bar Association Grant	10,000
Federal Government	27,500
Hawaii Justice Foundation	50,000
County of Hawaii-General	54,000
City & County of Honolulu – Bench Warrant	75,000
City & County of Honolulu-Elders	119,000
City & County of Honolulu-Homeless	179,000
Fundraising/Donations from Lawyers, Community	158,245
Total Applications	672,745

PROPRIETARY DATA ENDS HERE

IV. EXPERIENCE AND CAPABILITY

1. Necessary Skills and Experience:

As a Hawai'i State Bar Association related entity, Volunteer Legal Services Hawaii has, for 27 continuous years, provided civil legal services to the low-income community with the assistance of over 850 professionals, most of whom are licensed attorneys in good standing with the bar association. Volunteer Legal Services Hawaii is the *premier pro bono organization in the State of Hawaii*. With this service delivery model, Volunteer Legal Services Hawaii maximizes its financial resources through the utilization of its professional volunteers. Volunteer Legal Services Hawaii has continuously provided substantial legal services to the poor and working poor with a combination of paid staff and its ever-increasing pool of qualified and committed volunteer lawyers, all across the State of Hawaii.

During our history, Volunteer Legal Services Hawaii has been a fiscally sound corporation and has received unqualified audits year after year. As a result of sound fiscal policies, Volunteer Legal Services Hawaii has been the fortunate recipient of many federal and state contracts, including six years with AmeriCorps, six years as a HUD grantee, three years as a CDBG grantee, seven years as an IRS grantee; and eight years as a State of Hawaii grantee.

Volunteer Legal Services Hawaii staff members are a very diverse group of people and, in general, come from the communities they serve; many of the staff members speak many of the languages spoken by our client base, (Chukcese, Japanese, Vietnamese, Ilocano, Samoan, French and Spanish) and all have a passion for the work that they do. Staff members are highly qualified for their various positions and receive both internal and external training as is appropriate to the level of their responsibilities.

Volunteer Legal Services Hawaii has represented low-income people in all manner of civil legal services, has operated an AmeriCorps program that provided legal help to domestic violence victims, operated a court-assistance program in securing temporary restraining orders, provides a tax assistance program for low-income adults and those who speak English as a second language, provides legal education, advice, counsel, guidance and representation to those persons living in transitional shelters, advices, consults, advocates on behalf of and represents children, and operated a program to provide visits to brothers in sisters living in separate foster care homes on behalf of the Judiciary and the Department of Human Services.

Among others, Volunteer Legal Services Hawaii currently partners with the Judiciary, Department of Human Services, Friends of Foster Kids n.k.a. Foster Family Programs, Hawaii Foster Parent Association, Consuelo Foundation Partners Network, University of Hawaii's William S. Richardson School of Law, and other community groups. These partnerships allow Volunteer Legal Services Hawaii to reach into the community and respond to community needs.

Volunteer Legal Services Hawaii is an active member of the Hawaii Legal Service Providers and its Executive Director is a Commissioner of the Access to Justice Commission and the Chair of the Commission's Committee to Increase Pro Bono Services.

2. Facilities:

THE MAIN OFFICE:

The main office is located at 545 Queen Street in downtown Honolulu in the Honuakaha building, part of which is a facility for elderly low-income rentals, owned by the State of Hawaii. This facility has a total of 1338 square feet of space that meets ADA standards. Within this 1338 square foot facility, we house all Oahu staff and most of our volunteers. While we believe this facility to be too small to adequately serve our staff and clients, last year's reduction in the grant-in-aid prevented us from finding appropriate space. It is composed of 5 one person offices, a small intake/reception area (50 square feet), and two larger office spaces. Each of the one person offices now holds two staff persons; one of the larger offices holds 3 staff people. When staff members are working, there is inadequate room for our volunteers.

Each of these offices is used to meet with clients after office hours. Volunteer attorneys meet with clients on clinic days and at other times. At clinic, because there is an inadequate reception area, clients must wait outside of the building until there is adequate space within the building or until their turn to see the attorney. Additionally, because many of our clients are accompanied by family members who must be included in the meeting with the attorney, the one person office space used to meet with the attorney is inadequate – clients often must sit in the hallways during their appointment. There is very little privacy afforded our clients.

SATELLITE FACILITIES:

Additionally, services are also provided by staff and volunteers at clinics and workshops throughout Oahu and are located within areas where there are significant numbers of people living in poverty. On Oahu these areas include Waipahu (census tract 89.14 in which 66.77% of the residents have income below the poverty line), Waimanalo (census tracts 113.01 in which 52.825 of the residents have income below the poverty line) and downtown Honolulu (census tract 39 in which 75.84% of the residents have income below the poverty line). Clinics are held as set out below:

i. Facilities Currently Rented by the Evening:

- Filipino Community Center in Waipahu, Oahu
- Waimanalo Comprehensive Health Center in Waimanalo, Oahu
- Aupuni Center, Hilo, Hawaii
- Family Support Services of West Hawaii, Kona, Hawaii
- Lihue Neighborhood Center, Lihue, Kauai

- Family Support Services in Wailuku, Maui
- Waipahu Civic Center, Waipahu, Oahu

ii. Services Offered by Invitation at Other Service Provider's Facilities:

- The Mediation Center of the Pacific
- Ohana Ola Transitional Shelter
- Onemalu Transitional Shelter
- Onelauena Transitional Shelter
- US Veterans
- Family Promise of Hawaii Kailua
- Family Promise of Hawaii Kaneohe
- Hale Kipa Drop in Shelter
- Kulaokahua Transitional Housing for the Elderly
- Kahikolu
- Keola Pono
- Loliana Apartments
- Maililand
- Nakolea
- Vancouver House
- Weinberg Village Waimanalo
- Mary Jane Home

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

1. Proposed Staffing, Staff Qualifications, Supervision and Training

PROPOSED STAFFING:

Volunteer Legal Services Hawaii has highly skilled, professional, experienced and passionate employees and volunteers who are committed to providing services to the disadvantaged people of the State of Hawaii. Volunteer Legal Services Hawaii provides its services through a combination of staff, community volunteers and volunteer attorneys. The model employed requires that a significant percentage of our services be delivered through professional volunteers thus our basic statewide staffing pattern includes staff who work with clients by conducting an intake, assessing the legal issues, and scheduling those clients into an appropriate legal service. All services are administered by staff. Other staff schedule volunteers into clinics, workshops, or into virtual clinics and follow-up with volunteers on their work with the clients. All services are managed by teams composed of members from each division.

PROPOSED STAFFING

Executive Director	1.00 FTE
Executive Assistant	.50 FTE
Operations Division Manager	.33 FTE
Assistant Operations Manager	1.00 FTE
Staff Attorney	1.00 FTE
Paralegal/Advocate	1.00 FTE
Volunteer Development Division Manager	.67 FTE
Volunteer Recruitment Coordinator	1.00 FTE
Volunteer Development Coordinator	1.00 FTE
Kahiau Coordinator	.50 FTE
Low Income Services Division Manager	1.00 FTE
Intake Specialists	1.00 FTE
Clinic Coordinator	1.00 FTE
Clinic Administrators	.10 FTE
Parenting Plan Mediation Program Coordinator	1.00 FTE
Hilo Regional Coordinator	.50 FTE
Maui Regional Coordinator	.50 FTE

Total Full Time Equivalent Positions 13.60 FTE

STAFF POSITIONS ELIMINATED IN 2008-09

Assistant Volunteer Development Manager	1.00 FTE
Communications Coordinator	.50 FTE
Asst. Manager	1.00 FTE
Intake Specialists	1.00 FTE
Children's Services Division Managing Attorney	1.00 FTE
Na Keiki Law Center Coordinator	1.00 FTE

Total Full Time Equivalent Positions Eliminated FY08-09 5.5 FTE

Volunteer Lawyers	850
Community Volunteers	120

STAFF QUALIFICATIONS:

In General: For details on individual staff member qualifications, please see the section on Quality Assurance and Evaluation.

The entire staff has been recruited locally and is an ethnically diverse group of people, speaking several different languages (Chukcese Japanese, Samoan, and Spanish) ensuring

sensitivity to the needs of the target populations. Through past experience and current training, Volunteer Legal Services Hawaii staff has developed expertise in all areas of civil law, low-income financial and consumer issues, including family law such as divorce, child support, restraining orders, "best-interest of the child," adoptions, guardianships and guardian ad litem work. General knowledge is also maintained program-wide in a range of consumer and housing needs. Specific expertise has been developed in child advocacy, low-income tax, consumer credit, landlord-tenant, employment law, non-profit law, and financial literacy.

Lawyers: Legal services are provided by attorneys (staff and volunteer) who are licensed to practice law in the State of Hawai'i and who remain in good professional standing with the licensing and disciplinary authorities for the State of Hawai'i or any other jurisdiction in which the attorney may be licensed to practice. In addition, all attorneys and staff members will hold all licenses, permits, accreditations and meet all standards required by applicable federal, state and county laws, ordinances, codes and rules as required to provide services under this project.

Law Students: Law students who provide legal services are supervised by licensed lawyers and generally provide services through the *pro bono* requirement of their law school. Students must be in good standing with their law schools and have a strong desire to work in public-interest law.

Community Volunteers: Students, retired business people and others who volunteer for the organization work both under the supervision of lawyers and others.

SUPERVISION AND TRAINING:

Volunteer Legal Services Hawaii is fully capable of providing adequate supervision, training and administrative direction in its delivery of the proposed services. As the number of staff positions is small, interaction among staff is frequent and identification of service delivery issues is dynamic. Service delivery is greatly enhanced by Volunteer Legal Services Hawaii's program organization and assignment of personnel. Job descriptions, both staff and volunteers, as well as assignments are clearly defined and delegated and workload is appropriate to the job descriptions.

The professional conduct of all attorneys is governed by the Office of Disciplinary Counsel and the Supreme Court of the State of Hawaii; moreover, all attorneys are bound by the professional code of ethics and this guides them in the delivery of their services within Volunteer Legal Services Hawaii. Attorneys receive training from Volunteer Development Division staff on process and procedures. Legal training is offered to attorneys through the HSBA and other organizations such as the William S. Richardson School of Law, Legal Aid Society of Hawaii, Na Loio Immigrant Legal Services and other legal services providers. Volunteer Development Division offers, through its experienced Mentors, one-on-one

guidance to younger or less experienced lawyers. To ensure thorough handling of client issues the Teams provide volunteer attorneys with complete case information.

An integrated Management Team supervises all personnel and manages all services. The team is composed of the Executive Director, the Operations manager, the Staff Attorney, the Volunteer Development Manager, the Low Income Services Division manager and the Children's Services Division Manager. This team meets weekly to review, evaluate and plan for all services and to ensure effective grant and contract compliance monitoring. Additionally, the team is responsible for developing and piloting all new services.

Each Manager holds regular division meetings with their staff and each is responsible for supervising staff and volunteers providing services within each of their divisions and ensuring that organizational-wide goals are met. Staff meetings are held monthly to provide clear communications among all division at the staff level. Meetings with volunteers are held regularly. To support this team's efforts, Volunteer Legal Services Hawaii will be providing the team a formal management training program within the next 6 months. All managers are responsible for ensuring clients receive appropriate legal services.

The Executive Director/Attorney provides daily management of all programs, including staff supervision and provides administrative direction to the staff on service delivery, in particular legal services. While Volunteer Legal Services Hawaii through its Executive Director evaluates all employees on an annual basis, it is moving toward semi-annual reviews to continually improve individual performance; the Board of Directors evaluates the Executive Director's performance.

All staff members are provided with resources, information, training and continuing education necessary to provide and maintain quality services. Staff members and volunteers are trained in Volunteer Legal Services Hawaii operating procedures and participate in training designed to strengthen their capacity to provide services to Volunteer Legal Services Hawaii's clients in a seamless fashion. Training is provided both at the initial entry into the organization and periodically thereafter. The training addresses eligibility criteria, law that is relevant to Volunteer Legal Services Hawaii's clients, the unique issues that face Volunteer Legal Services Hawaii's customers, the specialized needs of children and families, and the best interests of children. Staff and volunteers are constantly provided updated information on community resources available to assist Volunteer Legal Services Hawaii's clients. For specialized programs, such as the Community Tax Assistance Program, both staff and volunteers receive detailed training to maintain expertise in the area. As funding permits, Volunteer Legal Services Hawaii staff members attend national and local conferences on issues relevant to our business.

2. Organization Chart: See Appendix B.

VI. OTHER

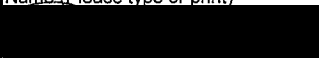
1. Litigation: No pending litigation to which the applicant is a party.
2. Licensure or Accreditation:

The Executive Director of the applicant and one employee are licensed to practice law in the State of Hawaii. Additionally, all volunteer lawyers are licensed to practice law in the State of Hawaii and have either an Active or Inactive Status, as permitted by the Supreme Court of the State of Hawaii.

