

House District 2

Senate District 1

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

Log No: 41-0

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:  
The Arc of Hilo  
Dbn:

Street Address: 1099 Waiianuenue Avenue

Mailing Address: Hilo, Hawaii 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL E. GLEASON

Title President & CEO

Phone # (808) 935-8535 X201

Fax # (808) 961-0148

e-mail mgleason@hiloarc.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:

The Arc of Hilo Ag Product Development Center

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 675,000.

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 \$ 476,456.

NAME & TITLE OF AUTHORIZED REPRESENTATIVE

MICHAEL E. GLEASON, PRESIDENT & CEO  
NAME & TITLE

1/28/10  
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:

A brief description of the applicant's background;

The Arc of Hilo, formed 55 years ago, serves low income people, including people with disabilities, through job creation, educational, vocational and skill training, employment placement, employment, quality of life enhancement, healthy lifestyle programming, recreation, arts and crafts, residential accommodations in affordable housing and an adult day health program. Through networks in all of East Hawaii, The Arc recruits clients from their current situation, provides an orientation that includes work ethic development and work place safety training, gives specialized skill development even with assistive technology for accessibility and eventually creates a job for the low wealth individual. If needed, transportation is provided; health screening and recreation also play an important role in the enhancement of their quality of life. They are given financial literacy training, motivational counseling, behavioral mentoring and job skill development. The Arc of Hilo places its trainees in jobs that are a part of the eight underlying social enterprises it operates or places them with job creator partners such as the County of Hawaii, Sopogy, KTA Grocers, GW Construction or Burger King. With an annual budget of \$7.2 million, the Arc serves 250 Hawaiian residents and currently employs 211 residents with 104 of them people with disabilities themselves. The most challenged of our clients get individualized support services 24 hours a day, seven days a week. The organization staff has grown from 35 employees to more than 120 in the last seven years.

The goals and objectives related to the request;

The Arc's leadership has decided to respond to the challenges of the East Hawaii economy by expanding its operations and markets to all low wealth employment-challenged citizens in East Hawaii. The plan is to perform greater outreach to the low income including people with disabilities, but also Native Hawaiians, returning prisoners, returning veterans with disabilities, custodial and non-custodial parents, Temporary Assistance for Needy Families (TANF) recipients and those that may find themselves homeless, especially as a result of having a disability or multiple disabilities and other underemployed low wealth people. The Arc will double the number of citizens it serves from 250 to over 500 by expanding the eight underlying social enterprises that creates the jobs for people with disabilities now. These businesses will expand through greater recruitment and referrals of the hard-to-employ. Working with all of these populations, the goal is the same as The Arc



has had for 55 years. To train people that are employment-challenged and provide jobs for them through The Arc or place them in jobs with the private sector or government; to enhance their quality of life by reducing isolation, encouraging education, building skills, helping them form coping techniques that lead them eventually to the highest level of self-sufficiency that is possible, given their challenges. The Arc has developed considerable expertise and has a significant track record in this arena. The Arc of Hilo has successfully trained, mainstreamed and placed over 1000 vulnerable Hawaiian residents in positions of greater self-sufficiency.

We propose the expansion of our social enterprises through the development of the Agricultural Product Development Center (APDC). The Arc is interested in these enterprises as a social entrepreneur with a need to train more people with disabilities and other hard-to-employ populations, create more jobs, and enhances existing job creation and small business development through the high growth sectors of value-added agriculture, recycling and renewable energy. The centerpiece of this strategy is the development of a site for industrial development through the redevelopment of the former Miko Meats Processing Facility, which The Arc is leasing in Hilo. The concept is to create jobs through the development of products from the agricultural sector. We will assist farmers and entrepreneurs as they develop products by providing space for processing and staging, technical assistance, market development, capital development and marketing. This effort is designed to increase the space for the job creation that will occur from local entrepreneurs who will develop new products or expand a cottage or small business enterprise within the facility at Miko, which has been named the Agricultural Product Development Center.

We are combining the packaging and processing with a demonstration of renewable energy in the building, where solar energy will drive the enterprise. The Miko site will be a demonstration of entrepreneurial development of small businesses and small farmers, doing workforce training and job creation, utilizing renewable energy from solar collection strategies for food processing and secondary food product development; and will create several new small businesses that result in the creation of new jobs for low income people within the low income area of Hilo and the surrounding districts of Puna and Ka'u. The Arc of Hilo will concentrate its recruitment of worker-trainees from only the low income areas of the island, however it is necessary to locate the facility in Hilo so that it is convenient to the transportation hubs including the port and the airport. This will allow The Arc of Hilo to create 40 new jobs within 2 years in the fields of value-added agricultural product development and renewable energy and recycling and broaden the contracted services it provides its business clients as well as increase the number of trained low income workers and workers with disabilities its mission is to serve.

The total increase over five years after the facility is fully operational, will not only double the number of participants currently being served from 250 to 500+, but represents a permanent increase in the ability of the Arc of Hilo to serve these very important populations. Typically, 25-35% of the Arc's workers are Native Hawaiians. This plan speaks to the development and operation of the facility as a critical expansion of the on-going operation of this business of the Arc of Hilo. The development of this space will allow The Arc to expand its operations in the following ways:

- **Train more low income people for meaningful earning wage jobs with benefits**
- **More entrepreneurial development of small rural businesses, job creation strategies and underlying social enterprises with a focus on the sustainable renewable energy and recycling businesses**
- **More penetration into hardcore unemployed populations including public assistance recipients, returning prisoners, returning veterans, custodial and non-custodial parents and non-college bound youth**
- **Greater self-sufficiency for the enterprises and programs of The Arc**
- **A huge increase in the numbers of participants and low income people served**
- **Demonstrate the use of high technology to create small business opportunities and training and employment opportunities for the low income through value-added agricultural product development**

**We have a significant track record in business development. The business service areas (janitorial, grounds keeping, plant nursery, commercial laundry, recycling, renewable energy food processing and agricultural product production and HI-5 Redemption) which The Arc of Hilo has developed to date, generate over \$3,500,000 in revenue each year. We are expanding two of our social enterprises in research and development, the APDC and the Laulima Construction / Deconstruction Resale Store. To develop these competitive businesses, The Arc of Hilo competes for private sector, county, state, and federal contracts to supply services to a variety of entities. We partner with other for-profit and not-profit organizations and we have dedicated professional staff. The Arc employs over 211 people (now 104 with disabilities) who have been trained in our vocational training program. Our service programs are results driven or we wouldn't succeed in this competitive area. The APDC will open a new realm of activity that could blossom far beyond our original thinking as more and more entrepreneurs replicate our business plan. Our potential success will motivate thousands of others who perhaps without an example of succeeding against tough odds would not create the jobs of the future that East Hawaii so desperately needs.**

**State the public purpose and need to be served;**

**In America, we have determined that one of the things that separate us from the rest of the world is our dedication to those among us who have been saddled with a disability. Rather than view these Americans as a burden, we see them as the vulnerable population that they are, whose lives can be tremendously enhanced through skillful and caring assistance, while they add tremendously to the lives of the more fortunate. In Hawaii, our "Aloha Spirit" makes this even more imperative and caring for the "least" of our society is natural to the people of the Big Island. People with disabilities and other low wealth vulnerable populations add to society with their humor, their laughter, their ideas, their smiles and loving affection certainly, but at The Arc of Hilo they are trained to be productive, as independent as possible and to add value to our society as workers, taxpayers and**



opportunity and the support required for success and sustainability. This is extremely important when the prospective applicant may have a disability. Of the target populations, surveys done by The Arc show that over 60% may have one or more disabilities. For instance, 85% of prisoners are found to have at least one disability. Many returning veterans as well have a disability and many recipients of public assistance who have had difficulty with traditional education are found to have a learning disability. These conditions often make it difficult for the recipients to navigate basic life needs and to develop key life skills on their own. Attention deficit disorder, for example, makes it difficult to manage multiple priorities, keep track of appointments, make key decisions, follow instructions, and change actions based on new information or negative feedback. All of these problems confound the process of becoming self-sufficient. If most of these target populations evidence these problems, it is incumbent upon The Arc as a change agent operating interventions to create jobs for these populations, to be prepared to help remove these systemic and personal barriers to success and sustainability. Thus, the Arc of Hilo has developed particular expertise in achieving these interventions.

Wage rates on the island, while good when compared with some distressed areas on the mainland, still present a challenge because of the high prices of Hawai'i. All listed wage rates, regardless of occupation represent a living wage on the Big Island. Bookkeeper, Warehouse worker and truck driver were all in high demand and pay a living wage. These occupations represent areas of concentration for future job development opportunities and thus will guide the types of businesses developed by The Arc to capitalize on the need for trainees in these occupations. For example the use of trucks at several of the underlying social enterprises of The Arc to train and promote truck drivers for the broader employment community, shows how we analyze the marketplace to guide our actions. This is an example of how we create jobs to fit the employee market and the employer market. There are 4,604 employers and 64,000 employees on the big Island of Hawai'i. Total payrolls equal \$2.086 billion. The average annual wage is \$32,000. Median family income is \$48,150 in Hilo and \$34,395 in Ka'u. The state median is \$61,160.

**Describe the target population to be served; and**

In Hawai'i, nearly 25% of the 1.2 million residents have some form of disability. In Hilo, 17.1% of all people are below the poverty level. In the state of Hawai'i, the percentage of people below the poverty level is 9.9%. Hilo's poverty level is 158% of the state level. In neighboring suburban areas, part of our market area in East Hawai'i, the poverty level varies from 20.1 to 36.6% more than double the state level). 14.8% of residents from 18-64 years of age are below the poverty level in the County of Hawai'i. Hawai'i County has 94,000 persons 16-64 years old of which 17,224 (18%) are listed as having disabilities. Of these 11,000 are prevented from work due to their disabilities. (County 2004 Data Book and U.S. Census)

There are 173,000 people on the Big Island of Hawai'i. Although unemployment is 11% for the whole island, unemployment in Puna and Ka'u in East Hawai'i can be as high as



Hawaii with its HI-5 Recycling and Redemption partnership with the County, the main target area for the project is the east side of Hawai'i Island from Honoka'a on the north to Naalehu on the south, a distance of over 100 highway miles. This includes the following County Districts: Hamakua, North and South Hilo, Puna and Ka'u. The concentration of Native Hawaiians here represents about 12% of the base county population of 173,000, estimated by U.S. Census, 2005.

## 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;

Our goal is two-fold: to be workforce development trainer and job creator ourselves, guaranteeing the training, placement and the persistence of keeping these jobs available for people with disabilities and other low-wealth individuals and to develop many small entrepreneurs who will in turn create many more similar jobs for which we will train and develop hard-to-employ populations for living wage sustainable jobs. There are other community benefits to the role that The Arc will play in providing community space and capacity. The focus of this application will be the conversion and operation of the Agricultural Product Development Center at the Miko Meats site. The budget is based on the cost of adapting the space for renewable energy and product development, equipment, personnel, professional fees, and lease costs required to operationalize this bold progressive concept.

To address the systemic community and personal barriers that face small entrepreneurs and small farmers, especially in technology value-added businesses, The Arc of Hilo and its partners will provide access to technology, technical assistance, equipment, space and networking to support the new and growing businesses.

To address the systemic community and personal barriers to employment and self-sufficiency for the low income including people with disabilities, the Arc of Hilo is expanding its successful recycling and renewable energy job creation strategies in the following manner:

- growing existing business contracts for more work requiring more workers
- growing new businesses in food processing, agricultural secondary product manufacturing and renewable energy, developing new products requiring new workers
- growing its markets and its market segments by working with custodial and non-custodial parents, returning prisoners, returning veterans, the homeless, TANF recipients and persons with disabilities

- **growing new markets for our products in food processing, agricultural secondary product manufacturing and renewable energy.**
- **collaborating with for-profit and non-profit partners to create business opportunities such as the Agricultural Product Development Center with East Hawai'i CDC and the Recycling and Renewable energy Project with the Livermore Labs (a letter of support and draft MOU is in the appendix).**

**The Arc of Hilo's eight businesses are all housed at the Community Support Services Building of the Job Creation, Recycling and Renewable Energy Project. The new facility, the Agriculture Product Development Center will allow The Arc to double the number of people it can serve by providing space for offices of staff, personal assistants and job coaches and training / operational space. The social enterprises will use this space to operate and grow their franchises to greater levels, thereby creating living wage, safe rewarding employment that is sustainable. The Renewable Energy Project will provide jobs in food service and secondary food production while demonstrating renewable energy. Workers will be trained in sustainable renewable energy jobs that will be some of the most marketable skill sets available. The Arc has a 55 year track record in providing job creation, training and quality services to assist the low income in becoming self-sufficient, even those with a disability.**

**The plan is to develop the 18,000 square foot former Miko Meats facility to be the Agricultural Product Development Center. Within this space there will be a main room that will house processing equipment, assembly lines, packaging equipment, irradiation, labeling and drying facilities. These capacities will be available to all of the small businesses working with us. This facility will also provide the space required to grow the number of workers that are assisted in worker skill training, basic life skills training, recreation, arts and crafts and self-sufficiency counseling. This increase should include 50-60 more Native Hawaiians, perhaps more. The Arc of Hilo is implementing an outreach program that will target the core unemployed with disabilities, custodial and non-custodial parents, returning prisoners, returning veterans (especially with disabilities), the homeless and TANF recipients. Within the plan, a special focus is planned for the Native Hawaiian community, because as we study the demographics of poverty and unemployment on the Big Island, Native Hawaiians experience the most persistent poverty with 51.8% below the poverty level of \$24,400 in household income. Of the total island population, more than 25% of the population is below the poverty level for a family of 4.**

**The development team will include Scott Fleming of Fleming and Associates, an architect that will help with the retrofitting of the facility for renewable energy. Scott will oversee the installation engineers as they install the innovative technology from Lawrence Livermore National Labs (LLNL) and the photovoltaic solar collectors that will be installed on the roof, which was recently replaced by the owner. The engineering team will be led by Nimr Lendl of Hilo. Drs. Marge Gonzalez and Anne Marie Melke will lead the team from Lawrence Livermore Labs. Mike Gleason, the CEO of The Arc will oversee the space utilization. Marketing, market development, business plan development and customer service will be managed by Tanya Aynessazian, the Director of Marketing for The Arc. Tanya will be housed onsite at the APDC. The retrofit process is assisted by Ted LeJeune,**

a Board Member of the Arc of Hilo, who is a facilities specialist for the University of Hawaii-Hilo, and has been invaluable in this process.

The Arc of Hilo is committed to the development of diverse economic development initiatives to increase the economic viability of East Hawaii. Although tourism is still an available economic engine for East Hawaii, there is no doubt that other industries must be developed to provide jobs and economic opportunities for the future of East Hawaii. Unemployment is rising and now approaches 13% if the numbers of those who have stopped seeking employment are added to the official numbers generated by the Department of Labor. Underemployment is epidemic and just as problematic as many residents work two-three jobs to make ends meet. The social costs are high and are exhibited in the statistics of crime, drug abuse, spouse and child abuse, infant mortality and outmigration of higher educated residents.

However, when an asset inventory of East Hawaii is performed, three conclusions can be drawn:

- East Hawaii has an underperforming agricultural sector
- East Hawaii has a readily trainable and available low wealth workforce
- East Hawaii has a burgeoning high tech sector that is creating jobs and economic opportunities

This analysis leads to the view that more agricultural strategic partnerships with technological input could produce significantly more sustainable jobs and small business opportunities over time if there were a way to incubate these opportunities and nurture them into commercial viability.

The Arc of Hilo, in conjunction with the Lawrence Livermore National Labs of California believes that they have found a way. Together under a memorandum of agreement, this strategic alliance proposes to create an "agricultural product development lab and business center" in which all of the capacities required to take a product from concept to prototype to business plan are housed under one roof with ample technical assistance provided on all aspects of product development. This Center will work with entrepreneurs, farmers, agencies, companies and investors to develop concepts, test feasibility, perform product development and refinement, develop markets and prepare for commercialization of products, goods and services. All of these activities will be assisted through a workforce development and training program designed for people with disabilities, returning veterans, returning prison inmates, Native Hawaiians and other hard-to-employ low wealth residents.

The building will be equipped with cutting-edge facilities and materials that will assist the idea engineers with the capacity to develop their ideas and the production capabilities in a laboratory setting with a ready workforce to train and provide experiences with taking the products to the mass production level, albeit on a pilot basis. The facility and its resources will be leased to beta-stage entrepreneurs and used on a membership basis by entrepreneurs, farmers, agencies, companies, inventors and investors who are in early



stage development. The customer will determine what plan is best for their particular product development, either leasing square footage or using common space and equipment on a sign-up basis and paid through a monthly membership, similar to the Tech Shop model of Palo Alto, California, which the development team visited last year.

Concurrently, half of the space will be leased to individual entrepreneurs who are ready for near production quality runs of food processing or secondary food product development.

The facility has several key items already in place. The building was the former Miko Meats processing and packaging facility in downtown Hilo. The building has the following equipment on site:

- A flash freezer
- Fresh water well
- Steam boiler
- Warehouse storage
- Loading docks
- Office space
- Telecommunications
- Private power supply
- Heating and cooking elements
- Slicing and peeling equipment
- Assembly line equipment
- Various shelving
- Prep tables and carts
- Sorting and packaging equipment
- Drying space
- Pest elimination

To augment these capabilities (some materials and machines are older and will not be serviceable), the Arc of Hilo will provide a variety of newer printing and packaging assembly equipment as well as new processing equipment. Irradiation and other pest removal strategies will be employed. The facility will be outfitted with a wireless network and computer tracking for each stage of development. Common business equipment will be placed in a business center hub accessible to all and will include copier, standard laser printers, and three-dimensional laser printer and presentation materials. Light industrial equipment will be in place to include everything required to process vegetables and plants into secondary agricultural products as well as food products of varying utilities from retail to wholesale to restaurant and institution-ready products. We will canvass equipment manufacturers to donate and invest equipment to the product development center. These companies and others will be business resource partners and will provide advice and consultation on development as well. Mashers, strainers, separators, heating and cooling processers and other equipment will come from our business resources partners who will be given the opportunity to market to our product developers as they bring their business to scale.

**This facility will be powered by three power systems. The private power system in the building will be maintained, however, a solar collector system will generate as much power as the rooftop area will allow given new high power focused energy collectors that will be installed by one of our company level collaborators. A local energy equipment developer, Sopogy has been identified and others will be canvassed by an RFQ. We will then utilize the technologies represented by Livermore labs to demonstrate cutting-edge alpha level technologies that are remarkably energy renewable and efficient for commercial industrial applications. We will have engineering support from Livermore and the actual inventors of the new systems will be available as part of the development team.**

**We are working with two programs at Livermore. The commercial applications interface program, the Industrial Partnerships Office and an intern program designed to advance the use of science and technology in the Pacific are our strategic partners. The former is led by Dr. Annemarie Meike and the latter is run by Dr. Marjorie Gonzalez. Annemarie has indicated that her office has a menu of technologies that may be applied to our enterprise including:**

- steam generation
- the flywheel
- heat energy generation
- thermal storage
- natural gas steam assisted hydrogen generators

**Marge has indicated that several of the East Hawaii trained interns, current and past will work with the development of the Center. Marge is also the main contact at this stage of the development of the project and has encouraged the participation of Livermore. She is a native of the Big Island and currently lives in Livermore.**

**Our idea is to demonstrate these renewable energy-based technologies through the product development process with small businesses by utilizing the technologies in our product development lab. We will create the small businesses that will utilize the new technology and the ability of The Arc to train people with disabilities and other low income, to create sustainable economic development. We will use conventional power from HELCO for the remainder of our power needs in the beginning, as we test the renewable energy technologies and enhance their power producing and storing capabilities. Eventually the goal is to demonstrate the technologies at the production level after we have developed the prototypes to proof of concept stage. Just before this occurs, we expect to also have the facility on 100% renewable energy.**

**The ultimate over-arching goal of our demonstration and the development of the product development lab is the generation of job training and placement opportunities for people with disabilities and other low wealth populations, while demonstrating sustainable renewable energy technologies that are viable on small business platforms.**

**The team will continue to work on a highly collaborative model, changing and augmenting the initial plans as learnings occur and as resources are developed. The results of this**

collaboration will have global significance as people and countries around the world struggle with the need for renewable energy, food and food by-product production, job creation and community economic development to sustain healthy communities. Its importance to isolated rural areas is to develop a scale that is replicable on the small business platform anywhere, including the most isolated island communities in the world.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;  
**Proposed Project Development Schedule**

We will continue in predevelopment until a soft grand opening of the Product Development Center in January. We already have one tenant who is preparing for papaya product production. Another tenant is storing equipment that will be used in food processing and we are using some of the space for relocation of the Arc of Hilo’s existing social enterprise. The Agricultural Product Development Center design work for the retrofitting of the renewable energy equipment will begin in December with the solar collectors being donated by Sopogy, a local manufacturer of high tech solar collectors.

<b>Action Items</b>	<b>Beginning of Activity</b>	<b>End of Activity</b>
Concept Development	8-08	9-2009
Feasibility	9-08	12-2009
Grant Development	9-09	9-2011
Phase I-planning	9-09	12-2009
Permitting process	8-09	06-2010
Bid Process--equipment	9-09	12-2010
Contamination Remediation	12-09	3-2010
Design of Renewable Energy Interface	9-09	3-2010
Design of Processing Floor plan	12-09	1-2010
Recruitment of Entrepreneurs	9-09	3-2010
Inspections	3-09	6-2010
Equipment Installation	9-09	6-2010
Soft opening	3-2010	9-2010
Grand Opening	11-2010	11-2010

As stated before, the focus of this application is the job creation, training and small business assistance programming and needs of the Ag Product Development Center.

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;

Project Management is being performed by the co-developer and consultant for the project, Irvin M. Henderson of Henderson & Company, out of North Carolina. He is working from a guideline of values and best practices developed by the development team. We have pledged to work with minority and women vendors. We are encouraging all vendors and entrepreneurs to hire vulnerable population trainees whenever possible, only if there is no displacement of current workers. The project management will utilize Microsoft Project to track progress, costs, cost savings, contract compliance, vendor participation timeline and timeline variance and installation scheduling. Henderson & Company will be the Administrator of the software, but both the Renewable Energy Practitioners and the Entrepreneurs will have editorial access. Mike Gleason, the CEO and Debbie Perkins the CFO will both have manual override access.

The facility will be evaluated for performance and delivery of the space goals which are the following:

To provide a completely accessible facility for the listed vulnerable populations including people with disabilities

To provide creative, inspiring and functional space for the job creation, training, skill development and supportive services that will enhance the quality of life and self-sufficiency of the listed vulnerable populations including people with disabilities

To provide opportunity for farmers, farm associations, entrepreneurs, small businesses and the vulnerable low wealth populations.

To develop a facility that is environmentally and economically sound with a neutral carbon footprint that will serve the Arc of Hilo and its vulnerable populations client base as they find skills, develop expertise, work in a safe environment and move toward self-sufficiency.

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

Year over year revenue from services

Year over year delivery of services to client workers—numbers and variety of services, as well as client-worker interviews about their satisfaction level

Year over year expense/revenue ratios

Full time equivalencies in staffing vs. productivity, revenue, expenses, complaints, awards and positive feedback, staff retention, clients served growth, business services delivered growth

A self-sufficiency index for worker-clients

A sustainability index for the organization

**Level and amount of electrical power developed from the photovoltaic solar collectors and the innovative applications from the Lawrence Livermore National Labs**

**Metrics for each technology application and its effectiveness**

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

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

- Increase in their overall health and wellness
- Increase in their independence
- Development of basic life skills
- Improvement of their ability to interact with others comfortably
- Enhancement of their ability to earn a living wage

For the entrepreneurs, the measures of effectiveness will center on the efficacy of their small businesses operations. The goals are to develop viable businesses with new or expanded ideas and products that will provide training and job creation opportunities for the vulnerable populations mentioned earlier, including people with disabilities.

Measurements will be made on the following items:

- Timeline for concept development
- Timeline for product development
- Timeline for the development of markets
- Revenue
- Expenses
- Net operating income
- Ability to service debt
- Grant viability
- Number of employees hired
- Living wage that is paid
- Business plan development
- Compliance with business plan
- Ability to leave the center and establish own plant and distribution

In each area, each worker will be evaluated on a quarterly basis to adjust their program and reward progress. Files will be maintained over a long term basis for referral and

review to additional types of assistance. Participants that are high performing will be encouraged to become volunteers in the program and to assist the recruitment of other low income people including those with disabilities.

The quarterly evaluation will include the following:

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

The effectiveness of the facility and its space utilization plan will be evaluated quarterly. All entrepreneurs and employees will be surveyed 2 times during the first year, once during the second and once during the third. They will be asked about the space that they occupy and their use of common space as well as the general utility of the space in total. Visitors and infrequent users will be asked to complete an assessment of the building after their use of the facility. The development team and the development committee (three board members) will meet quarterly to assess the utility of the facility and its equipment and make any and all adjustments required during the break-in period or the first three months. The development team and the development committee will comprise the operations task force.

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

The building process itself can be evaluated from the perspective of timeline, costs and effectiveness of design. However, the best way to review effectiveness is to monitor the improvements made by, for and with the clients that we serve.

### **INDEPENDENT EVALUATOR**

An independent third party evaluator has been selected for the project. Our criteria for the selection included the following:

Prior experience in program and project evaluation

Affiliation with a university and university protocols for evaluation

Advanced degrees

Some publishing history

Experience with evaluating self-sufficiency and/or capacity building for the low income

Experience with renewable energy development projects

**Experience with workforce development**

**Native knowledge of the islands and especially the Big Island (Dr. Lovell is a native of East Hawaii)**

**Ability and inclination to serve now**

**Adequate time for meeting with development team as well as department heads of The Arc.**

**Dr. David Lovell was chosen and his resume is attached. He is a board member with East Hawaii CDC. We will contract with East Hawaii CDC for the independent evaluation. East Hawaii CDC is dedicated to the economic viability of East Hawaii and is trying to build alternative employment and small business opportunities. He is affiliated with University of Hawai'i-Hilo and has experience as an evaluator. He is currently assisting the university in building a robotics and engineering approach to workforce development for the low income and people with disabilities including returning war veterans.**

**III. Financial**

**Budget**

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

**The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.**

<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total Grant</b>
<b>\$200,000</b>	<b>\$300,000</b>	<b>\$100,000</b>	<b>\$75,000</b>	<b>\$675,000</b>

**The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.**

**Sources:**

**SOURCES OF FUNDING AND FINANCE**

**Lawrence Livermore National Labs                   \$400,000**

**The Arc of Hilo   \$176,456**

**These funds are committed and being spent now.**

**We have applied for \$99,600 from the USDA in their Rural Business Enterprise Grant Program.**

**We will apply for \$500,000 from the**



**Job Opportunities for the Low Income program under Health and Human Services on the federal level.**

**We are talking with Hawaii Community Foundations about funding for outreach. (\$50,000)**

**We are talking with Cooke and Atherton Foundations about support for the leasehold improvements for the APDC. (\$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.**

**Working with national networks and government leaders, the Arc of Hilo is led by Michael Gleason, a seasoned and dedicated executive with a flair for social entrepreneurship. Mike**

is a nationally recognized executive in this field and leads an award-winning team that consistently is asked to serve on various boards and committees, regionally and nationally. Mike has spearheaded the development of many key stakeholder relations including the Shriner's hospital, Area Mental Health, The Department of Social Services, Habitat for Humanity, the Kiwanis Club, Hilo Rotary Clubs, KTA Super Stores, Business Services Hawai'i, Hawai'i Community College, the DID. Council, Easter Seals, the Chamber of Commerce, Bank of Hawai'i, First Hawaiian Bank, American Savings Bank, the Hawai'i Alliance for Community Based Economic Development and Federal, State and County Agencies. He currently serves on many boards in a leadership position including the Rotary, the Boys and Girls Clubs and the Chamber of Commerce. Michael Gleason joined the organization in July of 2000. Mr. Gleason holds a bachelor's degree in Education and worked as a special education teacher for 17 years, including 12 years in Hawai'i. In his last position at Pahoa Intermediate and High School, he was the Felix Student Coordinator and the Vice Principal, As the CEO he represents The Arc of Hilo in the Community and he provides leadership, management direction and support to the entire agency, including programs and services. Mike is in the unique position currently, of chairing the Workforce Development Board for the County and being the incoming President of the Chamber of Commerce.

Mike's key colleagues and collaborators in the executive suite are Debbie Perkins, Chief Financial Officer, and Debra Carbaloc, Chief Administrative Officer.

Project Manager for the development of the facility is CFO Debbie Perkins, who has training, expertise and experience in working with larger scale projects. Debbie worked for years as the comptroller for a construction firm and is currently providing some of those services part-time for a realty business owned by her family for many years. Debbie has been with The Arc since 2001 and has revolutionized the accounting systems of the organization. Debbie was a finalist in the CFO of the Year annual competition held by Pacific Business News this year. She has requested an accounting position for the project because of the difficulty of manufacturing and processing accounting. That position will make it easier to dedicate the duties required for good customer service.

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

With the aim of improving the quality of life for those with developmental and other disabilities, the Arc activities are designed to reduce depression, improve health and to

decrease isolation, exclusion, discrimination, poverty and substance abuse. This is done through therapeutic activities and exercises, but also training, education, workforce development, employment placement, employment, transportation and housing. Each of these program components were designed and developed from the Arc's 55 years of experience in learning what is effective for the clients. There is no more critical aspect of this planning and development than the opinions of the worker-clients themselves. Their relatives also give input to the process, as do seasoned professionals who understand the unique challenges of assisting the development of independence for the disabled. It is critical with this empowered setting to have excellent people-first staffs, who appreciate the incredible difficulties that our clients and their families deal with on a daily basis. Mike and staff are very successful at achieving a 100% contribution atmosphere that promotes input, sharing and corrective behavior that protects the spirit of the individual and motivates the clients in all aspects of their progress. The impact of the empowerment factors of the program and the peer bonding aspects cannot be overstated in the contribution made to the removal of victimization emotional scarring and the promotion of healthy self-image.

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

- Grounds keeping
- Janitorial services
- Commercial Laundry services
- Boiling Pots Nursery
- Agricultural Product Development Center
- Laulima Hana Construction and Demolition Resale Store
- Island-wide HI-5 plastics, glass and metal redemption / recycling program

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

The Arc is organized into three divisions: Community Support Services, Employment Training Services, and Administrative Services. Currently, all of the divisions are housed in the 10,000 square foot Arc of Hilo Client Center. The development plan calls for the continued use of the 10,000 square foot facility for general administration and some employment training. The new development of the 17,600 square foot Job Creation, Training and Community Center will allow for specialized worker training classes using a computer lab. There will be assistive technology to provide greater access for the more severely challenged. Offices and staging areas for the eight underlying social enterprises will be included as well. It will provide space for arts and recreation, community outreach,

exercise for people with disabilities and space for diverse community meetings. The Multi-purpose gymnasium will serve production and promotion needs for community-wide activity such as the Shriners' Open House Health day, East Hawaii Employment Job Fair 2011 and performing arts such as the PALS performing arts group for people with disabilities. Some of the workers who will be detailed to the APDC will receive their assistive technology training at the Job Creation and Community Center.

Employment Training Services is led by Charmaine Ka-ipo. With a wealth of experience, she is the Employment Training Services Group Manager – including task areas such as Evaluation, Training, and Placement She oversees The Arc of Hilo's Vocational Training Center which includes: the Job Placement and Retention and Supported Employment Program, and the Commercial Services businesses (Grounds keeping, Custodial Maintenance, Nursery, and Laundry). Ms. Ka-ipo has 17 years of experience in working with the low income including persons with disabilities. She has a Bachelor's Degree in Fashion Design/Merchandising and Business Administration from the University of Hawai'i at Manoa. Since she joined The Arc of Hilo in 1991 she provided case management, evaluation, training and placement services. She has presided over the growth of the Arc's capacity to train the low income including people with disabilities while producing earned income for the Arc's operations. Before the Arc, she was a Customer Service Supervisor/Trainer to United Airlines and as a Program Director for the Y.M.C.A.