**APPENDIX A
BUDGET FORMS**

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

Applicant: Volunteer Legal Services Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	296,677	288,943	0	0
2. Payroll Taxes & Assessments	32,634	31,784	0	0
3. Fringe Benefits	45,924	44,856	0	0
TOTAL PERSONNEL COST	375,235	365,583		
B. OTHER CURRENT EXPENSES				
1. Insurances	340	1,225	817	2,164
2. Lease/Rental of Equipment	816	2,938	2,211	5,106
3. Lease/Rental of Space	3,012	10,842	7,228	19,154
4. Staff Training	224	807	538	1,425
5. Supplies	750	2,700	1,800	4,770
6. Telecommunication	1,588	5,717	3,811	10,100
7. Utilities	1,038	3,737	2,491	6,601
8. Copying, Printing, Advertising	2,025	7,290	4,860	12,879
9. Postage	865	3,115	2,077	5,503
10. Dues & Membership	744	2,678	1,786	4,732
11. Equipment Maintenance	1,013	3,645	2,430	6,440
12. Software Purchase	0	123	82	218
13. Travel	1,337	4,813	3,209	8,503
14. Consultant Marketing	2,655	9,558	6,372	16,886
15. Accounting, audit, Bank Fees, Gvoern	2,976	11,009	7,141	18,925
16. Fees, License, Library	248	894	596	1,580
17. Program Cost	278	1,000	667	1,767
18. Volunteer Development	3,176	11,780	7,853	20,812
19. Fundraising	1,331	4,792	3,195	8,466
20. Misc. janitorial	348	1,254	836	2,216
TOTAL OTHER CURRENT EXPENSES	24,764	89,917	60,000	158,245
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	400,000	455,500	60,000	158,245
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	400,000	Linda Ennes	(808) 522-0674	
(b) Total Other Government Gran	454,500	Name (Please type or print)	Phone	
(c) Foundations	60,000		1-30-2009	
(d) Other Donations/fundraisers	158,245	Signature of Authorized Official	Date	
TOTAL BUDGET	1,072,745	Moya Gray, Executive Director		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Volunteer Legal Services Hawaii

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	1	\$90,000.00	50.00%	\$ 45,000.00
Executive Assistant	0.5	\$22,500.00	50.00%	\$ 11,250.00
Operations Manager	0.33	\$19,800.00	50.00%	\$ 9,900.00
Assistant Operations Manager	1	\$31,000.00	50.00%	\$ 15,500.00
Staff Attorney	1	\$70,000.00	50.00%	\$ 35,000.00
Paralegal/Advocate	1	\$35,000.00	50.00%	\$ 17,500.00
Volunteer Development Division Manager	0.67	\$40,200.00	50.00%	\$ 20,100.00
Volunteer Recruitment Coordinator	1	\$31,000.00	65.00%	\$ 20,150.00
Volunteer Development Coordinator	1	\$31,000.00	65.00%	\$ 20,150.00
Kahiau Coordinator	0.5	\$22,500.00	60.00%	\$ 13,500.00
Low Income Services Division Manager	1	\$43,000.00	65.00%	\$ 27,950.00
Intake Specialists	1	\$25,500.00	65.00%	\$ 16,575.00
Clinic Coordinator	1	\$42,000.00	65.00%	\$ 27,300.00
Clinic Administrators	0.1	\$840.00	65.00%	\$ 546.00
Parenting Plan Mediation Program Coordinator	1	\$48,000.00	20.00%	\$ 9,600.00
Hilo Regional Coordinator	0.5	\$16,640.00	20.00%	\$ 3,328.00
Maui Regional Coordinator	0.5	\$16,640.00	20.00%	\$ 3,328.00
TOTAL:				296,677.00

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Volunteer Legal Services Hawaii

Period: July 1, 2009 to June 30, 2010

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Volunteer Legal Services Hawaii

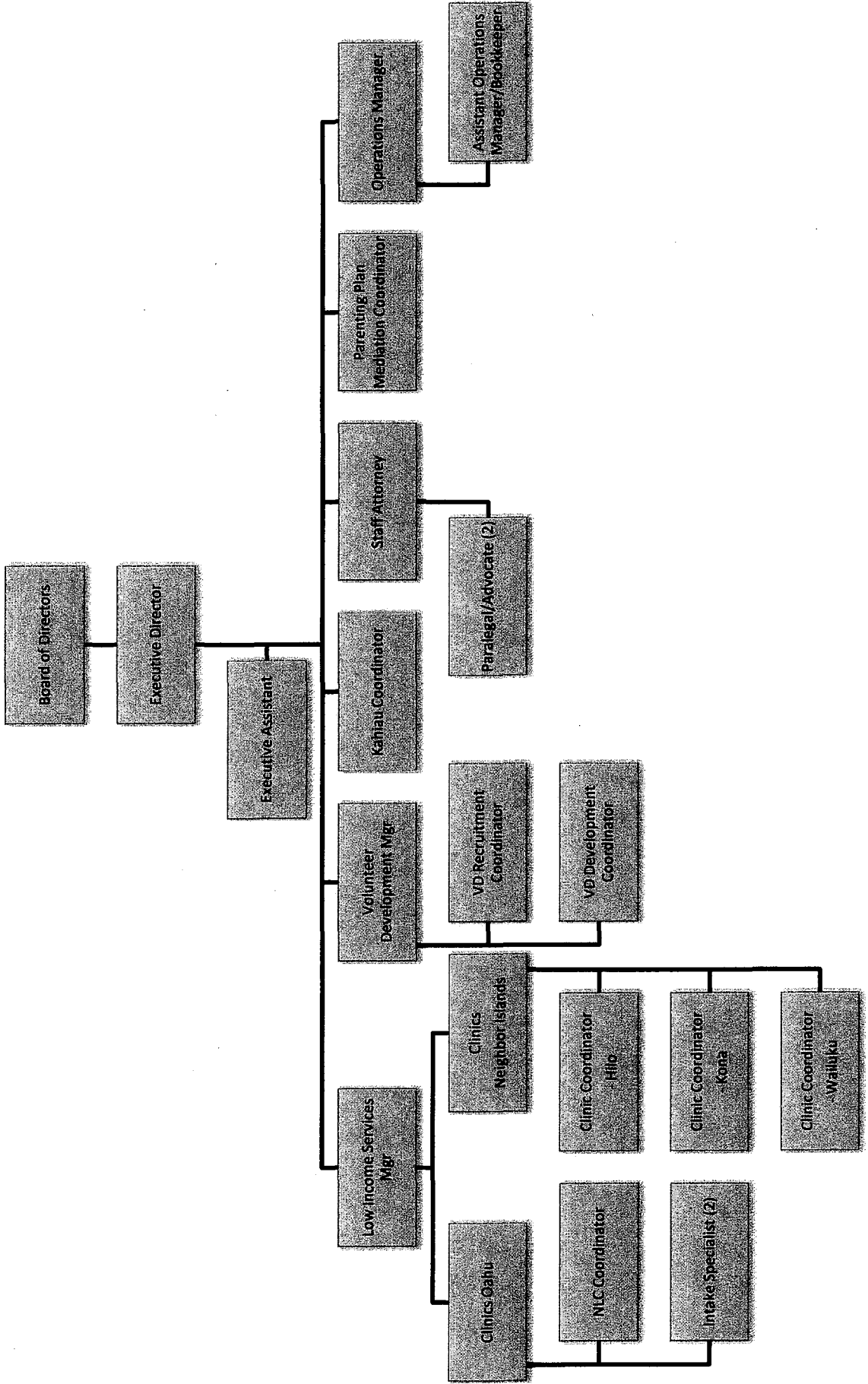
Period: July 1, 2009 to June 30, 2010

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						
TOTAL:						
JUSTIFICATION/COMMENTS: not applicable.						

**APPENDIX B
ORGANIZATION CHART**

Volunteer Legal Services Hawaii

Organization Chart



House District 44/45

Senate District 21

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

Log No: 103-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:
Waianae District Comprehensive Health and Hospital Board, Inc.

Dba: **Waianae Coast Comprehensive Health Center**

Street Address: **86-260 Farrington Hwy.
Waianae, HI 96792**

Mailing Address: **same as above**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: **RICHARD P. BETTINI**

Title **Chief Executive Officer**

Phone # **697-3457**

Fax # **697-3687**

e-mail **wcchc@wcchc.com**

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 #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): [REDACTED]

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CIP FUNDS FOR REBUILD/RENOVATION OF 30+ YEAR OLD OUTPATIENT CLINIC – PHASE II

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 **\$2,500,000**

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 **\$3,946,000**

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

RICHARD P. BETTINI, MPH, MS, CHIEF EXECUTIVE OFFICER

1/29/09

APPLICATION FOR GRANTS AND SUBSIDIES

I. Background and Summary

Applicant's Background

Founded in 1972, the Waianae Coast Comprehensive Health Center serves the federally designated medically underserved communities on the Waianae Coast and surrounding communities in the Leeward and Central regions on the island of Oahu.

In 2007, the Health Center provided services to 26,418 individuals through 135,733 encounters. Sixty-three percent (63%) of users are below 100% of the federal poverty level; 17% are uninsured; and Medicaid/QUEST covers 48%. Seventy-six percent (76%) of Health Center users are Asian/Pacific Islanders with 51% being Native Hawaiian.

Services are provided through five clinic sites located on the Waianae Coast, and in Kapolei and Waipahu. The range of services provided by the Health Center include: Primary care (family practice, pediatrics, women's health and internal medicine); Emergency care (24 hrs); Specialty care (orthopedics, podiatry, dermatology, OB-GYN, nephrology, general surgery, pain management); Laboratory (24 hrs); Radiology (24 hrs); Dental; Pharmacy; Preventive health/health education; Medical nutrition therapy; WIC; Case management and homeless outreach; Chronic disease management; Native Hawaiian healing; Integrative/Alternative medicine; Adult day care at 3 sites; Behavioral health (mental health and substance abuse treatment); Transportation; Health career training; and Health professional training.

Programs and services of the Health Center have been designed around an integrated model of care in which the Health Center serves as a patient's health care home. Services are governed by a Board of Directors comprised of elected consumers and appointed business and community leaders. The Health Center is not only the largest safety-net healthcare provider in Leeward Oahu, it is also one of the areas top five private employers.

Goals and Objectives of Request

Several years ago, an internal assessment of existing clinic space showed that the Health Center has a critical need to expand its facilities. Providers and medical teams are operating in crowded clinic spaces, facilities are 30+ years old and require numerous and costly repairs, patient waiting areas are often uncomfortably filled to capacity, and the patient visit count increases substantially annually. To address the dire need for expanded and new facilities, the Health Center identified three phases of construction projects.

- Phase I: Build a new 3-story medical building to address immediate needs of overcrowded primary care clinical space. (Building completed. Occupancy in progress.)
- Phase II: Rebuild and/or renovate the 30+ year old medical clinic space vacated by clinics moving into the 3-story building. (In planning stage)

Phase III: Rebuild and/or renovate the Health Center's 30+ year old emergency services facility. (In planning stage)

The Health Center's three-phase capital improvement program will serve the following overall purpose:

- Upgrade and expand family medicine
- Develop and modernize emergency medical services
- Build teaching and training facilities for Waianae economic development purposes

In order to complete the capital improvements, the Health Center is requesting \$2,500,000 in funding to complete the Phase II rebuilding and/or renovations of its existing 30+ year old primary care facilities to accommodate maintaining comprehensive healthcare services for the community.

In 2007 the Health Center requested a State appropriation of \$3.5 million to complete its current Phase II capital project, which represents about 53% of the total project cost. The legislature funded \$1 million of this request. The Health Center is seeking the \$2.5 million balance to be funded in FY 2009/2010

Without the balance of funding, the Health Center will not be able to achieve the long range outcome which is to improve medical care and increase economic development opportunities for the community.

Previous to the current request, an appropriation of \$2,946,000 was awarded by the Legislature in 2005 for Phase II but several factors contributed to the urgency to seek additional State CIP funds for the project starting in 2007. These include:

- Increased construction costs in Hawaii.
- The downsizing of Phase I of the Health Center's building project, due to cost constraints, and the transfer of the lost square footage (7,000 sq. ft.) to Phase II
- New opportunities to expand training and economic development programs.
- Increased demand for services from the growing population on the Waianae Coast (homeless, new housing developments, etc.)

The total cost of the Phase II project is \$6.5 million. The anticipated completion date of the project is August 2010.

As all the functions of the existing clinics are moved to the Phase I (3-story building), the vacated outpatient clinic will begin the process of rebuilding and/or renovating to accommodate a larger Phase II family medicine clinic.

Renovation and/or rebuilding of the Phase II out-patient clinic will improve efficiency in servicing clients, will address the severe lack of space for clinical services and patient waiting areas, will allow the Health Center to conform to ADA requirements established subsequent to construction of the building, and will respond to the physical plant needs

with the adoption of new technology into the delivery of health care over the past 30 years. Introduction of the computer, fax machines, copiers, Electronic Medical Records, and changes in medical equipment used in the delivery of out-patient services has had a tremendous impact on the space needs, electrical infrastructure, facility cooling needs, ergonomic considerations and other physical plant and work place environment. Renovations will also address needed roofing repairs, replacement of original AC ducts and redesign of the clinic layout.

Funding Summary:

	FY 2005-06 State Appropriation	FY 2007-08 State Appropriation (requested \$3,500,000)	FY 2009-10 Request to State	Total Project
Design	\$ 446,000			\$ 446,000
Construction	2,500,000	\$1,000,000	\$2,500,000	6,000,000
Total	\$2,946,000	\$1,000,000	\$2,500,000	\$6,446,000

Public Purpose and Need to Be Served

The Health Center’s mission is “to make available to all residents of the Waianae District complete comprehensive health and related human services”. The Health Center achieves its mission by not only serving patients who seek services, but also by incorporating the goal of improving the overall health status of the community it serves.

Within the past 25 years, the Health Center’s patient base has increased dramatically. The Health Center is challenged with serving an increasing number of patients, many who are uninsured and homeless, many who present with multiple chronic conditions, and many who find themselves under severe stress due to economic conditions and/or family problems.

The Health Center has also been committed to creating a campus environment that integrates primary healthcare with job training and economic development for the Waianae Coast. It is the Health Center’s belief that improving the economic conditions of individuals/families has a direct correlation to improving their personal health.

In addition to building clinical facilities in response to growing needs on Leeward Oahu, the Health Center has made significant progress in attracting educational institutions to the Waianae Coast. This factor will enhance the potential for economic development and job growth for Waianae residents.

Target Population

The Waianae Coast community structure is largely multi-generational Native Hawaiian and other Pacific Islander families, with a population of 42,323 (Census 2000). With the rapid development of additional Hawaiian Homestead lots, low-income housing units and private development, the population continues to grow. The State estimates that the population of the Waianae Coast will soar to 51,000 by the year 2030.

The Waianae Coast continues to rank as an area in dire need of health, economic, and social services support. Based on the 2007 State of Hawaii Primary Care Needs Assessment Data Book, which compares 28 primary care service areas throughout the State, the Waianae Coast ranks lowest for per capita income on Oahu and ranks highest on Oahu for those at less than 100% and 200% of poverty level; unemployment; births to teens, and infant mortality. Even worse, the Waianae Coast ranks highest in the state for households receiving food stamps and financial aid; chronic heart disease mortality; percentage of obese adults; percentage of adult smokers; and percentage of adults with diabetes.

The table below describes the Socio-Economic, Health and Population demographics for the Waianae Coast compared to Honolulu County and statewide service areas:

SOCIO-ECONOMIC STATUS	Waianae Coast Service Area	Waianae Coast Ranking Compared to Service Areas Statewide	Waianae Coast Ranking Compared to Honolulu County Service Areas
Per Capita Income	\$13,672	7 th lowest	Lowest
Percentage of Population Below 200% of Federal Poverty Level	44.1%	4 th highest	Highest
Percentage of Population Below 100% of Federal Poverty Level	21.9%	3 rd highest	Highest
Unemployment Rate	6.1%	2 nd highest	Highest
Percentage of Population 18 Years & Over With No High School Diploma	21.7%	6 th highest	2 nd highest
Percentage of Households Receiving Financial Aid	12.6%	Highest	Highest
Percentage of Households Receiving Food Stamps	41.3%	Highest	Highest
HEALTH STATUS	Waianae Coast Service Area	Waianae Coast Ranking Compared to Service Areas Statewide	Waianae Coast Ranking Compared to Honolulu County Service Areas
Infant Mortality Rate (per 1,000 births)	11.1	3 rd highest	Highest
Percentage of Births with less than adequate prenatal care utilization	28.3%	15 th highest	2 nd highest
Percentage of Births with Low Birth Weight	8.0%	14 th highest	5 th highest

Percentage of Teen Births	5.5%	2 nd highest	Highest
Adult Diabetes Prevalence	14.5%	Highest	Highest
Percentage of Obese Adults	42.9%	Highest	Highest
Percentage of Adult Smokers	29.7%	Highest	Highest
Stroke Mortality Rate (per 100,000)	66.3	4 th highest	Highest
Chronic Heart Disease Mortality Rate (per 100,000)	187.9	Highest	Highest
Adult Dentist Visit Within Past Year	58.8%	4 th lowest	Lowest
Adults with a Permanent Tooth Removed	55.4%	4 th highest	Highest
Adults with Teeth Cleaned Within Past Year	60.4%	4 th lowest	Lowest
POPULATION STATUS	Waianae Coast Service Area	Waianae Coast Ranking Compared to Service Areas Statewide	Waianae Coast Ranking Compared to Honolulu County Service Areas
Percentage of Population Age 65 years & over	8.1%	3 rd lowest	2 nd lowest
Percentage of Population Age 17 & Below	34.6%	2 nd highest	Highest
Birth Rate of Women Age 18 to 44 years (per 1,000 women)	108.3	2 nd highest	Highest
Resident Population by Service Area	42,259	7 th highest	5 th highest
Native Hawaiian Population by Service Area	23,543	4 th highest	4 th highest
Percentage of Native Hawaiians by Service Area	55.7%	4 th highest	Highest

In 2007, the Health Center provided services to 26,418 individuals through 135,733 encounters. Sixty-three percent (63%) of users were below 100% of the federal poverty level; 17% were uninsured; and Medicaid/QUEST covered 48%. Seventy-six percent (76%) of Health Center's users are Asian/Pacific Islanders, with 51% being Native Hawaiian.

Geographic Coverage

The Health Center's geographic coverage includes Leeward and Central Oahu but the main Health Center primarily serves residents of the Waianae Coast.

II. Service Summary and Outcomes

Scope of Work, Tasks and Responsibilities

The Health Center is requesting \$2,500,000 in State capital improvement project funding to complete the Phase II rebuilding and/or renovations of its existing 30+ year

old primary care facilities to accommodate both comprehensive healthcare services and professional medical training requirements.

Projected Timeline

Phase I (three-story building) was completed in late 2008. The services currently in the outpatient clinic will be completely moved into the new building by April. This will free up the outpatient area for Phase II rebuilding/renovations. The anticipated completion timeline for the Phase II outpatient clinics is August 2010. Plans are currently being designed.

Quality Assurance and Evaluation Plans

The Health Center’s assistant director in charge of facilities will work closely with the construction and engineering/architectural firms to ensure that the requested rebuilding and renovations meet city building code requirements, including ADA compliance.

Measures of Effectiveness

The measures of effectiveness will be the completion of construction of the Phase II outpatient clinic, which is anticipated for August 2010.

III. Financial

Budget

See budget forms in Attachment A.

Anticipated Quarterly Funding Requirements

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$625,000	\$625,000	\$625,000	\$625,000	\$2,500,000

IV. Experience and Capability

A. Necessary Skills and Experience

In service to the community for 36 years, the Health Center has evolved a unique model of integrated health care that addresses not only an individual’s health care needs, but that of the family and the community. Governed through a community-based board of directors, the Health Center is committed to preserve its mission within the managed care environment and to create a health care home for its patients by continuing to seek out and support high risk patients, by providing a safety net for all patients, regardless of their ability to pay, and by focusing on holistic, culturally relevant health care.

In addition to one of the largest non-profit service providers in the state, the Health Center is the 5th largest private employer in Leeward Oahu. The main Health Center and two of four satellite clinics are located on the Waianae Coast. Two other satellite clinics are located in Kapolei and Waipahu.

The growth of both the physical and program aspects of the Health Center over the past 36 years demonstrates the Health Center’s experience and ability to plan and manage

financial resources and capital development activities. The Health Center has managed a number of large capital development projects over the years. Recent efforts include the completion of its new 3-story medical building, a 2-story dining pavilion and integrated primary care health and wellness clinic, numerous renovations, and a soon to be completed Native Hawaiian Healing Center.

B. Facilities

The Health Center's 15-plus acre campus is situated on state and Hawaiian Home Land parcels centrally located on the Waianae Coast. Permanent structures have been constructed or renovated through funding support from the state and private foundations. The Health Center's main upper campus is located on state land managed by the Department of Land and Natural Resources. Health Center buildings are included in a long-term lease agreement with the state.

The upper campus houses primary care clinics, a specialty clinic, a 24-hour emergency room, radiology, laboratory, pharmacy, as well as a dental clinic, integrated healing, case management, outreach, a dining facility, and administrative and information technology services. Located at the lower campus of the main center are adult day care services, the Women, Infant and Children (WIC) program, nutrition and health education services, health professional education, and Native Hawaiian traditional healing services. Satellite primary care clinics are located in the Nanakuli Shopping Center, the Waianae Mall, the FilCom Center in Waipahu, and in Kapolei. ADA guidelines are followed on all construction activities.

Within the past 25 years, the population on the Waianae Coast increased dramatically. With this increase, demand for health and social services also increases. The current facilities were designed to serve a smaller Waianae population. The Health Center is in dire need of renovating its existing facilities to respond to an expanding patient population, many who experience multiple chronic health and behavioral health conditions.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Not applicable.

B. Organization Chart

See Attachment B.

VI. Other

A. Litigation

None

B. Licensure or Accreditation

Not applicable.

ATTACHMENT A

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

Applicant: Waianae Coast Comprehensive Health Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
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				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	2,500,000			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	2,500,000	Marianne Giushenko, Assistant Director 697-3457		
(b)		Name (Please type or print)		
(c)		Phone		
(d)		1/29/09		
		Date		
TOTAL BUDGET	2,500,000	Richard P. Bettini, Chief Executive Officer		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Waianae Coast Comprehensive Hea

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 2005-2006	FY 2007-2008	FY:2009-2010	FY:2009-2010	FY:2010-2011	FY:2011-2012
PLANS						
LAND ACQUISITION						
DESIGN	446000					
CONSTRUCTION	2500000	1000000		2500000		
EQUIPMENT						
TOTAL:	*2,946,000	1000000		2,500,000		
JUSTIFICATION/COMMENTS:						
*Column FY dates changed to reflect that funds received for project in FY 2005-2006						

ATTACHMENT B

WAIANAE COAST COMPREHENSIVE HEALTH CENTER ORGANIZATIONAL CHART

OUR PATIENTS

BOARD OF DIRECTORS

**Chief Executive Officer
Richard Bettini**

**Human Resources
Patricia Hall**

**Compliance and
Risk Management
Milo Huempfer**

**Assistant Director
Marianne Glushenko**

**Chief Operating Officer
Mary Oneha**

**Associate Director
Joyce O'Brien**

**Medical Director
Ric Custodio, MD**

**Chief Financial Officer
James Chen**

Facilities

- Facilities
- Housekeeping
- Security
- Groundskeeping

Internal Auditing

Clinic Operations

Community Health Services

- Perinatal
- Case Management
- Homeless
- Transportation
- Patient Assistance
- Telecommunications

Preventive Health

- **Health Education**
- Chronic Disease Mgmt
- Wellness

Research

Quality Audits

**Chief Information Officer
John Williams**

- Information Systems
- Electronic Health Record/
Medical Records/Medical
Informatics
- Website Management

**Administrative Support
Services**

Employee Relations

Marketing and Development

Training Programs

- Waianae Health Academy
- Ho'olokahi

Women, Infant and Children

Social Services

- Adult Day Care
- ~ Maili Ola
- ~ Hale Kako'o
- ~ Pearl City Hale

Native Hawaiian Healing

**Director of Primary Care
Vija Sehgal, MD**

**Associate Medical Director
Learning Facilitator
Stephen Bradley, MD**

**Emergency Services
Bob Bonham, MD**

Primary Care

- Family Practice
- Internal Medicine
- Pediatrics
- Women's Health

Emergency Services

Specialty Services

Ancillary Services

- Laboratory
- Radiology

Other Health Services

- Behavioral Health
- Substance Abuse Treatment
- Dental

**Director of Business Services
Virna Cheung**

Budget & Finance

Pharmacy

Accounting

- Purchasing

Patient Financial

- Central Reception
- Credit/Collections

Grants & Contracts

Leadership Team

Revised: 1-2009



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**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.

Waianae Coast Comprehensive Health Center



(Signature)

1/29/09

(Date)

Richard P. Bettini, MPH, MS, Chief Executive Officer

(Typed Name) (Title)

House District 21

Senate District 12

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

Log No: 104-O

rec'd
JAN 30 2009
[Signature]

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):

DEPT. OF HEALTH

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

WAIKIKI COMMUNITY CENTER

Db:

Street Address: 310 PAOAKALANI AVENUE

Mailing Address:

Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOAN I. NAGUWA

Title EXECUTIVE DIRECTOR

Phone # 923-1802

Fax # 922-2099

e-mail jnaguwa@waikikicommunitycenter.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:

SENIOR SERVICES FOR WAIKIKI'S ELDERS

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 117,500

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 \$ 117,500
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ 54,260

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

AUTHORIZED SIGNATURE

JOAN I. NAGUWA, EXECUTIVE DIRECTOR

NAME & TITLE

01/30/09

DATE SIGNED



Senior Services for Waikiki
The Twenty-Fifth Legislature
Hawai'i State Legislature, FY 2009-2010
Application for Grants & Subsidies

I. BACKGROUND & SUMMARY

1. Description of Waikiki Community Center

The mission of Waikiki Community Center (WCC), a 501(c)(3) corporation, is to enrich and improve the physical, social, emotional and spiritual needs of the diverse people of Waikiki through multigenerational on-site and outreach programs and social services.

WCC is located at 310 Paoakalani Avenue, on the Diamond Head end of Waikiki. The Waikiki Community Center is uniquely positioned as the only community center within Waikiki, serving a diverse population of older adults, families with young children, visitor industry employees and others. Recognized as an integral part of the community, it is a safe gathering place where residents, visitors and employees build and strengthen relationships, and where the diverse needs of the community are met each day. Incorporated in 1978, WCC operates three (3) major programs:

A. *Child Care* – Each year, over 120 infants, toddlers and preschoolers receive needed quality early childhood education which builds the foundation for success in school. There are two (2) major program components: (1) Preschool: for children, ages 3 years to 5 years old; (2) Infant and Toddler Program: for children, ages 6 weeks old to 2 years old.

WCC's Childcare program operates 5 days a week, 11 hours a day, 50 weeks a year. It is one of the few licensed group childcare centers and preschools in the state that operate these extended hours, and is the only one in the heart of Waikiki. Eighty percent (80%) of the children's parents work in Waikiki's hotels, retail establishments and other visitor-related industries. Nearly seventy percent (70%) of WCC families live on low to moderate incomes. Twenty-five percent (25%) of our children receive government subsidies or tuition scholarships.

B. *Community Programs* - The Waikiki Community Center serves as a “one-stop” resource for health and human services, spiritual and social support, counseling and therapy sessions, lifelong education, wellness, and community building for Waikiki’s children, families and elderly. Each year, an excess of 900 homeless and low-income individuals and families receive nonperishable food from WCC’s *Emergency Food Pantry*. *Basic Adult English* classes are conducted for more than 400 residents and visitor industry employees to assist them with the language skills needed for employment placement and retention. WCC also hosts a *Farmer’s Market*, and *Thrift Shop* to provide the community with low-cost resources for clothing and household goods. Our facility is home to ten (10) nonprofit agencies and churches, and is frequently used as a public meeting place for the community, such as the Waikiki Neighborhood Board and condo associations. Through WCC’s programs and those of our nonprofit partner agencies, over 1,500 individuals utilize our facilities each year and provide Waikiki community members with a safe place to gather.

C. *Senior Program* – More than 1,200 full-time and part-time Waikiki residents, age 60 and older, participate in evidence-based educational, physical, social and wellness activities at WCC which enable them to maintain healthy, independent lifestyles and avoid unnecessary and costly premature institutionalization. Over 150 adult education, recreation, social, health and wellness activities and classes for older adults are conducted each year, including aerobics, tap dancing, yoga, nutrition life skills, safe driving, and health screenings. In addition, WCC seniors participate in the community as active and engaged volunteers. As part of WCC’s continuum of services for older adults, case management, counseling and information and assistance are also provided to enable more frail elders to age in place.

2. Goals and Objectives Related to the Request

The goal of the Senior Services for Waikiki Elders program is to maintain the current continuum of services for the variety of older adults who live independently in the community without normal support systems, such as family members, living nearby. The program has two major components:

- Evidence-based activities and programs, such as physical exercise, educational seminars and recreational activities, which support lifelong learning, physical and emotional health, and independent living; and
- Needed support services through professional assessment and case management services for those who grow vulnerable, isolated or frail.

WCC’s senior program coordinator will plan and coordinate activities and programs for seniors with the assistance of an advisory council consisting of 7 senior participants. Ten (10) new activities will be implemented in addition to the current classes and activities, led mainly by volunteers. During FY-09, at least 400 seniors will participate in these programs.