Client Support Services is led by Vicki Linter, whose career spans tremendous growth in the number of the low income including people with disabilities served by the Arc. The Client Support Services (CSS) Group Manager, Ms. Linter, has overseen the Client Support Services department through this period of rapid growth. Her department provides a day program for the most physically and mentally disabled. When she began at The Arc, she had 33 clients and is now working with more than 80. Ms. Linter holds a Bachelor's degree in Psychology and a certificate in Gerontology, and has extensive experience with long-term care of aging and disabled populations. As the CSS Group Manager she directly oversees the LASR program.

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

Ron Penn serves as a consultant to the Accounting Function. He held the position of Chief Financial Officer for The Arc for four years and retired in 2004. He now serves as a consultant to the Accounting Function on an as needed basis. He has a Bachelor's of Science in Business and is a Certified Public Accountant. Having served in management positions in the banking industry, he has extensive bank qualifications include success in start-up, restructure and management of diverse functions with proven abilities in financial planning, retirement, and benefit consulting.

**Irvin M. Henderson is the principal of a consulting firm and development company with particular expertise in the areas of community development education and training, community development finance and capital structure, collaboration and community involvement, community reinvestment, organizational development, project design and management, strategic planning, commercial, residential and enterprise development. He brings a background in financial planning and community development that includes a range from brokering securities to grass roots empowerment. He is the former President and CEO of Henderson Financial Services, financial planning, securities and insurance full service company and the former President and CEO of Gateway Community Development Corporation.**

**He has co-developed or served as development consultant for thousands of units of housing and over a million square foot of commercial space. He has worked on industrial development space in Port Arthur, Texas and Durham, NC. He is committed to workforce development for the vulnerable populations. He is the former President and CEO of Gateway Community Development Corporation. Irvin is Founding President of the Community Reinvestment Association of North Carolina, Chairperson of the National Community Reinvestment Coalition, Audit Committee Chair and Board member of the National Trust Community Investment Corporation, Trustee of the CRA Mutual Fund, founding Chair of the Banker Community Collaborative Council, founding Executive Committee member of the North Carolina Fair Housing Center and a trustee of the National Trust for Historic Preservation.**

## **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.**

**Therefore, the objectives of this project of the Arc of Hilo are as follows:**

**More job creation strategies and underlying social enterprises**

**More penetration into hardcore unemployed populations including public assistance recipients, returning prisoners, returning veterans, custodial and non-custodial parents and non-college bound youth**

**Greater self-sufficiency for the enterprises and programs of The Arc**

**Larger numbers of participants and low income people served**

**To make space available to partner organizations and the community at large for job creation and education, performing arts, meetings, training, community information dissemination and disaster relief**

The need in Hilo and on the island of Hawai'i for services and mainstreaming of the poor and low income with disabilities is represented by the fact that over half of the hardcore unemployed are believed to be Hawaiian residents with disabilities. Many of those receiving mental health treatment for depression are people with disabilities. The chance to give them economic opportunity and remove social barriers to happiness presents an incredible double impact for any investment of federal funds. The economic development need for this investment is the need to improve the employment level of persons with developmental and other disabilities, but also those who are persistently low income and recipients of public assistance. However the area has several functional deficiencies as well that are being impacted by a combination of factors: The first is the underemployment of employable adults with disabilities. Without the work of The Arc of Hilo, these workers would never be able to realize their potential as tax-paying contributing consumers. 52% of the disabled population is unemployed and this represents a grossly underemployed population as has been demonstrated by the number of viable workers created through the efforts of The Arc. Secondly, the area is still suffering from the loss of agricultural and manufacturing jobs as a result of the failure of the sugar cane industry in the 80's. These twin issues compounded by a slowdown in tourism traffic from both Asia and the mainland have pushed the unemployment rate in Hawai'i up to 5.5%. This number does not include the layoffs from Aloha and ATA Airlines as they go out of business, costing another 4,000 jobs. The need to create living wage jobs has never been greater.

The Arc of Hilo's eight businesses are all housed at the Community Support Services Building of the Job Creation / Training and Community Center. The new facility will allow The Arc to double the number of people it can serve by providing space for offices of staff, personal assistants and job coaches and training / operational space. The social enterprises will use this space to operate and grow their franchises to greater levels, thereby creating living wage, safe rewarding employment that is sustainable. The Arc has a 55 year track record in providing job creation and quality services to assist the low income in becoming self-sufficient, even those with a disability.

## 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.

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

The Arc of Hilo's proven track record helps it develop new successful innovative ventures. It is easier for The Arc to attract investors and bank credit for ventures because of its track record. Many times, the staff is able to gather resources and raw materials with no cash outlay as a result of the productive reputation. The very nature of what we do advances productivity by taking those, who in many cases are not productive at all, and assisting them to develop into productive citizens. Because we begin with a nontraditional market of workers, the innovation is in concept, training and counseling methodology, community recreation and results. Additionally, many of the services that we utilize offer a great base for entrepreneurship. Staff and former workers have left the Arc and now operate successful ventures creating new jobs. Many of our vendors are small entrepreneurs and thus the operation of this facility creates a viable market for entrepreneurial enterprises as they try to serve the APDC.

We are prepared to take risks to develop new business enterprises. A recent example is the aforementioned County of Hawai'i HI-5 Redemption contract. It has received applause from the State Auditor and the general public. It has operated for the past 4 ½ years, and has just received an extended contract renewal. It employs over 50 people and serves as a reservoir for creating jobs for new trainees from our programs. 5 of the workers in HI-5 are people with disabilities and they are all low income. Its innovation is exhibited by the fact that it brings together both able and disabled persons working together at work sites under The Arc of Hilo's influence and management. It requires innovative design, new training methods, worker coordination by management and flexible scheduling.

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

The Arc of Hilo has successfully demonstrated how to train the low income including people with disabilities and prepare them for employment in the community at large. It has gone a step further and developed basic business services which employ its trainees in grounds keeping, janitorial, laundry, nursery food production, and HI-5 Redemption.



**These business services have been developed specifically to match the capabilities of the low income including people with disabilities. Our work is based upon service industries in which the market demand will continue to escalate as our population matures. Studies have shown that the baby-boomer retiree is becoming more interested in leisure time and activities, thus creating additional demand. The environmental redemption and janitorial services are at a price they can afford and a quality level that they can trust. We provide this for our customers in a unique and effective manner. With a 52 % unemployment rate of persons with disabilities between 21 and 64 years old in East Hawai'i and an increasing demand for our goods and services, The Arc of Hilo has this work projected for decades into the future. And as Blayne Hanagami, the Director of the One Stop Jobs Center in Hilo says, "The persistent nature of the hard to employ here makes the services of The Arc of Hilo very needed as we struggle to find jobs for these low income underserved."**

**The Arc of Hilo, its staff and Board of Directors play the role of advocate in island-wide, state-wide and nationwide settings. In its role of advocating for rights, mainstream procedures and commitments, arts inclusion, access issues, recreation and independent decision-making, the Arc works independently and in coalition with other networks and nonprofits. It is one of our goals to promote the improvement of the quality of life of these low income Hawaiians.**

**As CEO, Mike Gleason is an accomplished individual with multi-disciplinary training. He is a Weinberg fellow and head of the Workforce Development Board, the former Private Industry Council, for Hawaii County. He is the incoming new President of the Chamber of Commerce, a seasoned registered and certified sea captain and is Vice Chair of the Hawaii Association of Nonprofit Organizations. He has a proven track record in leading large, complex projects as is evidence by the rapid seven 9 year growth curve in which he has led The Arc. During this period of time, the budget grew from \$1.5 million to \$7.2 million, staff grew from 35 to 120 and participant-clients grew from 89 to 250. The operations of the APDC will usher in a similar period of high growth and rapid response to those in need.**

**The value proposition of this project and future facility is that it will provide a permanent increase in the job creation, employment training and opportunity development infrastructure for the County. It will assist in the long-term diversification of the local and regional economy. This project will continue to deliver and transition non-working government-dependent citizens to working tax-paying consuming citizens. The activities at the APDC will promote the overall improvement in the quality of life of our program participants in the areas of self-esteem, life skills, employable skills, employment counseling and employment placement. These new employees will add to the enhancement of the low income Hawaiians' capacity to mainstream and contribute. The Arc's programs will continue to make this transition happen for the low income, including the developmentally challenged, custodial and non-custodial parents, returning prisoners, veterans, the homeless and displaced Hawaiian workers, assisting them in making their contributions to society, improving their lives and enhancing their economic self-sufficiency despite their unique challenges.**

**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 Attachments for organizational chart.

Tanya Aynessazian, the Director of Marketing will provide day-to-day operational oversight until the Project Director of the APDC is hired. After this hire is made, she will perform the marketing function for our entrepreneurs who will be developing their products. Mike Gleason, the CEO will guide and train the Project Director, but Mike will also negotiate with the entrepreneurs the cost and logistics of the services of the APDC with the clients and the entrepreneurs. Irvin Henderson is the project management consultant and will also be a resource for the Project Director, but primarily, it is his function to bring funding into the project, coordinate with the LLNL team, assist with the design of the flow of products and product developers in the APDC, assist with regulatory approvals, recommend to the Staff of The Arc strategies for the development and efficacy of the APDC. He will also be a resource to the entrepreneurs in their development of their business plans. He is also primarily responsible for the development of the business plan of the APDC itself.

Charmaine Kai-po is the head of Employment Training Services and will manage the training and job creation process for the APDC. She will supervise the jobs coaches, design the training, assist in designing the floor plan and the flows of product development, assist with management of the distribution of products, assist with the assistive technology for workers and monitor the effectiveness of the workers, their supervisors and the entrepreneurs themselves.

**VI. Other**

The Arc of Hilo has brought an unprecedented team of organizations to the table to address these problems that include some of the more capable and effective partners anywhere. This team includes the Lawrence Livermore National Labs for collaboration on renewable energy. The Sopogy photovoltaic collector manufacturer will also collaborate on that project and consult on the Job Creation, Training and Community Center. The Arc collaborates with Boys and Girls Club, Division of Vocational Rehabilitation, Department of Human Services, One Stop Employment Center, the University of Hawaii-Hilo, Alu

**Like, KIAA, the Chamber of Commerce, the County of Hawaii and its Workforce Development Board.**

**A. Litigation**

**The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgments. 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.**

**The Arc of Hilo has specialized services for people with disabilities and accordingly has many employees who have received special certifications, accreditations' and designations. In the appendix, there is a section with the resumes of key personnel, which lists some of these certifications or designations.**

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

The Arc of Hilo

(Typed Name of Individual or Organization)



(Signature)

January 26, 2010

(Date)

Michael Gleason

(Typed Name)

President & CEO

(Title)

# LIST OF ATTACHMENTS

1. THE Arc of Hilo ORGANIZATION CHART

2. ALL APPLICATION BUDGETS FORMS:

BUDGET REQUESTED BY SOURCE OF FUNDS  
PERSONNEL- SALARIES AND WAGES  
EQUIPMENT AND MOTOR VEHICLES  
CAPITAL PROJECT DETAILS

  
**The Arc of Hilo**

1099 Waianuenue Ave.

Hilo, Hawaii 96720

BOARD OF DIRECTORS

M. Gleason  
Pres. & CEO

D. Cabarles  
Chief Administrative & Operating Officer

Information Services  
Special Projects

ADMINISTRATIVE

OPERATIONS

Department Manager  
Admin & HR Manager

Department Ass't Manager  
Operations Ass't Manager

Administrative Services Dept

Human Resources Dept

Facilities & Maint Dept

Purchasing Dept

Admin Asst

HR Generalist

Facilities & Maint Supervisor

Facilities & Maint Specialist

Purchasing Specialist

Receptionist

Safety & Training Specialist

DIVISION Manager  
V. Linter  
CBS Manager

PROGRAMS

Program Supervisors

Direct Support Workers

CLIENT SUPPORT SERVICES

Managers  
Admin Asst

DIVISION Manager  
C. Ka-Ipo  
ETS Manager

PROGRAM DEPARTMENTS

Program Supervisors

Vocational Instructors

Ass. Voc Instl

Job Coaches

Worker

Sheltered Worker

EMPLOYMENT TRAINING SERVICES

Managers

D. Perkins  
Chief Financial Officer

Accounting Department

Risk Management

Fund Develop

Resident Services

Accounting Manager

Accountant

Account Specialist

A/P & A/R Supervisor

Fund Developer

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: The Arc of HI

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)
Accountant	1	\$37,000.00	100.00%	\$ 37,000.00
Project Director	1	\$45,000.00	100.00%	\$ 45,000.00
Assembly Supervisor	1	\$22,500.00	100.00%	\$ 22,500.00
Renewable Energy Tech 1	1	\$18,000.00	100.00%	\$ 18,000.00
Renewable Energy Tech 2	1	\$25,000.00	100.00%	\$ 25,000.00
Marketing Director	1	\$45,000.00	50.00%	\$ 22,500.00
Employment Training Director		\$45,000.00	40.00%	\$ 18,000.00
CFO	1	\$55,000.00	20.00%	\$ 11,000.00
CEO	1	\$60,000.00	40.00%	\$ 24,000.00
Grants processor	1	\$25,000.00	100.00%	\$ 25,000.00
Business Developer	1	\$42,500.00	100.00%	\$ 42,500.00
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>290,500.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
These are the positions required to fully staff the first year of the initiative. Fees and other grants will fund 80% in year 2, which is adequate.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

The Arc of Hilo

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Bendix Food Processor	1.00	\$62,000.00	\$ 62,000.00	62000
Hall Freeze Dryer	1	\$29,000.00	\$ 29,000.00	29000
HP 3-D laser Printer	1	\$17,000.00	\$ 17,000.00	17000
Xerox Copier / Printer	1	\$7,989.00	\$ 7,989.00	7989
Asus u81a computers	10	\$1,000.00	\$ 10,000.00	10000
<b>TOTAL:</b>	<b>14</b>		<b>\$ 125,989.00</b>	<b>125,989</b>

**JUSTIFICATION/COMMENTS:**

This is the equipment that is required to complete our staging floor. We have over \$100,000 of other processing equip.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Ford F-250 Crew Cab	1.00	\$40,000.00	\$ 40,000.00	40000
Ford F-150 Truck	1	\$20,000.00	\$ 20,000.00	20000
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>2</b>		<b>\$ 60,000.00</b>	<b>60,000</b>

**JUSTIFICATION/COMMENTS:**

The F-150 will be used to deliver finished products to the port and to local restaurants

The crew cab will allow us to take crews to ag sites and bring in raw materials



## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

The Arc of Hilo


Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PERSONNEL		60000	290500	199600		
LEASE		76456	132000	100000		
DESIGN		400000				
CONSTRUCTION <b>Adaptive reuse</b>			66511	200000		
EQUIPMENT		40000	185989	300000		
<b>TOTAL:</b>		<b>576456</b>	<b>675,000</b>	<b>799,600</b>		
The remaining funds that are required to complete						

## **LIST OF APPENDIXES**


### **APPENDIXES—PLACE BELOW**

- 1 Lease**
- 2 M O U between The Arc of Hilo and  
Lawrence Livermore National Laboratory**
- 3 Floor Plans**
- 4 List of Board of Directors for 2009-2010**
- 5 IRS 501 ( c ) 3**
- 6 Letters of Commitment**
- 7 Letters of Support**
- 8 Resumes**

  
**The Arc of Hilo**  
1099 Waiuanuenue Ave.  
Hilo, Hawaii 96720



**LEASE**

**The  of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

LAND COURT SYSTEM

REGULAR SYSTEM

Return by Mail ( x ) Pickup ( ) To:

ARC OF HILO  
1099 Waianuenue Avenue  
Hilo, HI 96720

Affects Tax Map Key Number: (3) 2-2-054-031

Total No. of pages: 25

AMENDMENT AND RESTATEMENT OF LEASE

## AMENDMENT AND RESTATEMENT OF LEASE

THIS AMENDMENT AND RESTATEMENT OF LEASE is made this 1st day of October, 2007, by and between DAY-LUM RENTALS & MANAGEMENT, INC., a Hawaii corporation, whose post office and business address is 2 Kamehameha Avenue, Hilo, Hawaii 96720, in its capacity as managing agent for the owner of the premises described below, Designer Meats, Inc., (hereafter called "Landlord"), and The Arc of Hilo, a Hawaii non-profit corporation, 1099 Waiianuenue Avenue, Hilo, Hawaii 96720 (hereafter called "Tenant").

### WITNESSETH:

WHEREAS, on October 7, 2007, Landlord and Tenant entered into a lease agreement (hereafter referred to as the "Lease") for the lease of that certain property located at 230 Kekuanaoa Street, Hilo, Hawaii, for a term of five years; and

WHEREAS, Landlord and Tenant desire to amend the Lease to delete section 21.09 in its entirety and to provide for the recordation of this Lease at the State of Hawaii Bureau of Conveyances;

NOW THEREFORE, LANDLORD AND TENANT hereby restate the Lease as follows:

That Landlord, in consideration of the rent herein reserved and of the covenants herein contained and on the part of Tenant to be observed and performed and upon and subject to the terms and conditions hereinafter set forth, does hereby lease to Tenant, and Tenant does hereby lease from Landlord, that certain premises located in Hilo, Hawaii, and described in the section entitled Special Conditions of this Lease below.

TO HAVE AND TO HOLD the same unto Tenant for a term commencing upon the Commencement Date (hereinafter defined) and ending on the Termination Date (hereinafter defined).

### **A. Special Conditions of this Lease.**

The following subparagraphs constitute all of the Special Conditions of this Lease as referred to elsewhere in this Lease:

- (1) Description of the Premises: The premises described as 230 Kekuanaoa Street, Hilo, Hawaii, consisting of approximately 18,000 square feet of rentable space.
- (2) The term of this Lease shall be 5 (five) years, (the "Term"), commencing at 12:00 a.m. on October 1, 2007 (the "Commencement Date"), and ending at 12:00 p.m. on September 30, 2012 (the "Termination Date"), unless sooner terminated as herein provided. Thereafter, Tenant shall lease

on a month-to-month basis unless canceled with a 60-day notice or unless Tenant exercises any option to renew as provided below.

- (3) Rent shall be as shown below:

<u>Period</u>	<u>Base Rent:</u>	<u>Excise Tax:</u>	<u>Total:</u>
<u>10/1/07 to 9/30/08</u>	<u>\$ 9,000.00</u>	<u>\$ 374.94</u>	<u>\$ 9,374.94</u>
<u>10/1/08 to 9/30/09</u>	<u>\$10,620.00</u>	<u>\$ 442.43</u>	<u>\$11,062.43</u>
<u>10/1/09 to 9/30/10</u>	<u>\$12,420.00</u>	<u>\$ 517.42</u>	<u>\$12,937.42</u>
<u>10/1/10 to 9/30/11</u>	<u>\$14,220.00</u>	<u>\$ 592.41</u>	<u>\$14,812.41</u>
<u>10/1/11 to 9/30/12</u>	<u>\$16,020.00</u>	<u>\$ 667.39</u>	<u>\$16,687.39</u>

- (4) Common Area Expenses: Tenant shall pay for the Maintenance and Operating Expenses for the Premises, including but not limited to Trash removal, water, sewer, electricity, landscape maintenance, and janitorial services.
- (5) Amount of Security Deposit: \$ 9,000.00
- (6) Uses to be made of the Premises and for no other purpose without the express written consent of the Landlord:  
Food processing, equipment service (to include automotive vehicles) and storage, recycling efforts and all related services.
- (7) Tenant's address for notice if other than the Premises:  
1099 Waianuenue Avenue Hilo, HI 96720
- (8) Additional Terms and Conditions: Notwithstanding the General Conditions contained in Part B of this Lease, Landlord and Tenant agree to any additional terms and conditions attached as an Addendum or as Addenda to Lease. Said Addendum or Addenda shall not be valid unless signed by both Landlord and Tenant.
- (9) Option to Renew: If this Lease is not in default, Tenant has the option to extend this Lease for an additional term of five (5) years by giving Landlord written notice of Tenant's intention to extend no later than 90 days before the end of this Lease. The rent to be paid by Tenant during the additional term shall be decided by Landlord and Tenant, but will not be less than the rent paid by Tenant for the immediately preceding term.
- (10) Exhibits. The following exhibits are attached hereto and are hereby made a part of this Lease:



(a) Exhibit A: Floor and Site Plan

The General Conditions of Lease contained in Part B of this Lease, together with all exhibits, are made a part hereof for all purposes.

IN WITNESS WHEREOF, the parties have hereto executed this Amendment and Restatement of Lease, to be effective as of October 1, 2007.

Dated: Hilo, Hawaii, \_\_\_\_\_.

DAY-LUM RENTALS & MANAGEMENT, INC.

By 

"Landlord"

Dated: Hilo, Hawaii, \_\_\_\_\_.

THE ARC OF HILO

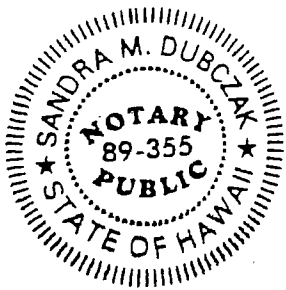
By 

"Tenant"

STATE OF HAWAII )  
 ) SS:  
COUNTY OF HAWAII )

On this 31<sup>st</sup> day of DECEMBER, 2008, before me appeared Nancy CABRAL, to me personally known, who, being by me duly sworn, did say that she is the PRESIDENT, of DAY-LUM RENTALS & MANAGEMENT, INC., a Hawaii corporation, and that said instrument was signed on behalf of said corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.

Document Date: October 1, 2007  
Number of pages: 25 Circuit: THIRD  
Document  
Description: AMENDMENT AND RESTATEMENT  
OF LEASE

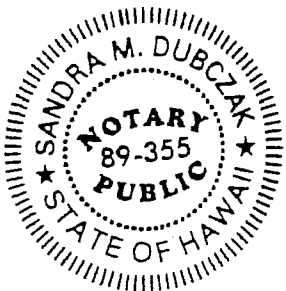


Notary's  
Name: SANDRA M. DUBCZAK  
Sandra M Dubczak 12-31-08  
Signature Date  
Notary Public, State of Hawaii  
My Commission expires: 6-27-2009

STATE OF HAWAII )  
 ) SS:  
COUNTY OF HAWAII )

On this 31<sup>st</sup> day of DECEMBER, 2008, before me appeared Michael E. Gleason, to me personally known, who, being by me duly sworn, did say that he is the PRESIDENT + CEO, of THE ARC OF HILO, a Hawaii nonprofit corporation, and that said instrument was signed on behalf of said corporation by authority of its Board of Directors, and said officer acknowledged said instrument to be the free act and deed of said corporation.

Document Date: October 1, 2007  
Number of pages: 25 Circuit: THIRD  
Document  
Description: AMENDMENT AND RESTATEMENT  
OF LEASE



Notary's  
Name: SANDRA M. DUBCZAK  
Sandra M Dubczak 12-31-08  
Signature Date  
Notary Public, State of Hawaii  
My Commission expires: 6-27-2009



**B. General Conditions of This Lease:**

**ARTICLE I  
LEASE YEAR AND  
COMMENCEMENT DATE**

Section 1.01. **Lease Year Defined.** The term "Lease Year" as used herein shall mean a period of twelve (12) consecutive full calendar months. The first Lease Year shall begin on the Commencement Date if the Commencement Date of the Term hereof shall occur on the first day of a calendar month; if not, then the first Lease Year shall commence upon the first date of the calendar month next following the Commencement Date. Each succeeding Lease Year shall commence upon the anniversary date of the first Lease Year.

**ARTICLE II  
RENT**

Section 2.01. **Rent.**

(a) Base Rent. Tenant shall pay to Landlord, at Landlord's office, in advance of the first day of each and every calendar month during the Term, without deduction or offset, and without notice or demand, the Base Rent set forth in the Special Conditions of this Lease.

(b) Pro Rata Rent. If the Commencement Date shall occur on date other than the first date of a calendar month, then Tenant shall pay, on such Commencement Date, a pro rata portion of the Minimum Rent pro rated on a per diem basis with respect to be fractional calendar month preceding the commencement of the first Lease Year. For purposes of such prorations, a calendar month shall be deemed to consist of thirty (30) days.

(c) Additional Rent. The Tenant shall pay as additional rent, a percentage of the Maintenance and Operating Expenses for the Premises set forth in the Special Conditions of the Lease, which shall include, without limitation, the (i) Landlord's overhead expenses pertaining to the management of the Property, its common areas and common area funds, (ii) costs of any non-structural repairs, line painting, landscaping and irrigation, water, sewer, electricity (to common areas only), maintenance of utility meters, bulb replacement, cleaning up, sweeping and janitorial service, cost of garbage and refuse removal, and any repairs, improvements or replacements required by law, (iii) costs of any repairs, alterations, modifications, amendments, additions and/or improvements to the Property and/or the Premises, not otherwise required to be paid for by the Landlord under this Lease, which is necessary, required or appropriate in order to bring the Property and/or the Premises into compliance with the requirements, policies and/or procedures of "The Americans with Disabilities Act of 1990," 42 U.S.C. §12101 et seq., and/or any rules and/or regulations promulgated with respect thereto: (iv) liability, fire, business interruption, property damage and other insurance, including any deductibles payable by the Landlord

thereunder, (vi) real property taxes and any and all other taxes and assessments, including any ground rent assessments or charges made under any betterment or improvement law, attributable to the Property or the land on which it is located, (vii) maintenance, repair and depreciation of machinery and equipment used in operating and maintaining the Premises and Property, (viii) all billing, auditing, management and legal expenses relating to the operation and maintenance of the Property, (ix) any expenses incurred in contesting real property assessments, arbitrating or determining Master Lease rentals, if any, and any assessments or charges made under any betterment or improvement law or otherwise, (x) Master Lease rent, if any, (xi) any utility charges for the Property or the Premises not separately metered or paid by Tenant and (xii) any other costs which the Landlord shall conclude, in its sole discretion, are reasonable and necessary for maintaining and operating the Premises and/or the Property. As used herein the term "equipment" shall be taken to include both personalty and fixtures.

**Section 2.02. Gross Income Tax.** Tenant shall pay to Landlord as additional rent together with each payment of rental or other payment required hereunder which is subject to State of Hawaii general excise tax on gross income, as it may be amended from time to time, and all other similar taxes imposed upon Landlord on said rental or other payment in the nature of a gross receipts tax, sales tax, privilege tax or the like, excluding federal or state net income taxes, whether imposed by the United States of America, State of Hawaii or County of Hawaii, an amount (currently 4.166% of such payment) which, when added to such rental or other payment, shall yield to Landlord, after deduction of all such tax payable by Landlord with respect to all such payments a net amount equal to that which Landlord would have realized from such payments had such tax not been imposed.

**Section 3.01. Changes and Additions to Buildings.** Landlord hereby reserves the right at any time to make alterations to the Project, including additional improvements and/or alterations or additions thereto. Tenant agrees to accept the inconvenience of noise, dust and other disturbances from any such alterations, additions or construction and Landlord shall not be liable to Tenant for any inconvenience, interferences, annoyance, loss or damage resulting from such alterations, additions or construction. Landlord shall use reasonable efforts to minimize such inconvenience. Tenant agrees that it shall not protest the payment of rent, offset or withhold rent, when due and payable under the terms of the Lease, because of any ongoing construction at the Project.

**Section 3.02. Right to Relocate.** The purpose of the Site Plan attached hereto as Exhibit A is to show the approximate location of the Premises. Landlord reserves the right at any time to relocate automobile parking areas and other areas shown on the Site Plan.

**Section 3.03. No Interest in Air Space or Light or Air Easement.** Nothing herein shall be construed as creating or transferring to Tenant any interest in the land upon which the Premises are located or any interest in the air space above the Premises and the building in which the Premises are situated. Any diminution or shutting off of light or air by any structure which may be on lands adjacent to or in the vicinity of the Premises shall in no way affect this Lease, abate rent or otherwise imposed any liability on Landlord.

## ARTICLE IV CONDUCT OF BUSINESS BY TENANT

Section 4.01. **Use of the Premises.** Tenant shall use the Premises solely for the purpose(s) set forth in the Special Conditions of this Lease, and shall continuously conduct the business stated therein. Tenant will not use a permit or suffer the use of the Premises for any other business or purpose. Change in business use is permissible only upon written approval from Landlord, which approval shall be in Landlord's sole discretion.

Section 4.02. **Improper or Offensive Uses.** Tenant shall not use or occupy the Premises for the purpose of storing junk, scrap or other offensive materials; will not store or cause to be stored any palettes, crates, boxes or materials outside the Premises; and will not make or suffer any strip or waste or unlawful, improper or offensive use of the Premises; nor shall Tenant use or permit the Premises or any part thereof to be used in any manner or for any purpose which will increase the then existing rate of insurance upon the buildings of which the Premises are a part or cause a cancellation of any insurance policy covering said buildings, or any part thereof, nor shall Tenant sell, store or permit to be kept, used or sold in or about the Premises any article which may be prohibited by any policy or policies of fire insurance applicable to the Premises and to the activities therein permitted. Tenant shall use and occupy the Premises in a careful, safe and proper manner and shall not carry out any work of repair, construction, reconstruction or demolition outside the premises; all such work shall be done within the Premises. Any increase in premiums or surcharges or damages resulting from any such prohibited use shall be paid by Tenant; provided, however, that the foregoing shall not apply to increases in premiums or surcharges which are attributable to inflation or other price increases unrelated to the activities of Tenant. Tenant shall, at Tenant's sole cost and expense, comply with all requirements of all county, municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the Premises, and shall faithfully observe in the use of the Premises all municipal ordinances and state and federal statutes now in force or which may hereafter be in force.

## ARTICLE V SECURITY DEPOSIT

Section 5.01. **Amount of Deposit.** Tenant, contemporaneous with the execution of this Lease, has deposited with Landlord a security deposit in the sum set forth in the Special Conditions of this Lease, the receipt of which is hereby acknowledged by Landlord. The security deposit shall be held by Landlord and may be commingled with other funds of Landlord and shall bear no interest, and shall be used to secure the faithful performance by Tenant of all of the terms, covenants and conditions of this Lease which Tenant is to keep and perform during the Term hereof. The security deposit shall be increased by the same amount as any increase in the sum of the Minimum Rent and the general excise tax applicable to all of said amounts due for each Lease Year under this Lease. If at any time during the Term hereof any of the rent shall be overdue and unpaid, or any other sum payable by Tenant to Landlord hereunder shall be overdue and unpaid, then Landlord may,

at its option, appropriate and apply any portion of said deposit to the payment of any such overdue rent or other sum.

**Section 5.02. Use and Return of Deposit.** In the event of failure of Tenant to keep and perform any of the terms, covenants and conditions of this Lease to be kept and performed by Tenant, then Landlord at its option may appropriate and apply all of the security deposit, or so much thereof of as may be necessary, to compensate Landlord for loss or damage sustained or suffered by Landlord due to such breach on the part of Tenant. The security deposit, or any portion thereof, may be appropriated and applied by Landlord for the payment of overdue rent or other sums due and payable to Landlord by Tenant hereunder, and Tenant shall, upon the written demand of Landlord, forthwith deliver to Landlord a sufficient amount in cash to restore the security deposit to the original sum set forth in the Special Conditions of this Lease, and Tenant's failure to do so within five (5) days after receipt of such demand shall constitute a breach of this Lease. Should Tenant comply with all of said terms, covenants and conditions and properly pay all of the rent required under this Lease as the same becomes due, and all other sums payable by Tenant to Landlord hereunder, at the end of the Term, or upon the earlier termination of this Lease, the security deposit shall be returned to Tenant.

**Section 5.03. Transfer of Security Deposit.** Landlord may deliver the funds deposited hereunder by Tenant to the purchaser of Landlord's interest in the Premises in the event that such interest be sold, and thereupon Landlord shall be discharged from any further liability with respect to such deposit.

## **ARTICLE VI PARKING AND COMMON AREAS AND FACILITIES**

**Section 6. 01. Right to Use Common Areas.** It is understood that, subject to the control of such Common Areas by Landlord as set forth in section 6.02 below, Tenant and Tenant's employees and customers shall have the right in common with other tenants of the Landlord, and their employees and customers, to use the parking areas, driveways and entrances and exits in connection with the business to be conducted upon the Premises.