A licensed, qualified social worker, specializing in gerontology, will be contracted from Catholic Charities Hawaii to assist senior adults to identify their concerns, consider effective solutions,

and identify and facilitate the connection to reliable existing resources which support their independent living in the community. The social worker will also conduct in-home assessments to assist frail senior adults secure appropriate support services, such as money management, housing, respite care, and transportation from community agencies and help them effectively manage these services. Approximately 100 older adults will receive counseling, case management, information and assistance services during FY 09. The social worker will maintain client cases and follow up as needed in order to ensure clients' progress and well-being.

Also, outreach services to identify elders in need will continue. Contact will be made to at least 10 area condo resident managers to assist them in helping their elderly residents. The resident manager is often the person an elder living alone turns to for assistance. He or she is often unaware how to access resources for needed support services. Information sessions on senior resources will be conducted for resident managers and tenants. Outreach also will be conducted to neighboring condominium associations, members of 5 area churches and existing services for the elderly.

3. Public Purpose and Need to be Served

Approximately 25% of Waikiki residents are over the age of 60 years old. Waikiki has one of the highest numbers of senior citizens per area density on Oahu. Eighty-two percent (82%) of seniors live alone or with an equally older spouse, on fixed, limited income and have little or no family to serve as a support system if they become frail. Many of these seniors have no relatives living nearby and rely on WCC activities to develop neighborly support, to prevent social isolation and premature decline in health resulting in unnecessary, costly long term care.

Building and maintaining informed support systems for elderly is especially challenging in a community such as Waikiki. Elders live in Waikiki's dense community of high rise condominiums and apartment buildings among a diversity of often-transient residents. There is no community newspaper or means of community-based information sharing. Common outreach efforts, such as going door-to-door, are nearly impossible when 95% of residents live in secured buildings. As a result, many elders become increasingly isolated from receiving informal support. Word of mouth, multiple contacts and ongoing relationship-building over time with resident managers, community leaders and residents themselves become key strategies in identifying elders in need of assistance.

WCC is the sole focal point of senior services in the Waikiki community. WCC provides physical fitness, educational and recreational classes and activities to enable these seniors to maintain and strengthen their cognitive, social, emotional and physical health in an evidence-based preventative model for successful aging and independent living. Results from national studies by the National Council on Aging, National Institute of Senior Centers and other aging experts demonstrate that a three-pronged approach to wellness among older adults directly impact their ability to maintain their health and capacity for independently living, saving the State of Hawaii an average of \$112,000 per person in long term care costs each year. This 3-prong approach includes engaging in physical activity, new learning (or cognitive stimulation) and social connectivity. This research has shown that moderate physical fitness can lower the

risk of stroke; cognitive stimulating activities reduce the risk of Alzheimer's disease; emotional security found through strong friendships reduces loneliness, a risk factor in developing dementia. Through WCC senior activities such as low-impact aerobics, scrabble, and recreational activities, Waikiki elders are able to help to minimize such risks.

Until recently, most classes were taught by senior volunteers. As WCC's senior class instructors have aged, many can no longer continue teaching. This trend has resulted in a diminishing volunteer base to provide classes and activities at no charge or affordable rates so as to minimize financial impact on seniors. WCC has had to find paid instructors to continue these classes which are critical to the seniors' health maintenance and quality of life. Since utilizing paid instructors, WCC has had to charge higher class fees to cover instructor costs. Funding is needed to subsidize part of the class fees to enable all seniors, especially those on fixed, limited incomes, to maintain their physical and mental health.

Elderly residents often rely on friends to obtain information, sometimes incomplete, on elder issues and services. In recent years, WCC has identified a growing number of seniors who suffer from increased health problems and/or have difficulty managing life changes, such as death of a spouse and social isolation. The seniors, or their neighbors or condo resident managers, request assistance from WCC to assist them with linking to appropriate support services. Because many of Waikiki's seniors are alone and/or have limited knowledge of existing community-based services, they have difficulty understanding how to access and secure appropriate services amidst the often confusing eligibility requirements.

As part of WCC's continuum of services for elders, WCC provides information and assistance on an ongoing basis. Counseling and case management services are provided one day a week by a licensed, experienced social worker and has served over 60 people during the past year. Typical needs have included housing assistance for seniors pushed out of Waikiki's high rental market, caregiver assistance, in home service assistance. In one particular case, a 68 year old woman, who is the primary caregiver for her husband who suffers from an inoperable brain tumor, sought assistance for her complex set of issues. She had limited English abilities and no other family living in the state. Her only source of income, a small 401k investment portfolio, was severely impacted by the downturn in the stock market. Consequently, she was unable able to pay for her husband's medications and fell behind in her rent. She was distraught and overwhelmed by her financial challenges and caregiver demands and resorted to selling personal belongings and borrowing money from others to make ends meet. The social worker assisted her in identifying available resources, completing complex government assistance applications and provided her with financial and supportive counseling as well as referral to an elder service program for help with employment placement. Requests for assistance such as described have increased 10% in FY 08. Funding is needed to enable WCC to continue provide these needed services.

4. Target Population to be Served

The target population to be served is older adults, age 60 and older, who live in Waikiki and surrounding neighborhoods. The typical older adult participant at Waikiki Community Center is female, 75 years old, living alone in an apartment without relatives nearby and on fixed income. WCC's senior program is one of their major activities for the development and maintenance of their physical, emotional and cognitive health, quality of life, and ability to continue living independently in the community.

When they encounter physical and emotional changes that impact their ability to live independently, such as the onset of health problems or death of a spouse, WCC's elders are often confused, lonely, and/or unfamiliar with how to access existing services for support. WCC's current counseling, case management and information services is part of its continuum of services for Waikiki's older adults.

5. Geographic Coverage

The Waikiki Community Center is located at 310 Paoakalani Avenue, located in the heart of Waikiki. Services are provided to residents throughout Oahu, and in particular Census Tracts No. 18.01, 180.02, 19.01, 19.02, 20.01 and 20.02.

II. SERVICE SUMMARY & OUTCOMES

A. Scope of work, tasks and responsibilities

Waikiki Community Center will organize and implement recreational, educational, social and physical fitness activities and classes for adults, age 60 and above, in Waikiki and surrounding neighborhoods. These activities will include health screenings, educational seminars, social events, fitness and wellness classes.

Waikiki Community Center will continue to contract with Catholic Charities Hawaii to provide a licensed social worker to perform information and assistance, counseling and case management services outlined in this Grant In Aid. He/she will assist senior adults to identify their concerns, consider effective solutions and find reliable resources to support their independent living in the community. The social worker may also conduct in-home assessments to identify needs, assist frail senior adults to secure appropriate services, such as money management, housing, respite care, and transportation, from community agencies and help them effectively manage multiple services. The social worker will be on-site at Waikiki Community Center 8 hours per week. During off-site hours, the social worker will be available by phone and email to communicate with WCC staff and monitor active cases.

Also, contact will be made to at least 10 area condo resident managers and/or condominium associations to assist them in helping their elderly residents. Outreach will be conducted to members of 5 area churches and existing services for the elderly.

B. Projected Timeline for Accomplishing Results

TIME PERIOD	PROJECT ACTIVITY
July 2009 – June 2010	Conduct recreation, education, and social activities and classes for seniors
July 2009 – June 2010	Contract with Catholic Charities Hawaii to provide case management services.
July 2009– June 2010	Provide client assessments, information & assistance, counseling and case management services.
July 2009– June 2010	Identify available services and facilitate connection with services.
July 2009 – June 2010	Contact resident managers, churches, and community organizations
July 2009 – June 2010	Maintain monthly contact with clients to ensure quality of services and identify additional services as needed
July 2009 – June 2010	Hire and supervise class instructors
July 2009 – June 2010	Conduct client satisfaction surveys for quality assurance and project evaluation
Quarterly	Provide program reports to DOH

C. Quality Assurance and Evaluation Plans

Program quality assurance standards have been established and case records will be reviewed on a quarterly basis for data collection and case management services. Staff and social worker will keep data on the services provided to adult seniors in need, in compliance with the Dept. of Health, Executive Office on Aging. In addition, written and phone client satisfaction surveys will be conducted on a quarterly basis to determine the quality of services provided and to identify ongoing and future services needed. The project will be evaluated semi-annually to determine if goals and objectives are being met and service outcomes achieved.

D. Measures of Effectiveness

The service outcomes from the proposed project are:

1. 300 older adults will participate in educational, recreational and social programs and activities.
2. 100 at risk older adults and/or their caregivers will be able to readily access information and services to continue living independently in the community.
3. 50 at risk older adults and/or their caregivers will be able to identify and receive appropriate support services in the community through proper assessment and case management.
4. Informal resources for older adults (resident managers, churches, etc.) will have information and resources to assist their clients.

	Recreation/Leisure	Education	Information and Assistance	Counseling Case Management
FY 2009-2010	240 seniors	60 seniors	100 seniors	50 seniors

III. FINANCIAL BUDGET

1. See Attached Budget Forms.
2. Anticipated Quarterly Funding Requests for FY 2009-2010

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$29,375	\$29,375	\$29,375	\$29,375	\$117,500

3. All Other Sources of Funding to be Obtained for FY 2009-2010:

Aloha United Way grant
 Friends of Hawaii Charities, Inc. Grant
 Program Fees

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

Waikiki Community Center has operated its Senior Program since 1978. During the past 30 years, WCC has served as a focal point in the community where seniors learn new skills, participate and socialize with others to minimize social isolation and maintain their emotional, physical and cognitive health and avoid premature institutionalization and long term care.

WCC has managed Grants In Aid contracts with the Dept. of Health's Executive Office on Aging for the past 4 years:

- FY 2005 – GIA, Senior Support Services
- FY 2006 – GIA, Senior Support Services
- FY 2007 – GIA, Senior Support Services
- FY 2008 – GIA, Senior Support Services

WCC's current staff will continue to organize and coordinate educational, recreation and social classes and activities for seniors. The staff, collectively, has over 50 years of experience coordinating senior program activities. Seniors are often reluctant to talk about personal issues with strangers and their friends. WCC staff, with their long established relationships with many seniors in the community, will refer seniors to the social worker.

The Senior Program Coordinator has a Masters degree in Gerontology and over 25 years of direct service, grants management and program coordination experience for the elderly in Hawaii.

Waikiki Community Center will continue its contract with Catholic Charities Hawaii to provide a licensed social worker to perform counseling and case management services outlined in this Grant In Aid. Catholic Charities Hawaii has provided information and assistance and case management services for the elderly in communities throughout Oahu for over 25 years. In addition, Catholic Charities Hawaii programs for the elderly include transportation services, transitional housing, caregiver support and other services. Appropriate referrals to these existing programs can be readily made by the social worker who would be closely familiar with needed services.

The social worker will have a Masters in Social Work degree and over 3 years of satisfactory work experience in case management for the elderly. The social worker will be housed on site at Waikiki Community Center 8 hours per week. During off-site hours, the social worker will be available by phone and email to communicate with WCC staff and monitor active cases.

C. Facilities

The proposed project will be housed at Waikiki Community Center. The social worker is provided with a handicap accessible, enclosed office space to ensure client confidentiality and access. All individual client files will be kept in a secured, locked cabinet.

V. PERSONNEL: PROJECT ORGANIZATION & STAFFING

A. Proposed Staff, Staff Qualifications, Supervision and Training

See Section II-A above. WCC's Senior Program Coordinator will be primarily responsible for managing the program. The Account Clerk will manage the daily accounting functions of the program with clerical support provided by the Office Clerk. WCC accounting records are reviewed on a monthly basis by an independent certified public accountant, specializing in nonprofit fiscal review and management. The on-site supervisor of the social worker will be the Senior Program Coordinator in cooperation with the WCC Executive Director and Catholic Charities Hawaii, Community and Senior Services Division. Training and orientation will be provided by both Catholic Charities Hawaii and WCC.

B. Organization Chart

See Attachment A

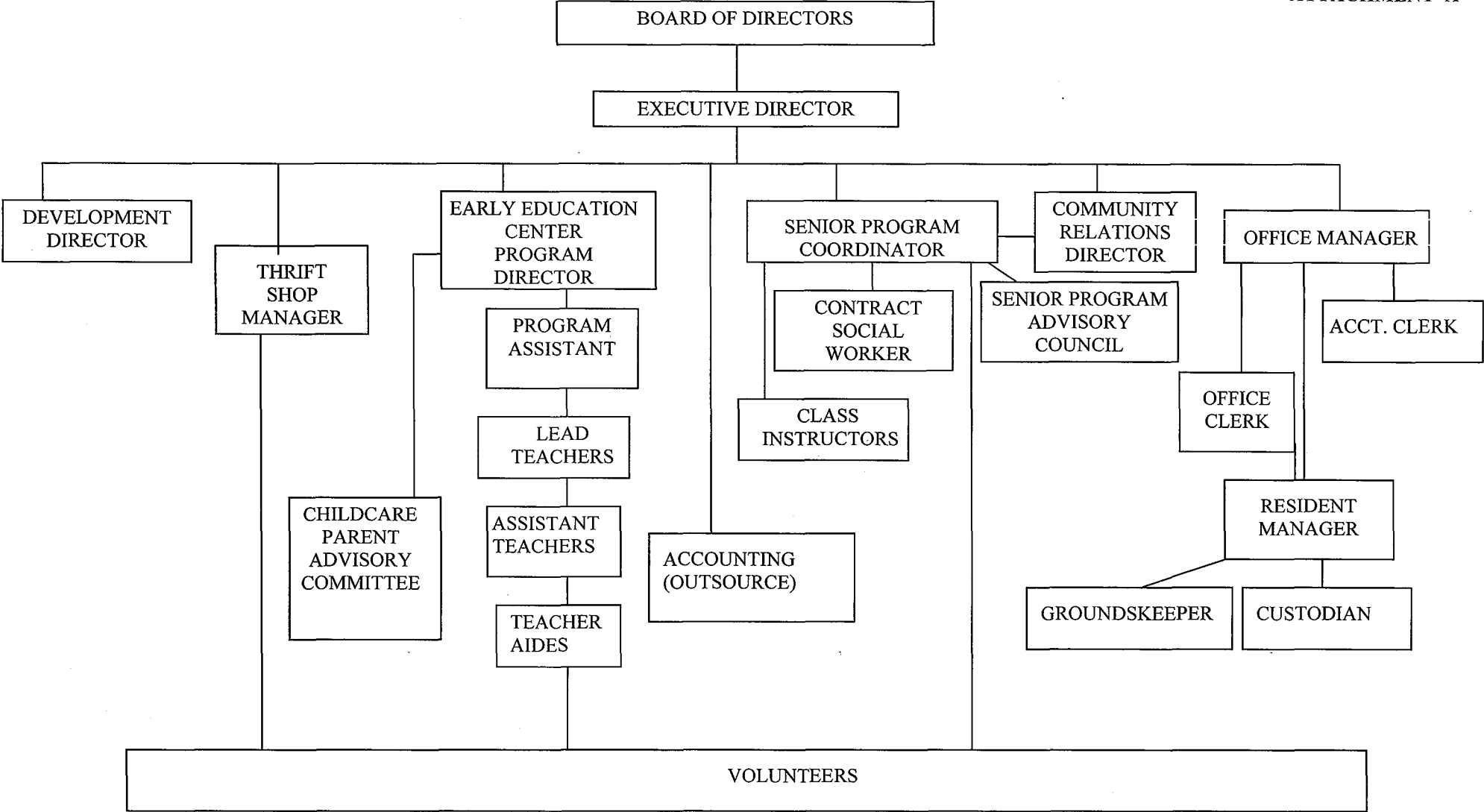
VI. OTHER

- A. **LITIGATION – disclose any pending litigation or outstanding judgments.** None
- B. **Licensure or Accreditation.** Not applicable

**WAIKIKI COMMUNITY CENTER
ORGANIZATIONAL CHART
2009**

Applicant Waikiki Community Center
Senior Services for Waikiki's Elders
Twenty-Fifth Legislature 2009-2010
Application for Grants & Subsidies

ATTACHMENT A



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

Applicant: Waikiki Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Other Sources (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	56,283			
2. Payroll Taxes & Assessments	6,750			
3. Fringe Benefits	7,317			
TOTAL PERSONNEL COST	70,350			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	3,200	500		
3. Lease/Rental of Equipment	2,000			
4. Lease/Rental of Space				
5. Staff Training	300	1,000		
6. Supplies	2,000			
7. Telecommunication	1,150			
8. Utilities		2,760		
9. Audit Services	5,000			
10. Case Management Services	17,600			
11. Accounting Services	1,500			
12. Technology Support Services	350			
13. Staff Mileage	250			
14. Postage	800			
15. Printing	4,000			
16. Class Instructors (6)	9,000			
17. Program Activities		50,000		
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	47,150	54,260		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	117,500	54,260		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	117,500	Joan I. Naguwa	923-1802	
(b) Program fees	33,260	Name (Please type or print)	Phone	
(c) Aloha United Way	16,000		Jan. 29, 2009	
(d) Pending grants	5,000	Signature of Authorized Official	Date	
TOTAL BUDGET	171,760	Joan I. Naguwa, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Waikiki Community 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)
Executive Director	1	\$66,000.00	2.00%	\$ 1,320.00
Senior Program Coordinator	1	\$38,000.00	100.00%	\$ 38,000.00
Community Relations/Special Events Coordinator	1	\$30,000.00	40.00%	\$ 12,000.00
Account Clerk	1	\$35,890.00	5.00%	\$ 1,794.50
Office Clerk	1	\$31,688.00	10.00%	\$ 3,168.80
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				56,283.30
JUSTIFICATION/COMMENTS: Executive Director provides general oversight for program operations; Senior Program Coordinator provides project management and implementation; Community Relations/Special Events Coordinator assists Sr. Program Coordinator with organizing and implementation of special recreation/social events for senior program; Account Clerk provides daily accounting services for the program; Office Clerk provides clerical support.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Waikiki Community Center

Period: July 1, 2009 to June 30, 2010

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Waikiki Community 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						
TOTAL:						
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:

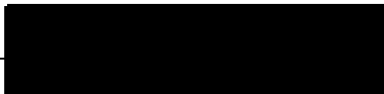
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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.

Waikiki Community Center

(Typed Name of Individual or Organization)



Joan I. Naguwa

(Typed Name)

01/30/09

(Date)

Executive Director

(Title)

House District 46

Senate District 23

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

rec'd

JAN 29 2009

Log No: 106-0

For Legislature's Use Only

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:

YOUTH OF AMERICA - BACK TO THE ROOTS

Street Address:

56-302 Huehu Street, Kahuku, HI 96731

Mailing Address:

P.O. Box 950
Kahuku, HI 96731

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SIUAKI LIVAI

Title President

Phone # (808) 384-4013

Fax # (808) 293-5944

e-mail coachlivai@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:

YOUTH OF AMERICA - BACK TO THE ROOTS IS SEEKING FUNDING TO SUPPLEMENT COSTS FOR 15 COMMUNITY EVENTS DESIGNED TO PROVIDE CULTURALLY ENRICHING EXPERIENCES FOR OUR YOUTH AND FAMILIES.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 61,200

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]

SIUAKI LIVAI, PRESIDENT
NAME & TITLE

1-28-09
DATE SIGNED

I. Background and Summary

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

Back to the Roots is a grassroots organization that is dedicated to connecting young Polynesians living in Hawai'i with their ancestral roots. The group's founder is well-known former Kahuku High School football coach, Siuaki Livai. In addition to coaching various organized athletics, Coach Livai is an algebra teacher at Kahuku High School and is in a unique position to inspire young minds to pursue a brighter future.

Our organization endeavors to return to a fundamental principle and belief that children and adolescents possess a natural enthusiasm for physical activity and social interaction. Participation in family and community events provides our youth with an enriched sense of unity in community. These activities must be engaging, culturally compatible and entertaining to ensure optimum participation by the target community.

For the past six years, Back to the Roots has organized and developed a series of year-round activities and events that celebrate Hawai'i's indigenous cultures, recognize academic and athletic pursuits ("*acathletic*" awards), and promote traditional farming practices. Following is a list of monthly events and celebrations that are scheduled each year:

Event		Description
1.	January Adults Rugby Season begins through April.	There are 3 different age groups consisting of both male and female players - a total of 12 teams with an average of 25 members in each team, totaling more than 300 participants in Kahuku and Laie alone. Two adults teams - one under age 19, one under age 16, consisting of male and female players. Plus 6 mixed teams of both boys and girls under 13 years old, called rookie rugby.
2.	February Youth Rugby Season begins until May.	Rugby provides an activity for the whole family and it also brings the Community together and keeps youth off the streets.
3.	March Speech Festival	By grade level, contestants deliver speeches in a language taught to them by their parents – not English. This event allows the parents to devote time to their children and stand as a teacher. The children also learn to appreciate their culture the ability to speak their traditional language.
Youth Rugby Tournaments during spring break to keep them busy and also compete with international teams.		
4.	April Adults Rugby Tournament.	Aloha State Games
5.	May Parents /Seniors Royal Ball	This event is open to high school seniors and their parents and is held in a Waikiki Hotel. It is a formal event similar to a prom where parents and their high school senior enjoy an evening away from their daily routines. It is also a memorable evening spent together before graduation and college separation. Information on colleges and college life is made available to everyone.
6.	Motivational Award Night	Awards are given to students at each grade level as incentives to continue

		good work and to improve where needed. The awards are distributed for a variety of subjects and categories to ensure fairness.
7.	June Starfish Connections	This mentoring activity is directed to high school students contemplating dropping out of school, or facing other personal challenges. They receive special counseling and referred to appropriate resources to encourage them to complete school and pursue higher education opportunities.
8.	 Football Clinic	Many of our young male athletes are unable to participate in football camps because of the sizable fee that is charged to families. Our Clinic will be free for boys who want to learn not only football, but also the benefits of education. Coaches involved in all levels of football and former players step up to help coach these kids.
9.	July Kingdom Bowl	A football game for Seniors who want to play a football game in Tonga. The players pay cover the costs for their own airfare and accommodations, while we provide the uniforms, referees and coaching. Most of these players are of Tongan ancestry, but were born and raised in Hawaii. The competition motivates them to participate but they learn more about culture and values. These youth also learn to appreciate what they have here in Hawaii and finally understand why their forefathers came to America.
10.	August Parents Educational Series of Clinics	Some parents are new to Hawaii and need to be taught how our school system works. Some parents have questions about registration deadlines, physicals, schedules, organized sports activities, important dates, etc. We also provide recommendations on how to best monitor their children's progress.
11.	September Career Day	Friends of our community visit the students and share their experiences in terms of career choices. These are individuals that the kids can relate to and have the ability to motivate our children to be successful in their pursuits and endeavors. Parents are included as attendees and everyone works together to set goals which are tracked throughout the school year.
12.	October Talent show	We encourage our kids to showcase their talents in this huge community show. It teaches them not to be afraid of big audiences and to sharpen their talents in preparation for this event. Many of our community people are born entertainers, or are employed at the Polynesian Cultural Center.
13.	November Group Musical Festival	Group singing forces people to get together in groups of 20 or more and practice. This event features the best of our Polynesian music, and also brings our community together.
14.	Miss Tauolunga	A solo dance by a single girl is one of the highest standards of dance competition that Polynesia holds. This cultural event helps preserve it and also teaches the importance and meaning of it.
15	December Farmers & Handicrafts Fair	Kahuku was once known for, Kahuku corn, Kahuku watermelon, Kahuku shrimp, Kahuku yams, and Kahuku football. We want to preserve it, by holding this event. We encourage our youth to lead this project by pairing up with their relatives and friends who are traditional farmers or in the Arts and Crafts Community. The best of their products are displayed at this Fair and awards are given in a variety of categories. Youth will be responsible to register and set up booths for the show. Youth will learn how to work hard and also adopt these skills so they could later make money or provide their own food. We will also have cultural games such as fire making, coconut husking, coconut leaves basket weaving, etc. Our youth learn a lot and also appreciate the hard work and skills that their fathers have. One of the

		greatest benefits for the kids is learning to work together with people from different backgrounds and communities.
--	--	---------------------------------------------------------------------------------------------------------------------

In previous years, these community events were conducted by utilizing the personal resources of our Board of Directors, grassroots fundraisers and exceptional community volunteerism. The recent downturn in the economy has diminished our capacity to solely rely on these resources and we are conversely dependent on alternative funding sources to ensure the high standard of quality and effectiveness of past years.

2. The goals and objectives related to the request.

The primary goal of the aforementioned events and celebrations is to sustain and perpetuate a community spirit that evokes a strong sense of pride, service and success. These are universal qualities that support individual and collaborative ambitions that define the characteristics of our neighborhoods, schools, social gatherings, sporting events, etc. The objective is to design and coordinate the events in a manner that encourages all district residents to attend, participate and establish commitments to improve their respective communities.

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

The mission of Back to the Roots serves its constituencies by creating venues that are of interest; such as organized sporting events, singing contests, agricultural projects and awards for academic achievements. This process of showcasing the best and brightest community members motivates others to examine their own strengths and talents so that they, too, may emerge as a source of pride for their own families, friends and neighbors. The increase in attendance at these events over the years is a testament to that statement.

Back to the Roots is also mindful to create leadership opportunities for the youth in our communities. Specific tasks and assignments are designed to inspire young adults to assume leadership roles in various activities.

4. Describe the target population to be served.

Our organization’s own roots are in the district of Kahuku. While this community serves as the “headquarters” of our endeavors, the events and activities have attracted families from every district on O`ahu. The schedule of activities targets Polynesian youth and families by promoting universal ideals and principles.

5. Describe the geographic coverage.

Kahuku may be considered by most to be an isolated, distant and inconvenient location, relative to other parts of O`ahu. However, the reality is that several landmarks in our district are among the most frequently visited sites on the island. Island residents will be informed of our activities through aggressive promotion of our events, effective

marketing strategies and purposeful collaboration with partner organizations, and high profile testimonials and endorsements.

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 framework for our monthly events requires the ability to manage numerous projects simultaneously with a focus on bringing people together for a common purpose. In an effort to ensure the success of each event, our core group of volunteer planners must coordinate every detail, such as making necessary scheduling arrangements for appropriate speakers, selecting event locations, coordinate printed materials, secure adequate audio-visual equipment, etc. Each event addresses a specific focus designed to communicate a message and make lasting impressions on all attendees. The events have varying formats, and are determined based on the substance and focus of the event. The completion of one event marks the starting point for the next event.

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

The timeline for our events are the same each year and listed on page one.

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.

Back to the Roots has routinely utilized a number of tools to evaluate and measure the success of our events. Internally, we utilize a detailed checklist which is developed based on preceding events. The assigned group conducts an evaluation meeting subsequent to each event to determine successes and areas for improvement. Our activities and events do not have controlled entrances and are free to the public, so attendance is measured in approximate numbers, as well as sign ups at various booths. Partner organizations are invited to set up booths and kiosks with information and displays that illustrate their services.

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 following methods will be used to measure the effectiveness of our events:

1. 2009 attendance in comparison to 2008 attendance at all events;
2. Number of participants in the format of each event;
3. Total number of people signed up for future events;
4. Number of youth participants in athletic activities;
5. Reduction in the number of youth engaged in negative behaviors;
6. Increase in the number of children and adolescents receiving academic and athletic achievement awards;
7. Increase in awareness of each event;
8. Increase in the amount of public and private funding;
9. Reduction in graffiti and other vandalizing of public and private property;
10. Future collaborative efforts with other community organizations; and
11. Community input on the effectiveness of year-round events and activities.

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
\$15,300	15,300	15,300	15,300	\$61,200

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.

Educator Siuaki Livai was a resident of the Kahuku community before graduating from Kahuku High School in 1978. He obtained an Associates Degree from the University of Hawaii, followed by a Bachelors of Science in Math Education from BYU-Hawaii Campus. In addition to raising his six children, Livai and his wife, Fusi, have been devoted foster parents to more than 30 children over the past 14 years.

Livai has been an algebra teacher at Kahuku High School for 17 years, however, he is best known in national athletic circles for coaching the Kahuku Red Raiders to 4 state championships in six years, 7 OIA championships in 10 years, with an overall 102-20 win-loss record. Under Coach Livai's leadership, Kahuku High School was rated among the top 3 high schools in the nation with the most Division I College players, as well as active players in the National Football League.