**Section 6.02. Control of Common Areas by Landlord.** All automobile parking areas, driveways, entrances and exits thereto and other facilities provided by Landlord in or near the Premises, exterior stairways and other areas and improvements provided by Landlord for the common use of all tenants of the Landlord, their officers, agents, employees and customers, shall at all times be subject to the exclusive control and management of Landlord, and Landlord shall have the right from time to time to establish, modify and enforce reasonable rules and regulations with respect to all facilities and areas mentioned in this Article. Tenant's employees shall park only in areas designated for employee parking, and Landlord shall have the right to take such action as shall be necessary to prevent unauthorized use of the parking areas. Landlord shall have the right, from time to time, to change the areas, level, location and arrangement of all facilities hereinabove referred to, and may restrict parking for Tenant, its officers, agents and employees to employee parking areas designated by Landlord; to close temporarily all or

any portion of said areas and facilities to such extent as may, in the opinion of Landlord's counsel, be legally sufficient to prevent a dedication thereof or the accrual of any rights to any person or the public therein; to discourage non-customer parking; and to do and perform such other acts in and to these areas and improvements as, in the use of good business judgment, Landlord shall determine to be advisable with a view to the improvement of the convenience and use thereof by tenants, their officers, agents employees and customers. Tenant shall conduct Tenant's business entirely within the Premises, and Tenant shall use no part of the parking areas nor any common areas as a preparation, staging or construction area.

**Section 6.03. Rules and Regulations.** Tenant shall comply with the rules and regulations attached hereto as Exhibit B made a part hereof for all purposes and with such other and further reasonable rules and regulations of uniform application as Landlord may prescribe which, in Landlord's sole judgment, are required for the reputation, safety, care or cleanliness of the Project, the regulation and control of the common areas of the Landlord, the use of the Premises or the operations and maintenance thereof and equipment therein, or for the safety or comfort of Tenant and other tenants of the Project. On delivery of a copy of such amendments and additional rules and regulations to Tenant, Tenant shall thereafter comply with said rules and regulations, and a violation any of said rules and regulations shall constitute a default by Tenant under this Lease. All such rules and regulations and of the essence hereof without which this Lease would not have been entered into by Landlord.

**Section 7.01. Installation by Tenant.** Tenant shall, at its cost, in accordance with plans and specifications therefore first approved in writing by Landlord, be responsible for constructing and installing Tenant's interior improvements required for the conduct of Tenant's business on the Premises. Tenant shall indemnify, defend and hold harmless the Landlord and its agents from and against any lien or claim for lien in conjunction with the Tenant improvement work supplied or performed by the Tenant or on behalf of the Tenant. Tenant improvement work shall not commence at, on or within the Premises until a building permit has been obtained from the Hawaii County Building Department and only after the Landlord's receipt of the Certificate of Insurance as required herein. Any such construction and installation by Tenant shall comply with all applicable laws, ordinances, codes and regulations and Tenant shall, on completion of Tenant's improvements, be responsible for obtaining, at Tenant's sole cost and expense, all necessary utility hookups and a Certificate of Occupancy from the County of Hawaii applicable to the Premises. All fixtures installed by Tenant shall be new or completely re-conditioned. Tenant shall not make or cause to be made any alterations, additions or improvements or install or cause to be installed any trade fixtures, exterior signs, floor covering, interior or exterior lighting, plumbing fixtures, shades or awnings or make any changes to the exterior of the building without first obtaining Landlord's written approval and consent. Tenant shall present to Landlord plans and specifications for such work at the time approval is sought. Tenant shall not cause or create any roof penetrations of the Premises.

**Section 7.02. Removal and Restoration by Tenant.** All alterations, decorations, additions and improvements made by Tenant or made by Landlord on Tenant's behalf by

agreement under this Lease shall not be removed from the Premises prior to the end of the Term care of without prior consent in writing from Landlord, which consent shall be in Landlord's sole discretion. Upon expiration of this Lease, or any renewal thereof, Tenant at Landlord's sole option shall remove all such alterations, decorations, additions and improvements, and restore the Premises as provided in section 8.04 hereof. If Tenant fails to remove such alterations, decorations, additions and improvements, and restore the Premises, then Landlord shall have the right to arrange for such removal and restoration at Tenant's cost and expense. Landlord shall have the right to deduct the cost of any such removal or restoration from Tenant's security deposit, and Tenant shall remain liable to Landlord for any remaining costs and the collection of those costs. If Landlord elects to not have Tenant remove all alterations, decorations, additions and improvements made by Tenant or on Tenant's behalf, the same shall become the property of Landlord on the termination of this Lease.

Section 7.03. **Bond Against Liens.** Prior to the commencing of any alterations, improvements or other construction on the Premises, Tenant shall furnish evidence satisfactory to Landlord that Tenant is financially able to pay the contractor, and shall furnish a copy of a bond in an amount equal to one hundred percent (100%) of the cost of construction, in a form and with a surety acceptable to Landlord, naming Landlord and Tenant as obligee and insuring completion of the proposed work be free and clear of all liens.

Section 7.04. **Signs, Awnings, and Canopies.** Tenant will not place or suffer to be placed or maintained on any exterior door, wall or window of the Premises any sign, awning or canopy, or advertising matter or other thing of any kind, and will not place or maintain any decoration, lettering or advertising matter on the glass of any window or door of the Premises without first obtaining Landlord's written approval and consent. Tenant further agrees to maintain such sign, awning, canopy, decoration, lettering, advertising matter or other thing as may be approved in good condition and repair at all times. Tenant shall maintain Landlord's installed awnings if applicable.

Section 7.05. **Lien and Encumbrances.** Tenant shall keep the Premises free from any mechanics' or materialmen's lien or any attachment, execution or judgment lien, and any charge or encumbrance whatsoever. If any such lien, charge or encumbrance or notice thereof is recorded against or attaches to the Premises, or any part thereof or any interest therein, then, unless Tenant shall elect promptly to contest the amount or validity of such lien, charge or encumbrance and post a bond to discharge the same, Tenant shall immediately pay off the same and cause the same to be satisfied and discharged of record. If Tenant neither promptly contests the amount or validity of the same and posts a bond, nor promptly pays off the same and causes it to be satisfied and discharged of record, Landlord may, at Landlord's option, pay off the same, and any amount so paid by Landlord shall thereupon be and become immediately due and payable by Tenant to Landlord. If Landlord is joined in such proceedings, Tenant shall pay all costs and attorneys' fees incurred by Landlord.

## **ARTICLE VIII MAINTENANCE**

Section 8.01. **Maintenance by Tenant.** Tenant shall at all times keep all doors and glass (interior and exterior), the interior of the Premises, and all fixtures, equipment and appurtenances thereof (including lighting and plumbing fixtures) and floor covering in good order, condition and repair (including reasonably periodic painting), except for structural portions of the Premises, which shall be maintained by Landlord. "Reasonably periodic painting" shall be defined as every five (5) years from the Commencement Date hereof. Tenant shall also be responsible for the cost of operating, maintaining and servicing of all electric wiring within the Premises, the electrical wiring from the meter box to the Premises, any air conditioning system servicing the Premises, including, without limitation, the operation, maintenance and service of the air handler, ducting and temperature control systems within the Premises. At Landlord's option, Landlord shall have the right to contract for such air conditioning service and Tenant agrees to pay the cost of such maintenance to Landlord, or if Landlord requires, to pay the cost of such maintenance directly to the contractor. Tenant shall not change the locks for the Premises without obtaining the prior written consent of Landlord. If Landlord consents to the change of such locks, Tenant shall, as soon as possible but in no event later than ten (10) days after such change of locks, furnish Landlord, at Tenant sole cost and expense, with a set of keys for the new locks. All locks installed by Tenant shall be installed by a locksmith as specified by the Landlord, shall be of a restricted key type, and shall have an interchangeable core.

Section 8.02. **Tenant's Failure to Maintain.** If Tenant refuses or neglects to repair the Premises as above required as soon as reasonably possible after written demand, Landlord may make such repairs without liability to Tenant for any loss or damage that may accrue to Tenant's merchandise, fixtures or other property or to Tenant's business by reason thereof, and upon completion thereof, Tenant shall pay Landlord's costs for making such repairs, upon presentation of the bill therefor, as additional rent. Said bill shall include annual interest at eighteen percent (18%) per annum on said cost from the date of completion of repairs by Landlord.

Section 8.03. **Maintenance by Landlord.** Landlord shall maintain and repair the exterior of the Premises, including the roof, but not including doors and plate glass, and all structural portions of the Premises (i.e., foundation, support columns, and floor or roof, and all plumbing, electric wiring (other than the electric wiring to be maintained by Tenant under section 8.01 above), sewer and drain facilities to the Premises), and Tenant shall grant Landlord the right of entry onto the Premises and permission at reasonable times to make all necessary repairs thereto. Notwithstanding the foregoing, if Landlord is required to make repairs to structural portions of the Premises caused by Tenant's negligent acts or omissions to act, Landlord may add the cost of such repairs to the next rental due, including annual interest at eighteen percent (18%) on said cost from the date of completion of repairs, and Tenant shall pay the same as additional rental.

Section 8.04. **Surrender of Premises.** At the expiration of the tenancy hereby created, Tenant shall surrender the Premises in the same condition as the Premises were

in upon delivery of possession thereto under this Lease, reasonable wear and tear excepted, and shall surrender all keys for the Premises to Landlord at the place then fixed for the payment of rent, and shall inform Landlord of all combinations on locks, safes and vaults, if any, in the Premises. Notwithstanding anything herein to the contrary, all air conditioning systems and equipment, air handlers and ducts servicing the Premises shall be and remain the property of the Landlord.

## ARTICLE IX NON-LIABILITY OF LANDLORD

Section 9.01. **Assumption of Risk by Tenant.** Landlord shall not be liable to Tenant for any damages occasioned by electricity, plumbing, gas, water, sprinkler or other pipes and sewage system or by the bursting, leaking or overflowing or running of any tank, washstand, closet or waste or other pipes in or about the Premises or the building of which they are a part, nor for any damage occasioned by water coming into the Premises for any source whatsoever or for any damage arising from any act of neglect of a co-tenant, or other occupants of the Project, or of adjacent property, or the public. All property of Tenant kept or stored on the Premises shall be so kept or stored at the risk of Tenant only, and Tenant shall hold Landlord harmless from any claims arising out of damage to the same including subrogation claims by Tenant's insurance carriers unless such damage shall be caused by the willful act or gross neglect of Landlord.

## ARTICLE X INSURANCE

Section 10.01. **Liability Insurance; Business Interruption Insurance.** Tenant will procure at its own expense, and, during the entire Term hereof, keep in full force and effect during the entire Term: (i) a policy of comprehensive general liability insurance with minimum coverage of not less than ONE MILLION AND NO/100 dollars (\$1,000,000.00) for each occurrence and not less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) in the general aggregate, and covering claims for property damage and/or bodily injury or death; (ii) a policy of Business Interruption (Use and Occupancy) Insurance insuring that the rent received hereunder shall be paid to Landlord for a period of up to one (1) year if the Premises are destroyed or rendered inaccessible by a risk insured against under a policy of standard fire and extended coverage insurance with vandalism and malicious mischief endorsements. Said policy or policies shall be with an insurance company authorized to do business in the State of Hawaii, shall name Landlord and Landlord's managing agent, if any, as additional insureds, and shall cover the entire Premises and the areas appurtenant thereto, including the sidewalks upon which the Premises abut; and a current certificate of said policy or policies shall be deposited with Landlord. The limits of said policies shall be increased from time to time with due regard to prevailing prudent business practices as is reasonably adequate for Landlord's protection. The insurance shall contain a provision that it will not be canceled without giving Landlord thirty (30) days written notice prior to the effective date of the proposed cancellation.



Section 10.02. **Fire Insurance.** Tenant shall, during the entire Term hereof, keep in full force and effect a policy of fire insurance, including standard extended coverage, in sufficient insurable amounts upon all goods, wares, merchandise, furniture, fixtures, supplies and other personal property located, stored or placed in or on the Premises.

Section 10.03. **Tenant's Liability for Increased Fire Insurance.** Tenant agrees that it will not keep, use, sell or offer for sale in or upon the Premises any article which may be prohibited by the standard form of fire insurance policy. Tenant agrees to pay as additional rental any increase in premiums for fire and extended coverage insurance that may be charged during the Term on the amount of such insurance to be carried by Landlord on the Premises or the building of which the Premises are part, resulting from a change in the type of merchandise sold in the Premises by Tenant, whether or not Landlord has consented to the same.

Section 10.04. **Workers' Compensation Insurance.** Tenant shall maintain workers' compensation insurance in a sufficient amount to cover workers' compensation liability under the laws of the State of Hawaii. Tenant shall deposit with Landlord a current certificate of insurance, which certificate shall include a provision that it shall not be canceled without giving the Landlord thirty (30) days written notice prior to such cancellation.

Section 10.05. **Plate Glass.** Tenant shall insure and keep insured any and all plate and other glass in and about the Premises, naming Landlord and Tenant as insureds.

Section 10.06. **Indemnification of Landlord.** Tenant will indemnify Landlord and Landlord's agents and save Landlord harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the Premises, or arising out of the occupancy or use by Tenant of the Premises or any part thereof, or occasioned wholly or in part by any act or omission of Tenant, its agents, contractors, employees, servants, subtenants or concessionaires, but excepting acts which are wholly or partially attributable to Landlord's willful act or gross negligence.

Section 10.07. **Waiver of Subrogation.** Notwithstanding anything herein to the contrary, the parties release each other, and their respective authorized representatives, from any claims for damage to any person or to the Premises or to the fixtures, personal property, Tenant's improvements and alterations of either Landlord or Tenant in or on the Premises that are caused by or result from a risk insured against under any insurance policies carried by the parties and in force at the time of any such damage.

Each party shall cause each insurance policy obtained by it to provide that the insurance company waives all right of recovery by way of subrogation against either party in connection with any damage covered by any such policy. Neither party shall be liable to the other for any damage caused by fire or any of the risks insured against under any insurance policy required by this Lease. If any insurance policy cannot be obtained without a waiver of subrogation, or is obtainable only by the payment of an additional premium

charge above that charged by insurance companies issuing policies without waiver of subrogation, the party undertaking to obtain the insurance shall notify the other party of this fact. The other party shall have a period of ten (10) days after receiving the notice either to place the insurance with a company that is reasonably satisfactory to the other party and that will carry the insurance with a waiver of subrogation, or to agree to pay the additional premium if such policy is obtainable at additional cost. If the insurance cannot be obtained or the party in whose favor a waiver of subrogation is desired refuses to pay the additional premium charged, the other party shall be relieved of the obligation to obtain waiver of subrogation rights with respect to the particular insurance involved.

## ARTICLE XI UTILITIES

Section 11.01. **Utility Charges.** Tenant shall at its own expense install any meters recording the amount of electricity furnished exclusively to the Premises. Tenant will arrange for and procure, at Tenant's sole cost and expense, all utility hookups and to pay for all electricity, telephone, cable service and other similar utility rates for utilities to the Premises, and all other charges incurred by it in connection with its use and enjoyment of the Premises on or before the dates upon which such utility rates and charges become delinquent. In no event shall Landlord be liable for interruption or failure in the supply of any such utilities to the Premises.

Section 11.02. **Check Meters.** If Tenant is consuming or using an extraordinary amount of any utilities furnished to Tenant and others by Landlord as part of the common expenses, Landlord shall have the right, in Landlord's reasonable discretion, to require the installation of check meters. Tenant shall be responsible for the cost of the installation of such check meters and for the cost of the excess consumption or use.

## ARTICLE XII SUBORDINATION

Section 12.1. **Lease Subject to Master Lease.** This Lease shall be subject and subordinate to any lease senior to this Lease and in the event of any inconsistency between the terms of this Lease and any senior lease, the terms of the senior lease shall control. Lessee shall not do or omit to do any act which could cause Lessor to be in default under any senior lease.

## ARTICLE XIII ASSIGNMENT AND SUBLETTING

Section 13.01. **Restrictions on Assignment and Subletting.** Tenant shall not assign this Lease, or any interest herein, and shall not sublet the Premises or any part thereof, or any right or privilege appurtenant thereto, or suffer any other person (the agents and servants of Tenant excepted) to occupy or use the Premises, or any portion thereof, without the prior written consent of Landlord.

Rent collected during the term of this lease can be applied to rent charges on the property as a whole.

Section 13.02. **Corporate Ownership.** If Tenant is a Corporation, and at any time during the Term any part or all of the corporate shares of Tenant shall be transferred by sale, assignment, bequest, inheritance, operation of law or other disposition so as to result in a change in the present effective voting control of Tenant by the person or persons owning a majority of said corporate shares on the date of this Lease, Tenant shall promptly notify Landlord in writing of such change and Landlord may terminate this Lease any time after such change in control by giving Tenant ninety (90) days prior written notice of such termination.

Section 13.03. **No Release of Tenant.** If this Lease is assigned, Landlord may collect rent from the assignee and apply the net amount collected to the rent herein reserved, but no such assignment shall be construed as a release of Tenant from the further performance by Tenant of covenants on the part of Tenant herein contained. Notwithstanding any assignment or sublease, Tenant shall remain fully liable on this Lease and shall not be released from performing any of the terms, covenants and conditions of this Lease.

#### **ARTICLE XIV WASTE, GOVERNMENTAL REGULATIONS**

Section 14.01. **Waste or Nuisance.** Tenant shall not commit or suffer to be committed any waste upon the Premises or any nuisance or other act or thing which may disturb the quiet enjoyment of any other tenant in the building or Phase in which the Premises is located, or which may disturb the quiet enjoyment of any person within five hundred (500) feet of the boundaries of the building of which the Premises are a part.

Section 14.02. **Government Regulations.** Tenant shall, at Tenant's sole cost and expense, comply with all of the requirements of all city, county, state, federal and other applicable governmental authorities, now in force or which may hereafter be in force pertaining to the Premises, and shall faithfully observe in the use of the Premises all city and county ordinances, and state and federal statutes now in force for which may hereafter be in force; provided, however, that Tenant shall have no obligation to comply with any rules, regulations and laws which may require structure alterations, structural changes, structural repairs or structural additions to the Premises without the Landlord's consent.

Section 14.03. **Hazardous Materials.** Tenant will keep and maintain the Premises in compliance with, and shall not cause the Premises or the Project to be in violation of any Hazardous Materials Laws (hereinafter defined), and shall not use, generate, manufacture, treat, handle, refine, produce, process, store, discharge, release, and dispose of or allow any Hazardous Materials (hereinafter defined) in, on or under the Premises or the property on which the Premises are a part in violation any Hazardous Materials Laws.

Tenant shall indemnify, defend and hold harmless Landlord, its partners, employees, agents, successors and assigns from any loss, damage, cost, expense or liability, direct or indirect, arising out of or attributable to the violation by Tenant or any person under Tenant of any Hazardous Materials Laws or the unlawful use, generation, manufacture, treatment, handling, refining, discharge, disposal or presence of Hazardous Materials in, on or under the Premises or the property of which the Premises are a part, including, without limitation, all foreseeable and unforeseeable consequential damages, the cost of any required or necessary repair, cleanup or detoxification of the Premises or of the property of which the Premises are a part, and the preparation and implementation of any closure, remedial or other required plans. In addition to the foregoing, Tenant shall immediately advise Landlord in writing, if Tenant, at any time, becomes aware of any violation of any Hazardous Materials Laws or any claims made pursuant to any Hazardous Materials Laws in respect of the Premises or the property of which the Premises are a part.

As used in this Lease, the term "Hazardous Materials" means and includes any and all radioactive materials, asbestos, organic compounds known as polychlorinated biphenyls, chemicals known to cause cancer or reproductive toxicity, pollutants, contaminants, hazardous wastes, toxic substances, and any and all other substances or materials defined as or included in the definition of "Hazardous Substances", "Hazardous Wastes", "Hazardous Materials" or "Toxic Substances" under or for the purposes of the Hazardous Materials Laws.

If Tenant fails to comply with the provisions of this paragraph prior to the expiration or the earlier termination of the Term, or prior to Tenant's vacating the Premises, then upon the expiration or the earlier termination of the Lease Term or Tenant's vacation of the Premises, Landlord shall have the option either to consider this Lease as having ended or to treat Tenant as a holdover tenant in possession of the Premises. However, Tenant will still be responsible for any hazardous materials or contamination created during their tenancy, regardless of whether the lease has been terminated or expired.

#### **ARTICLE XV DESTRUCTION OF OR DAMAGE TO BUILDINGS**

**Section 15.01. Repairs by Landlord.** If the Premises or any portion of the building in which the Premises are located should be damaged or destroyed during the Term hereof by any casualty insured under the standard fire and extended coverage insurance policies, or should such building be damaged to an extent less than twenty-five percent (25 percent) of the then tax assessed value thereof by any other casualty, Landlord, subject to any delay for inability from causes beyond Landlord's control, shall repair and/or rebuild to the same substantial condition in which the same were immediately prior to such damage or destruction.

**Section 15.02. Non-insured Casualty.** If the building in which the Premises are located should be damaged or destroyed by a casualty not insurable under the standard fire and extended coverage policies to the extent of twenty-five percent (25 percent) or more of the then tax assessed value thereof, then Landlord may either terminate this

Lease or elect to repair or restore the damage or destruction, in which latter event Landlord shall repair and/or rebuild the same as provided in section 15.01. Landlord shall advise Tenant in writing whether Landlord intends to rebuild or repair within thirty (30) days after such casualty. If Landlord elects not to repair or rebuild, this Lease shall terminate without further notice, in which event all further obligations of either party shall cease, effective as of the date Tenant shall cease business in the Premises. If such damage or destruction occurs and this Lease is not so terminated by Landlord, this Lease shall remain in full force and effect and the parties waive the provisions of any law to the contrary. Landlord's obligations under this paragraph shall in no event exceed the scope of the work to be done by Landlord in the original construction of said building and the Premises.

Section 15.03. **Continuation of Business.** Tenant agrees during any period of reconstruction or repair of the Premises and/or of said building, to continue the operation of its business in the Premises to the extent reasonably practicable from the standpoint of good business.

Section 15.04. **Repairs by Tenant.** Tenant shall, in the event of any damage or destruction affecting the Premises, unless this Lease shall be terminated as provided in section 15.02, forthwith replace or fully repair all plate glass, exterior signs, trade fixtures, equipment, display cases, and other installations originally installed by Tenant. Landlord shall have no interest in the proceeds of any insurance carried by Tenant on Tenant's interest in this Lease and Tenant shall have no interest in the proceeds of any insurance carried by Landlord.

## ARTICLE XVI EMINENT DOMAIN

Section 16.01. **Automatic Termination of Lease.** If the whole of the Premises shall be taken by any public authority under the power of eminent domain, then the Term shall cease as of the date possession is taken by such public authority and all rentals shall be paid up to such date. If only a part of the Premises shall be taken under eminent domain, this Lease shall terminate as to the portion taken, and unless this Lease shall be terminated, as hereinafter provided, it shall continue in full force and effect as to the remainder of the Premises and the Base Rent shall be reduced in the proportion the Gross Leasable Area taken bears to the Gross Leasable Area demised, and Landlord, at Landlord's own cost and expense, shall make all necessary repairs and alterations to the Premises required by such taking.

Section 16.02. **Option to Cancel.** If the remainder of the Premises cannot be made tenantable for the purposes for which Tenant has been using the Premises, Tenant shall have the option, to be exercised within thirty (30) days after the filing of such eminent domain action, of canceling this Lease effective as of the date the condemning authority shall take possession; provided, however, that if more than fifty percent (50% ) of the Gross Leasable Area remains, either party, by written notice to the other delivered on or before the date surrendering possession to the public authority, may then terminate this Lease, effective as of such surrender of possession. All compensation and damages of

any type whatsoever awarded for any taking, whole or partial, shall belong to and shall be the property of Landlord except as hereinafter provided.

**Section 16.03. Total Condemnation of Parking Area.** If the whole of the common parking areas in the Project shall be acquired or condemned as aforesaid, then the Term shall cease and terminate as of the date possession is taken in such proceeding unless Landlord shall take immediate steps to provide other parking facilities substantially equal to the previously existing common parking areas, and such substantially equal parking facilities shall be provided by Landlord at Landlord's own expense within ninety (90) days from the date of acquisition. In the event that Landlord shall provide such other substantially equal parking facilities, then this Lease shall continue in full force and effect without any reduction or abatement of rent.

**Section 16.04. Partial Condemnation of Parking Areas.** If any part of the parking area in the Project shall be acquired or condemned as aforesaid, and if, as a result thereof there shall be less than one-half of the parking spaces existing prior to such acquisition, then the Term shall cease and terminate as of the date possession is taken in such proceeding, unless Landlord shall take immediate steps toward providing other parking facilities substantially equal to the previously existing common parking areas, in which event this Lease shall be unaffected and remain in full force and effect without any reduction or abatement of rent. In the event of termination of this Lease as aforesaid, Tenant shall have no claim against Landlord or the condemning authority for the value of any of unexpired Term and rent shall be adjusted to the date of said termination.

**Section 16.05. Tenant's Damages.** Tenant shall have the right to claim and recover from the condemning authority, but not from Landlord, such compensation as may be separately awarded and recoverable by Tenant in Tenant's own right on account of any cost or loss to which Tenant might be put in removing Tenant's merchandise, furniture, fixtures and equipment.

**Section 16.06. Temporary Taking.** In the event of condemnation of a leasehold interest, i.e., a temporary taking, in all or portion of the Premises without the condemnation of the fee simple title also, this Lease shall not terminate and such condemnation shall not excuse Tenant from full performance of all of its covenants hereunder, but Tenant in such event shall be entitled to present or pursue against the condemning authority its claim for and to receive all compensation or damages sustained by reason of such condemnation, and Landlord's right to recover compensation or damages shall be limited to compensation for and damages, if any, to its reversionary interest; it being understood, however, that during such time as Tenant shall be out of possession of the Premises by reason of such condemnation, this Lease shall not be subject to forfeiture for failure to observe and perform those covenants not calling for the payment of money. In the event the condemning authority shall fail to keep the Premises in the state of repair required hereunder, or to perform any other covenant not calling for the payment of money, Tenant shall have ninety (90) days after the restoration of possession to it within which to carry out its obligations under such covenant or covenants.

During such time as Tenant shall be out of possession of the Premises by reason of such leasehold condemnation, Tenant shall pay to Landlord, in lieu of the Base Rent provided for above and of any other payments required of Tenant hereunder, an annual rental equal to the average aggregate annual rental paid by Tenant for the period either from the Commencement Date until the condemning authority shall take possession, or during the preceding three (3) full calendar years, whichever period is shorter. At any time after such condemnation proceedings are commenced, Landlord shall have the right, at Landlord's option, to require Tenant to assign all compensation and damages payable by the condemnor to Tenant to Landlord, to be held without liability or interest thereon as security for the full performance of Tenant's covenants hereunder, such compensation and damages received pursuant to said assignment may to be applied first to payment of rents, taxes, assessments, insurance premiums and all other sums from time to time payable by Tenant pursuant to the terms of this Lease as such sums fall due and the remainder, if any, to be payable to Tenant, it being understood and agreed that such assignment shall not relieve Tenant of any of its obligations under this Lease with respect to such rents, taxes, assessments, insurance premiums and other sums except as the same shall be actually received by Landlord.

## ARTICLE XVII DEFAULT OF TENANT

Section 17.01. **Right to Re-enter.** In the event of any failure of Tenant to pay any rental due hereunder within ten (10) days after written notice from Landlord that the same is overdue and unpaid, or if Tenant shall become bankrupt or insolvent, or file any debtor proceeding, or take or have taken against Tenant in any court pursuant to any statute of the United States or of any state a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or A portion of Tenant's property, or if Tenant makes an assignment for the benefit of creditors, or if Tenant shall abandon the Premises, or suffer this Lease to be taken under any writ of execution, then Landlord, besides other rights or remedies Landlord may have, shall have the immediate right of re-entry and may remove all persons and property from the Premises and such property maybe removed and stored in a public warehouse or elsewhere at the cost of, and for the account of Tenant, all without service of notice or resort to legal process and without being deemed guilty of trespass, or becoming liable for any loss or damage which may be occasioned thereby.

Section 17.02. **Other Default.** It is mutually agreed that if Tenant shall be in default in performing any of the terms or provisions of this Lease other than the provision requiring the payment of rent, and if Landlord shall give to Tenant notice in writing of such default, and if Tenant shall fail to cure such default within thirty (30) days after the date of receipt of such notice, or if Tenant shall fail to use reasonable diligence in curing such default if the default is of such a character as to require more than thirty (30) days to cure, then and in any such event Landlord may cure such default for the account of and at the cost and expense of Tenant, and the sum so expended by Landlord shall be deemed to be additional rent and on demand shall be paid by Tenant on the day when rent shall next become due and payable.

Section 17.03. **Right to Relet.** Should Landlord elect to re-enter, as herein provided, or should Landlord take possession pursuant to legal proceedings or pursuant to any notice provided for by law, then Landlord may either terminate this Lease, or Landlord may from time to time without terminating this Lease, make such alterations and repairs as may be necessary in order to relet the Premises, and relet the Premises or any part thereof for such term or terms (which may be for a term extending beyond the Term) and at such rental or rentals and upon such other terms and conditions as Landlord in Landlord's sole discretion may deem advisable; upon each such re-letting all rentals received by Landlord from such re-letting shall be applied, first, to the payment of any indebtedness other than rent hereunder from Tenant to Landlord; second, to the payment of any costs and expenses of such reletting, including brokerage fees and attorneys' fees and costs of such alterations and repairs; third, to the payment of rent due and unpaid hereunder, and the residue, if any, shall be held by Landlord and applied in payment of future rent as the same may become due and payable hereunder.

If such rentals received from such re-letting during any month are less than that required to be paid during that month by Tenant hereunder, Tenant shall pay any such deficiency to Landlord before the end of such month. No such re-entry or taking possession of the Premises by Landlord shall be construed as an election on Landlord's part to terminate this Lease unless written notice of such intention is given to Tenant or unless the termination thereof is decreed by a court of competent jurisdiction. Notwithstanding any such re-letting without termination, Landlord may any time thereafter elect to terminate this Lease for such previous breach.

Section 17.04 **Non-Waiver.** The waiver by Landlord of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant of any term, covenant or condition of this Lease, other than the failure of Tenant to pay the particular rental so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such rent. No covenant, term or condition of this Lease shall be deemed to have been waived by Landlord unless such waiver is in writing signed by Landlord.

Section 17.05. **Interest on Unpaid Rent.** Rent not paid when due shall bear interest from the date due until paid at the maximum rate an individual is permitted by law to charge, but in no event less than one and one-half percent (1½ %) per month.

Section 17.06. **Late Charge.** Tenant acknowledges that late payment by Tenant to Landlord of rent will cause Landlord to incur costs not contemplated by this Lease, the exact amount of such costs being extremely difficult and impractical to fix. Such costs include, without limitation, processing accounting charges, and late charges that may be imposed on Landlord by the terms of any encumbrance and note secured by an encumbrance covering the Premises. Therefore, if any installment of rent due from Tenant



is not received by Landlord when due, Tenant shall pay to Landlord an additional sum of five percent (5%) of the overdue rent as a late charge. The parties agree that this late charge represents a fair and reasonable estimate of the costs that Landlord will incur by reason of late payment by Tenant. Acceptance of any late charge shall not constitute a waiver of Tenant's default with respect to the overdue amount, or prevent Landlord from exercising any of the rights and remedies available to Landlord.

Section 17.07. **Waiver of Jury Trial and Counterclaim.** The parties hereto shall and they hereby do waive trial by jury in any action, proceeding or counterclaim brought by either of the parties hereto against the other on any matters whatsoever arising out of or in any way connected with this Lease, the relationship of Landlord and Tenant, Tenant's use or occupancy of the Premises, and/or any claim of injury or damage. In the event Landlord commences any proceedings for nonpayment of rent or for other charges payable by Tenant hereunder, Tenant will not interpose any counterclaim of whatever nature or description in any such proceedings. This shall not, however, be construed as a waiver of Tenant's rights to assert such claims in any separate action or actions brought by Tenant.

#### **ARTICLE XVIII ACCESS BY LANDLORD**

Section 18.01. **Right of Entry.** Landlord or Landlord's agents shall have the right, with reasonable notice to Tenant, to enter the Premises during business hours to examine the same, to show the Premises to prospective purchasers, or to make such repairs as Landlord may deem necessary or desirable, and Landlord shall be allowed to take all materials into and upon the Premises that may be required therefor without the same constituting an eviction of Tenant in whole or in part and the rent reserved shall in no way abate while such repairs are being made, by reason of loss or interruption of business of Tenant or otherwise. During the three months prior to the expiration of the Term, Landlord may exhibit the Premises to prospective tenants or purchasers and place upon the Premises the usual notices "To Let" or "For Sale", which notices Tenant shall permit to remain thereon without molestation.