Also a force in the rugby arena, Livai has been a longtime player and coach with the Rhinos Rugby Club, winning 6 state titles – and a coach for the Kahuku Raiders Rugby Club, securing 2 state titles. Other positions include Rugby Director and Development Coordinator with the HSRU (Hawaii State Rugby Union); Rugby Director for the Aloha State Games; President of the Tongan Community of Kahuku; and, Elders President with the Church of Jesus Christ of Latter Day Saints.

Coach Livai continues to impress upon today's youth the importance of higher education and excellence in community service. Livai represents the best in positive coaching, community leadership and devotion to family, which has proven to be highly effective in teaching life lessons and on and off the playing field.

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.

All events are held at various locations depending on the venue and focus.

- Turtle Bay
- Queen Kapiolani Hotel
- Kapiolani Park
- Kahuku Park
- BYU Cannon Center
- BYU Ballroom
- BYU Old Gym
- Laie Cricket Field
- Crouching Lion
- Polynesian Cultural Center

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.

Following are the requirements and long term expectations for the position of President of Back To The Roots:

- Building and sustaining positive relationships and coalitions/collaborations with key individuals, constituencies and partner organizations
- Developing & maintaining a positive organizational culture and working environment with volunteers
- Diversification of revenues; fundraising/nurturing donors: individuals, businesses and foundations; capital campaign experience a plus
- Effective delegation; no micromanagement
- Public relations/marketing
- Established network in Honolulu
- Business/financial savvy/perspective
- Development & implementation of strategic plans/initiatives
- Public policy advocacy at local, county, and state levels, particularly regarding cultural intervention
- Team-building and working with a diverse group of people
- Maintaining focus on organization's mission
- Decisive decision maker, while remaining open-minded and considerate of other's views; actively seeks input on key decisions; demonstrates consistency and fairness in decisions
- Accountable (holds self and others accountable for performance); sets high expectations for self and others, follows through on commitments
- Collaborative/inclusive/deferential leadership style; willing to share authority; good motivator/team-builder/convener
- Creative thinker and problem-solver; resourceful; entrepreneurial, innovative
- High integrity/trustworthiness, honest, authentic, genuine, congruent, models the ethics, values and standards of the agency, keeps confidences
- Politically and socially astute/tactful/diplomatic/respectful/polite
- Visionary, with ability to inspire others toward their vision and move to implementation
- Energetic/self-starter/strong work ethic
- Excellent communications skills – oral, written, listening and public speaking; articulate, direct & concise
- Exemplary interpersonal skills; personable; engaging; respectful; comfortable and effective in dealing with wide variety of people and constituencies; accessible/open/approachable
- Positive attitude/inspires optimism/enthusiastic/dynamic/sense of humor

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.

Our proposal accommodates only one compensated staff member, the President, who serves at the will of the Board of Directors.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None.

B. Licensure or Accreditation

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

None.

**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.

Back to the Roots
(Typed Name of Individual or Organization)
 _____
(Signature) 1-28-09 (Date)

Siuaki Livai _____ President _____
(Typed Name) (Title)

BUDGET REQUEST BY SOURCE OF FUNDS

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

Applicant: YOUTH OF AMERICA - BACK TO THE ROOTS

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	12,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	12,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,000			
2. Insurance	3,000			
3. Lease/Rental of Equipment	10,000			
4. Lease/Rental of Space	4,000			
5. Staff Training (volunteer training)	1,000			
6. Supplies	15,000			
7. Telecommunication	5,000			
8. Utilities	1,200			
9. Printing and Postage	3,000			
10. Miscellaneous	5,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	49,200			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	61,200			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	61,200	Siuaki Livai (808) 384-4013		
(b)		Name (Please type or print) Phone		
(c)		<div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div>		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	61,200	Siuaki Livai, President		
		Name and Title (Please type or print)		

rec'd
JAN 29 2009

[Handwritten mark]

House District _____

Senate District _____

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

Log No: 107-O

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: Youth Speaks Hawaii
Dba:
Street Address:
Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Lyz Soto
Title Executive Director
Phone # (808) 306-7197
Fax # _____
e-mail lyz@youthspeakhawaii.org

3. TYPE OF BUSINESS ENTITY:

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

Hawaii Arts Alliance are our fiscal officer. We are currently working on obtaining our own sole status.

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Request for state funds in order to expand Youth Speaks Hawaii, a national recognized program.

4. FEDERAL TAX ID # [REDACTED]
5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 30,000

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 \$ 2750.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

Lyz Soto, Executive Director 1/29/09

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED



*Proposal for:
The Twenty-Fifth Legislature
Hawai'i State Legislature
Application for Grants & Subsidies
Chapter, 42F, Hawai'i Revised Statutes*



Youth Speaks Hawai'i made such noticeable waves during the 2006 and 2007 Brave New Voices Festivals; they were selected by HBO to be filmed for a documentary following the phenomenon of youth and the Spoken Word Movement, which is scheduled to be aired on HBO on April 5, 2009.

Over 500 teens from across the globe descended upon Washington DC in July of 2008, to participate in the world's largest youth slam competition – The Brave New Voices Slam Poetry Festival. Out of 42 competing teams, Youth Speaks Hawai'i took home the championship. What follows is one of the most memorable poetry pieces of Youth Speaks Hawai'i history:

Ua ola ka olelo mai ka paiku ana o na pua
 Our language survived through the passing of flowers
 In 1896
 The last reigning monarch of Hawaii, Queen
 Lili'u'okalani
 Was held prisoner in her own palace
 Communication with the outside world was prohibited
 Thus newspapers were snuck into her room wrapped
 around flowers
 For months our Queen and her people wrote songs and
 stories
 Hidden in Hawaiian, so as to converse without
 the Overthrowing Provisional government knowing
 It is because of this we know our history
 The language of Hidden meanings
 Kaona
 The first written Hawaiian poetry
 songs and dance were the medium in which we
 decoded their denotation
 connecting connotation through Kaona
 speaking of flowers but meaning children
 Ua maika'i ke kalo i ka oha
 The branch is a reflection of the taro root
 We are a reflection of our genesis
 The most intricate euphemisms that ever existed
 You had to understand the history and culture to
 decrypt this language
 Had to dig deeper than dictionaries
 beneath esophagus and vocal cords
 to grasp the root of the words our people would chant
 just to understand their messages
 This is kaona
 In a time where our freedom of speech was denied
 and words needed to be hidden in order to be heard
 The language of commonality was no longer an option
 So our oral traditions evolved else words would die
 Our language survived through the passing of flowers
 Ua ola ka olelo mai ka paiku ana o na pua
 Our ancestors survived through the passing of tongues
 Ua ola na iwi mai ka paiku ana o ka olelo
 A dying language wrapped a dying culture
 Ua owili ia ka makou keiki me ka olelo
 Our flowers
 Na Pua
 Our Children
 Na Pua
 The ones we promised to die for weren't surviving

Ke moe I ka make nei ka makou mau keiki
 So we sent our stories
 No laila ua paiku makaou na moolelo
 Wrapped our children in blankets of words
 Wahii na keiki me na kapa o na olelo
 Hoping they hold on to their meanings
 mana'olana makou e pa'a ana lakou i na mana'o
 E ho mai ka ike mai huna mai e
 O na mea huna no'eau
 O ha mele
 E ho mai
 E ho mai
 E ho mai e
 So today I pray
 for the winds to blow understanding to her people upon the
 backs of change
 I pray
 that forgotten stories everywhere flood through
 like the white washed ships which stripped our language
 away.
 I pray.
 For every foreign tongue relearn its native kiss in language
 formed as flowers,
 spread across the lands we know as our own
 hold the salvation of our souls through the wishes begot long
 ago
 Because some meanings should never be hidden
 and with every word lost, we lose a piece of ourselves
 with every story forgot, we lose a piece of our history
 It's time to uncover the past that we may understand our future
 Interpret our stories that we may better know ourselves

 So listen to me
 So listen to me
 So listen to me
 So listen to me
 Listen to me
 Existence persists as long as we have language
 if we cannot communicate with each other, we cannot survive

 He mana ko ka leo, a ina aohe leo a'ohe ola
 without language, we have nothing
 We must see to it that our language survives like the past,
 through flowers
 Ua ola ka olelo mai ka paiku ana o na pua
 E hiki na pua e ola mai ka paiku ana o ka olelo
 so our children can survive, through the passing of language



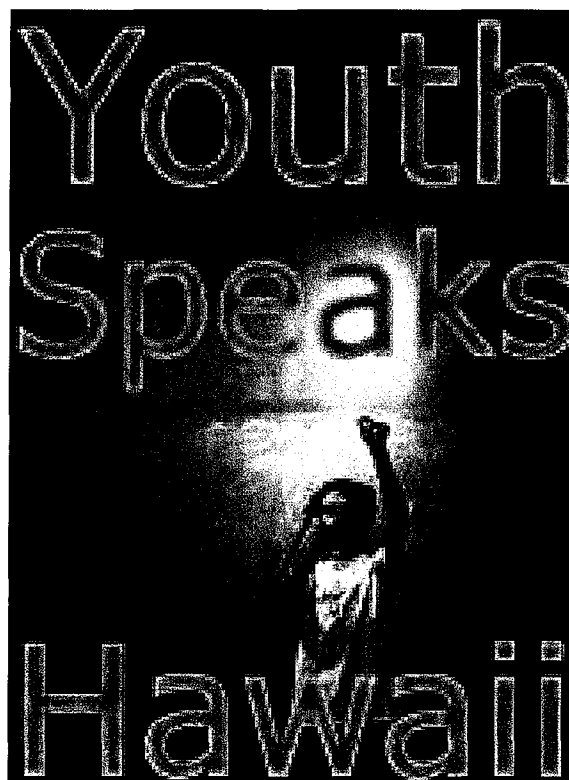
I. Background and Summary

- A. Youth Speaks Hawai'i opened our doors in January of 2005, as the local chapter of Youth Speaks, the nation's leading nonprofit educator in Spoken Word performance, literary education, and youth development program. Youth Speaks has helped grow a movement of young people picking up a pen and discovering the beauty
- “When you can smile and cry at the same time
When the thoughts in the back of your mind
is mainlined to your core
when you look at something you wrote
and finally figured out that's what poetry's for.”¹
- B. Currently, Youth Speaks Hawai'i exists, because of the donations and volunteerism of our great community. Youth Speaks' educators volunteer their time after a full day of work to contribute their skills in nurturing our future leaders. The goal of this request is to:
- i. Have the opportunity to provide additional outreach efforts to high schools in order to expand arts education.
 - ii. Develop teacher assistant tools regarding engaging students, and modern references to traditional learning curriculum.
 - iii. Offer scholarship funds for graduating Youth Speaks Hawai'i students going on to attend higher/skilled education.
 - iv. Provide financial appreciation for the Youth Speaks Hawai'i leadership team who has devoted numerous hours to the advancement of each student, and the Hawai'i Brave New Voices Slam Team.
- C. The goal, as educators, is to encourage and empower the students in the skills of reading, writing, and oral communications. Our vision is to foster an educational setting where students become more socially conscious and self aware, while learning the skills to understand and value their own life experiences. Our belief is each student has the right to see the universal commonalities of others' triumphs and tribulations to better grow into society.
- D. Target population: Youth between the ages of 13 to 19 years old.
- E. Youth Speaks Hawai'i geographic coverage extends from the Leeward side to the Windward side, and everywhere in between. The outreach team has directed in-class presentations to over a dozen Oahu high schools and have also began

¹ Darron Cambra, *Poet Mentor*, True Confessions of Compulsive Liar LP, 2008



outreach to our neighbors Big Island and Maui. In fall 2008, Youth Speaks Hawai'i presented its 4th Annual Interscholastic Poetry Slam Competition in partnership with the Kalani Slam Club. This competition featured teams from Kalani High School, University High School, Waianae High School, and Farrington High School. In March of 2009, Youth Speaks Hawai'i, due to the interest expressed by participating schools, plans to turn the Interscholastic Slam into a semi-annual event.





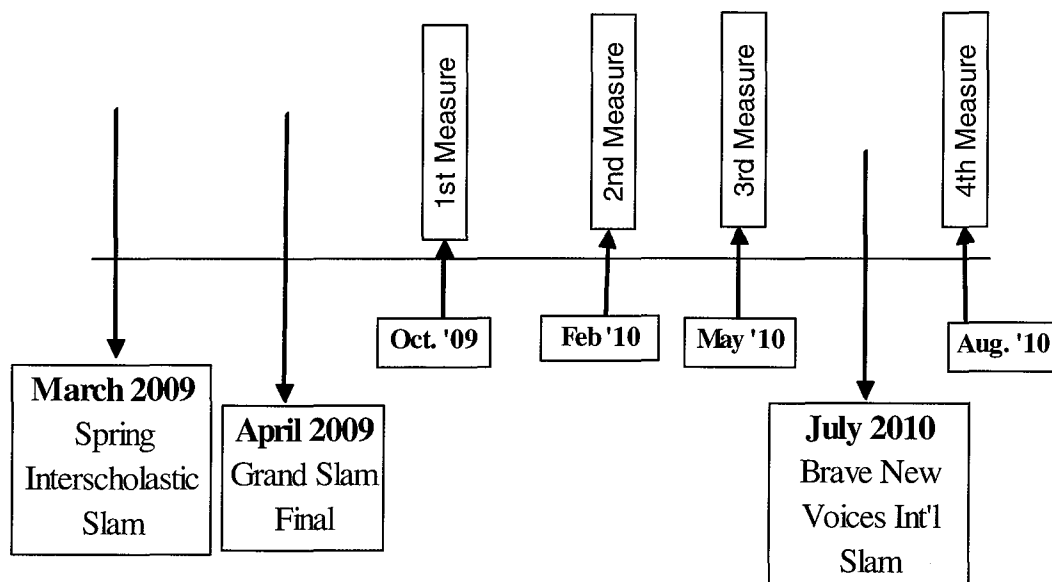
II. Service Summary

A. Scope of work, tasks, and responsibilities

- i. Weekly workshops are designed to be an extracurricular activity for students interesting in learning more on Slam Poetry and the techniques to become a more diverse writer. The workshop invites and welcomes all youth from the experience slammer to a beginner writer.
 - a) A focus discussion on poetic tools with instruction on how to use the device in writings starts each workshop off. The mentor gives examples and asks for open discussion on the benefits of applying the lesson in everyday writing.
 - Touring poets guest mentor the workshop at least once a month. In these cases, the guest mentor may have a specific technique they care to focus on; i.e. stage performance, chat books, ect.
 - b) A free write session follows the lecture. A word bank is put together using students' participation, and 10 minutes is given to take the word bank and paint words on the page. This exercise is design to give the student practice on applying newly learned tools and to also become more comfortable with writing.
 - c) Following the free write session precipitants' are encourage to take the stage and perform. Performance techniques are discussed as students and mentors stand up and perform for their peers.
 - If a student has a particular poem they are working on they are encouraged to share with the group. The workshop has become a safe haven for many teens that need a sound board. The mentors and friends provide guidance and encouragement.
 - d) The ultimate goal is to encourage students to become confident in the power of their own voice, and their own ability to succeed.
- ii. Community and Academic Outreach is the foundation to spreading Youth Speaks mission of reaching as many teens as possible. The Director of Community and Academic Outreach is responsible for finding interested teachers willing to open their classrooms to Youth Speaks mentors. During the visits the mentors run an in-class workshop.

- a) The in-class workshop begins with a Slam performance from the mentor.
- b) A brief lecture on poetic tools and literary analysis follows.
- c) A short 5 to 10 minute free write is then put together, again using a word bank created by class participation. Following the end of the school day, the teacher and mentor get together and discuss various teaching techniques and comments regarding the in-class presentation.
 - The responsibility of this outreach program is to share teaching styles, encourage class participation in a safe environment, and invite interested students to come and join the weekly workshops as they are able to.
- d) A teacher tool kit is being developed by the Workshop and Educational Development Director to leave teachers with the tools to engage their students.
- e) Depending on the availability of time the class, mentor, and teacher will perform their newly written words in front of their peers.

B. Projected annual timeline





C. Quality assurance and evaluation plan

- i. Fiscal year 2009-2010, will be Youth Speaks Hawai'i baseline year for evaluation of the program. In order to systematically build the quality assurance program the leadership team has decided to focus on specific measures intended to illustrate a full picture on how the program currently runs.
 - a) The quality assurance program will be monitored by the program's Grant Writer and will produce quarterly reports for the leadership team.
- ii. During the 4th quarter the leadership team will come together and evaluate the quality assurance program. At this time more measures may be added for monitoring, and interventions on existing initiatives will be discussed to further improve the success of Youth Speaks Hawaii.
- iii. Quarterly Measurement Tools
 - Academic and Community Outreach Report (please see Appendix A).
 - Weekly Workshop Attendance Report (please see Appendix B).
 - Quarterly Measurement Report (please see Appendix C).

D. Measures of effectiveness

- i. The Academic and Community Outreach Report shall measure the following areas:
 - a) Geographical data
 - b) Average class size
 - c) Percentage of referrals received
 - d) Development of a network of teacher engaged in arts expansion.

ii. The Weekly Workshop Attendance Report shall measure the following areas:

- a) Average workshop size
- b) Geographical data
- c) Percentage of guest mentors



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III. Financial

BUDGET REQUEST BY SOURCE OF FUNDS


Budget Categories	Total State Funds Requested	Hawai'i Peoples Fund
A. PERSONNEL COST		
1. Salaries	\$19,200	\$0
2. Payroll Taxes & Assessments	\$0*	\$0
3. Fringe Benefits	\$0	\$0
Total Personnel Cost	\$19,200	\$0
B. OTHER CURRENT EXPENSES		
1. Airfare	\$0	\$11,000
2. Lodging	\$3,600	\$0
2. Lease/Rental Agreement	\$0	\$0
3. College Unions Poetry Slam Conference Invitational	\$1,200	\$0
4. Program documents (teacher tool kits, youth chat books, brochure ect.)	\$3,000	0
5. Scholarship Fund	\$3,000	\$0
6. Utilities	\$0	\$0
Total Other Cost	\$10,800	\$11,000
Equipment Purchases	\$0	\$0
Motor Vehicle Purchases	\$0	\$0
Capital	\$0	\$0
TOTAL	\$30,000	\$11,000
Sources of Funding		
Total State Funds Requested	\$30,000	
Hawaii Peoples Funds Requested	\$11,000	

** Individuals responsible to claim; 1099s will be issued.*



Budget Prepared By:

Tonya Haney (281) 460-1147
 Name Phone

 1/29/2009
 Signature of Authorized Official Date

Lyz Soto, Executive Director
 Name and Title

Budget Justification Personnel – Salaries and Wages

Position Title	Full Time Equivalent	Annual Salary	% of Time Allocated to Grant Request	Total State Funds Requested
Executive Director	0.5	\$ 4,800.00	100%	\$ 4,800.00
Arts and Education Director	0.5	\$ 4,800.00	100%	\$ 4,800.00
Marketing & Public Relations Director	0.5	\$ 4,800.00	100%	\$ 4,800.00
Academic & Community Outreach	0.5	\$ 4,800.00	100%	\$ 4,800.00
TOTAL				\$ 19,200.00

A vital goal of this proposal is to provide monetary appreciation to our staff that devotes so much time and effort into the Youth Speaks Hawai'i program. Our leadership team actively runs the program, and is the coach for the Youth Speaks Hawai'i Slam team. As coaches they spend additional hours training with the team, and help guide the development of new poetry pieces, which is required each year for slam competition. In addition, the coaches take time from work to accompany the students to the Brave New Voices festival, in Florida this summer.

In an attempt to thank these community leaders who have so graciously devoted their time, effort, and talent to the management of the program we respectfully request the opportunity to offer a \$100 weekly for their leadership and tireless hours.

Anticipated Quarterly Funding

State Funds

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$7,500	\$7,500	\$7,500	\$7,500	\$30,000

Hawaii People Fund

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$2,750	\$2,750	\$2,750	\$2,750	\$11,000





IV. Experience and Capability

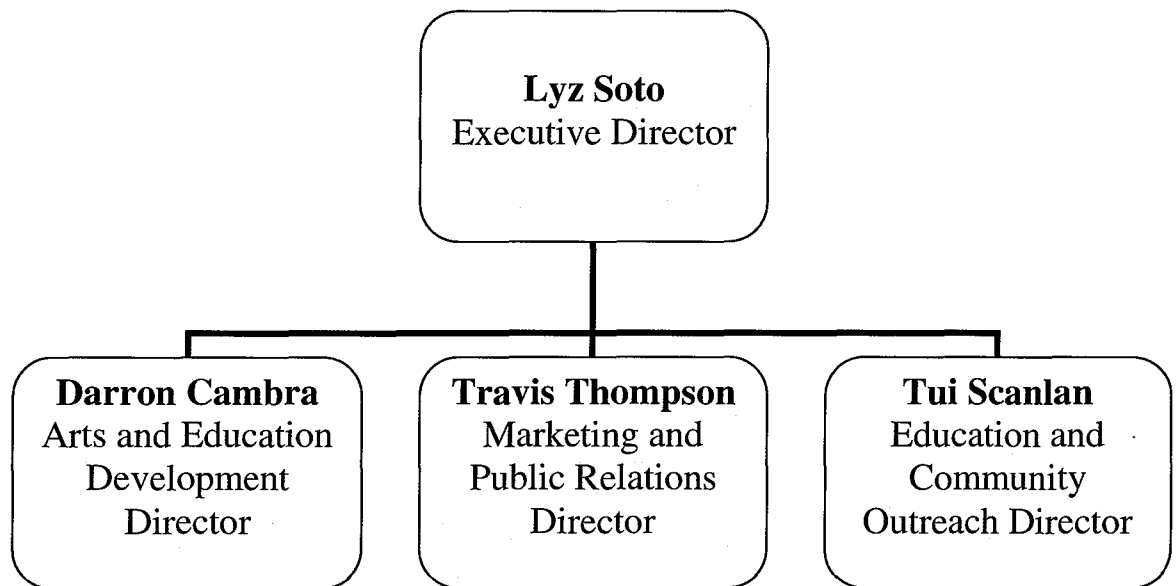
- A. The strength and character of the Youth Speaks Hawai'i program is in the experience and capability of our mentors.
- i. Darron Cambra, Arts and Education Development Director, holds a Bachelor in Creative Writing and a graduate degree in secondary education. In 2007, he published *True Confessions of a Compulsive Liar*. In 2008, he released a musically produced slam CD which is currently selling in Hawai'i and on the mainland. Darron has also won a spot on the adult Hawaii Slam Team for two-years. He is the Poetic Composition and Expression instructor for the University of Hawai'i Education and Development Laboratory School. Darron is currently working on developing a teacher toolkit in poetic usages and student engagement.
 - ii. Lyz Soto, Executive Director, holds a Bachelor in Liberal Arts, a Masters in Archaeological Heritage, and is currently working on a graduate degree with the English Literature Department at The University of Hawai'i at Manoa. Lyz manages a successful family business, and is working on completing her first novel. Lyz is a performance poet, a dedicated member of the arts community, and was a member of the adult Hawai'i Slam Team.
 - iii. Travis Thompson is a well-known figure in the Hawai'i poetry and arts community. He is a mentor in the juvenile detention center and the slam coach for Farrington Community School. Travis has been a member of the Hawai'i Slam Team for 4 years, and has been a mentor with Youth Speaks since 2006. Travis has self published several chat books and released a spoken word CD in 2007.
 - iv. Tui Scanlan is a trained theater actor and professional stage hand on most Hawai'i film sets. He is the newest figure in the Hawai'i slam family after a knock-out first year. Tui won a spot on the 2008 Hawaii Slam Team, and has been an active mentor with the program for the past year. He is currently working on his first album, and has been an invited guest performer/mentor at the University Laboratory School.
- B. Youth Speaks Hawai'i is a partner of The ARTS at Marks Garage, a Project of the Hawai'i Arts Alliance. The weekly workshops are held in the primary stage room at The ARTS at 1159 Nu`uanu Avenue.



V. Personnel: Project Organization and Staffing

- A. All Youth Speaks Hawaii mentors are trained on the mission and goal of the program and are required to participate in 6 workshops before permitted to host one. All credentials are verified and background checks are completed as necessary.
 - i. All guest mentors are given a briefing regarding the mission and goal of Youth Speaks Hawaii workshops. A member of the leadership team (referencing the organizational chart below) is always present and supervising.

B. Organizational Chart



Appendix A – Academic and Community Outreach Report



Academic and Community Outreach Report - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments Type a question for help

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Academic and Community Outreach Report

Location:

Contact Name:

Contact Phone Number:

Class/Event Size

Length of Presentation:

YouthSpeaks Staff:

Handouts, if so describe:

Referrals received:

Would the teacher/presenter like YouthSpeaks to come out again?

Comments / Suggestions:

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1

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Appendix B - Weekly Workshop Attendance Report


Quarterly Report - Microsoft Word

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1 2 3 4 5 6 7



Topic	Methodology	Measurable Objective
Academic and Community Outreach Program	1) Academic or Community Outreach Report	I. Increase invitations to participate in Academic and Community programs by 10%
	2) Weekly Workshop Attendance Report	
	3) Teacher/Student Satisfaction Survey <i>(qualitative measure)</i>	II. Increase weekly workshop attendance by 10%

Performance Goal

Increase the percentage of youth 13 to 19 years of age who attend weekly YouthSpeaks workshops. In addition, to increase outreach activities performed by the Outreach Program Director.

Description

With our great State in the financial perils in the upcoming year it is essential for educational non-profit organizations, such as YouthSpeaks Hawai'i, to assist our teachers' commitment to provide Hawai'i's youth with the tools to succeed in these competitive times. In order to maximize YouthSpeaks Hawaii exposure to the community a consistent and planned approach to the academic and community outreach will be monitored during the 2009-2010 school year.

Results

Quantifiable Measures: Academic and Community Outreach					
Measurement Time Period	Indicator Measurement	Numerator	Denominator	Rate	Statistical Test and Significance Test (p-value)
8/30/2009-10/31/2009	Baseline				
11/1/2009-02/29/2010	Measure 1				
3/1/2010-05/26/2010	Measure 2				

Interventions

Description	Implementation Date	Duration	Target Group	Staff/ Partners	Barriers Addressed

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**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:

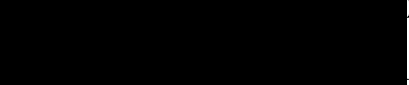
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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.

Youth Speaks Hawaii
(T)  (Signature) 1/29/09 (Date)
Luz Soto (Typed Name) Executive Director (Title)

Article URL: <http://archives.starbulletin.com/2008/08/24/features/story01.html>
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FL MORRIS / FMORRIS@STARBULLETIN.COM
 Some participants in "Youth Speaks Hawaii" are Ittai Wong, left, Jocelyn Ng, director Lyz Soto, Alaka'i Kotrys, William Giles and mentor Dar'ron Cambra.

Flowing to first

Hawaii's winning poetry crew attracts the attention of HBO

» [Duo's 'Koana' captures D.C. audience](#)

» **Video:** ["Other"](#) / **Excerpt:** ["Kaona"](#)

By Gary C.W. Chun
gchun@starbulletin.com

They came, they spoke -- and they won! Twice over, in fact.

Not only did Youth Speaks Hawaii win the 11th Annual International Youth Poetry Slam Festival held last month in Washington, D.C., the teenage crew also is among a select few filmed by HBO for a documentary series to air in January and February.

With assists from group director Lyz Soto and mentors Dar'ron Cambra and Travis "TravisT" Thompson, the crew -- 16-year-olds Alaka'i Kotrys and Ittai Wong, 18-year-olds Jamaica Osorio and

Jocelyn Ng, and 19-year-old Will Giles -- dazzled the competition with a word flow that expressed what it means to grow up in the unique cultural mix that is Hawaii.

A multi-ethnic contest like this shows "a remarkable reflection of the changing demographics of our country," said national Youth Speaks founder and executive director James Kass.