#### **ARTICLE XIX QUIET ENJOYMENT; HOLDING OVER**

Section 19.01. **Landlord's Covenant.** Landlord agrees to deliver to Tenant physical possession of the Premises upon the commencement of the Term hereof, free and clear of all tenants and occupants, or liens, encumbrances or zoning violations which would interfere with Tenant's use of the Premises. Upon payment by Tenant of the rents herein provided and upon the observance and performance of all the covenants, terms and conditions on Tenant's part to be observed and performed, Tenant shall peaceably and quietly hold and enjoy the Premises for the Term hereby demised without hindrance or interruption, subject, nevertheless, to the terms, covenants and conditions of this Lease.

Section 19.02. **Holding Over.** If Tenant shall, at the expiration or other termination of this Lease, failed to yield the possession of the Premises to Landlord, Landlord shall

have the option to require Tenant to pay, and Tenant shall pay as liquidated damages for each day possession is withheld, an amount equal to three hundred percent (300 %) of the amount of the daily rent computed on the thirty-day-month basis. Any holding over after the expiration of the Term or any renewal thereof, without the express written consent of Landlord, shall be construed to be a tenancy from month to month at the rents herein specified (prorated on a monthly basis) and shall otherwise be on the terms, covenants and conditions herein specified, so far as applicable.

## **ARTICLE XX ATTORNEYS' FEES**

Section 20.01. **Tenant's Liability.** In case Landlord shall, without fault on its part, be made a party to any litigation commenced by or against Tenant arising out of Tenant's occupancy of the Premises in which Tenant shall be found at fault, or in case suit shall be brought for the recovery of possession of the Premises, for the recovery of rent or any other amount due under the provisions of this Lease, or because of the breach of any other covenant herein contained, on the part of Tenant to be kept and performed, and a breach shall be established, Tenant shall pay to Landlord all expenses incurred in connection therewith, including reasonable attorneys' fees.

## **ARTICLE XXI MISCELLANEOUS**

Section 21.01. **Accord and Satisfaction.** No payments by Tenant or receipt by Landlord of a lesser amount than the monthly rent herein stipulated shall be deemed to be other than on account of the earliest stipulated rent, nor shall any endorsement or statement on any check or payment as rent be deemed an accord and satisfaction, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of such rent or pursue any other remedy provided in this Lease.

Section 21.02. **Entire Agreement.** This lease and the exhibits attached hereto and forming a part hereof set forth all the covenants, promises, agreements, conditions and understandings between Landlord and Tenant concerning the Premises, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than as are herein set forth. Except as otherwise provided herein, no subsequent alteration, amendment, changes or additions to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by them.

Section 21.03. **Landlord's Consent.** In any case where Landlord's approval or consent is required hereunder, except to the extent that it is otherwise expressly provided, such approval or consent shall not be unreasonably or arbitrarily withheld, nor shall Landlord require the payment of any money for the giving of such consent other than a reasonable charge for the processing of the application for the preparation of the consent;

and if Landlord shall neither approve nor disapprove within thirty (30) days after written request for approval, approval shall be presumed.

Section 21.04. **No Partnership Intended.** It is expressly understood that Landlord does not, in any way or for any purpose, become a partner of Tenant in the conduct of its business, or otherwise, or joint venturer or a member of any joint enterprise with Tenant.

Section 21.05. **Excuse of Landlord's Performance.** Anything in this Lease to the contrary notwithstanding, providing such cause is not due to the willful act or gross neglect of Landlord, Landlord shall not be deemed in default with respect to the performance of any of the terms, covenants and conditions of this Lease if the same shall be due to any strike, lockout, civil commotion, war-like operation, invasion, rebellion, hostilities, military or usurped power, sabotage, governmental regulations or controls, governmental moratorium, inaction of governmental officials, inability to obtain any material, service or financing, hurricane, storm, earthquake, inclement weather, electrical power failure, act of God, or other cause beyond the control of Landlord.

Section 21.06. **Notices.** (a) Any notice by Tenant to Landlord must be served by certified or registered mail, posted prepaid, addressed to Landlord at the address set forth in the Special Conditions of this Lease, or at such other address as Landlord may designate by written notice; (b.) Any notice by Landlord to Tenant must be served by certified or registered mail, posted prepaid, addressed to Tenant at the address shown in the Special Conditions of this Lease or at such other address as Tenant shall designate by written notice; (c) any written notice sent by registered or certified mail shall be deemed to have been served as of the date it is mailed in accordance with the foregoing provisions.

Section 21.07. **Captions and Section Numbers.** The captions, section numbers and article numbers appearing in this Lease are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such sections or articles of this Lease nor in any way affect this Lease.

Section 21.08. **Successors and Assigns.** All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the successors and assigns of the said parties.

Section 21.09. **Reserved.**

Section 21.10. **Time of Essence.** Time and performance hereof are of the essence of this Lease.

Section 21.11. **Renewal.** Landlord shall have no obligation to extend or renew this Lease upon termination or to enter into another lease of the Premises with Tenant upon termination of this Lease. Upon termination of this Lease, Landlord may lease the Premises to whomever Landlord chooses for the operation therein of a business that is the same or different from that operated by Tenant in the Premises.

Section 21.12. **Hold Harmless.** Landlord shall indemnify and hold harmless Tenant from all damages or losses suffered and claims advanced by third persons and arising out of Landlord's, its employees, or agent's negligence, which is, in any manner, connected with the use, ownership or occupancy of the Premises or arising out of or connected with any breach of any term or condition of this Lease by Landlord.

Section 21.13 **Recordation.** This Lease may be recorded at the option of the Tenant.

Section 21.14. **Joint and Several Obligations.** In any case where this Lease is signed by more than one (1) person, the obligations hereunder shall be joint and several.


We, Michael E. Gleason and Nancy Cabral do hereby authorize Notary Public, Sandra M. Dubczak, to change the body of the AMENDMENT AND RESTATEMENT OF LEASE as notarized by her on December 31, 2008, by inserting our typed names underneath our respective signatures on page 3 of both copies of this document.

  
\_\_\_\_\_  
Michael E. Gleason      1/14/09  
Date

  
\_\_\_\_\_  
Nancy Cabral      1/14/09  
Date



**M O U between  
The Arc of Hilo and  
Lawrence Livermore National Laboratory**

**The  Arc of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

# Copy

**Memorandum of Understanding**  
**between the**  
**The Arc of Hilo**  
**and**  
**Lawrence Livermore National Laboratory**  
**June 2, 2009**

**I. Parties**

The purpose of this Memorandum of Understanding (MOU) is to establish an agreement between The Arc of Hilo (The Arc) and the Lawrence Livermore National Security, LLC, who operates the U.S. Department of Energy's Lawrence Livermore National Laboratory (LLNL), for the demonstration of clean and sustainable technologies developed by LLNL at The Arc facilities located in Hilo, Hawaii.

The purpose of the Arc of Hilo is to improve the quality of life and economic sustainability of people with disabilities and other underemployed people who reside on Hawai'i through employment, educational, vocational, and skills training, as well as residential opportunities.

LLNL is a U.S. national security laboratory whose purpose is to advance and apply science and technology in the nation's interests. Included are initiatives to enhance the energy and environmental security of the nation and strengthening the nation's economic competitiveness. LLNL's Industrial Partnership Office (IPO) is the conduit through which LLNL works with the private sector to help Laboratory scientists and engineers build collaborations with companies that can turn LLNL inventions into useful products. Through such collaborative efforts, LLNL enhances the value to the U.S. taxpayer of its investment in scientific and engineering development, promotes economic development and works to improve the quality of life for all Americans.

**II. Purpose**

The MOU is an agreement for cooperation between the parties. It documents their common interests in demonstrating and evaluating new and modified clean and sustainable technologies related to renewable energy and conservation of water and other resources for existing and new facilities managed and operated by The Arc.

The first project undertaken by The Arc under this MOU is to create an "Agricultural Product Development Lab and Business Center" at the "Miko Meats" building in which all of the capacities required to take a product from concept to prototype to business plan are housed under one roof with ample technical assistance provided on all aspects of product development. Through this Lab and Business Center, The Arc will work with entrepreneurs, farmers, agencies, companies and investors to develop concepts, test feasibility, perform product development and refinement, develop markets and prepare for commercialization of products, goods and services.



# Copy

## III. Roles and Responsibilities

The Arc of Hilo	<ul style="list-style-type: none"><li>• Operate the former "Miko Meats" building as the new Agricultural Product Development Center</li><li>• Incorporate clean and renewable energy prototypes developed from LLNL technology and by LLNL licensees within the scope of work of this memorandum</li><li>• Design the assembly and processing systems, including packaging and shipping</li><li>• Provide all decisions regarding all design and installation</li><li>• Design training curricula for all of the target populations</li><li>• Recruit, train and supervise the work crews, while being the principal operator of the facility in conjunction with its partners</li><li>• With reasonable notice and when possible, provide access to LLNL licensees that have provided prototypes for demonstration at "Miko Meats" for monitoring and presentation to licensees' potential customers.</li></ul>
-----------------	--

## LLNL

Industrial Partnership Office (IPO)	<p>The purpose of the LLNL IPO with regard to this MOU is to promote the demonstration of Clean and Sustainable Technologies that LLNL has developed. To that end, IPO will:</p> <ul style="list-style-type: none"><li>• provide a menu of technologies, prototypes and costs, from which The Arc may choose for its project(s), and</li><li>• provide introductions to potential licensees whose contributions toward demonstration of the technologies might be used to leverage the Hilo project.</li></ul>
National Security Office (NSO)/National Security Field Experience Initiative (NSFEI)	<p>The purpose of the LLNL NSO/NSFEI is to promote the growth of science and technology through collaborations that apply LLNL science and technology in the national interest, and support the defense, economic, and sustainability needs of the Pacific Region. For this specific MOU, NSO/NSFEI will:</p> <ul style="list-style-type: none"><li>• integrate The Arc of Hilo demonstration(s) with other LLNL NSO programs in the Pacific Region, and</li><li>• identify and propose LLNL support and resources for facilitating successful demonstration to LLNL and The Arc Point of Contacts (POCs).</li></ul>
Project Management, Engineering and Construction (PMEC)	<p>The purpose of the LLNL PMEC is to provide a bridge between the scientific technology and facility infrastructure. PMEC will:</p> <ul style="list-style-type: none"><li>• work with LLNL scientists to integrate the selected technology with the conventional facility systems, and</li><li>• provide Leadership in Energy and Environmental Design (LEED) expertise to guide facility certification process (if desired).</li></ul>



# Copy

This MOU is neither a fiscal nor a funds obligation document. Any transfer of funds or commitment of financial resources between the parties will also be set forth in a separate document as required by applicable laws and regulations.

The parties also share a common interest in the MOU encompassing local Historically Underutilized Business Zone (HUBZone) businesses, academic institutions, and other non-profit organizations in this collaboration in the future. Formal participation will be identified and established in revisions to this MOU or separate future agreements.

#### IV. Administration

The administration and adherence with the provisions of this MOU are the responsibility of the President and Chief Executive Officer, The Arc, and the Laboratory Director, LLNL. Each will represent their respective organizations or, if desired, will formally appoint a representative to act as the POC for routine administrative and operational elements of this MOU, and a POC for coordination of this arrangement with other programs being conducted by the respective parties.

For The Arc, the POC for the administrative and operational elements of this MOU will be the President and Chief Executive Officer, and the POC for coordination of the elements of this MOU with other Arc programs will be the Chief Operations Officer.



For LLNL, the POC for the administrative and operational elements of this MOU will be the IPO Business Development Executive managing the demonstration(s), and the POC for coordination of the elements of this MOU with other LLNL NSO efforts in the Pacific Region will be the leader of NSO/NSFEI.

#### V. Amendment and Termination

This MOU may be modified or amended by written agreement between the President and CEO of The ARC and the Laboratory Director, LLNL. It may be terminated by mutual written agreement by these responsible parties, or by either party with at least a 120-day written notice to the other party.

#### VI. Effective Date

This MOU is effective when the last party to this MOU signs.

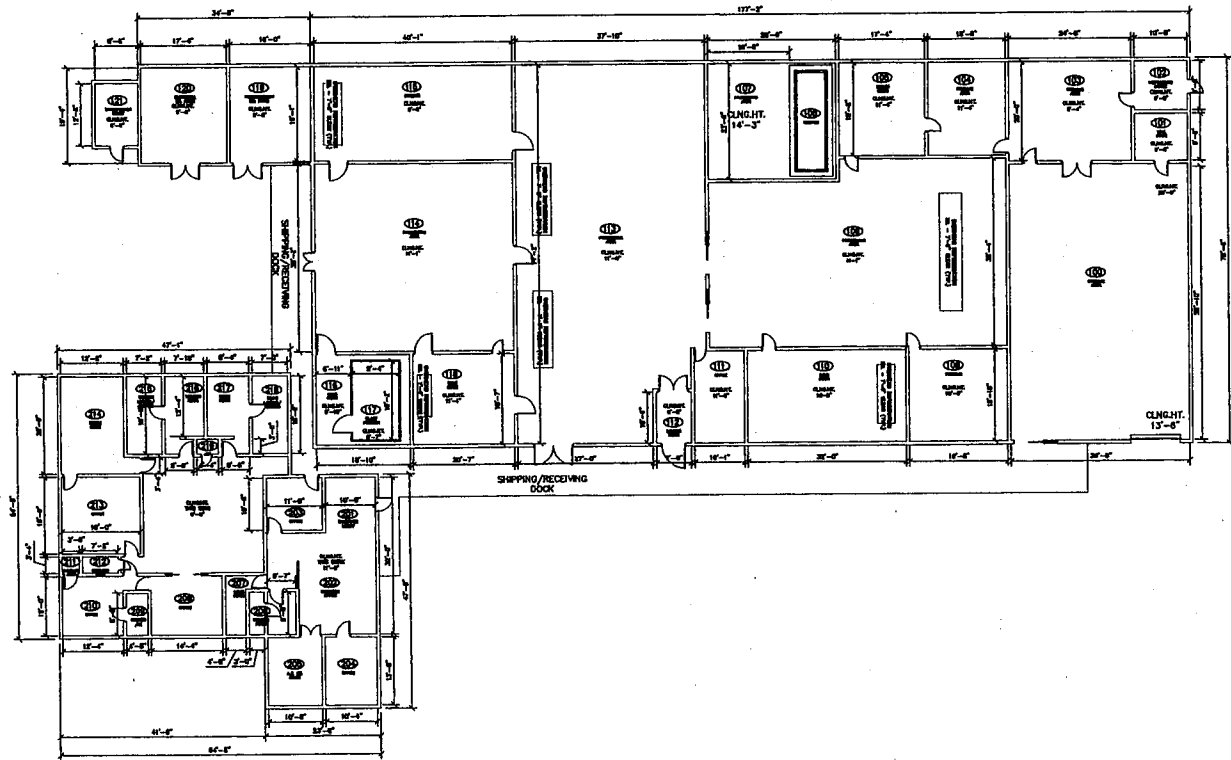
<b>Lawrence Livermore National Security, LLC</b> <b>Lawrence Livermore National Laboratory</b>	<b>The Arc of Hilo</b>
	
George H. Miller Director, LLNL	Michael E. Gleason President and Chief Executive Officer
11 June 2009	15 June 2009
Date:	Date:

**FLOOR PLANS**

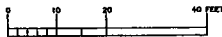
The  of Hilo

1099 Waianuenue Ave.

Hilo, Hawaii 96720



KEY TO ELEVATIONS



FIRST FLOOR FLOOR PLAN

0	SEPT. 15, 2008	FINAL LAYOUT	
REVISION NO.	DATE	DESCRIPTION	APPROVED BY:
		<b>FIRST FLOOR LAYOUT PLAN</b>	
<b>MKO MEATS WAREHOUSE</b>			
<b>230 Kokuonua BL HILO, HI 96720</b>			
FIRST AND SECOND FLOOR SCHEMATIC LAYOUT			
DATE	JANUARY 21, 2008	DESIGNED BY	DL
		CHECKED BY	DL
		APPROVED BY	
<small>ALL WORK HAS BEEN CHECKED BY ME AT THE TIME OF THE ORIGINAL DESIGN AND I AM NOT PROVIDING ANY GUARANTEE OR WARRANTY FOR THE PROJECT BUT WILL BE GLAD TO ASSIST IN ANY WAY I CAN.</small>			

AS-BUILT DRAWING



**CURRENT LIST OF  
BORAD OF DIRECTORS**

The  **ARC of Hilo**

1099 Waianuenue Ave.  
Hilo, Hawaii 96720



**Board of Directors**  
July 1, 2009 through June 30, 2010

<u>Director/Address</u>	<u>Committees</u>	<u>Occupation</u>	<u>Contact Number</u>
<b>Samuel R. Wallis</b> <i>Chairman of the Board</i> 108 Lukia Place Hilo, HI 96720	Administrative & Finance *	Retired, Investment Advisor	961-6176 (H) <a href="mailto:samjr44@aol.com">samjr44@aol.com</a>
<b>Robert K. Zimmerman, Jr.</b> <i>Vice Chairman of the Board</i> PO Box 11464 Hilo, HI 96721	Administration & Finance	Financial Consultant	989-5991 (H) <a href="mailto:rkzimm@hawaii.rr.com">rkzimm@hawaii.rr.com</a>
<b>Michelle Bauer</b> <i>Secretary of the Board</i> 147 Likeke St. Hilo, HI 96720		Parent of Disabled Adult	959-2661 <a href="mailto:bauer11@hawaiiantel.net">bauer11@hawaiiantel.net</a>
<b>Ted LeJeune</b> <i>Treasurer of the Board</i> Pukihae St. Apt. 705 Hilo, HI 96720			430-4648 (H&C) <a href="mailto:thl@hawaii.edu">thl@hawaii.edu</a>
<b>Bobby Cooper</b> 486-B Akolea Road Hilo, HI 96720	Development & Vision *	Retired	935-0253 (H) 987-3571 (C) <a href="mailto:eleuhilo@gmail.com">eleuhilo@gmail.com</a>
<b>Dr. Angie Miyashiro</b> PO Box 1257 Volcano, HI 96785	Administration & Finance	Teacher Hilo High School Director E. HI Special Olympics	985-8519 (H) 960-2303 (C) 928-2088 (W) <a href="mailto:terqu2004@yahoo.com">terqu2004@yahoo.com</a>
<b>Paul H. Rosendahl, Ph.D.</b> 240 Mohouli Street Hilo, HI 96720	Development & Vision	Archaeologist Consultant Paul H. Rosendahl, Ph.D., Inc Parent of Disabled Adult	961-5840 (H) 969-1763 (W) 961-6998 (F) <a href="mailto:phrphr@interpac.net">phrphr@interpac.net</a>
<b>Tana Zwick McDuffie</b> PO Box 431 Kurtistown, HI 96760		HPM Building Supply Home Planning Div.	966-6367 (H) <a href="mailto:tanamcduffie@cs.com">tanamcduffie@cs.com</a>
<b>William Horace Farr</b> 505-A Ainalako Road Hilo, HI 96720	Vision & Development	Data Processing Coordinator Office of Aging, County of Hawaii <i>Brother-in-law of Disabled Adult</i>	959-0773 (H) 961-8600 (W) 961-8603 (F) <a href="mailto:whfarr@hawaiiantel.net">whfarr@hawaiiantel.net</a>
<b>Michael E Gleason</b> 1099 Waiuanue Ave Hilo HI 96720	President & CEO	President & CEO The Arc of Hilo	935-8535 ext 201 (W) <a href="mailto:mgleason@hiloarc.org">mgleason@hiloarc.org</a>



**IRS EXEMPTION  
UNDER SECTION 501 ( c ) 3**

The  **ARC** of Hilo  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

District  
Director

P.O. Box 2350 Los Angeles, Calif. 90053

HILO ASSOCIATION FOR  
RETARDED CITIZENS  
1099 WAIANUENUE AVENUE  
HILO, HI 96720-2096

Person to Contact:  
LUCILLE BARRAGAN

Telephone Number:  
(213) 894-2336

Refer Reply to:  
EO(100593)

Date: NOV 03 1993

RE: HILO ASSOCIATION FOR RETARDED CITIZENS  
EIN: 99-0109668

GENTLEMEN:

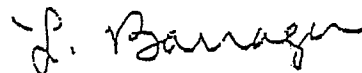
This letter is in response to your request for a copy of the determination letter for the above-named organization.

Our records indicate that this organization was recognized to be exempt from Federal income tax in FEBRUARY 1955 as described in Internal Revenue Code Section 501(C)(03). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the code, because it is an organization described in Section 170(b)(1)(A)(i).

The exempt status for the determination letter issued in FEBRUARY 1955, continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,




Disclosure Assistant

11/15/93



**LETTER OF COMMITMENT**

**The  of Hilo**  
1099 Waianuenu Ave.  
Hilo, Hawaii 96720



Subject: akaka-dki release / grant for hilo job training center  
 Date: 6/26/2007 1:24:06 PM Hawaiian Standard Time  
 From: Mike\_Yuen@inouye.senate.gov  
 To: Dora\_AhSue@inouye.senate.gov, Rachel\_Armstrong@inouye.senate.gov, Aaron\_Auna@inouye.senate.gov,  
 Marie\_Blanco@inouye.senate.gov, James\_Chang@inouye.senate.gov, Daniel\_Chun@inouye.senate.gov,  
 Patrick\_DeLeon@inouye.senate.gov, Virginia\_Finnell@inouye.senate.gov,  
 Kamakana\_Fitchett@inouye.senate.gov, Jana\_Swamidoss@inouye.senate.gov,  
 Frank\_Kelly@inouye.senate.gov, Jessica\_Lee@inouye.senate.gov, Van\_Luong@inouye.senate.gov,  
 Beverly\_MacDonald@inouye.senate.gov, Erin\_Masui@inouye.senate.gov,  
 Kawe\_Mossman@inouye.senate.gov, Lianne\_NishidaCostello@inouye.senate.gov,  
 Larissa\_Nojek@inouye.senate.gov, Melissa\_Shimizu@inouye.senate.gov, Brian\_Stout@inouye.senate.gov,  
 Teal\_Takayama@inouye.senate.gov, Gioria\_Wong@inouye.senate.gov, Mary\_Yoshioka@inouye.senate.gov,  
 Mike\_Yuen@inouye.senate.gov, Sara\_Daly@inouye.senate.gov, Bob\_Dods@inouye.senate.gov,  
 Intern1@inouye.senate.gov, MaryLou\_Jardine@inouye.senate.gov, Aaron\_Leong@inouye.senate.gov,  
 Alexis\_Lum@inouye.senate.gov, Milton.T.Yoshimoto@usace.army.mil, Dayna\_Mora@inouye.senate.gov,  
 Jinny\_Okubo@inouye.senate.gov, Jennifer\_Sabas@inouye.senate.gov,  
 Barbara\_Sakamoto@inouye.senate.gov, Sheila\_Yamamoto@inouye.senate.gov,  
 Arlis\_Muraoka@inouye.senate.gov, wakutagawa@napuuwai.com, Dnishim888@aol.com,  
 eaczon@hawaii.rr.com, rms@ronsakoda.com, barbin@maui.net, tanakaw013@hawaii.rr.com  
 CC: Charlie\_Houy@appro.senate.gov, Betsy\_Schmid@appro.senate.gov,  
 Margaret\_Cummisky@commerce.senate.gov, jenilee\_keeefe@commerce.senate.gov

FOR IMMEDIATE RELEASE  
 June 26, 2007

Contact: Jesse Broder Van Dyke  
 (202) 224-6361

**AKAKA & INOUYE HELP SECURE NEARLY \$1 MILLION  
 FEDERAL GRANT FOR HILO JOB TRAINING CENTER**

WASHINGTON, D.C. – U.S. Senators Daniel K. Akaka (D-HI) and Daniel K. Inouye (D-HI) are pleased to announce today that the Department of Commerce Economic Development Administration (EDA) has awarded a \$993,000 investment to the Arc of Hilo for construction of a new Employment Training Services Center (ETS) training facility.

The EDA announcement stated that the facility will provide educational and business opportunities to disabled residents, creating 229 new jobs and generating over \$865,000 in private investment.

Senator Akaka said: *"This grant will help the Arc of Hilo be better able to provide essential job and life-skills training for their clients. I have been proud to support the work of the Arc of Hilo and I will continue to do so."*

Senator Inouye said: *"The Arc of Hilo is a valuable resource for the Big Island. This grant will provide valuable tools for the Training Center to complete its mission of helping our disabled residents learn skills and gain employment."*



NATIONAL TRUST COMMUNITY INVESTMENT CORPORATION  
*A subsidiary of*  
The National Trust for Historic Preservation

May 25, 2007

Mike Gleason, President and CEO  
Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, HI 96720

RE: Arc of Hilo Community and Training Center  
Hilo, Hawaii

Dear Mike:

The purpose of this letter is to express the National Trust Community Investment Corporation's interest in participating as the New Markets Tax Credit equity investor in the Arc of Hilo Community and Training Center project through one of its established equity funds (hereinafter the "Fund").

As you know, NTCIC is a for-profit subsidiary of the National Trust for Historic Preservation. Since inception, NTCIC has invested approximately \$86 million of equity into projects with total development costs of \$453 million. NTCIC offers unrivaled expertise in the field of tax credit equity investment along with the financial strength of our investors.

The Fund has completed a review of the financial projections which were provided to us on May 25, 2007. The projections show a total development cost of approximately \$10,638,994, which could generate \$4.13 million in new market enhanced credits. Current pricing is dependent upon the strength of the development team (including guarantor financial strength), the type of project and the proposed pay-in schedule of the tax credit equity.

The actual pricing of our investment will depend on the legal structure of the transaction, timing of the equity pay-ins and delivery of the tax credits, the Fund's economic participation in the project (e.g. priority return and residual value), and guarantor strength. In general, 100% of the Fund's equity is paid in during a project's development period.

Please note that this letter is neither a commitment letter nor an offer to invest. Any investment by the Fund will be contingent upon agreement by you on investment terms, completion of the Fund's standard due diligence review, approval by the Fund's Investment Committee, and closing on Fund's standard form of operating agreement and related documents.

Thank you for giving the Fund an opportunity to express our interest in assisting in the development of the Arc of Hilo Community and Training Center. I look forward to working

*Protecting the Irreplaceable*

1735 MASSACHUSETTS AVENUE, NW • WASHINGTON, DC 20036  
202 588 6000 • FAX: 202 588 6136 • WWW.NATIONALTRUST.ORG

May 25, 2007  
Page 2 of 2

with you on this very exciting project in the coming months. Please feel free to call me at (202) 588-6064, if you have any questions.

Very truly yours,

John Leith-Tetrault  
National Trust Community Investment Corporation

By: 

John Leith-Tetrault  
President

# HACBED

Hawai'i Alliance for Community-Based Economic Development  
677 Ala Moana Blvd., Suite 702 Honolulu, HI 96813  
Ph. 808.550.2661 Fax 808.534.1199  
Email [info@hacbed.org](mailto:info@hacbed.org) [www.hacbed.org](http://www.hacbed.org)

## Board Members

Jason Okuhama, *President*  
Executive VP and Partner  
Hawai'i Lending Specialists

Akoni Akana, *Vice-President*  
Executive Director  
Friends of Moku'ula

Norm Baker, *Treasurer*  
VP, Community Building  
Aloha United Way

Stacy Crivello  
Executive Director  
Ke Aupuni Lokahi

Gary & Kukui Maunakea-Forth  
WCRC/Mala Ai 'Opio

Puni Kekauoha/Adrienne Dillard  
Papakolea CDC

Kelsohaha Kekipi & Susie Osborne  
Ho'oulu Lahui/ Kua O Ka La Public Charter School

Kipukai Kualii  
Anahola Kauai  
Agribusiness  
Microenterprise Project

Kukui & Gary Maunakea-Forth  
WCRC/Mala Ai 'Opio

Wayne Tanna  
Asset Building Coalition & Chaminade University

## HACBED Staff

Robert Agres, Jr.  
*Executive Director*

Brent Dillabaugh  
*Deputy Director*

Larissa Meinecke  
*Public Policy Associate*

Ratt mlong  
*Associate Project Coordinator*

Kehau Padilla  
*Administrative Officer*

May 24, 2007

Mike Gleason, President and CEO  
Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, HI 96720

Aloha Mike:

We are writing to express our strong support for the Arc of Hilo's application to the Office of Community Services of the Department of Health & Human Services. Through Arc of Hilo's participation in *The Community Connection* (HACBED's 9 month training and technical support program), we have come to know and believe in the power of your work in community. We continue to be impressed with the Arc of Hilo's community and economic development initiatives and the range of support programs and services you provide that work to improve the quality of life for people on Hawai'i island with developmental and other disabilities.

The Hawai'i Alliance for Community Based Economic Development (HACBED) is a statewide non-profit organization established in 1992 to encourage increased investments in sustainable and community-based approaches to economic development. HACBED supports community economic development organizations that are implementing economic initiatives and strategies that are rooted in community vision and values, and that promote economic and social justice for the people of Hawai'i.

It is for this reason that we support the Arc of Hilo's on-going community and economic development work. We believe your mission incorporates an important element of community-based economic development, that is, the incorporation of economic self-sufficiency and promotion of community-based development while advancing the quality of life of individuals with developmental and other disabilities, and in the process benefiting the broader community.

Again, we would like to commit to you our on-going support of your initiative and hope that the Office of Community Services will act favorably on your funding request.

Sincerely,

Robert Agres Jr.  
Executive Director



**UNITED STATES DEPARTMENT OF COMMERCE**  
**The Assistant Secretary for Economic Development**  
Washington, D.C. 20230

JUN 25 2007

In Reply Refer to:  
Investment No.: 07-01-06018

Mr. Michael Edwin Gleason  
President and Chief Executive Officer  
Arc of Hilo  
1099 Waiianuenue Avenue  
Hilo, Hawaii 96720-2019

Dear Mr. Gleason:

I am pleased to announce that the Department of Commerce's Economic Development Administration (EDA) has approved your application for an EDA investment. This \$993,000 investment funds multiple infrastructure improvements to a building site necessary for construction of a facility to provide educational and business opportunities to Hilo's large population of disabled and unemployed residents, creating 229 new jobs and generating more than \$865,500 in private investment, as a part of President Bush's commitment to keep America working.

President Bush is committed to ensuring that no community or demographic group is excluded from the opportunity to achieve the American dream. To that end, this EDA investment will serve as a foundation for future economic successes that will benefit both families and businesses in your area. EDA is committed to providing financial assistance to meet the economic development needs of distressed communities throughout the United States. Our mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy.

Please be assured that EDA's Seattle regional office will be in contact with you to assist in the implementation of EDA's investment in our partnership. I have requested that Gail Fujita, Economic Development Representative, contact you to make all necessary arrangements. Ms. Fujita can be contacted at the Economic Development Administration, Federal Building, Room 5180, 300 Ala Moana Boulevard, Honolulu, Hawaii 96850, or (808) 541-3391.

I share your expectations regarding the impact of this investment and look forward to working with you to see to its successful completion. I am confident that this project will be an important asset in your economic development strategy and will provide lasting improvements in your community.

Sincerely,

Sandy K. Baruah  
Assistant Secretary of Commerce  
for Economic Development



EXECUTIVE CHAMBERS  
HONOLULU

LINDA LINGLE  
GOVERNOR

February 8, 2007

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

Dear Mr. Gleason:

I am pleased to inform you that I am releasing a grant of \$200,000 in general obligation bond funds for the Arc of Hilo to build an Employment Training and Client Support Services Center in Hilo. The new facility will enable the Arc to expand its ability to provide employment training and placement services for a growing number of persons with disabilities on the Island of Hawaii.

I understand that construction will proceed in two phases, and that the State grant will be used for the initial phase of site preparation. I also understand that additional State funds will be requested from the 2007 Legislature to support subsequent construction phases of the project; however, the amount has yet to be determined.

The Vocational Rehabilitation (VR) program in the Department of Human Services, which is the expending agency for the grant, will be working with your organization to develop the scope and terms of the contract for the \$200,000 grant. Please contact VR to facilitate the release of funds.