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Alaka'i Kotrys performs one of his pieces in a doorway along Nuuanu Avenue

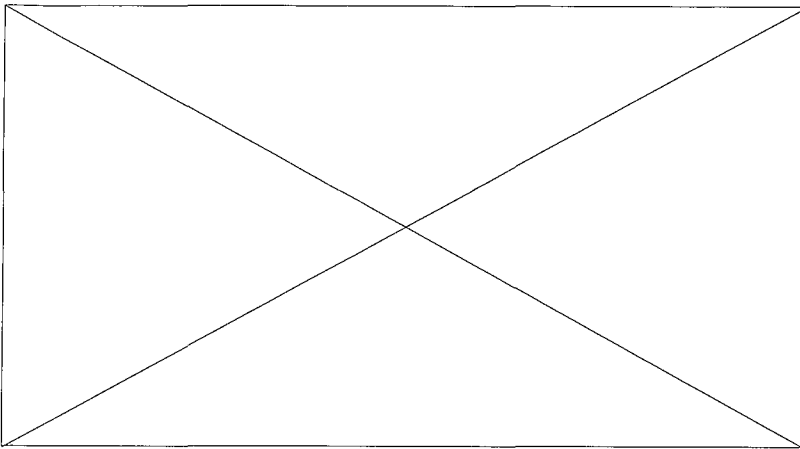
HBO crews traveled to Honolulu, San Francisco, New York City, Miami, Albuquerque, Philadelphia and D.C. earlier this year to shoot each city's grand slam finals -- regional contests held to choose the poets sent to the national finals.

The cable network will air eight half-hour programs on the city contests, ending with a 90-minute special on the D.C. finale -- aka Brave New Voices 2008.

The question coming out of the city finals was whether five solo poets could find a common chemistry for duo and team performances.

"To be honest," said Soto, "and I know the kids will agree with this, they stressed out more over the Hawaii grand slam final. It was to the point of driving them neurotic."

"Luckily, we knew most of each other's work, since we worked together in past Brave New Voices competitions," added team member Wong. "So since we already liked each other, as a team, it was no problem when we wrote new poems together for the D.C. contest. It made for better dope stuff."



Youth Speaks Hawaii: "Other" from Honolulu Star-Bulletin on Vimeo.

IN THEIR WORDS

The poetry of Youth Speaks Hawaii is best appreciated in performance, but here is a sample of the group's written words. For a video of Jamaica Osorio and Jocelyn Ng performing "Other," visit www.starbulletin.com.

EXCERPT: "Kaona"

The first written Hawaiian poetry

songs and dance were the medium in which we decoded their denotation

connecting connotation through Kaona

speaking of flowers but meaning children

Ua maika'i ke kalo i ka oha

The branch is a reflection of the taro root

We are a reflection of our genesis

The most intricate euphemisms that ever existed

You had to understand the history and culture to decrypt this language

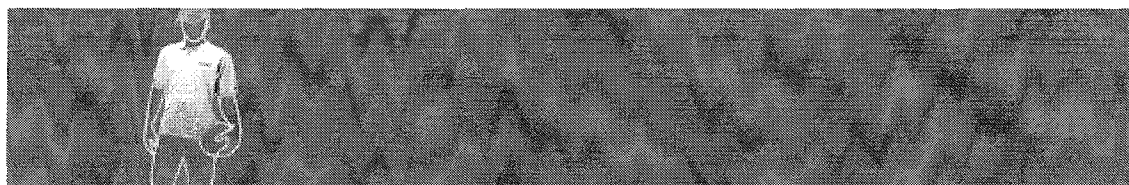
Had to dig deeper than dictionaries

beneath esophagus and vocal cords

to grasp the root of the words our people would chant

just to understand their messages

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Posted on: Monday, June 23, 2008

POETRY SLAM

Speak UP

 [Photo gallery: Poetry Slam](#)

By **Zenaida Serrano**
Advertiser Staff Writer

Sometimes the words shoot into mikes in forceful rapid fire; other times they flow smoothly from tongues in an almost hypnotic melody.

And there are always the focused stares. The expressive faces. The lively hand motions.

It's the art of the spoken word — and a group of Hawai'i teens are hard at work perfecting their most personal poems, constantly tweaking verses and practicing delivery to prep for a national showcase in July on the Mainland.

"It's powerful," said Hawai'i Kai resident Will Giles, 19, a member of Youth Speaks Hawai'i, an organization that promotes confidence, self-awareness and community consciousness in youths through spoken word. "You have to put a lot of thought into something real to you on paper and communicate it (aloud) to people. ... I love it."



Lyz Soto, center, executive director of Youth Speaks Hawai'i, is surrounded by poetry slam members. Clockwise, from far left: Jocelyn Ng, Jamaica Osorio, William Giles, Alaka'i Kotrys and Ittai Wong. The group will represent the state during a national poetry slam competition in Washington, D.C. in July.

Photos by JOAQUIN SIOPACK |
The Honolulu Advertiser

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▶ READ

Giles and four other teens from Youth Speaks Hawai'i will represent the state at the 11th annual Brave New Voices International Youth Poetry Slam Festival, July 15 through 19 in Washington, D.C. The festival features workshops and performances by renowned poets, writers and musicians, and a youth poetry slam competition.

Giles will be joined by Alaka'i Kotrys, 15, of Kunia; Jocelyn Ng, 18, of Kaimuki; Jamaica Osorio, 18, of Palolo Valley; and Ittai Wong, 16, of Kailua.

About 450 teens, ages 13 to 19, make up more than 40 teams participating from across the country and parts of Europe and Africa. The event will reach an audience of more than 10,000 throughout the week, organizers said.

"The poets create verse-based work that is spoken through the body and is in communication with the important social issues and movements of the immediate moment," said James Kass, founder and executive director of San Francisco-based Youth Speaks Inc., which presents the annual festival. Youth Speaks Hawai'i is the local branch of Youth Speaks Inc.

The poems offer the youth perspective on issues from peer pressure to politics.

"These young poets represent the connection from Shakespeare's quill to Kool Herc's turntables, from Martha Graham's cupped hand to Nelson Mandela's clenched fist: A new voice for a new generation," Kass said.

ART OF SPOKEN WORD

Spoken word, also known as performance poetry, is designed to be heard rather than read, said Lyz Soto, executive director of Youth Speaks Hawai'i.

"Not to say it wouldn't be enjoyable to read it, but I think you get a lot more impact from it when you see it," Soto said. "I've seen performance pieces that you clearly wouldn't understand if you just read (the poems) because a lot of the meaning is actually from body language and facial expression."

Slam poetry, which is what the five teens are gearing up for at the Brave New Voices festival, is the competitive segment of spoken word, Soto explained.

During a poetry slam competition, poets are given about 3 minutes and 30 seconds to perform their original pieces. They

UPCOMING BENEFITS

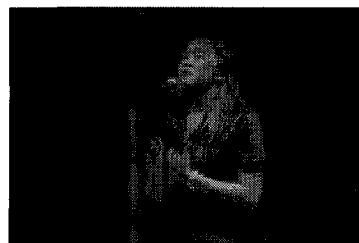
Youth Speaks Hawai'i will hold two fundraisers to help its poetry slam team travel to Washington, D.C., to compete in the Brave New Voices International Youth Poetry Slam Festival in July:

Bring the Noise, with dinner and entertainment by Tempo Valley, Jon Osorio, Jamaica Osorio, Kealoha and the Youth Speaks Hawai'i Slam Team 2008, 6 p.m. Sunday, The ARTS at Marks Garage; \$30.

David vs. Goliath, a competition between Youth Speaks Hawai'i poets and their mentors, July 12 (time and location to be announced); \$5.

For information about the fundraising events, contact travis@youthspeakshawaii.org or 753-4661.

- **To learn more about Youth Speaks Hawai'i, e-mail lyz@youthspeakshawaii.org or visit www.youthspeakshawaii.org.**
- **For information about Brave New Voices, visit www.youthspeaks.org.**



Youth Speaks Hawai'i member Jocelyn Ng performs at the monthly First Thursdays poetry slam at Hawaiian Hut in the Ala Moana

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are typically scored 50 percent each on performance and writing.

"It makes it more exciting for people who normally may not be interested in poetry," Soto said.

But so much more than a dynamic show, performance poetry is a means of self expression, a way for many teens to delve into personal issues, good and bad. Topics from the Hawai'i team, for example, include inner beauty, homosexuality, suicide, homelessness, schizophrenia, drug abuse, war and being of mixed races.

For the Youth Speaks Hawai'i members, spoken word has served as an outlet in many ways.

"We all have our friends we can talk to about our problems," Ng said. "But if a friend is not available, I just write about it and how I feel."

It's an opportunity to vent, Wong added.

"You can say whatever is on your mind, uncensored," he said. "Just get the words out and express yourself."

'CHANGE THE WORLD'

The five team members were among 19 local teens vying for spots to represent Hawai'i at Brave New Voices.

To qualify for the spots, the teens competed in a "grand slam final" in April at the Kaimuki High School auditorium.

Some of the students wanted it pretty bad: Ng nixed her senior prom at Kalani High School to attend the finals and Giles, a student at Utah Valley University, flew home the weekend before two major finals to compete. (Giles did "pretty good" for his finals, he noted.)

Four of the teens are returning members; Giles is the newbie of the Hawai'i team.

"We're going with pretty much the same team, so there is a lot of expectation and a lot of pressure," Soto said.

A lot of pressure, yes, especially since last year's team ranked 5th out of nearly 40 competing teams.

This is Kotrys' third year at Brave New Voices, but the event still gives him a rush, he said.

"I'm excited," Kotrys said. "It's a new year, so we have new poems."

Osorio, a second-year festival competitor, is just as thrilled.

"We're just going to make a lot of noise," she said.

Hotel. Poets are scored 50 percent each on performance and writing.



William Giles is the newest member of the Hawai'i team traveling to Washington, D.C., this summer for a national poetry showcase.

At the Brave New Voices youth poetry slam, there is no top prize other than bragging rights, Kass said.

"Largely driven by the youth, the competition element largely melts away," Kass said. "The kids compete with themselves to be better writers and performers, but our hope is that the actual winners of the slam are no more winners than every poet who steps to the microphone — which is the real victory in the first place."

Quite honestly, the Hawai'i teens feel it isn't about winning a prize, Soto said.

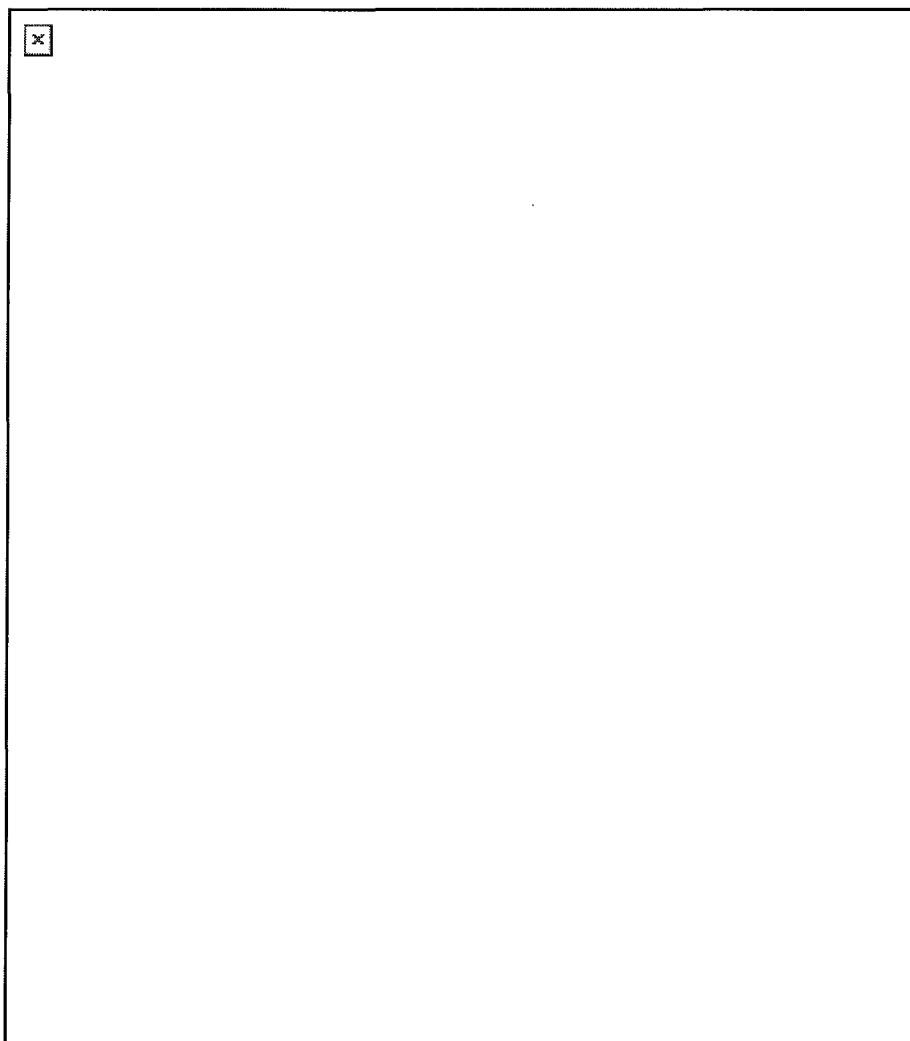
"It really is about the love of doing it," she said.

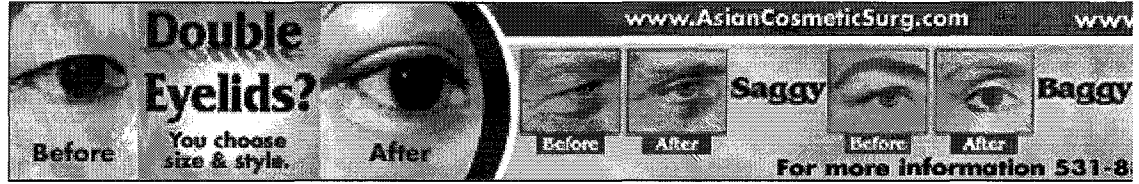
And about making a difference, Osorio added.

"These are the people who have the ideas to change the world for the better and they know how to express them," Osorio said. "It's going to be amazing."

Reach Zenaida Serrano at zserrano@honoluluadvertiser.com.

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