Sincerely,

LINDA LINGLE

c: Honorable Lillian B. Koller



GOV. MSG. NO. 984

EXECUTIVE CHAMBERS  
HONOLULU

LINDA LINGLE  
GOVERNOR

June 27, 2007

The Honorable Colleen Hanabusa, President  
and Members of the Senate  
Twenty-Fourth State Legislature  
State Capitol, Room 409  
Honolulu, Hawaii 96813

Dear Madam President and Members of the Senate:

This is to inform you that on June 27, 2007, the following bill was signed into law:

HB500 HD1 SD1 CD1

A BILL FOR AN ACT RELATING TO THE STATE  
BUDGET.  
(ACT 213)

Sincerely,



LINDA LINGLE

*This bill includes a \$250,000 allocation for The Arc of Hilo "Center"*

H.B. NO. 500  
 H.D. 1  
 S.D. 1  
 C.D. 1

CAPITAL IMPROVEMENT PROJECTS

ITEM NO.	CAPITAL PROJECT NO.	TITLE	EXPENDING AGENCY	APPROPRIATIONS (IN '00'S)			
				FISCAL YEAR	M O	FISCAL YEAR	M O
1		HMS802 - VOCATIONAL REHABILITATION					
2							
3		11. ARC OF HILO, HAWAII					
4							
5		CONSTRUCTION FOR THE CLIENT SUPPORT					
6		SERVICES COMMUNITY AND TRAINING CENTER.					
7		THIS PROJECT QUALIFIES AS A GRANT,					
8		PURSUANT TO CHAPTER 42F, HRS.					
9		CONSTRUCTION			250		
10		TOTAL FUNDING	HMS		250 C		C
11							





**AMERICAN**  
Savings Bank

January 16, 2007

Mr. Michael Gleason, President & Chief Executive Officer  
The Arc of Hilo  
1099 Waiianuenu Avenue  
Hilo, Hawaii 96720

Re: The Arc of Hilo's Client Support Services Center

Dear Mike:


We are pleased to inform you that American Savings Bank has approved a \$750,000 credit commitment to fund Phase II of The Arc of Hilo's Client Support Services Center. We understand that Phase II of the Client Support Services Center includes site work, a parking lot and related services associated with the parking lot.

The availability of the loan proceeds is subject to the preparation and execution of all documents evidencing, securing and/or related to the Loan (the "Loan Documents") in form and substance satisfactory to the Bank and the satisfaction of all conditions precedent as set forth in the Loan Documents. Otherwise, the Bank shall be under no obligation to continue the availability of the Guidance Terms as outlined in this Letter.

Should you have any questions, please feel free to contact me at 808-539-7841 or via email at [jmukaigawa@asbhawaii.com](mailto:jmukaigawa@asbhawaii.com). Thank you for considering American Savings Bank for your financing needs.

Sincerely,

American Savings Bank



Jody Mukaigawa  
Vice President

**The Arc of Hilo**  
*Improving the Lives of People with Disabilities Since 1954*

1099 Waianuenue Avenue  
Hilo, Hawaii 96720  
Phone: (808) 935-8534  
Fax: (808) 961-0148  
[www.hiloarc.org](http://www.hiloarc.org)

March 05, 2007


To Whom it May Concern:

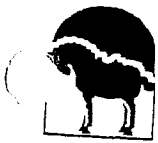
This is to confirm that The Arc of Hilo has a building reserve fund of \$200,000. This reserve fund has been set up to support the startup of the Phase II Site Work construction of The Arc of Hilo Training Center at 1099 Waianuenue Avenue, Hilo.

I would also like to certify that the Articles of Incorporation and By-Laws dated August 3, 2003 are current and have not been amended to the present date.

The Board and staff and all our program participants look forward to having this new training facility. Please contact me if you have any questions concerning our project.

Sincerely,

  
Michael E. Gleason  
President & CEO  
The Arc of Hilo



Cooke Foundation, Limited  
1164 Bishop Street • 8th Floor  
Honolulu, Hawaii 96813

May 23, 2008

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

TRUSTEES

Samuel A. Cooke  
*President*

Dale S. Bachman  
*Vice President*

Anna D. Blackwell  
*Vice President & Secretary*

Betty P. Dunford  
*Vice President & Treasurer*

Synne Johnson  
*Vice President*

Charles C. Spalding, Jr.  
*Vice President*

Grant number: 20080462 Grant amount: \$100,000.00  
Grant purpose: Arc of Hilo Training & Community Center (sponsored by Anna Blackwell)  
Grant conditions: First payment of \$25,000 in July 2009. Subsequent payments of \$25,000 in July 2010, 2011, and 2012 are contingent on satisfactory progress reports.  
Grant period: July 1, 2009 – July 1, 2013

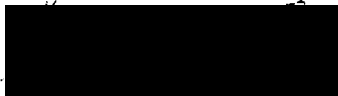
Dear Mr. Gleason:

On behalf of the Trustees of the Cooke Foundation, I am pleased to inform you that the Foundation has awarded the grant described above to your organization. The following terms apply to this grant. By accepting this grant, you agree to these terms:

- (1) You must use this grant only for the purpose described in your application, subject to any additional conditions set forth in this letter.
- (2) You must submit a progress report no later than July 1, 2010. Report guidelines are posted at [www.cookefdn.org](http://www.cookefdn.org). The Foundation does not accept grant applications from organizations with overdue reports.
- (3) The Foundation reserves the right to conduct site visits and require interim progress reports.
- (4) You return unexpended funds remaining at the end of the grant period.
- (5) You must notify the Foundation immediately if your organization (a) cannot perform in accordance with the terms of this grant, (b) loses its exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, or (c) materially changes its programs, activities, or mission.

If you have questions, please contact Terry Savage at [tsavage@hcf-hawaii.org](mailto:tsavage@hcf-hawaii.org) or (808) 566-5508. We wish you success and look forward to hearing about your work.

Aloha.

  
Samuel A. Cooke  
President



**AMERICAN**  
Savings Bank

June 15, 2008

Jody Mukaigawa

Vice President  
Commercial Banking  
Commercial Markets Division

Glen Calvert  
Fund and Project Developer  
The Arc of Hilo  
1099 Waiianuenue Avenue  
Hilo, HI 96720

Dear Glen,

This letter is in regards to your financing request for construction and permanent financing of The Arc of Hilo ("Arc") Client Support Services Community Center. American Savings Bank ("ASB") has reviewed the information you provided which outlined the project's scope, estimated costs, and anticipated funding sources. Our preliminary analysis indicates that the Arc qualifies for a USDA-guaranteed loan that will provide an interim source of funding during the construction period.

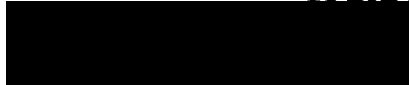
Once committed contributions have been received from your various donors, the projected remaining balance under the loan is estimated to be \$1,300,000. Based on the cash flow projections you provided to the Bank, the Arc would be able to service payments on the remaining \$1,300,000 loan balance.

Please note that this prequalification performed by ASB does not constitute a financing commitment. A financing commitment is subject to additional underwriting, due diligence and formal approval by ASB.

Feel free to contact me at (808) 539-7841 if you have any questions or if I can be of further assistance.

Sincerely,

**AMERICAN SAVINGS BANK**



Jody Mukaigawa  
Vice President

American Savings Bank Tower  
P.O. Box 2300  
Honolulu, Hawaii 96804-2300  
Phone: 808.539.7841  
Fax: 808.532.7370  
mukaigawa@asb.hawaii.com

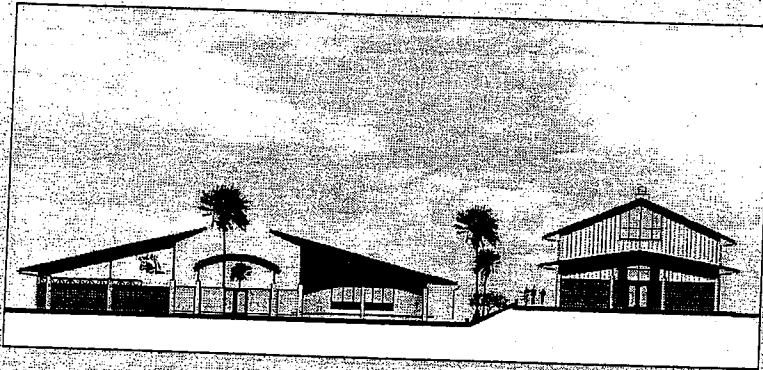


# THE ARC OF HILO

*is proud to announce a*

## *New Markets Tax Credit Opportunity*

### Job Training and Community Center *Hilo, HI*



*The Arc of Hilo is proud to announce a high-impact New Markets Tax Credit opportunity in the Arc of Hilo Job Training and Community Center Project.*

The Arc of Hilo is developing a 17,600 sf workforce development center in Hilo, Hawaii, an additionally distressed census tract with an unemployment rate 1.71 times the national average. This expansion project will not only nearly double the number of

workers currently being served from 270 to 500, but will result in a permanent increase in the ability of The Arc of Hilo to fulfill its non-profit mission — to provide employment training and essential services to low-income persons with disabilities. The additional space will also allow Arc to begin programs for returning veterans with disabilities, returning prisoners (85% of whom have a learning disability), and the homeless.

The Arc of Hilo, formed 53 years ago, serves people with disabilities through educational, vocational and skill training, employment, residential accommodations and an adult day health program. With an annual budget of \$6 million, Arc serves 270 people and currently employs 115 on a full-time basis and 85 on flex schedules. The most challenged of Arc clients get individualized support services 24 hours a day, seven days a week. The organization staff has grown 400% in five years. The Arc's rapid progress and growth has triggered a critical need for additional space.

The Arc's activities are designed to reduce depression, improve health, decrease isolation, exclusion, discrimination, poverty and substance abuse. This is done through therapeutic activities and exercises, but also training, education, workforce development, employment placement, transportation and housing. The Arc will sustain and expand its programming with this new space and capacity.

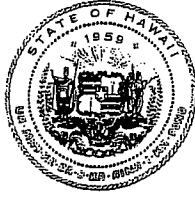
*The Arc of Hilo Job Training and Community Center hopes to attract up to \$10.6 million in NMTC-enhanced permanent loans and equity from another CDE.*

*Offers of any size allocation amount are welcome and closings can occur immediately.*

Total project costs are estimated at \$10.6 million. The project is supported by \$1.8 million in grants from the County of Hawaii, the Office of Hawaiian Affairs, the Economic Development Administration and state grants-in-aid. The Arc of Hilo is also making a \$1 million equity investment through a capital campaign and expects the project to carry no long-term debt. The design phase is complete and construction will begin in Fall 2008, with completion anticipated by Spring 2010.

*FOR MORE INFORMATION, CDEs SHOULD CONTACT:*

Irvin Henderson, President  
Irvin M. Henderson & Company  
ihend@ncol.net (252) 438-8513



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
VOCATIONAL REHABILITATION AND SERVICES FOR THE BLIND DIVISION  
601 Kamokila Boulevard, Room 515, Kapolei, Hawaii 96707

June 24, 2008

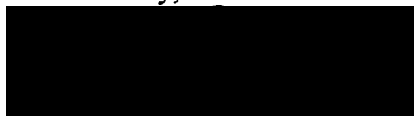
Mr. Glen Calvert  
Fund and Project Developer  
The Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, HI 96720


Dear Mr. Calvert:

Enclosed for your record are the approved Memorandum of Agreement between the Department of Human Services and The Arc of Hilo and also the approved Contract Modification I for Contract No. DHS-07-VR-4191.

Should you have any questions, please call Guy Tagomori at 692-7729.

Sincerely,



 Joe D. Cordova  
Administrator

Enclosures

## MEMORANDUM OF AGREEMENT BETWEEN THE DEPARTMENT OF HUMAN SERVICES AND THE ARC OF HILO

### INTRODUCTION AND PURPOSE:

This Memorandum of Agreement (MOA) between the Department of Human Services and the Arc of Hilo is established to facilitate cooperation between agencies.

The Department of Human Services (DHS) and its committed staff strive to provide timely, efficient and effective programs, services and benefits, for the purpose of achieving the outcome of empowering those who are the most vulnerable in our State to expand their capacity for self-sufficiency, self-determination, independence, healthy choices, quality of life and personal dignity.

The Arc of Hilo in Hilo, Hawaii is a job creation and workforce development nonprofit organization working to provide self-sufficiency for persons with disabilities, low income people, custodial and non-custodial parents, returning veterans, Temporary Assistance for Needy Families (TANF) recipients and the homeless.

### ROLES AND RESPONSIBILITIES:

The Department of Human Services agrees to refer its Benefit, Employment and Support Services Division (BESSD) clients and the Vocational Rehabilitation and Services for the Blind Division (VRSBD) clients to the Arc of Hilo for the creation of jobs, employment training and quality of life services designed to assist them and their families in their pursuit of self-sufficiency and independence.

BESSD provides a continuum of services, through nine programs that serve different populations, aimed at providing clients with monthly benefits to assist them with essentials such as food, shelter and child care, as well as employment support, work training and dependency diversion and prevention.

VRSBD provides for the rehabilitation needs of persons with disabilities so they can secure employment and lead full and productive lives.

The Arc of Hilo agrees to:

- provide appropriate analysis of the barriers (systemic and personal) to employment and self-sufficiency for each party;
- use that analysis to design a comprehensive intervention plan, including training and counseling;
- create a job and place the individual in that job whenever practicable;
- continue to monitor the path toward self-sufficiency and provide services that appear to be necessary from transportation to job coaches, as available;
- maintain reporting to the public assistance agencies on the progress of each referral;

- evaluate its methodology to determine needs for change or determine a particular emphasis as to what methods work and which do not.

**COMMON UNDERSTANDINGS:**

Confidentiality. All information provided by either party to the other will be held confidential and will not be further disclosed without the explicit written permission of the client, except as necessary to fulfill this agreement, as provided heretofore.

Communication. DHS and the Arc of Hilo will communicate as needed to facilitate the successful completion of this agreement and its purpose, reviewing progress and addressing anticipated changes in the MOA.

Amendments to the Agreement: This MOA may be reviewed annually and amended in writing if needed. Either party may request that amendments be considered at any time

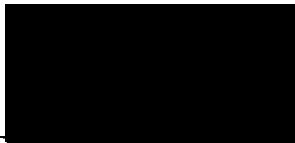
Termination. Either party to this MOA may terminate this MOA by giving the other party a written notice of termination at least thirty days before the effective date of termination.

**DISPUTE RESOLUTION:**

It is the intent of both DHS and the Arc of Hilo to resolve disputes amicably. DHS and the Arc of Hilo will follow their own established protocol for resolution of disputes.

Nothing in this MOA shall be construed to limit any existing substantive or procedural protections provided to either party under state or federal law or regulation. Therefore, the signatories to this agreement accept no additional liability from this agreement, but agree to make best efforts toward its purpose. This memorandum is deemed to be in compliance and is subordinate to all appropriate laws and regulation associated with these locations and entities.

**IN WITNESS THEREOF each party hereto has caused this Agreement to be executed by an authorized official on the date set forth below.**



W Lillian B. Koller  
Director  
Department of Human Services

06/20/08  
Date

Debbie Perkins  
CEO, Arc of Hilo



Mike Gleason  
President and CEO  
Arc of Hilo

6/19/08  
Date



CONTRACT MODIFICATION

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES

MODIFICATION NO. 1

Date: June 18, 2008

Contractor: The Arc of Hilo

Contract No.: DHS-07-VR-4191 IFB/RFP No.: N/A

Contract Title: Capitol Improvement Project – Construction of the employment training and client Support services community center in Hilo

A. MODIFICATION (S)

The following modification(s) is/are to be performed in accordance with all contracts stipulations (specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions by mutual action or the parties to the contract).

The STATE and the PROVIDER mutually agree that other than extending the contract for another twelve-month period (7/1/08-6/30/09) there are to be no other modifications to the contract including the Scope of Services and Compensation and Payment Schedule.

CONTRACTOR'S QUOTATION

The modification(s) described in A above will be performed at a contract price \_\_\_\_\_ increase \_\_\_\_\_ decrease of \$ -0-. Contract will not undertake to Perform the changes in A above until this modification order has been approved and issued.

[Redacted Signature]

Contractor's Signature

Chief Financial Officer  
Title

6/18/08  
Date

C. STATEMENT OF CONTRACT FUNDS

Original Contract Price: \$ 200,000.00

Previous Adjusted Contract Price: \$ N/A

Amount the Change: Plus \_\_\_\_\_ Minus \_\_\_\_\_ \$ -0-

Net Adjusted Contract Price: \$ 200,000.00

D. VALIDATION OF CONTRACT MODIFICATION

[Redacted Signature]  
User Agency Signature

VR Administrator  
Title

JUN 19 2008  
Date

[Redacted Signature]  
Agency Head Signature

Director  
Title

JUN 20 2008  
Date



Vocational Rehabilitation & Services for the Blind Division

601 Kamokila Blvd., Room 515, Kapolei, HI 96707

❖ FAX ❖

Date: 6/24/08  
 Number of pages including cover sheet: 3

To: Mr. Glen Calvert  
AKC of HILO

Phone: 808-965-0148  
 Fax phone:  
 CC:

From: Anita Santiago

Phone: 692-7716  
 Fax phone: (808) 692-7727

REMARKS:  Urgent  For your review  Reply ASAP  Please comment

Re: MDA

**Notice:** This information and attachments are intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged and/or confidential. If the reader of this message is not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited and may be punishable under state and federal law. If you have received this communication and/or attachments in error, please notify the sender immediately and destroy all copies.

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DEPARTMENT OF HUMAN SERVICES AND THE ARC OF HILO**

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- use that analysis to design a comprehensive intervention plan, including training and counseling;
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- evaluate its methodology to determine needs for change or determine a particular emphasis as to what methods work and which do not.

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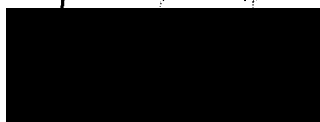
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**IN WITNESS THEREOF** each party hereto has caused this Agreement to be executed by an authorized official on the date set forth below.



Lillian B. Koller  
Director  
Department of Human Services

6/20/08  
Date

Debbie Perkins  
CEO, Arc of Hilo




Mike Gleason  
President and CEO  
Arc of Hilo

6/18/08  
Date



**LETTER OF SUPPORT**

**The  of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

DANIEL K. AKAKA  
HAWAII

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

HONOLULU OFFICE:  
3106 PRINCE JONAH KUHIO  
KALANIANAOLE FEDERAL BUILDING  
P.O. BOX 60144  
HONOLULU, HI 96860  
TELEPHONE: (808) 522-8870

# United States Senate

WASHINGTON, DC 20510-1103

July 31, 2008

COMMITTEES:  
ARMED SERVICES  
BANKING, HOUSING AND  
URBAN AFFAIRS  
ENERGY AND NATURAL RESOURCES  
HOMELAND SECURITY AND  
GOVERNMENTAL AFFAIRS  
INDIAN AFFAIRS  
VETERANS' AFFAIRS


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

Dear Mr. Calvert:

Thank you for contacting me regarding the grant application submitted by the Arc of Hilo to the U.S. Department of Health and Human Services Administration for Children and Families (ACF) for funding of The Arc of Hilo Community and Training Center (CTC) under the Community Economic Development Program Operational Projects (HHS-2008-ACF-EE-0024) (CFDA 93.570).

I have written a letter of support for The Arc of Hilo's application to the ACF. I appreciate your keeping me apprised of efforts to help individuals with disabilities acquire job skills, and I look forward to the completion of the CTC. Again, mahalo for taking the time to contact me.

Aloha pumehana,

  
DANIEL K. AKAKA  
U.S. Senator

DANIEL K. AKAKA  
HAWAII

WASHINGTON OFFICE:

1 HART S. HALL OFFICE BUILDING  
WASHINGTON, DC 20510  
TELEPHONE: (202) 224-6361

HONOLULU OFFICE:

3106 PRINCE JONAH KUHIO  
LANIANA'OLE FEDERAL BUILDING  
P.O. BOX 50144  
HONOLULU, HI 96850  
TELEPHONE: (808) 522-8970

# United States Senate

WASHINGTON, DC 20510-1103

June 7, 2006

COMMITTEES:

ARMED SERVICES  
ENERGY AND NATURAL RESOURCES  
HOMELAND SECURITY AND  
GOVERNMENTAL AFFAIRS  
INDIAN AFFAIRS  
VETERANS' AFFAIRS


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

Dear Mr. Calvert:

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

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

Aloha pumehana,

  
DANIEL K. AKAKA  
U.S. Senator





HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

March 6, 2007

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

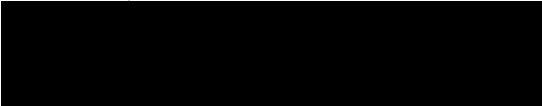
Dear Mr. Gleason:

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

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

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

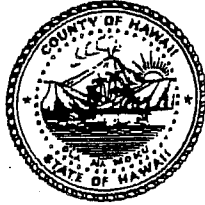
Sincerely,

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

MC: ck



Harry Kim  
Mayor



Dixie Kaetsu  
Managing Director

Barbara J. Kossow  
Deputy Managing Director

## County of Hawai'i

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

March 15, 2007

To Whom It May Concern:

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

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

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

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

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

Aloha,



Harry Kim  
MAYOR



February 28, 2007

The Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, Hawaii 96720

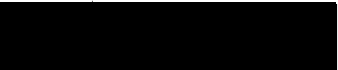
To Whom It May Concern:

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

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

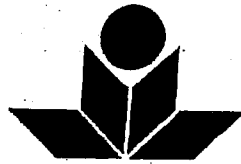
In conclusion, I wish to recommend funding requested by The Arc of Hilo. It would be money well spent and would assist a worthy organization to continue to supply a valuable service to the community.

Sincerely,

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

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

EMR:tlm



## KTA SUPER STORES

February 8, 2006

To Whom It May Concern:

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

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

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

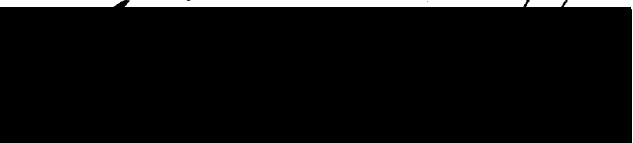
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We have supported the ARC through their fundraising events, client projects, and contributions to their Annual campaigns.

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

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

Sincerely,



Barry K. Taniguchi  
President

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

February 06, 2006

To Whom It May Concern:

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

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

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

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

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

Sincerely,

Jesus & Alberdine Pascua

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

March 26, 2007

Dear Michael E. Gleason,

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

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

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

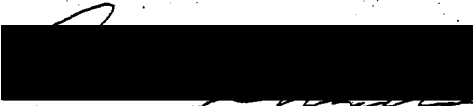
ARC reached out to my PALS program by giving us a place to teach classes and have been supportive to our activities. I believe that by including a multipurpose space in the new complex, ARC can realize a rental income which it can rely on.

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

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

Sincerely,

Arval Shipley  
Director of PALS

  
Arval Shipley  
1310 Wailuku Dr.  
Hilo, HI 96720  
aryship@yahoo.com



Cooke Foundation, Limited  
 1164 Bishop Street - 8th Floor  
 Honolulu, Hawai'i 96813

May 23, 2008

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

TRUSTEES  
 Samuel A. Cooke  
*President*  
 Dale S. Bachman  
*President*  
 Anna D. Blackwell  
*President & Secretary*  
 Robert P. Dunford  
*President & Treasurer*  
 Robert Johnson  
*President*  
 Charles C. Spalding, Jr.  
*President*

Grant number: 20080462 Grant amount: \$100,000.00  
 Grant purpose: Arc of Hilo Training & Community Center (sponsored by Anna Blackwell)  
 Grant conditions: First payment of \$25,000 in July 2009. Subsequent payments of \$25,000 in July 2010, 2011, and 2012 are contingent on satisfactory progress reports.  
 Grant period: July 1, 2009 - July 1, 2013

Dear Mr. Gleason:

On behalf of the Trustees of the Cooke Foundation, I am pleased to inform you that the Foundation has awarded the grant described above to your organization. The following terms apply to this grant. By accepting this grant, you agree to these terms:

- (1) You must use this grant only for the purpose described in your application, subject to any additional conditions set forth in this letter.
- (2) You must submit a progress report no later than July 1, 2010. Report guidelines are posted at [www.cookefdn.org](http://www.cookefdn.org). The Foundation does not accept grant applications from organizations with overdue reports.
- (3) The Foundation reserves the right to conduct site visits and require interim progress reports.
- (4) You return unexpended funds remaining at the end of the grant period.
- (5) You must notify the Foundation immediately if your organization (a) cannot perform in accordance with the terms of this grant, (b) loses its exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, or (c) materially changes its programs, activities, or mission.

If you have questions, please contact Terry Savage at [tsavage@hcf-hawaii.org](mailto:tsavage@hcf-hawaii.org) or (808) 566-5508. We wish you success and look forward to hearing about your work.


Aloha,



Samuel A. Cooke  
 President



**RESUME**

  
**The ARC of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

# Mike Gleason

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## Objective

Community Building

## Experience

2000 - Present The Arc of Hilo Hilo Hawaii

### President & CEO

- Increased budget, staff size and client base by 60%
- Assisted start up of State Waiver Provider's Association
- Started Self-Determination Programs that were among first in State

1997 - 2000 Pahoa High School Pahoa Hawaii

### Student Services Coordinator

- Responsible for IEP meetings for Special Ed. Students.
- Responsible for Transition Services for Special Ed. Students
- Responsible for Records of Special Ed. Students.

1995 - 1997 Pahoa High School Pahoa Hawaii

### Vice Principal

- Responsible for oversight of Teachers and Students of 400-student Middle School.
- Assisted Teachers in development of curriculum.
- Administered discipline for 400-student Middle School

1988 - 1995 Pahoa H.S. Pahoa Hawaii

### Special Education Teacher/Department Head

- Chairman of Pahoa High and Intermediate Special Ed. Department
- Taught all courses in Special Ed. Department over 7-year period.
- Developed Pahoa High School Alternative Learning Center

1972 - 1978 Taught English as Second Language at PICS H.S. Ponape

## Education

1986 - 1988 Western Oregon State University Monmouth Ore.

- Master's Program in Special Education

1965 - 1971

- B.S. in K - 12 Education

## Interests

Sailing, Fishing, Golf, Travel

## Community Service

President Hilo Bay Rotary Club 2003-2004, Chairman Mayor's Committee on People with disabilities 2000 - present, Vice President Hawaii State Waiver Provider's Association 2001- present, Chairman Membership Committee Hawaii Island Chamber of Commerce.



DEBORAH A. PERKINS

P.O. BOX 10115  
HILO, HAWAII 96721  
(808) 982-5680

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**OBJECTIVE:** To affiliate and grow with a firm that offers an opportunity to utilize my energy and leadership skills, while contributing to the companies success and profitability.

**EDUCATION:**

June 1980 University of Santa Clara Santa Clara, California  
Bachelor of Science, Management/Marketing

University of Hawaii at Manoa Honolulu, Hawaii  
Post Baccalaureate Accounting Course Work

**EXPERIENCE:**

APRIL 1996 J.E. MERK AND ASSOCIATES, HILO, HAWAII  
PRESENT FULL CHARGE BOOKKEEPER

In charge of A/R, A/P reconciliation of all related subsidiary accounts. Also, the daily maintenance of the General Ledger with the monthly Journal entries of accruals and prepaids. On a monthly basis, Financial statements are prepared which are submitted to the CPA's for review on a quarterly basis. I'm directly responsible for the preparation and maintenance of payroll, payroll taxes, TDI, workers compensation insurance, excise taxes, and the like. I operate in a singular office environment where I am also responsible for answering phones and handling daily customer/vendor concerns.

NOV. 1995<sup>11</sup> to SOUTH SHORE EQUIPMENT, HONOLULU, HAWAII  
APRIL 1996 FULL CHARGE BOOKKEEPER

Responsibilities includes: A/P, bank reconciliations, the preparation and maintenance of payroll, payroll taxes, TDI, workers compensation and excise taxes and analysis of general ledger accounts for accuracy and correctness (ie.. prepaids, accruals, taxes and comparing subsidiary ledger accounts to the general ledger). Currently utilizing Windows 95 and extensive daily usage of Excel for flooring reports, bank reconciliations, etc.

MARCH 1992 MAUNA LOA MACADAMIA NUT CORP. (C. BREWER SUBSIDIARY) HILO, HAWAII  
TO NOV. 1996

APRIL 1994 CUSTOMER SERVICE MANAGER  
TO NOV. 1995

Appointed Customer Service Manager in April 1994 (after serving as Accounts Receivables Manager for 2 years) to revamp and re-organize department. Duties included filling staff positions, implementing training seminars/new product training programs for staff and members while maintaining good customer and inter-

departmental relations. I also worked extensively with accounts receivables depart. in the collection and reconciliation of serious problem accounts. Other related duties include the creation and implementation of Job Description manuals for five internal company divisions and the supervision of five clerks. I am familiar with and frequently use Word Perfect 6.0 and Lotus/Excel spreadsheets programs.

**MARCH 1992 TO APRIL 1994** ACCOUNTS RECEIVABLE MANAGER

Duties included besides supervising A/R clerks, posting credit memos and monthly closing statements. A significant amount of my duties and time dealt with reducing one million dollars of serious, delinquent receivables to a manageable two-hundred thousand dollar sum. This was achieved prior to my subsequent appointment in April 1994. Other related duties included working with various collection agencies as it relates to the collection of delinquent accounts.

**MARCH 1988 TO MARCH 1992** CONTINENTAL CARS, LTD., HONOLULU, HAWAII  
ACCOUNTANT

I was responsible for the preparation and finalization of financial statements which includes the following: balance sheet, profit and loss statements, departmental gross profit analysis and management reports. In addition, other duties included analyzation of general ledger accounts for accuracy. Such accounts included; prepaids, accruals, taxes and comparing subsidiary ledger account (A/P, A/R) with the general ledger balances. I also maintained payroll records, reporting taxes both payroll and excise. I compiled reports for the year end audit and assisted the auditors in the verification and accuracy of general ledger accounts in the preparation of company taxes.

**JAN. 1983 TO FEB. 1988** TESTRON INTERNATIONAL, HONOLULU, HAWAII  
OPERATIONS MANAGER

In charge of accounts payable and receivables, payroll, payroll taxes, (FIT, FICA, ST, FUTA, SUTA), inventory costing and control, preparation of sales figures and commission statements. Implementation of insurance policies (workers comp., TDI, property and liability), involvement with distribution, warehousing, order entry, scheduling and invoicing.

**JUNE 1982 TO DEC. 1982** CONTRACT OFFICE GROUP, SAN JOSE, CALIFORNIA  
MARKETING SECRETARY, EXPEDITOR, SALES SUPPORT

Acquired and prepared pricing structures for sales orders, bids, and proposals. Processes phone orders as requested or in absence of sales personnel. researches, processes and maintains and updates filing of reports and orders. Typing of letters, memos, forms, quotes, proposals for sales staff.

**SEPT 1980 TO JUNE 1982** THOM MC AN, VALLCO FASHION PARK, CUPERTINO, CALIFORNIA  
MANAGER

To effectively manage \$400,000. shoe store. duties included; meeting sales goals, control of cash flow, control of inventory, payroll, scheduling, hiring, and firing of store personnel, sales persons, ordering of shoes and store supplies.

**ACHIEVEMENTS:**

**TESTRON INTERNATIONAL**- Awarded outstanding achievement award in 1984 & 1986 (plaques).

**THOM MC AN** - Awarded for the greatest percentage increase in sales over last year for the Pacific District.

**UNIVERSITY OF SANTA CLARA** - Marketing class- During the fall quarter of my senior year for a marketing class, I entered a contest with two other classmates. The contest entailed a paper - 2 pages in length - dealing with how we would promote energy conservation on campus. We placed 1st. from the University and 2nd in the final competition sponsored by Pacific Gas and Electric.

**THANK YOU FOR CONSIDERING ME FOR THIS POSITION.**



VICKI LINTER  
PO BOX 956  
PAHOA, HI 96778  
965-0289(H)

### **Education**

1978	Associate Arts Degree, Honors	Los Angeles Pierce College	Liberal Studies
1990	Baccalaureate Degree, Honors	Sonoma State University	Psychology
1990	Special Certificate, Honors	Sonoma State University	Gerontology

### **Experience**

2000 to present Manager, Community Support Services Group, The Arc of Hilo  
Responsible for the overall administration of programs under the Community Support Services Group. Specific Responsibilities include: preparing and managing annual budget for all programs, developing, implementing and evaluating the program's policies and procedures in accordance with the budgets and policies of the company and funding sources. Developing and proposing changes in programs as funding sources change. Establishing and maintaining harmonious relationships with clients, clients' primary caregivers/personal representatives, businesses, volunteers and the community that will enhance the programs to better serve the clients. Establishing and maintaining harmonious relationships with private and governmental agencies. Preparing, negotiating, administering and assuring compliance with contracts funding these programs. Ensuring that all reports to funding sources as required by contracts are completed in a timely manner to assure compliance with those contracts. Planning, organizing and directing the work of the group. Responsible for hiring, training, development, promotions, transfers, discipline and termination of employment of the staff within the department in accordance with the policies and procedures of the company.

1991-2000 Case Manager, Big Island AIDS Project.

Clinical responsibilities: 1) Counseling and case management for people with HIV/AIDS, including assessment, planning for needed services and benefits, linking clients to services, and monitoring progress and effectiveness of service delivery, while encouraging self-sufficiency in the client and providing support and information for the client and their families. 2) Record keeping through the use of clinical/case management computer program, COMPIS, as well as traditional medical charting; keeping all client related documents confidential. 3) Attending clinical and care coordination meetings with staff and community service providers.

Administrative responsibilities: 1) Supervision and training of case management staff, creating and maintaining client services monthly budget, monitoring/evaluating the Case Management Program, completing financial reports, budgets, and statistics for the program. 2) Assisting with all aspects of grant writing and administration, preparing budgets, gathering data, writing narratives, site visits, presentation, utilizing the funding, billing, tracking budgets, submitting required reports and other documentation. 3) Public relations, including community education and resource development; provide in-service trainings for social service and medical facilities, such as Kaiser Permanente, Department of Human Services and Hilo Medicaid Center.

Committees served on: HIV/AIDS State Care Services Planning Group, AIDS Education Project Conference Planning Groups, Hawaii AIDS Task Group, State-wide Case Managers Group, East Hawaii AIDS related Services Group[, BIAP Board of Directors Personnel Committee, and BIAP Board of Directors Program Planning Committee.

1978 – 2003 Teacher/Interpreter, American Sign Language, by private contract with social services agencies, schools, judiciary, and in private industry.

1990-1991 Activities Director for A Golden Home, a long term care facility in San Rafael, CA. Planned and led social activities for frail, elderly residents. Worked with groups and individuals, as well as coordinating events with community organizations, to meet the social and psychological needs of long term care residents.

1988-1990 Gerontology Internships in Santa Rosa, CA

- 1) Case Manager, Multipurpose Senior Services Program. Responsible for assessment, planning, linking land monitoring support services for frail, elderly people living at home.
- 2) County Ombudsman, Office on Aging. Resolve problems and advocate for residents of several long term care facilities.
- 3) Friendly Visitor, Council on Aging. Visit residents of long term care facilities, to form long-lasting, supportive relationships.

1982-1987 Deaf Services Coordinator, Community Resources for Independence Santa Rosa, CA

Administrative responsibilities: 1) Worked collaboratively to develop social services program for hearing impaired individuals with Sonoma County Community Development Block Grant and United Way grant. Services included independent living skills training, an interpreter referral system (coordinating approximately 20 interpreters providing communications assistance to over 200 hearing impaired clients), community advocacy for improved access to publicly funded programs for hearing impaired people, benefits counseling, and social events. 2) Wrote monthly, quarterly, and annual reports, developed statistical gathering methods for the program, assisted in writing annual Sonoma County, United Way, and State DVR grants, participated in annual site visits and program presentations for County, United Way, and the State DVR. 3) Hiring, training, and supervision of Deaf Services Department staff.

Clinical responsibilities: Benefits counseling, interpreting, interpreter referral, communicate educational presentations, civil rights advocacy on local, state, and federal levels via the 1974 Vocational Rehabilitation Act, Section 504.

## References

Christine Richardson, RN, Executive Director, North Kohala Community Resource Center, 808-889-5523

Alice Adee, MD, 808- 969-6664

Clifford Chang, MPH, CHES, Executive Director, Pacific Islands Primary Care Association, 808-536-8442 ext. 221

## Resume

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Charmaine T. Ka-ipo  
HCR 2 Box 6862  
Keaau, HI 96720  
808 965-8996

### Education:

St. Joseph High School College Prep Diploma, University of Hawai'i Manoa:  
June 1967 -BA Fashion Design & Merchandising, Minor: Business Admin.

Special Courses and Training: The Apollo System-International Reservations, Ual, Inc.  
UAL Management Training & Industrial Relations. Transport Haz Mat Training-UAL,  
Disaster, Emergency Training, UAL Trauma Training, Hilton Hotel Management (Front  
of the House). Marketing and Public Relations -Communications, Human  
Communications-Chaminade University. Numerous courses in VR and related  
employment classes and workshops from 1991-present.

### Employment History:

1962-1970-Kahala Hilton Hotel, Hilton Hawaiian Village-Conventions, Group  
Incentives, Front Reception, Conventions Coordinator, Promotional Team, Management  
Trainee.

1970-1971-Naniloa Surf Hotel-Public Relations/Social Director/Marketing Director

1971-1985-United Airlines, Inc. Customer Service Supervisor/Trainer

1985-1987-Travel Camp of Hawaii-Manager

1987-1989-St. Joseph Schools, Development Director, Life Skills Instructor

1989-1991-Y.M.C.A. Program Director

1991-Present-The Arc of Hilo, Employment Training Services Manager, Placement  
Specialist, Community Services Manager.





P.O. Box 117  
Papaikou, HI 96781

Phone (808) 964-1956  
E-mail damc@hawaii.rr.com

# Debra A. Medeiros Cabarloc

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## Objective:

To obtain and sustain employment that will afford me the opportunity to utilize my diverse skills to contribute to the success of an organization.

## Statement:

Throughout my work history a common theme has been that whenever necessary there is a natural gravitation towards

## Work Experience:

7/05 - Present      The Arc of Hilo      Hilo, HI  
Chief Administrative & Operating Officer

- Responsible for the overall administrative and operating management of the company and the accurate interpretation and implementation of policies related to these areas.
- Assist the President and Chief Executive Officer in the overall day-to-day management of the company and in the absence of the President and Chief Executive Officer performs the duties of the President and Chief Executive Officer under the direction of the Chairman of the Board of Directors.
- Assist in providing leadership that ensures an on-going company-wide strategic and operational planning involving the Board of Directors.

3/05- Present      The Arc of Hilo      Hilo, HI  
Director of Operations      Supervisor: Michael E. Gleason

- Management oversight to ensure overall business and program management of The Arc of Hilo. The position provides assistance to the President and Chief Executive Officer for the development, implementation and maintenance of programs, funding and strategies in keeping with the mission of The Arc of Hilo and in accordance with its by-laws and policies promulgated by the Board of Directors.
- Information Systems Management: Evaluate, assess and ensure program systems in place are conducive to productivity.

9/01 - 3/05      The Arc of Hilo      Hilo, HI  
Human Resources Manager      Supervisor: Ronald E. Penn

- Develop, implement and coordinate the policies and programs of human resource management. Continuously evaluate policies, procedures and programs in Human Resources relating to the effectiveness of results, relative costs, obsolescence, competitiveness and compliance with contractual and regulatory authorities.
- Originate policies for the approval by the Board of Directors; and implement and monitored policies after approval.
- Responsible for the overall direction of the planning and administration of company

- Responsible for employment, labor relations, wage and salary administration, training placement, safety and health, benefits and employee services.
- Develop, implement, maintain and manage human resource policies including job descriptions, job evaluations, performance appraisals, discipline, hiring, training, development, promotions, transfers, compensation and employee benefit programs in accordance with its by-laws and policies developed by the Board of Directors.
- Plan, organize and direct the work of the Human Resources department. Responsible for hiring, training, development, promotions, transfers, discipline and termination of employment of the staff within the department in accordance with the policies and procedures of the company.
- Responsible for the overall computation and distribution of company payroll, associated reports, tax payments and general ledger entries for over 140 employees.

5/99 - 5/01

The Family Medicine Center

Hilo, HI

Medical Claims Assistant

Supervisor: Jon Martell, MD

- Assist Medical Claims Specialist in the complete billing cycle for a three physician medical practice.
- Cash count for clinic collections, prepare deposits, patient information data input, review patient charts to verify ICD-9 and CPT codes on fee slip to date of service progress notes, data entry of claims.
- Electronic filing of medical claims and hard copy claim filing; including processing of Worker's comp and No-fault claims. Generated monthly statements to patients.
- Post receipts from patients and insurance carriers. Submitted secondary claims and provided follow-up with insurance carriers on unpaid claims and performed collections to patients with past due balances.
- Prepared Monthly reports to physicians as specified
- Provided in-house computer support

3/93 - 5/99

Kanoiehua Industrial Area Asso. (KIAA)

Hilo, HI

Employer Benefits Coordinator

Supervisor: Stacy Hign

- Responsible for the day-to-day administration of the group medical insurance plan offered to the Association membership. Under no daily supervision as the Association is made up of members that run their own companies.
- Accounts Receivable: Monthly invoicing to member companies, process payments and the necessary changes to the appropriate insurance carrier.
- Accounts Payable: Monthly reconciliations and payments to insurance carriers, reimbursement of shared expense to general account and other direct expenses.
- Reports: Monthly Board of Director reports for 2000 participating subscriber medical plan program that include: Income/Expense, Register Balances and Budgets, Projected Surplus Funds, Medical Plan Subscriber Counts and others as requested.
- Bookkeeping: Maintain Medical Plan Trust Fund Account, Investment Security Account and State Grant Fund Employee Training Center Account
- Yearly Budgets: Prepared annual Association and Medical Benefits Plan administrative budget for approval.
- Special Performance: Streamline billing procedures, assisted computer programmers in the planning of a customized billing program and analysis reports.
- Assume responsibilities of Office Manager as necessary.
- Computer support

12/89 - 6/92 Big Island Broadcasting Co., Ltd

Hilo, HI

- General bookkeeping for both AM and FM radio stations
- Billing, sales reports, accounts receivable, accounts payable, payroll and related reports, maintained checking account, prepared journal entries and trial balance. Assisted company president, performed receptionist duties as needed and prepared daily "traffic logs" when necessary for both stations.

12/88 - 4/89  
Bookkeeper

H & R Block

Hilo, HI

Supervisor: Patty O'Brien

- Receipt count, recorded bank deposits and maintained account balances for minimum requirements, transferred bank funds, prepared payroll and reconciliations.
- Qualified Tax Preparer and assisted with customers as needed.

5/82 - 9/85 Life Care Center of Hilo  
Purchasing/Payroll Clerk

Hilo, HI

Supervisor: Ivan Yamamoto

- Set up and maintained stock control and inventory system.
- Performed purchasing duties for 240 bed facility
- Assist Business Manager with accounts payable and receivable
- Assist Administrator as necessary
- Prepared bi-weekly payroll for 260 employees; manually computed timecards for shift employees and prepared transmittal to payroll service for payment.
- Assisted with Medicaid and Medicare billing.
- Filled-in for Patient Accounts Representative and Receptionist as necessary.

**Education:**

Waiakea High School Graduate  
155 Kawili St., Hilo, HI 96720

Hilo, HI

8/81 - 12/81 Hawaii Community College  
1175 Manono St., Hilo, HI 96720

Hilo, HI

**Special Training and Skills:**

Microsoft Office User Specialist Certified for Word  
Microsoft Office User Specialist Certified for Excel

August 2001  
August 2001

Advanced computer skills include networking, intranet and Internet; ability to troubleshoot most computer problems and provide training.

Experienced in Microsoft Office and various accounting software

**References:**

Stacy Higa, Pacific Image Co., Owner  
720 A Laukapu St., Hilo, HI 96720

Ph: (808) 961-6492

Wayne K. DeLuz, Hilo Mazda/Subaru, General Manager  
1 Keaa St., Hilo, HI 96720

Ph: (808) 961-4411

Shane Ahurumen, Blanche Debra Lee, Owner

Conrad Hokama, Alumside Products, Owner  
20 Kukila St., Hilo, HI 96720

Ph: (808) 935-5425

Ivan Yamamoto, Hale Avenue, Administrator  
1335 Waihanuene Ave., Hilo, HI 96720

Ph: (808) 961-6644

House District 2

Senate District 1

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

Log No: 40-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: The Arc of Hilo
Db:

Street Address: 1099 Waiianuenue Avenue

Mailing Address: Hilo, Hawaii 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL E. GLEASON

Title President & CEO

Phone # (808) 935-8535 X201

Fax # (808) 961-0148

e-mail mgleason@hiloarc.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:

THE ARC OF HILO TRAINING AND COMMUNITY CENTER FOR 2010

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 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 \$ 800,000
FEDERAL \$ 1,445,640
COUNTY \$
PRIVATE/OTHER \$ 250,000

NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

MICHAEL E. GLEASON, PRESIDENT & CEO

1-28-10
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:

A brief description of the applicant's background;

The Arc of Hilo, formed 55 years ago, serves low income people, including people with disabilities, through job creation, educational, vocational and skill training, employment placement, employment, quality of life enhancement, healthy lifestyle programming, recreation, arts and crafts, residential accommodations in affordable housing and an adult day health program. Through networks in all of East Hawaii, The Arc recruits clients from their current situation, provides an orientation that includes work ethic development and work place safety training, gives specialized skill development even with assistive technology for accessibility and eventually creates a job for the low wealth individual. If needed, transportation is provided, health screening and recreation also play an important role in the enhancement of their quality of life. They are given financial literacy training, motivational counseling, behavioral mentoring and job skill development. The Arc of Hilo places its trainees in jobs that are a part of the eight underlying social enterprises it operates or places them with job creator partners such as KTA Grocers, GW construction or Burger King. With an annual budget of \$7.2 million, the Arc serves 250 Hawaiian residents and currently employs 211 residents with 104 of them people with disabilities themselves. The most challenged of our clients get individualized support services 24 hours a day, seven days a week. The organization staff has grown from 35 employees to more than 120 in the last seven years. The Arc's rapid progress and growth has triggered a critical need for additional space. The ensuing growth will allow us to perform greater outreach to the low income including people with disabilities, but also Native Hawaiians, returning prisoners, returning veterans with disabilities, custodial and non-custodial parents, Temporary Assistance for Needy Families (TANF) recipients and those that may find themselves homeless, especially as a result of having a disability or multiple disabilities and other underemployed low wealth people. The Arc of Hilo has successfully trained, mainstreamed and placed over 1000 vulnerable Hawaiian residents in positions of greater self-sufficiency.

The business service areas (janitorial, grounds keeping, plant nursery, commercial laundry, recycling, renewable energy food processing and agricultural product production and HI-5 Redemption) which The Arc of Hilo has developed to date, generate over \$3,500,000 in revenue each year. We are expanding two of our social enterprises in

research and development. To develop these competitive businesses, The Arc of Hilo competes for private, county, state, and federal contracts to supply services to a variety of entities. We partner with other for-profit and not-profit organizations and we have dedicated professional staff. The Arc employs over 211 people (now 104 with disabilities) who have been trained in our vocational training program. Our service programs are results driven or we wouldn't succeed in this competitive area very long.

The business services developed by The Arc of Hilo will grow as a result of the added facility capacity. With the additional staff and the participants who will be brought into the program, the marketing staff will recruit new client-employers and the Arc will either create jobs for new workers with them or begin providing new services to them, which still creates the new jobs. In either case we will significantly decrease the numbers of unemployed low income, including people with disabilities. The Staff of the Arc of Hilo will continue to develop innovative programming such as the renewable energy / agriculture project the Agricultural Product Development center. Working with the small farmers and small businesses, the new Product Development Center will assist these businesses in creating viable marketable products, enabling them to diversify their product offerings and in a lot of cases, start a brand new business. The eventual results that we expect from all of these activities over a 5 year period are the creation of 230+ jobs, quality of life enhancement for over 500, a safer community, crime statistics that have gone down by at least ten percent, teen pregnancy rate down, unemployment rate will be down, tax base will grow, 100+ new self-sufficient families and less pressure on social safety net capacity, achievement in school will go up, drop-out rates will go down, and satisfaction with life will increase significantly. Finally, the economic viability of at least 230 families will be impacted very positively.

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

The Arc of Hilo, a 501-c-3 nonprofit operating on the island of Hawaii, with special emphasis in East Hawaii, proposes the development of the Arc of Hilo Job Creation, Training and Community Center. Under 24 CFR 570.201 (c) this facility will be a public facility also serving the job creation and workforce development needs of people with disabilities, returning veterans, the homeless, persons recently released from incarceration, and the Native Hawaiian low income populations. With a focus on training, job creation, placement and sustainability, in this facility, these activities are also described under 24 CFR 570.203, special economic development. This facility will also serve public needs with regards to meeting space, recreation, health and wellness, public safety and civil defense, especially accessible for people with disabilities.

The Job Creation / Training and Community Center is designed to increase the space for the job creation business services, employment training and supportive assistance services to the low income including persons with disabilities. This will allow The Arc of Hilo to broaden the contracted services it provides its business clients as well as increase the number of trained low income workers and workers with disabilities its mission is to serve. The increase will not only double the number of participants currently being served from



250 to 500+, but represents a permanent increase in the ability of the Arc of Hilo to serve these very important populations. Typically, 25-35% of the Arc's workers are Native Hawaiians.

This plan speaks to the development and operation of the facility as a critical capital expansion of the on-going operation of the business of the Arc of Hilo. The development of this space will allow The Arc to expand its operations in the following ways:

- Larger numbers of participants and low income people served
- More job creation strategies and underlying social enterprises
- More penetration into hardcore unemployed populations including public assistance recipients, returning prisoners, returning veterans, custodial and non-custodial parents and non-college bound youth
- A stable secure and accessible building for low wealth people and people with disabilities that provides training, job creation and holistic services as well as shelter for civil defense and disaster relief in a building designed to provide these services for people with disabilities
- Greater self-sufficiency for the enterprises and programs of The Arc
- More dependent residents who will make the successful transition to independent living and require less resources from the state, local and federal government

The Arc's rapid progress and growth has triggered a critical need for additional space. The ensuing growth will allow us to perform greater outreach to the low income including people with disabilities, but also Native Hawaiians, returning prisoners, returning veterans with disabilities, custodial and non-custodial parents, Temporary Assistance for Needy Families (TANF) recipients and those that may find themselves homeless, especially as a result of having a disability or multiple disabilities and other underemployed low wealth people. The facility will also serve the entire community for gatherings and meetings, education and training, arts events, exercise and cultural events, while still creating jobs for low wealth people.

**State the public purpose and need to be served;**

In America, we have determined that one of the things that separates us from the rest of the world is our dedication to those among us who have been saddled with a disability. Rather than view these Americans as a burden, we see them as the vulnerable population that they are, whose lives can be tremendously enhanced through skillful and caring assistance, while they add tremendously to the lives of the more fortunate. In Hawaii, our "Aloha Spirit" makes this even more imperative and caring for the "least" of our society is natural



Job creation for the low income and particularly hard core hard to employ, like the target populations mentioned earlier, succeeds when the job fits the needs and there are plenty of support services to assist in the transition from unemployment or underemployment to living wage employment. It is the goal of the Arc of Hilo to provide a living wage opportunity and the support required for success and sustainability. This is extremely important when the prospective applicant may have a disability. Of the target populations, surveys done by The Arc show that over 60% may have one or more disabilities. For instance, 85% of prisoners are found to have at least one disability. Many returning veterans as well have a disability and many recipients of public assistance who have had difficulty with traditional education are found to have a learning disability. These conditions often make it difficult for the recipients to navigate basic life needs and to develop key life skills on their own. Attention deficit disorder, for example, makes it difficult to manage multiple priorities, keep track of appointments, make key decisions, follow instructions, and change actions based on new information or negative feedback. All of these problems confound the process of becoming self-sufficient. If most of these target populations evidence these problems, it is incumbent upon The Arc as a change agent operating interventions to create jobs for these populations, to be prepared to help remove these systemic and personal barriers to success and sustainability. Thus, the Arc of Hilo has developed particular expertise in achieving these interventions.

Wage rates on the island, while good when compared with some distressed areas on the mainland, still present a challenge because of the high prices of Hawai'i. All listed wage rates, regardless of occupation represent a living wage on the Big Island. Bookkeeper, Warehouse worker and truck driver were all in high demand and pay a living wage. These occupations represent areas of concentration for future job development opportunities and thus will guide the types of businesses developed by The Arc to capitalize on the need for trainees in these occupations. For example the use of trucks at several of the underlying social enterprises of The Arc to train and promote truck drivers for the broader employment community, shows how we analyze the marketplace to guide our actions. This is an example of how we create jobs to fit the employee market and the employer market.

There are 4,604 employers and 64,000 employees on the big Island of Hawai'i. Total payrolls equal \$2.086 billion. The average annual wage is \$32,000. Median family income is \$48,150 in Hilo and \$34,395 in Ka'u. The state median is \$61,160.

**Describe the target population to be served; and**

In Hawai'i, nearly 25% of the 1.2 million residents have some form of disability. In Hilo, 17.1% of all people are below the poverty level. In the state of Hawai'i, the percentage of people below the poverty level is 9.9%. Hilo's poverty level is 158% of the state level. In neighboring suburban areas, part of our market area in East Hawai'i, the poverty level varies from 20.1 to 36.6% more than double the state level). 14.8% of residents from 18-64 years of age are below the poverty level in the County of Hawai'i. Hawai'i County has 94,000 persons 16-64 years old of which 17,224 (18%) are listed as having disabilities. Of

these 11,000 are prevented from work due to their disabilities. (County 2004 Data Book and U.S. Census)

There are 173,000 people on the Big Island of Hawai'i. Although unemployment is 11% for the whole island, unemployment in Puna and Ka'u in East Hawai'i can be as high as 17%. Among Native Hawaiians it can double these numbers. Among Micronesians and Hispanics it can be even worse. Of the districts of Hawai'i County, Ka'u, Puna, N. Hilo and Hamakua are all below the County of Hawai'i median income of \$46,480. In fact, across these districts, all within our market area, 22.9% of residents are under the 100% poverty level of \$24,380 for a family of 4. Average household size is close to 4 individuals.

On the Big Island of Hawai'i, there are 18,894 recipients of food stamps. There are 1615 recipients of TANF. There are 2,346 homeless receiving homeless aid. Filipino, White and Latino and Native Hawaiian are the three ethnicities that comprise the highest percentages among the unemployed. There are 1030 residents receiving unemployment. To study the unemployed and formulate intervention strategies, a more in-depth analysis is required.

In order to address the high unemployment levels for low income and the low income including people with disabilities in the County of Hawai'i (Hawai'i Island or referred to as "The Big Island"), The Arc of Hilo proposes to create over 340 (230 permanent non-construction) new jobs over a 5 year period once the facility is complete, counting construction jobs. In the first year after construction of the facility 47 of these jobs are for the low income including persons with disabilities and 14 are staff (some of which will have disabilities). For this project, we are guaranteeing the creation of these 61 jobs, 94% of which will be for people below 100% of poverty level. Typically, 25-35% of these staff and client-workers have been Native Hawaiian. The client placements will not only be within The Arc of Hilo's traditional business service areas (grounds keeping, janitorial, laundry, nursery, HI-5 redemption) but also in the community at large. In addition we have two businesses being developed in a research and development mode: the Laulima Hana Construction and Deconstruction Resale Store and the Agricultural Product Development Center. All three of these will create 8-10 jobs over time as their product is developed and the relationships are deepened.

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

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

(1) University of Hawai'i's Center for Disability Studies. (2) U.S. Census Bureau (2000), [www.census.gov](http://www.census.gov), and County of Hawai'i Data Book 2004, Missouri Census Data Center.



**Phase IV---Gymnasium and Multi-Purpose Facility**

There are plans and specifications for the entire project attached as an appendix. Phase II is under construction now and all of the funds required to complete this phase have been secured.

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

The project architect is Scott Fleming of Fleming and Associates of Hilo. He is performing the Contract Administration function for the development team. Construction Management is being performed by the co-developer and consultant for the project, Irvin M. Henderson of Henderson & Company, out of North Carolina. They are both working from a guideline of values and best practices developed by the development team. We have pledged to work with minority and women vendors. We are encouraging all vendors to hire vulnerable population trainees whenever possible, only if there is no displacement of current workers. The project management will utilize Microsoft Project to track progress, costs, cost savings, contract compliance, vendor participation timeline and timeline variance and sub-contractor scheduling. Henderson & Company will be the Administrator of the software, but both the General Contractor and the Architect will have editorial access. Mike Gleason, the CEO and Debbie Perkins the CFO will both have manual override access over all three contractors, Henderson & Company, Fleming and Associates and the winning bidder as the General Contractor for Phase III & IV.

After construction, the facility will be evaluated for performance and delivery of the space goals which are the following:

To provide a completely accessible facility for the listed vulnerable populations including people with disabilities

To provide creative, inspiring and functional space for the job creation, training, skill development and supportive services that will enhance the quality of life and self-sufficiency of the listed vulnerable populations including people with disabilities

To provide facilities for the public for community education, meetings, health programs, cultural programs, concerts, exercise and medical care.

To develop a facility that is environmentally and economically sound with a neutral carbon footprint that will serve the Arc of Hilo and its vulnerable populations clients base for fifty years.

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

Year over year revenue from services

**Year over year delivery of services to client workers—numbers and variety of services, as well as client-worker interviews about their satisfaction level**

**Year over year expense/revenue ratios**

**Full time equivalencies in staffing vs. productivity, revenue, expenses, complaints, awards and positive feedback, staff retention, clients served growth, business services delivered growth**

**A self-sufficiency index for worker-clients**

**A sustainability index for the organization**

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

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

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

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

**The quarterly evaluation will include the following:**



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

The effectiveness of the building and its space allocation plan will be evaluated quarterly. All employees will be surveyed 2 times during the first year, once during the second and once during the third. They will be asked about the space that they occupy and their use of common space as well as the general utility of the space in total. Visitors and infrequent users will be asked to complete an assessment of the building after their use of the facility. The development team and the development committee (three board members) will meet quarterly to assess the utility of the building and make any and all adjustments required during the break-in period or the first three years. The development team and the development committee will comprise the building committee.

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

The building process itself can be evaluated from the perspective of timeline, costs and effectiveness of design. However, the best way to review effectiveness is to monitor the improvements made by, for and with the clients that we serve.

### INDEPENDENT EVALUATOR

An independent third party evaluator has been selected for the project. Our criteria for the selection included the following:

- Prior experience in program and project evaluation
- Affiliation with a university and university protocols for evaluation
- Advanced degrees
- Some publishing history
- Experience with evaluating self-sufficiency and/or capacity building for the low income
- Experience with capital development projects
- Native knowledge of the islands and especially the Big Island (Dr. Lovell is a native of East Hawaii)
- Ability and inclination to serve now
- Adequate time for meeting with development team and building committee as well as department heads of The Arc.

Dr. David Lovell was chosen and his resume is attached. He is a board member with East Hawaii CDC. We will contract with East Hawaii CDC for the independent evaluation. East Hawaii CDC is dedicated to the economic viability of East Hawaii and is trying to build alternative employment and small business opportunities. He is affiliated with University of Hawai'i-Hilo and has experience as an evaluator. He is currently assisting the university in building a robotics and engineering approach to workforce development for the low income and people with disabilities including returning war veterans.

### III. Financial

#### Budget

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

The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$350,000	\$250,000	\$150,000	\$1,000,000

The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

Sources:

## SOURCES OF FUNDING AND FINANCE

COOKE FOUNDATION	\$	100,000.00	SECURED
TERM LOAN	\$	750,000.00	APPROVED
EDA GRANT	\$	993,000.00	SECURED
OCS GRANT	\$	800,000.00	IN APPLICATION
STATE GRANTS IN AID	\$	1,000,000.00	SECURED
COUNTY --CDBG	\$	282,000.00	SECURED
ARC OF HILO	\$	245,000.00	SECURED
OFFICE OF HAWAIIAN AFFAIRS	\$	120,000.00	SECURED
CAPITAL CAMPAIGN	\$	200,000.00	IN PROCESS
07 FEDERAL EARMARK	\$	262,640.00	SECURED
NEW MARKETS TAX CREDITS	\$	3,800,000.00	IN AGREEMENT S
2010 COUNTY CDBG	\$	750,000.00	IN PROCESS
ATHERTON FOUNDATIONS	\$	50,000.00	SECURED
08 FEDERAL EARMARK	\$	190,000.00	SECURED

<b>2010 STATE GRANT-IN-AID</b>	<b>\$</b>	<b>1,000,000.00</b>	
<b>GAP-- MAJOR HAWAIIAN FOUNDATION</b>	<b>\$</b>	<b>(96,353.75)</b>	<b>NEGOTIATING</b>
<b>TOTAL SOURCES</b>	<b>\$</b>	<b>10,542,640.00</b>	

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Working with national networks and government leaders, the Arc of Hilo is led by Michael Gleason, a seasoned and dedicated executive with a flair for social entrepreneurship. Mike is a nationally recognized executive in this field and leads an award-winning team that consistently is asked to serve on various boards and committees, regionally and nationally. Mike has spearheaded the development of many key stakeholder relations including the Shriner's hospital, Area Mental Health, The Department of Social Services, Habitat for Humanity, the Kiwanis Club, Hilo Rotary Clubs, KTA Super Stores, Business Services Hawai'i, Hawai'i Community College, the DID. Council, Easter Seals, the Chamber of Commerce, Bank of Hawai'i, First Hawaiian Bank, American Savings Bank, the Hawai'i Alliance for Community Based Economic Development and Federal, State and County Agencies. He currently serves on many boards in a leadership position including the Rotary, the Boys and Girls Clubs and the Chamber of Commerce. Michael Gleason joined the organization in July of 2000. Mr. Gleason holds a bachelor's degree in Education and worked as a special education teacher for 17 years, including 12 years in Hawai'i. In his last position at Paho Intermediate and High School, he was the Felix Student Coordinator and the Vice Principal, As the CEO he represents The Arc of Hilo in the Community and he provides leadership, management direction and support to the entire agency, including programs and services. Mike is in the unique position currently, of chairing the Workforce Development Board for the County and being the incoming President of the Chamber of Commerce.

Mike's key colleagues and collaborators in the executive suite are Debbie Perkins, Chief Financial Officer, and Debra Carbaloc, Chief Administrative Officer.

Project Manager for the development of the facility is CFO Debbie Perkins, who has training, expertise and experience in working with larger scale projects. Debbie worked



**Janitorial services**  
**Commercial Laundry services**  
**Boiling Pots Nursery**  
**Agricultural Product Development Center**  
**Laulima Hana Construction and Demolition Resale Store**  
**Island-wide HI-5 plastics, glass and metal redemption / recycling program**

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

The Arc is organized into three divisions: Community Support Services, Employment Training Services, and Administrative Services. Currently, all of the divisions are housed in the 10,000 square foot Arc of Hilo Client Center. The development plan calls for the continued use of the 10,000 square foot facility for general administration and some employment training. The new development of the 17,600 square foot Community Center will allow for specialized worker training classes using a computer lab. There will be assistive technology to provide greater access for the more severely challenged. Offices and staging areas for the eight underlying social enterprises will be included as well. It will provide space for arts and recreation, community outreach, exercise for people with disabilities and space for diverse community meetings. The Multi-purpose gymnasium will serve production and promotion needs for community-wide activity such as the Shriners' Open House Health day, East Hawaii Employment Job Fair 2011 and performing arts such as the PALS performing arts group for people with disabilities.

Employment Training Services is led by Charmaine Ka-ipo. With a wealth of experience, she is the Employment Training Services Group Manager – including task areas such as Evaluation, Training, and Placement She oversees The Arc of Hilo's Vocational Training Center which includes: the Job Placement and Retention and Supported Employment Program, and the Commercial Services businesses (Grounds keeping, Custodial Maintenance, Nursery, and Laundry). Ms. Ka-ipo has 16 years of experience in working with the low income including persons with disabilities. She has a Bachelor's Degree in Fashion Design/Merchandising and Business Administration from the University of Hawai'i at Manoa. Since she joined The Arc of Hilo in 1991 she provided case management, evaluation, training and placement services. She has presided over the growth of the Arc's capacity to train the low income including people with disabilities while producing earned income for the Arc's operations. Before the Arc, she was a Customer Service Supervisor/Trainer to United Airlines and as a Program Director for the Y.M.C.A.

Client Support Services is led by Vicki Linter, whose career spans tremendous growth in the number of the low income including people with disabilities served by the Arc. The Client Support Services (CSS) Group Manager, Ms. Linter, has overseen the Client Support Services department through this period of rapid growth. Her department









leased by the Arc of Hilo until 2027 with a renewable lease. The project site is located approximately 490 feet in elevation along Waianuenue Avenue, across the street from the new Veterans Home and the Hilo Medical Center campus. Hilo encompasses a mix of some of the poorest neighborhoods with middle income households. The more affluent residents live in the hills where the views are spectacular. But when you are in the rental neighborhoods of Hilo, the ramshackle housing brings to mind parts of Jersey City, NJ, Durham, NC or Columbia, SC.

**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.

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

Ron Penn serves as a consultant to the Accounting Function. He held the position of Chief Financial Officer for The Arc for four years and retired in 2004. He now serves as a consultant to the Accounting Function on an as needed basis. He has a Bachelor's of Science in Business and is a Certified Public Accountant. Having served in management positions in the banking industry, he has extensive bank qualifications include success in start-up, restructure and management of diverse functions with proven abilities in financial planning, retirement, and benefit consulting.

Irvin M. Henderson is the principal of a consulting firm and development company with particular expertise in the areas of community development education and training, community development finance and capital structure, collaboration and community involvement, community reinvestment, organizational development, project design and

management, strategic planning, commercial, residential and enterprise development. He brings a background in financial planning and community development that includes a range from brokering securities to grass roots empowerment. He is the former President and CEO of Henderson Financial Services, a financial planning, securities and insurance full service company and the former President and CEO of Gateway Community Development Corporation.

He has co-developed or served as development consultant for thousands of units of housing and over a million square foot of commercial space. He is the former President and CEO of Gateway Community Development Corporation. Irvin is Founding President of the Community Reinvestment Association of North Carolina, Chairperson of the National Community Reinvestment Coalition, Audit Committee Chair and Board member of the National Trust Community Investment Corporation, Trustee of the CRA Mutual Fund, founding Chair of the Banker Community Collaborative Council, founding Executive Committee member of the North Carolina Fair Housing Center and a trustee of the National Trust for Historic Preservation.

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

The Arc of Hilo's proven track record helps it develop new successful innovative ventures. It is easier for The Arc to attract investors and bank credit for ventures because of its track record. Many times, the staff is able to gather resources and raw materials with no cash outlay as a result of the productive reputation. The very nature of what we do advances productivity by taking those, who in many cases are not productive at all, and assisting them to develop into productive citizens. Because we begin with a nontraditional market of workers, the innovation is in concept, training and counseling methodology, community recreation and results. Additionally, many of the services that we utilize offer a great base for entrepreneurship. Staff and former workers have left the Arc and now operate successful ventures creating new jobs. Many of our vendors are small entrepreneurs and thus the operation of our facility creates a viable market for entrepreneurial enterprises.

We are prepared to take risks to develop new business enterprises. A recent example is the aforementioned County of Hawai'i HI-5 Redemption contract. It has received applause from the State Auditor and the general public. It has operated for the past 4 ½ years, and has just received an extended contract renewal. It employs over 50 people and serves as a reservoir for creating jobs for new trainees from our programs. 5 of the workers in HI-5 are people with disabilities and they are all low income. Its innovation is exhibited by the fact that it brings together both able and disabled persons working together at work sites



As CEO, Mike Gleason is an accomplished individual with multi-disciplinary training. He is a Weinberg fellow and head of the Workforce Development Board, the former Private Industry Council, for Hawaii County. He is the incoming new President of the Chamber of Commerce, a seasoned registered and certified sea captain and is Vice Chair of the Hawaii Association of Nonprofit Organizations. He has a proven track record in leading large, complex projects as is evidence by the rapid seven 9 year growth curve in which he has led The Arc. During this period of time, the budget grew from \$1.5 million to \$7.2 million, staff grew from 35 to 120 and participant-clients grew from 89 to 250. The building will usher in a similar period of high growth and rapid response to those in need.

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

## **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 attachments for organizational chart.

## **VI. Other**

The Arc of Hilo has brought an unprecedented team of organizations to the table to address these problems that includes some of the more capable and effective partners anywhere. This team includes the Lawrence Livermore National Labs for collaboration on renewable energy. The Sopogy photovoltaic collector manufacturer will also collaborate on that project and consult on the Job Creation, Training and Community Center. The Arc collaborates with Hawaii Island Adult Care, Boys and Girls Club, Division of Vocational Rehabilitation, Department of Human Services, One Stop Employment Center, the University of Hawaii-Hilo, Alu Like, KIAA, the Chamber of Commerce, the County of Hawaii and its Workforce Development Board.

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgments. 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.

The Arc of Hilo has specialized services for people with disabilities and accordingly has many employees who have received special certifications, accreditations' and designations. In the appendix, there is a section with the resumes of key personnel, which lists some of these certifications or designations.

**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.

The Arc of Hilo

(Typed Name of Individual or Organization)



(Signature)

January 26, 2010

(Date)

Michael Gleason

(Typed Name)

President & CEO

(Title)



## **LIST OF ATTACHMENTS**

1. Arc of Hilo PRESENT & FUTURE PROGRAMS  
(OUTCOMES) WITH COMMUNITY & TRAINING  
CENTER
2. THE Arc of Hilo ORGANIZATION CHART
3. EVOLUTION OF PROGRAMS OFFERED AT THE Arc of  
Hilo
4. ALL APPLICATION BUDGETS FORMS:  
  
BUDGET REQUESTED BY SOURCE OF FUNDS  
PERSONNEL- SALARIES AND WAGES  
EQUIPMENT AND MOTOR VEHICLES  
CAPITAL PROJECT DETAILS
5. BUSINESS PLAN FOR THE CENTER

  
**The Arc of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

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

**Client Participation by Year After Construction Completion**

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

Notes to above table:

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

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

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

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

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

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

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

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

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

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

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BOARD OF DIRECTORS

M. Ghassbi  
Pres. & CEO

D. Caharick  
Chief Administrative & Operating Officer

Information Services  
Special Projects

ADMINISTRATIVE

Departmental Manager (Admin. Aff. Manager)

Administrative Services Dept.  
Admin. Ass.  
Receptionists

OPERATIONS

Departmental Manager (Facilities & Maintenance)

Facilities & Maintenance Dept.  
Facilities & Maintenance Specialists  
Purchasing Dept.  
Purchasing Specialists

Division Manager  
V. Linder  
CBS Manager

PROGRAMS  
Logan Supervisors  
Direct Support Workers  
Admin. Ass.

CLIENT SUPPORT SERVICES

Division Manager  
D. Karbo  
ETS Manager

PROBATION DEPARTMENT  
Probation Supervisors  
Vocational Instructors  
Asst. Voc. Instr.  
Jobcoaches  
Walker  
Student Worker

EMPLOYMENT TRAINING SERVICES

D. Perkins  
Chief Financial Officer

Accounting Department  
Accounting Manager  
Accountant  
Account. Specialist  
A/P & A/R Supervisor

Risk Management  
Fund Developer  
Resident Services

## Evolution of Programs Offered at The Arc of Hilo

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

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

<b>The Arc of Hilo Employment Training Services Programs</b>		
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Job Placement and Retention Contract	Job Placement and Retention Contract	Job Placement and Retention Contract
Supported Employment	Supported Employment	Supported Employment
	Job Seeking Skills Classes	Job Seeking Skills Classes
Employment Training Services	Employment Training Services	Employment Training Services
Nursery Training	Nursery Training	Nursery Training
Grounds keeping	Grounds keeping	Grounds keeping
Janitorial Services	Janitorial Services	Janitorial Services
Laundry	Laundry	Laundry
	HI-5 Recycle/Redemption	HI-5 Recycle/Redemption
		Upscale Resale Store
		Laulima Hana Construction and Demolition Recycle Program

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

The Arc of Hilo

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
Construction	600,000	3,800,000	4,538,994	1,300,000
Interest Expense	100,000			
Interim Space	100,000			
Contractual Services	100,000			
Development Administration	100,000			
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>1,000,000</b>	<b>3,800,000</b>	<b>4,538,994</b>	<b>1,300,000</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,000,000</b>	<b>3,800,000</b>	<b>4,538,994</b>	<b>1,300,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000			
New Markets Tax Credits	3,800,000	Name (Please type or print)	Phone	
Foundation Grants	4,538,994			
(d) Term loan	1,300,000	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>10,638,994</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: The Arc of Hilo

Period: July 1, 2010 to June 30, 2011

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

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



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: THE Arc of HIlo

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)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ -
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

The Arc of Hilo

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS						
LAND ACQUISITION						
DESIGN	282000					
CONSTRUCTION	2908000	4802640	1000000	1550000		
EQUIPMENT						
<b>TOTAL:</b>	<b>3190000</b>	<b>4802640</b>	<b>1,000,000</b>	<b>1,646,354</b>		
The remaining funds that are required to complete						

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

**PURPOSE**

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

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

**PROBLEM / OPPORTUNITY STATEMENT**

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

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

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

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

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

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

## **MANAGEMENT AND STAFFING**

### **KEY MANAGEMENT**

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

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

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

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

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

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

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

### **KEY STAFF**

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

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

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

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

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

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

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

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

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

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

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



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

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

### **Organizational Capacity**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## PROJECT PLAN

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

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

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

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

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

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

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

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

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

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

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



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

We anticipate a new 2008 commitment from Senator Akaka or Inouye through the HUD Economically Targeted Initiative for \$268,000 as an earmark from federal appropriations. The bill has been approved and sent to the President's desk and he has indicated that he is signing the bill.

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

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

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

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

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

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

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

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

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

Description	Amount
Infrastructure	\$855,803
Parking & Paving	\$813,540
Retaining Wall	<u>\$210,000</u>
Subtotal	\$1,879,343
Administration (4% of subtotal)	\$75,174
Contingency and Escalation (10% of subtotal)	<u>\$187,934</u>
Subtotal	\$2,142,451
	To be paid

**PHASE III Main Construction of Buildings**

Description	Amount
Client Services Building - structural	\$2,193,296
Gymnasium - structural	737,330
Mechanical	642,915
Electrical	510,030
Soft Costs	1,096,978
Contingency	700,743
Inflation Escalation Allowance	800,099
Subtotal	<u>\$6,681,391</u>
<b>TOTAL</b>	<b>\$9,150,842</b>

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

## MARKET ANALYSIS

### THE INDUSTRY

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

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

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

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

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

## THE AREA

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

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

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

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

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

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

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

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

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

(1) University of Hawai'i's Center for Disability Studies. (2) U.S. Census Bureau (2000), [www.census.gov](http://www.census.gov), and County of Hawai'i Data Book 2004, Missouri Census Data Center.

## **MARKET SEGMENTATION**

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

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

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

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

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

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

## **FUNDING AND FINANCING PLAN**

### **EQUITY**

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

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

### **DEBT**

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

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

### **SUBSIDY**

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

### **DEVELOPMENT TEAM**

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

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



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

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

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

## **PROJECT IMPACT**

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

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

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

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

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

## **Proposed Project Development Schedule**

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

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

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

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

<b>Action Items</b>	<b>Beginning of Activity</b>	<b>End of Activity</b>
Concept Development	8-04	9-06
Grant Development	9-05	9-2011
Phase I-architectural and engineering	9-05	7-06
Permitting process	8-06	05-08
Bid Process	2-08	4-08
Capital Campaign---Quiet Phase	8-06	2-08
Capital Campaign---Public Phase	1-08	9-2011, if necessary
Phase II---Site Work and Development	5-08	12-08
Source Negotiation and Commitments	9-05	12-08
Financing Negotiation and Commitments	8-06	12-08
Bridge Financing	8-06	8-07
Phase III---Building Construction and Outfitting	1-09	12-09
Punch list and Certificate of Occupancy	12-09	2-10
Opening Board and Staff Retreat	2-10	3-10
<b>Grand Opening and Break-in Period</b>	<b>5-10</b>	<b>2-2011</b>

## **EVALUATION METHODOLOGY**

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

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

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

- Increase in their overall health and wellness

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

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

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

The quarterly evaluation will include the following:

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

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

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

### **Strategic Goals**

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

### **Project Beneficiaries**


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

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

## **LIST OF APPENDIXES**


### **APPENDIXES—PLACE BELOW**

- 1 Pro Forma**
- 2 State Lease**
- 3 GW Construction Contract**
- 4 Site Plans**
- 5 Site Photos**
- 6 Locator Map**
- 7 List of Board of Directors for 2009-2010**
- 8 IRS 501 ( c ) 3**
- 9 Letters of Commitment**
- 10 Letters of Support**
- 11 Resumes**

  
**The ARC of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720



**PRO FORMA**

**The  of Hilo**  
1099 Waianuenu Ave.  
Hilo, Hawaii 96720



# DEVELOPMENT PRO FORMA SUMMARY / SOURCES

## THE ARC OF HILO TRAINING and COMMUNITY CENTER

**PRE-DEVELOPMENT COST**     \$     **7,700.00**  
*(includes acquisition)*

**HARD COSTS**     **6,125,000.00**

**CONTRACTOR'S OVERHEAD**     **1,225,000.00**

**SOFT COSTS**     **1,783,375.00**

**CONTINGENCY**     **701,668.75**

**DEVELOPMENT ADMIN.**     **183,750.00**

**DEVELOPER FEE**     **612,500.00**

**TOTAL DEV. COSTS**     \$     **10,638,993.75**

**DEVELOPMENT PRO FORMA**  
 cost estimation rooftop area

**PRE-DEVELOPMENT**     floor space     17,600 SQUARE FEET

property inspection	-
title search	200.00
applicable permits	3,400.00
environmental	4,100.00
land cost	-
acquisition	-
other	-

**PREDEV--SUBTOTAL**     \$     **7,700.00**

**HARD COSTS**

off-site improvements	
on-site improvements	
demolition	-
rehabilitation	-

17,600 TOTAL IMPROVED AREA

**SOURCES OF FUNDING AND FINANCE**

COOKE FOUNDATION	\$	100,000.00	SECURED
TERM LOAN	\$	750,000.00	APPROVED
EDA GRANT	\$	993,000.00	SECURED
OCS GRANT	\$	800,000.00	IN APPLICATION
STATE GRANTS IN AID	\$	1,000,000.00	SECURED
COUNTY --CDBG	\$	282,000.00	SECURED
ARC OF HILO	\$	245,000.00	SECURED
OFFICE OF HAWAIIAN AFFAIRS	\$	120,000.00	SECURED
CAPITAL CAMPAIGN	\$	200,000.00	IN PROCESS
07 FEDERAL EARMARK	\$	262,640.00	SECURED
NEW MARKETS TAX CREDITS	\$	3,800,000.00	IN AGREEMENT STAGE
2010 COUNTY CDBG	\$	750,000.00	IN PROCESS
ATHERTON FOUNDATIONS	\$	50,000.00	SECURED
08 FEDERAL EARMARK	\$	190,000.00	SECURED
2010 STATE GRANT-IN-AID	\$	1,000,000.00	
GAP-- MAJOR HAWAIIAN FOUNDA	\$	(96,353.75)	NEGOTIATING
<b>TOTAL SOURCES</b>	<b>\$</b>	<b>10,542,640.00</b>	

**PHASE TWO DETAIL**

new construction 6,125,000.00

**HARD COSTS-- SUBTOTAL \$ 6,125,000.00**  
**CONTRACTORS' OVERHEAD 1,225,000.00**  
**TOTAL HARD COSTS 7,350,000.00**  
**SOFT COSTS**

architect 382,812.50  
 appraisal 3,000.00  
 engineering 34,000.00  
 legal 30,000.00  
 construction management 150,000.00  
 local permits 25,000.00  
 real estate taxes tax exempt  
 construction loan interest 220,500.00  
 construction loan fee 15,312.50  
 survey 1,000.00  
 holding period interest 771,750.00  
 closing costs 150,000.00  
**SOFT COSTS SUBTOTAL \$ 1,783,375.00**

**HARD COST CONTINGENCY 612,500.00 10%**  
**SOFT COST CONTINGENCY 89,168.75 5%**  
**DEVELOPMENT ADMIN. 183,750.00 3%**  
**DEVELOPMENT FEE 612,500.00 10%**

**TOTAL DEVELOPMENT COSTS \$ 10,638,993.75**

Total Funds back to the ARC \$ 796,250.00

**NET DEVELOPMENT COSTS \$ 9,842,743.75**

TOTAL CONTINGENCY 701,668.75


**POTENTIAL NET COST \$ 9,141,075.00**

CATEGORIES	COST	SOURCES	AMOUNT
Infrastructure	\$ 855,803.00	EDA	\$ 993,000.00
Parking & Paving	\$ 813,540.00	COOKE	\$ 100,000.00
Retaining Wall	\$ 210,000.00	ATHERTON	\$ 50,000.00
Subtotal	\$ 1,879,343.00	OHA	\$ 120,000.00
		GIA-06	\$ 200,000.00
Administration (4% of s	\$ 75,174.00	GIA-07	\$ 250,000.00
Contingency(10% of sul	\$ 187,934.00	CAMPAIGN	\$ 100,000.00
		FOUNDATIONS	\$ 150,000.00
Subtotal	\$ 2,142,451.00	LINE OF CREDIT	\$ 179,451.00
			\$ 2,142,451.00

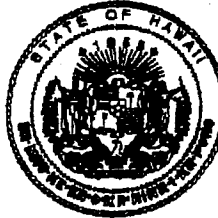
\$187,934 contingency and admin. of \$75,174 come back to Arc.  
 The line of credit can be paid off by the \$262,000 '07 Federal Earmark.  
 Foundation \$\$ are from bank foundations and others that are highly probable.  
 Remainder of earmark can cover any shortfall in campaign fund raising.  
 Admin. Budget can cover any soft costs.



**STATE LEASE**

**The  of Hilo**  
1099 Waianuenu Ave.  
Hilo, Hawaii 96720

920



R-506 STATE OF HAWAII  
BUREAU OF CONVEYANCES  
RECORDED  
APR 09, 2009 08:01 AM  
Doc No(s) 2009-053556



20 1/1 Z9

/s/ NICKI ANN THOMPSON  
REGISTRAR  
CTax (15): \$1.00

<u>LAND COURT SYSTEM</u>	<u>REGULAR SYSTEM</u>
AFTER RECORDATION, RETURN BY Mail (X) Pickup ( )	
Nakamoto, Okamoto & Yamamoto (AMO)	
187 Kapiolani Street	
Hilo, Hawaii 96720	

TG: 200915159-S

TITLE OF DOCUMENT:

MEMORANDUM OF LEASE

PARTIES TO DOCUMENT:

LESSOR: DEPARTMENT OF HUMAN SERVICES, a Department of the State of Hawaii;

LESSEE: THE ARC OF HILO, a Hawaii nonprofit corporation, whose address is 1099 Waiuanuenue Avenuenue, Hilo, Hawaii 96720.

Affects: TMK: (3rd) 2-3-32: 6, 7 & 8

This document contains 10 pages.

## LEASE AGREEMENT

THIS INDENTURE OF LEASE made on the 6th day of March, 2003, by and between the DEPARTMENT OF HUMAN SERVICES whose address is P. O. Box 339, Honolulu, Hawaii 96809-0339 by its Director, hereinafter called "Lessor," pursuant to Executive Order No. 02849 dated July 13, 1977 and THE ARC OF HILO whose address is 1099 Waianuenue Avenue, Hilo, Hawaii 96720, hereinafter called the "Lessee."

### WITNESSETH:

#### ARTICLE 1 - DEMISE

Section 1.1 Premises. The Lessor in consideration of the rent and covenants hereinafter reserved and contained and on the part of the Lessee to be paid, observed and performed, does hereby demise and lease unto the Lessee the Premises situate at Tax Map Key: 2-3-32 (the "Property"), Pilihonua, South Hilo, Hawaii hereinafter more particularly identified as: Parcel 1 containing an area of 1.922 acres, filed under CSF No. 18,364, Parcel 2 containing an area of 1.614 acres, filed under CSF No. 18,365 and Parcel 3 containing an area of 1.860 acres, filed under CSF No. 18,966 for a total of 5.396 acres Exhibit A and known as Hilo Rehabilitation Center attached hereto and made a part hereof together with the full right in common with others over, across, and through any alleys, common entrances, and exits, lobbies, stairways, halls, escalators, elevators, corridors, and parking areas in or around said Property.

Section 1.2 Term. The term of this lease and Lessee's obligations to pay the rent hereunder shall be for a term of twenty-five (25) years commencing on July 2, 2002 and ending on June 30, 2027, unless sooner terminated as hereinafter provided.

Section 1.3 Option to Extend. Hawaii Revised Statutes section 171-36(a)(1) prohibits options for renewal of terms.

Section 1.4 Option to Cancel. Lessor and Lessee shall have the right to cancel this lease at any time under the following conditions:

- a. Should Executive Order No. 02849 be rescinded or;
- b. The State decide to sell the Property or;
- c. The State decide on a new use of the Property or;
- d. Lessee decides to move to another location; and
- e. Lessor or Lessee provides to the other party with a minimum of two hundred seventy (270) calendar days prior written notice to Cancel.

Section 1.5 Quiet Enjoyment. Upon payment by Lessee of the rent hereinafter reserved and upon observance and performance of the terms, covenants, and conditions herein contained and to be observed and performed by Lessee, Lessee shall peaceably hold and enjoy the Premises



for the term and any extensions thereof without hindrance or interruption by Lessor or any other person lawfully or equitably claiming by, through or under the Lessor, except as herein otherwise expressly provided.

Section 1.6 Minerals and Water. (a) The Lessor reserves the right to all minerals as hereinafter defined, in, on, or under the demised Premises and the right, on its own behalf or through persons authorized by it, to prospect for, mine, and remove such minerals and to occupy and use so much of the surface of the ground as may be required for all purposes reasonably extending to the mining and removal of such minerals by any means whatsoever, including strip mining. "Minerals," as used herein, shall mean any or all oil, gas, coal, phosphate, sodium, sulphur, iron, titanium, gold, silver, bauxite, bauxitic clay, diaspore, boehmite, laterite, gibbsite, alumina, all ores of aluminum and without limitation thereon, all other mineral substances and ore deposits, whether solid, gaseous, or liquid, including all geothermal resources in, on, or under the land, fast or submerged; provided, that "minerals" shall not include sand, gravel, rock or other material suitable for use and when used in general construction in furtherance of the Lessee's permitted activities on the demised Premises and not for sale to others. (b) The Lessor reserves the right to all surface and ground waters appurtenant to the demised land and the right on its own behalf or through persons authorized by it, to capture, divert or impound the same and to occupy and use so much of the demised Premises as may be required in the exercise of this right reserved; provided, however, that as a condition precedent to the exercise by the Lessor of the rights reserved in this paragraph just compensation shall be paid to the Lessee for any of Lessee's improvements taken.

Section 1.7 Prehistoric and historic remains. All prehistoric and historic remains found on said demised Premises shall remain on the Premises.

Section 1.8 Covenant against discrimination. The use and enjoyment of the premises shall not be in support of any policy which discriminates against anyone based upon race, creed, sex, color, national origin, religion, marital status, familial status, ancestry, physical handicap, disability, age or HIV (human immunodeficiency virus) infection.

## ARTICLE II - RENT AND OTHER CHARGES

Section 2.1 Base Rent. In consideration of this Lease, the Lessee agrees to pay the Lessor as yearly base rent for the Premises the sum of ONE AND NO/100 DOLLARS (\$1.00), payable on the first day of July of each and every year of said term. Payments will be made payable to the Director of Finance and sent to the Department of Human Services, Vocational Rehabilitation Division, P. O. Box 339, Honolulu, Hawaii 96809-0339 or any other place the Lessor in writing may designate, on the day and in the manner aforesaid without any deduction and without notice or demand; and that if any installment of rent shall not be promptly paid when due or within thirty (30) days thereafter, rent shall bear simple interest at the rate of ten percent (10%) per annum from said date until paid.

Should the commencement date precede the date of execution of the lease document, all rent due shall become due and payable on the date of the execution of the Lease. All rent due in

arrears shall be paid by the Lessee within forty-five (45) calendar days from the date of the execution of the Lease.

Section 2.2 Security Deposit. No security deposit of any kind shall be required to be paid by Lessee.

Section 2.3 Operating Costs and Utilities. The Lessee shall be responsible to pay when due, all charges, duties, and rates of every description to which said demised Premises, or any part thereof, or any improvements thereon, which the Lessor or Lessee in respect thereof, may, during said term become liable for, including water, sewer, gas, electricity, refuse collection or any other utilities or services whether assessed to or payable by the Lessor or Lessee.

Section 2.4 Janitorial and ground maintenance services. The Lessee will be responsible for and provide all janitorial and ground maintenance services on the Premises.

### ARTICLE III - USE

Section 3.1 Use of Premises. The Premises shall only be occupied and used by the Lessee for work evaluation, work training, work adjustment and other services directly relating to its vocational rehabilitation activities as set forth in its operating program and in accordance with existing and future agreements and/or contracts with the State of Hawaii, Department of Human Services and/or other programs to improve the life of persons with disabilities. The Lessee will not use or permit, or suffer the use of the Premises for any other business or purposes without the written consent of the Lessor, which consent shall not be unreasonably withheld.

The Lessee shall operate and maintain the Premises in accordance with minimum standards prescribed by the State Department of Health and the State Department of Labor and Industrial Relations.

Section 3.2 Joint Use and Common Areas. Certain portions of the Premises may be utilized by the State Department of Human Services personnel and clientele in the rehabilitation of the mentally and physically handicapped. The common areas shall consist of all areas designed for common use or benefit, including, without limiting the generality of the foregoing, delivery areas, curbs, drains, walkways, corridors, hallways, gardens, landscaped and vacant areas and public facilities such as washrooms, lounges, toilets, drinking fountains, shelters, elevators, stairs, and ramps. Lessee and its employees, agents, clients and invitees shall have the right at all times during the term, subject to applicable rules and regulations, if any, made by Lessor and as approved by the Lessee as herein provided; to the reasonable use of the common areas in common with Lessor and others entitled to use such areas; PROVIDED, HOWEVER, that the Lessee's employees shall not use the common areas for parking their own vehicles unless provided herein or otherwise specifically agreed to by Lessor and Lessee. Lessee will not at any time use the common areas for the display or storage of any merchandise or equipment without the written consent of the Lessor which shall not be unreasonably withheld.

Section 3.3 Non-profit organization. The Lessee shall retain its status of a non-profit organization for the duration of this Lease. If such status changes, the Lessee will immediately notify the Lessor in writing of such change which may result in a termination of the Lease. In such a case, Lessor shall give Lessee written notification of intent to terminate the lease and shall give Lessee 90 work days to vacate the premises.

Section 3.4 Observance of Laws. Lessee will at all times during the term observe and comply with all laws, ordinances, and rules and regulations now or hereinafter made by any governmental authority and applicable to the occupancy or use of the Premises or the conduct of any business therein or to the use of the common areas.

Section 3.5 Rules and Regulations. Lessor may from time to time adopt or amend such reasonable rules and regulations as Lessor deems necessary or desirable for the operation or use of the Premises, such as, but not limited to, the use of the common areas and other matters which may be of benefit or protection to the Lessor and the tenants; PROVIDED, HOWEVER, that if the rules and regulations are inconsistent with the terms, conditions, and covenants of this Lease, then the terms, conditions, and covenants of the Lease shall control. The Lessee shall observe and comply with said rules and regulations.

Section 3.6 Waste, Nuisance, or Unlawful Activity. Lessee agrees that it will not commit or permit any waste on the Premises, or maintain or permit to be maintained a nuisance thereon, or use or permit the Premises to be used in an unlawful manner.

Section 3.7 Subletting and Assignment. The Lessee agrees that neither the Premises nor any part thereof shall be sublet, mortgaged or assigned. Nor will the Lessee part with the possession of the whole or any part thereof without the consent in writing of the Lessor first having been obtained, which consent shall not be unreasonably withheld; PROVIDED, HOWEVER, that prior to such approval, the Lessor shall have the right to review and approve the rent to be charged to the proposed sublessee and, if necessary, revise the rent of the demised premises based upon the rental rate charged to the said sublessee; PROVIDED, FURTHER, that the rent may not be revised downward.

#### ARTICLE IV - HAZARDOUS MATERIALS

Section 4.1 Lessee's Covenants. Lessee shall not cause or permit the escape, disposal or release of any hazardous materials in or upon the Premises. Lessee shall not allow the storage or use of such materials in any manner not sanctioned by law or by the highest standards prevailing in the industry for the storage and use of such materials. The Lessee shall not allow to be brought into the Premises any such materials except to use in the ordinary course of Lessee's business, and then only after written notice is given to Lessor of the identity of such materials. If any lender or governmental agency shall ever require testing to ascertain whether or not there has been any release of hazardous materials by Lessee, then the reasonable costs thereof shall be reimbursed by Lessee to Lessor upon demand as additional charges if such requirement applies to the Premises. In addition, Lessee shall execute affidavits, representations and the like from



time to time at Lessor's request concerning Lessee's best knowledge and belief regarding the presence of hazardous materials on the Premises placed or released by Lessee.

Section 4.2 Lessor's Representations, Warranties, and Obligations. Lessor represents and warrants to Lessee that Lessor has no liability under, has never violated, and is presently in compliance with all environmental laws regarding hazardous materials applicable to the Premises and Property, and to the best of Lessor's knowledge, there does not now exist or ever existed any environmental condition relating to hazardous materials on the Premises or the Property.

Lessee agrees to indemnify and hold Lessor harmless from any damages or claims from any environmental condition or violation of any environmental laws resulting from the use or placement of hazardous materials on the Premises or the Property prior to the lease commencement date even if not discovered until after the lease has commenced. This indemnity shall survive the lease termination date and shall be in addition to Lessee's obligations for breach of the above representations and warranties.

Lessee further agrees that compliance with any laws regarding asbestos (including the cost of removal and restoration of the Premises thereafter) is the sole responsibility of the Lessee.

Section 4.3 Asbestos Management Program. Upon execution of this document, Lessee agrees to conduct an asbestos survey of the Premises. If the survey/disclosure identifies asbestos containing materials (ACM) and the ACM is not removed, the Lessee agrees to appoint a manager who has received an accredited asbestos training to develop a written operations and maintenance plan for proper care, maintenance and handling of the ACM; to provide accredited asbestos training for custodians, repair and maintenance personnel; to inform occupants, maintenance and repair personnel where ACM are located and notify them regarding availability of the survey reports. Lessee further agrees that compliance with any laws, regarding asbestos (including the cost of removal and restoration of the Premises thereafter) is the sole responsibility of the Lessee. When ACM within the Premises are to be abated, it shall be performed in conformance with the requirements specified in the Asbestos Hazards Emergency Response Act. "Accredited" means qualified through a program or course approved by the Environmental Protection Agency.

Section 4.4 Definitions. For the purpose of this lease "hazardous material" shall mean any pollutant, toxic substance, hazardous waste, hazardous material, hazardous substance, or oil as defined in or pursuant to the Resource Conservation and Recovery Act, as amended, the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, the Federal Clean Water Act, or any other federal, state, or local environmental law, regulation, ordinance, rule, or bylaw, whether existing as of the date hereof, previously enforced, or subsequently enacted.

## ARTICLE V - MAINTENANCE, REPAIRS, AND ALTERATIONS

Section 5.1 Lessee's Maintenance and Repair of the Premises. The Lessee will at its own cost during the term of this Lease and any extensions thereof keep the Premises in a good and

safe condition; PROVIDED, HOWEVER, that reasonable use and wear and tear and unavoidable casualty are excepted.

Section 5.2 Repairs by Lessee. The Lessee shall keep the common areas and the structural integrity of the Property in good condition and repair during the term of the Lease and any extensions thereof. The Lessee shall diligently proceed with any repairs affecting or causing serious threats to health and safety no later than three (3) days after written notice by Lessor and no later than thirty (30) days for other repairs after written notice by Lessor. If Lessee fails to make repairs in the requisite time period, Lessor shall have the right to repair and immediately demand monetary reimbursement in legal tender of the United States of America from the Lessee which shall be paid within ten (10) days of said written demand by Lessor.

No compensation or claim will be allowed by the Lessee by reason of inconvenience or annoyance arising from the necessity of repairing, altering, or improving any portion of the building of which the Premises hereby leased are a part, however, the necessity may occur.

Section 5.3 Lessor's Right of Entry. The Lessee shall allow the Lessor and the agents of the Lessor at reasonable times and upon prior notice, to enter upon the Premises and examine the condition thereof and to make repairs thereto.

Section 5.4 Alterations. The Lessee shall not make any alterations or additions whatsoever to the Premises over the amount of FIFTY-THOUSAND AND NO/100 DOLLARS (\$50,000) without first obtaining Lessor's written approval of the plans and specifications thereof, which shall not be unreasonably withheld.

Section 5.5 Janitorial and Ground Maintenance Services. The Lessee shall be responsible for and provide all janitorial and ground maintenance services on the Premises and Property at its own cost and expense.

## ARTICLE VI - LESSEE'S RESPONSIBILITIES, LIABILITY, AND INSURANCE

Section 6.1 Indemnity. The Lessee shall indemnify, defend, and hold the Lessor harmless from and against any claim or demand for loss, liability, or damage, including claims for bodily injury, wrongful death, or property damage, arising out of or resulting from: 1) any act or omission on the part of Lessee, relating to Lessee's use, occupancy, maintenance, or enjoyment of the premises; 2) any failure on the part of the Lessee to maintain the premises and sidewalks, roadways, and parking areas adjacent thereto in Lessee's use and control, and including any accident, fire or nuisance, growing out of or caused by any failure on the part of the Lessee to maintain the premises in a safe condition; and 3) from and against all actions, suits, damages, and claims by whomsoever brought or made by reason of the Lessee's non-observance or non-performance of any of the terms, covenants, and conditions of this lease or the rules, regulations, ordinances, and laws of the federal, state, municipal, or county governments.

Section 6.2 Costs of litigation. In case the Lessor shall, without any fault on Lessor's part, be made a party to any litigation commenced by or against the Lessee (other than condemnation proceedings), the Lessee shall pay all costs, including reasonable attorney's fees, and expenses incurred by or imposed on the Lessor; furthermore, the Lessee shall pay all costs, including reasonable attorney's fees, and expenses which may be incurred by or paid by the Lessor in enforcing the covenants and agreements of this Lease, in recovering possession of the premises, or in the collection of delinquent rental, taxes, and any and all other charges.

Section 6.3 Liability Insurance. The Lessee shall procure, at its own cost and expense, and maintain during the entire period of this Lease, with an insurance company or companies acceptable to the Lessor, a policy or policies of comprehensive public liability insurance, in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00), insuring against all claims for personal injury, death, and property damage; that said policy or policies shall cover the entire Premises, including all buildings, improvements, and grounds and all roadways or sidewalks on or adjacent to the demised Premises in the control or use of the Lessee. The Lessee shall furnish the Lessor with a certificate showing such policy to be initially in force and shall furnish a like certificate upon each renewal of such policy, each such certificate to contain or be accompanied by an assurance of the insurer to notify the Lessor of any intention to cancel any such policy to actual cancellation. The procuring of this policy shall not release or relieve the Lessee of its responsibility under this Lease as set forth herein or limit the amount of its liability under this lease. The State of Hawaii will be named as an additional insured on Lessee's policy

Section 6.4 FIRE INSURANCE. The Lessee shall, at its own cost and expense, keep all buildings now or hereafter erected on the demised Premises insured throughout the term against loss or damage by fire and the hazards covered by broad form insurance coverage in the joint names of the Lessor and Lessee as their interest may appear, at its full replacement value; loss, if any, to be adjusted with the Lessee acting in conjunction with the Lessor, and payable to the Lessee and or Lessor, as their interest may appear. The insurance shall be in an insurance company licensed to do business in the State of Hawaii and a copy of the policy or a certificate of insurance shall be delivered to Lessor. In the event of loss or damage the Lessee shall, from the proceeds of such insurance:

- a. With the Lessor's approval, rebuild or replace and repair said buildings according to the original plans therefor, with due allowance for normal wear and tear; or
- b. With the Lessor's approval, rebuild or replace and repair the same according to modified plans; or
- c. With the Lessor's approval, use said proceeds for the construction of new buildings or the amendment of buildings not damaged as aforesaid; or
- d. If damaged by fire in the last five (5) years of the Lease term or any extended term, the Lessee may surrender all insurance proceeds and terminate the Lease.

## ARTICLE VI - PROPERTY OF LESSEE

Section 7.1 Property of Lessee. All personal property of any kind or description whatsoever on the Premises shall be at the Lessee's sole risk, and the Lessor shall not be liable for any damage done to or loss of such personal property or damage or loss suffered by the business or occupation of the Lessee arising from any act or neglect of co-tenants or other occupants of the building or of other persons, from bursting, overflowing, or leaking of water, gas, sewer, or stem pipes or from any fixtures, appliances, or devices connected to same, or from electric conduit, wires, fixtures, appliances, or devices, or from chemicals, bacteria, odors, or mold caused in any other manner whatsoever unless caused by the negligent act or omission of Lessor or its authorized representatives.

## ARTICLE VIII - CONDEMNATION

Section 8.1 Condemnation. In the event during the term of this Lease or any extensions thereof, the Premises or any part thereof shall be taken or condemned by any authority having the power of eminent domain, then and in such event, this Lease shall cease and terminate as of the date Lessee is required to vacate the Premises, and the rent reserved shall be apportioned and paid up to that date. All compensation and damages payable for or on account of the Premises and common areas and the Property thereof, except for improvements constructed or owned by the Lessee, shall be payable to and be the sole property of the Lessor. Lessee shall be compensated for all improvements constructed or owned by the Lessee. The Lessee shall not be entitled to any claim against the Lessor for condemnation of or indemnity for the leasehold interest of the Lessee.

Section 8.2 Partial Taking. In case only part of the Premises shall be so taken or condemned, the rent thereafter payable for the unexpired remainder of the term shall remain unchanged, PROVIDED, HOWEVER, either party has the right to terminate this Lease at its option in the event of a partial taking of at least 25% of the Premises without further obligation under this Lease.

## ARTICLE IX - CASUALTY

Section 9.1 Fire. The Lessee shall in case of fire give immediate notice thereof to the Lessor, and in case the Premises or the building and other improvements in which the Premises are located are totally or partially destroyed or damaged by fire or other cause as to render the Premises or the building and other improvements in which the Premises are located totally or partially inaccessible or unusable or untenable for a period exceeding one hundred twenty (120) days then this Lease may be terminated at the option of either party hereto; that if the Premises or the building and other improvements in which the Premises are located are damaged as aforesaid so as to render the Premises or the building and other improvements in which the Premises are located totally or partially inaccessible or unusable or untenable for a period of more than sixty (60) days but not exceeding one hundred twenty (120) days, there shall be no abatement of the basic rent during the period the Premises are untenable; that if the Premises

are rendered untenantable as aforesaid for a period of less than sixty (60) days, there shall be no abatement of rent.

If twenty-five percent (25%) or more of the rentable area of the building of which the Premises form a part is rendered untenantable by fire or other casualty or if the Lessor is unable to obtain a building permit to repair any portion of the Premises which have been damaged by fire or other casualty or which have been declared unsanitary or unsafe by any governmental agency or authority, then the Lessor may cancel this Lease, although the Premises be not themselves damaged. Written notice of cancellation shall be given the Lessee within thirty (30) days after such damage or declaration by civil authority and thereafter the Lessee shall immediately surrender possession.

#### ARTICLE X - DEFAULT

Section 10.1 Remedies on Lessee's Default. This Lease is upon the express condition that, if Lessee shall fail to pay the rent herein reserved or any part thereof as the same becomes due, or shall fail to faithfully observe and perform any other term, covenant, or condition of this Lease, or shall abandon the Premises, or shall suffer this Lease or any estate or interest hereunder to be taken on execution, or shall suffer any mechanic's or materialmen's lien to attach said Premises, and shall fail to secure the discharge or release thereof within a reasonable time after the entry of any judgement or order of a court of competent jurisdiction for the foreclosure or other endorsement of the lien and the breach or default shall continue for a period of thirty (30) days after delivery of a written notice of any such breach or default by personal service, registered mail, or certified mail, then in that event, Lessor may at once reenter the Premises and, upon or without the entry, at its option, terminate this Lease without any further service or notice or legal process, and may expel and remove from the Premises, Lessee and those claiming under it and its effects and Lessor may store, remove and dispose of any of Lessee's improvement or personal property at Lessee's expense, and may then or at any time before or thereafter bring an action for summary possession of said Premises, all without prejudice to any other remedy or right of action which Lessor may have for arrears of rent or other breach of this Lease; PROVIDED, HOWEVER, that if the nature of the default, other than nonpayment of rent is such that the same cannot be reasonably cured within a thirty (30) day period, Lessee shall not be deemed to be in default if Lessee shall, within the period, commence a cure and thereafter diligently prosecute the same to completion.

Section 10.2 Nonwaiver. The acceptance of rent by Lessor or its agent shall not be deemed to be a waiver by it of any breach by Lessee of any covenant contained herein or of Lessor's right to reenter for breach of condition.

#### ARTICLE XI - SURRENDER, HOLDING OVER

Section 11.1 Surrender of Premises. At the end of the term of this Lease or other earlier termination of this Lease, the Lessee shall peaceably deliver up to the Lessor possession of the demised Premises together with all improvements thereon by whomsoever made, except those



## ARTICLE XIV - GENERAL

Section 14.1 Time is of the Essence. Time is of the essence in all provisions of this Lease.

Section 14.2 Hawaii Law; Venue; Jurisdiction. This Lease shall be construed, interpreted, and governed by the laws of the State of Hawaii. The venue for any mediation, arbitration or judicial action with respect to this Lease shall be in the county, or city and county in which the Property is situated. All parties to this Agreement shall submit to the jurisdiction of the State and/or Federal Courts of the State of Hawaii for all purposes relating to this Lease.

Section 14.3 Historic Preservation. See Section 1.7 of this Lease.

Section 14.4 Exhibits - Incorporation in Lease. All exhibits referred to are attached to this Lease and hereby are deemed incorporated by reference.

EXHIBIT "A" Parcel 1, 2, and 3  
EXHIBIT "B" Executive Order No. 02849

Section 14.5 Singular and Plural. When required by the context of this Lease, the singular shall include the plural.

Section 14.6 Headings. The article and paragraph headings herein are inserted only for convenience and reference and shall in no way define, describe, or limit the scope or intent of any provision of this Lease.

Section 14.7 Successor and Assigns. The term "Lessor" as used herein shall include the Lessor, its successors and assigns, and the term "Lessee" as used herein shall include the Lessee and its successors and assigns.

Section 14.8 Partial Invalidity. If any term, provision, covenant, or condition of this Lease should be held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of this Lease shall continue in full force and effect and shall in no way be affected, impaired or invalidated thereby.

Section 14.9 Interior Improvements. Lessee, at Lessee's sole cost, shall be responsible for any improvements. Lessee must receive Lessor's written approval prior to constructing any improvements over the amount of FIFTY-THOUSAND AND NO/100 DOLLARS (\$50,000.00). Plans must be mutually agreed upon by Lessor and Lessee subject to complying with all appurtenant building codes, laws, regulations, and Lessor first obtaining approval from the Disability and Communication Access Board on proposed interior improvements compliance to the Americans with Disabilities Act Accessibility Guidelines (ADAAG) as required by Hawaii Revised Statutes Section 103-50.

Section 14.10 Americans with Disabilities Act (ADA) Compliance. The Lessee shall comply with the mandates of the Americans with Disabilities Act of 1990 and the regulations

promulgated thereunder, on all new construction and alterations of nonresidential facilities. All new construction and alterations must be made readily accessible to and useable by "disabled individuals." Disabled individuals must be able to approach, enter and use the leased Premises easily and conveniently. Access must be provided to primary entrances, parking areas, routes to and from the building, bathrooms and water fountains, and other goods, services, and programs of the leased Premises. The Lessee shall not be required to provide physical access to a historical property if doing so would threaten or destroy its historic features. Lessee further agrees that, if it is determined the building, including all common areas, do not comply with the ADA, and/or meet minimum level of accessibility (Minimum Access), the Lessee shall be solely liable for such failure and Lessee shall take all necessary actions, including remodeling to bring the building or Premises (if THE Lessee IS providing improvements) into compliance. For purposes of this Lease, "minimum access" means:

- (a) At least one accessible entrance complying with Americans with Disabilities Act Accessibility Guidelines (ADAAG) 4.14. Such entrance shall be an entrance used by the general public (i.e., not a service or freight entrance).
- (b) At least one accessible route complying with ADAAG 4.14 to the Premises where Lessee's functions are conducted.
- (c) If toilet facilities are provided:
  - 1. One (1) toilet facility for each sex in the building; or
  - 2. One (1) unisex toilet. However, if alterations are being done as a condition of the Lessee's occupancy, a unisex toilet is acceptable only if alterations to existing toilet facilities for each sex are technically unfeasible as defined in ADAAG 4.1.6(1)(j);
  - 3. The Lessee will choose the option which provides greater access. Said toilet facilities shall conform with ADAAG 4.22, 4.23, and 4.1.6 (3) (c).
- (d) Accessible parking complying with ADAAG 4.1.2 (5) [(a)-(e)], 4.1.3 (8) (b) (I), 4.1.6 (1) (b), and 4.6 if customer or employee parking is provided and included in the Lease.

The Lessee shall ensure that its programs and services in the leased Premises are "program accessible" as defined by Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act or their implementing regulations.

Section 14.11 Days. Days shall mean calendar days unless otherwise specified.

Section 14.12 Tax Clearances. Pursuant to section 103-53, Hawaii Revised Statutes, tax clearances from the State of Hawaii director of taxation (DOTAX) and the Internal Revenue Service (IRS) are required as a prerequisite to entering into this Lease from the present and/or any future Lessee(s). The Lessee shall obtain the tax clearances from the DOTAX and IRS prior to final payment of this lease agreement.

Section 14.13 Notarized Signatures and Corporate Resolution. The notary of Lessee's signature(s) is attached and made a part of this document. Lessee's Corporate Resolution giving Lessee's signer of this Lease the authority to enter into this Lease is attached and made a part of this document.



Section 14.14 Entire Agreement; Modification. This Lease contains all the agreements of the parties and cannot be amended or modified except by a written agreement.

)  
)  
)

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed on the day, month, and year first above written.

THE ARC OF HILO

APPROVED:

[Redacted Signature]

Chairperson and Member, Board of Land and Natural Resources

Member, Board of Land and Natural Resources

APPROVED BY THE BOARD OF LAND AND NATURAL RESOURCES AT ITS MEETING HELD ON:

November 5, 2003

APPROVED AS TO FORM:

[Redacted Signature]

Deputy Attorney General

Date: March 22, 2004

APPROVED AS TO FORM:

[Redacted Signature]

Deputy Attorney General

Dated: 3/6/03

By:

*for* Michael E. Gleason,  
Its Executive Director

(RONALD E. PENN)

By:

Robert E. Cooper,  
Its President

LESSEE

DEPARTMENT OF HUMAN SERVICES

By:

*for* Lillian B. Koller, Esq.,  
Its Director

LESSOR

ACKNOWLEDGEMENT

STATE OF HAWAII )  
 ) SS.  
COUNTY OF HAWAII )

On this 27<sup>th</sup> day of FEBRUARY, 2003, before me personally appeared RONALD E. PENN, CONTROLLER  
~~MICHAEL E. GLEASON, Executive Director of The Arc of Hilo and ROBERT E. COOPER,~~  
President of The Arc of Hilo to me known, to be the persons described in and, who, being by me  
duly sworn, did say that they are the CONTROLLER  
~~Executive Director~~ and the President of The Arc of Hilo,  
respectively, named in the foregoing instrument, and that they are authorized to sign said  
instrument on behalf of The Arc of Hilo, and acknowledges that they executed said instrument as  
the free act and deed of The Arc of Hilo.



Notary Public, State of Hawaii  
Print Name: DIANE SMITH  
My commission expires: 7-15-2005

Notary Seal Affixed:



SS

**RESOLUTION**

*The Arc of Hilo*

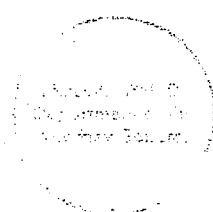
Resolved that The Arc of Hilo, a Hawaii non-profit corporation, authorizes Michael E. Gleason, its Executive Director, or in his absence Robert E. Cooper, its President, Angie Miyashiro its Vice President, or Ronald E. Penn, its Controller, to sign documents on behalf of the Corporation.

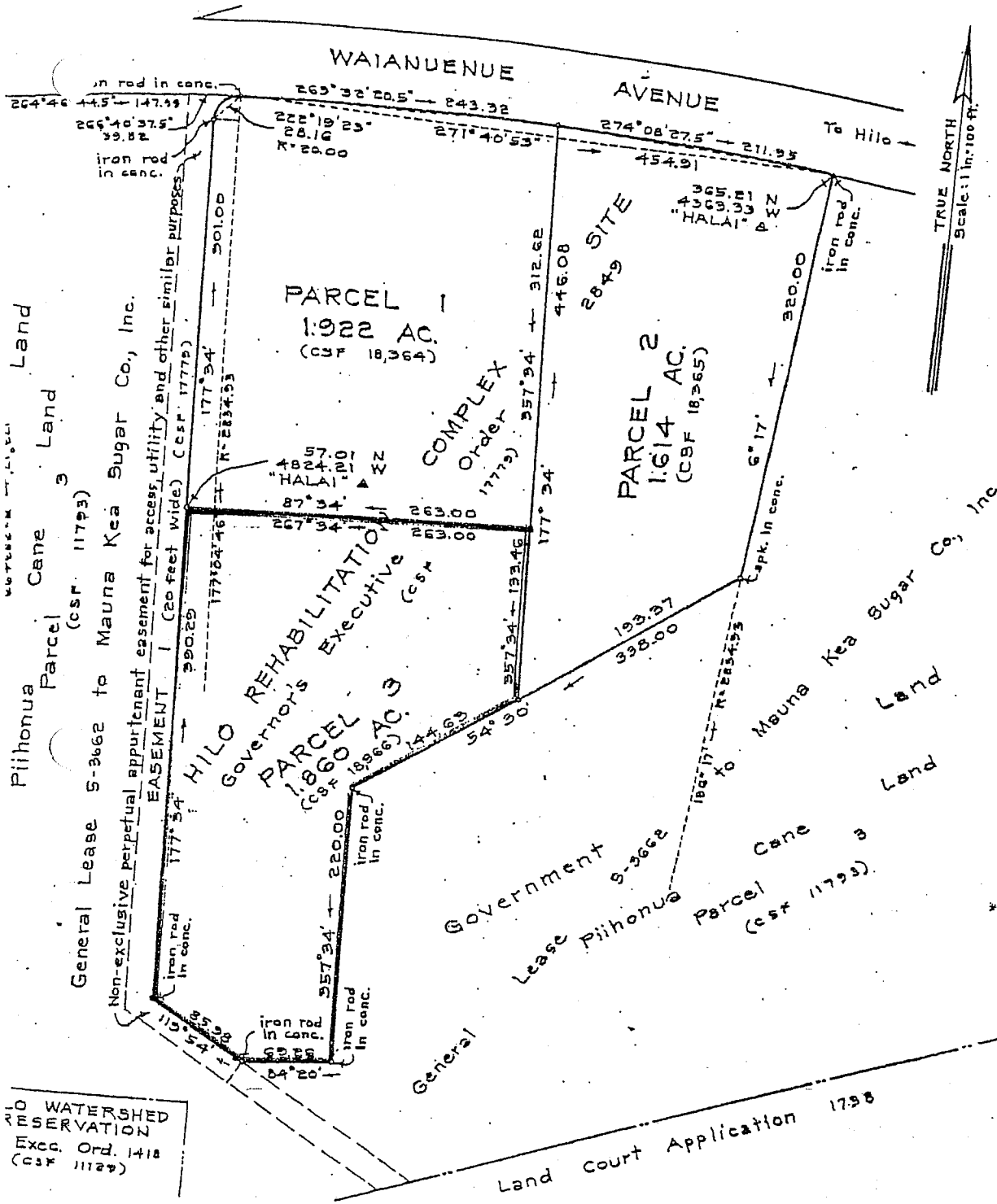
**Certification**

I hereby certify that the above Resolution was adopted by the Board of Directors of The Arc of Hilo at a meeting held on July 2, 2002.



Helen Shiota-Benevides, Secretary





HILO WATERSHED  
RESERVATION  
Excc. Ord. 1418  
(CSF 1112)

HILO VOCATIONAL REHABILITATION CENTER

PARCELS 1, 2 AND 3

Piihonua, South Hilo, Island of Hawaii, Hawaii.

Scale: 1 inch = 100 feet

REDUCED  
NOT TO SCALE

LP 2-3-32106

SURVEY DIVISION  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
STATE OF HAWAII

19 July 17, 1978

No. 18,364-18,365-18,366

Executive Order No. 02849

## Setting Aside Land for Public Purposes

By this Executive Order, I, the undersigned, Governor of the State of Hawaii, by virtue of the authority in me vested by Section 171-11, Hawaii Revised Statutes, and every other authority me hereunto enabling, do hereby order that the public land hereinafter described be, and the same is, hereby set aside for the following public purposes:

FOR THE HILO REHABILITATION COMPLEX SITE,  
to be under the management and jurisdiction of the  
Department of Social Services and Housing.

Being portions of the Government (Crown) Land  
of Piipihonua, situate at Piipihonua, South Hilo, Island of  
Hawaii, Hawaii, more particularly described in Exhibit "A"  
and delineated on Exhibit "B," both of which are attached  
hereto and made parts hereof, said exhibits being,  
respectively, a survey description and survey map prepared  
by the Survey Division, Department of Accounting and  
General Services, State of Hawaii, both being designated  
C.S.F. No. 17,779 and dated July 8, 1976.

SUBJECT to disapproval by the legislature  
by two-thirds vote of either the Senate or the  
House of Representatives or by majority vote of  
both, in any regular or special session next  
following the date of this Executive Order.

In Witness Whereof, I have hereunto set my hand  
and caused the Great Seal of the State of Hawaii to be affixed.  
Done at the Capitol at Honolulu this 13th day of  
July Nineteen Hundred 77

\_\_\_\_\_  
Governor of the State of Hawaii

\_\_\_\_\_  
Deputy Attorney General



STATE OF HAWAII  
 SURVEY DIVISION  
 DEPT. OF ACCOUNTING AND GENERAL SERVICES  
 HONOLULU

C.R.P. No. 17,779

July 8, 1976

HILO REHABILITATION COMPLEX SITE  
 AND EASEMENT 1

Piihonua, South Hilo, Island of Hawaii, Hawaii

Being portions of the Government (Crown) Land of Piihonua.

HILO REHABILITATION COMPLEX SITE:

Beginning at a iron rod in concrete at the northeast corner of this parcel of land, and on the south side of Waiianuenue Avenue, the coordinates of said point of beginning referred to Government Survey Triangulation Station "HALAI" being 365.21 feet North and 4363.33 feet West, thence running by azimuths measured clockwise from True South:-

1. 6° 17' 370.00 feet along Parcel 3, Piihonua Cane Land to a spike in concrete;
2. 54° 30' 338.00 feet along Parcel 3, Piihonua Cane Land to a iron rod in concrete;
3. 357° 34' 220.00 feet along Parcel 3, Piihonua Cane Land to a iron rod in concrete;
4. 84° 20' 69.26 feet along Parcel 3, Piihonua Cane Land to a iron rod in concrete;
5. 119° 54' 85.98 feet along Parcel 3, Piihonua Cane Land to a iron rod in concrete;
6. 177° 34' 691.29 feet along Parcel 3, Piihonua Cane Land to a iron rod in concrete;
7. Thence along Parcel 3, Piihonua Cane Land, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being: 222° 19' 23" 28.16 feet to a iron rod in concrete;
8. Thence along the south side of Waiianuenue Avenue, on a curve to the right with a radius of 2834.93 feet, the chord azimuth and distance being: 271° 40' 53" 454.21 feet to the point of beginning and containing an AREA OF 5.396 ACRES.

July 8, 1976

EASEMENT 1:

Being portion of Parcel 3, Piihonua Cane Land.

Being also portion of the Non-Exclusive Perpetual Appurtenant Easement (20.00 feet wide) in favor of Land Court Application 1738.

Beginning at the northwest corner of this easement, and on the south side of Waiuanuenue Avenue, the coordinates of said point of beginning referred to Government Survey Triangulation Station "HALAI" being 376.25 feet North and 4857.78 feet West; thence running by azimuths measured clockwise from True South:-

1. Along the south side of Waiuanuenue Avenue, on a curve to the right with a radius of 2834.93 feet, the chord azimuth and distance being:  
266° 40' 37.5" 39.82 feet to a iron rod in concrete;
2. Thence along Hilo Rehabilitation Complex Site, on a curve to the left with a radius of 20.00 feet, the chord azimuth and distance being:  
42° 19' 23" 28.16 feet to a iron rod in concrete;
3. 357° 34' 691.29 feet along Hilo Rehabilitation Complex Site to a iron rod in concrete;
4. 299° 54' 85.98 feet along Hilo Rehabilitation Complex Site to a iron rod in concrete;
5. 29° 54' 20.00 feet along the remainder of Parcel 3, Piihonua Cane Land;
6. 119° 54' 96.99 feet along the remainder of Parcel 3, Piihonua Cane Land;
7. 177° 34' 721.68 feet along the remainder of Parcel 3, Piihonua Cane Land to the point of beginning and containing an AREA OF 16,230 SQUARE FEET.

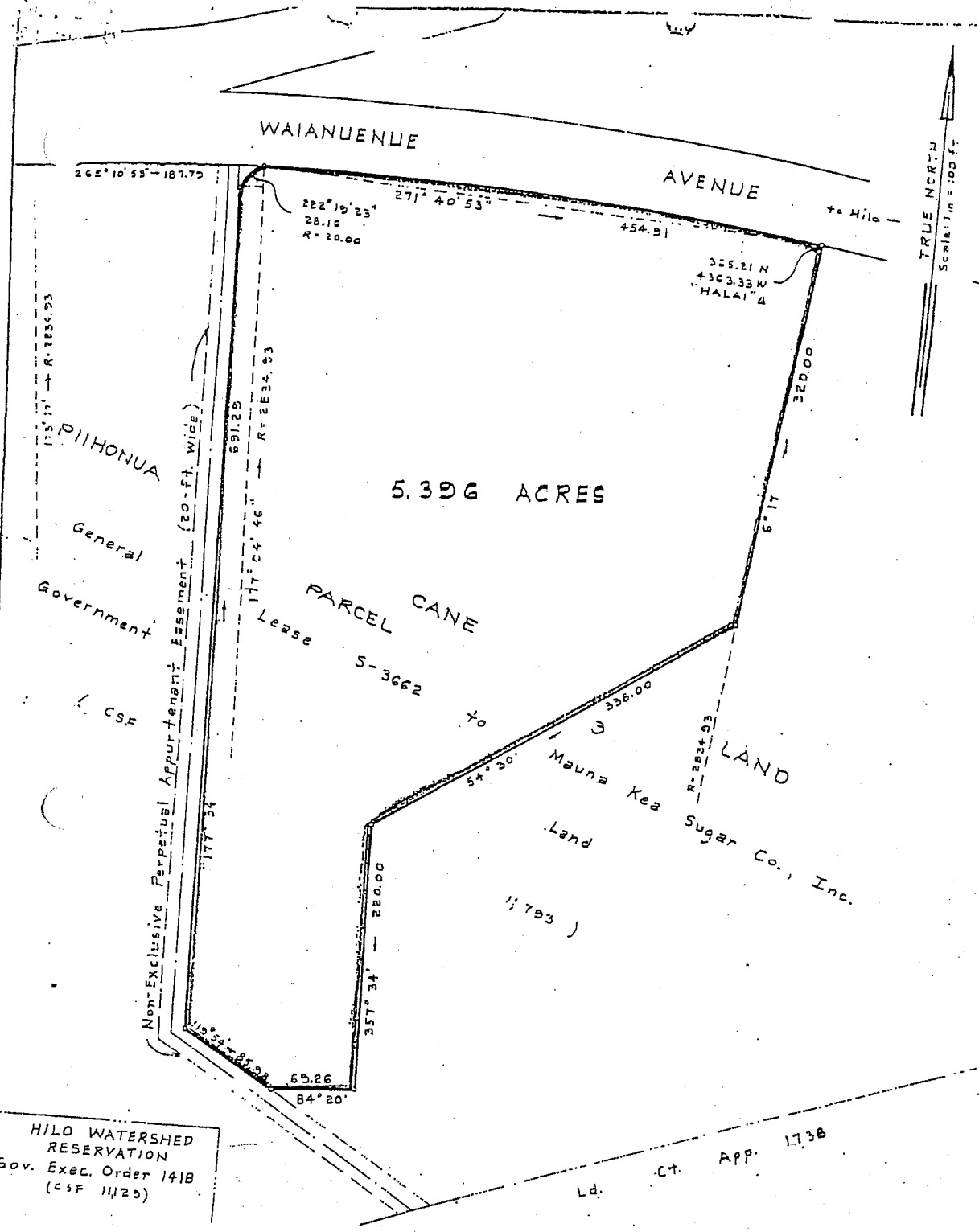
SURVEY DIVISION  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
STATE OF HAWAII

By: [REDACTED]  
Ichiro Sakamoto  
Land Surveyor

fb

Compiled from survey by  
R. Kuba, CSF 11793 and  
other Govt. Survey Records.





**WITHDRAWAL**

Portion of Parcel 3, Piihonua Cane Land  
 General Lease S-3662 to Mauna Kea Sugar Co., Inc.

Piihonua, South Hilo, Island of Hawaii, Hawaii  
 Scale: 1 inch = 100 feet

DB 11-7259  
 BK 7/90

AX MAP 2-3-32

S. F. No. 17,778

SURVEY DIVISION  
 DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
 STATE OF HAWAII


EXHIBIT 44,397

R.I. July 8, 1976





**GW CONSTRUCTION CONTRACT**

**The  of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720



# AIA<sup>®</sup> Document A101<sup>™</sup> – 2007

## Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Nineteenth day of October in the year Two Thousand Nine  
(In words, indicate day, month and year)

BETWEEN the Owner:  
(Name, legal status, address and other information)

The ARC of Hilo  
1099 Waianuenue Avenue  
Hilo, HI 96720  
Telephone Number: 808-935-8535  
Fax Number: 808-961-0148

and the Contractor:  
(Name, legal status, address and other information)

Yamada Paint Contracting, Inc.  
16-212 Melekaahiwa Place  
Keaau, HI 96749  
Telephone Number: 808-966-4582  
Fax Number: 808-966-4244

for the following Project:  
(Name, location and detailed description)

The ARC of Hilo – Site Improvements  
1099 Waianuenue Avenue  
Hilo, HI 96720

The Architect:  
(Name, legal status, address and other information)

FLEMING & Associates, LLC  
557 Manono Street  
Hilo, HI 96720  
Telephone Number: 808-935-9358  
Fax Number: 808-969-2095

The Owner and Contractor agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201<sup>™</sup>-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS
- 10 INSURANCE AND BONDS

**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

**ARTICLE 2 THE WORK OF THIS CONTRACT**

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

The commencement date will be fixed in a Notice To Proceed.

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than Two hundred thirty (230) calendar days from the date of commencement, or as follows:

*(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)*

*(Row deleted)*



, subject to adjustments of this Contract Time as provided in the Contract Documents.  
(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)

If the work is not substantially complete on or before this date, or within this period of time, or extension thereof granted by the Owner, damage will be sustained by the Owner and that it is and will be impracticable and extremely difficult to fix the actual damage which the Owner will sustain in the event of and by reason of such delays. The Contractor shall pay to the Owner liquidated damages in the sum of \$500.00 for each calendar day of delay. Any sums that may be due the Owner as liquidated damages may be deducted from any monies due or to become due the Contractor under the Contract.

#### ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Million Two Hundred Thousand Dollars and Zero Cents (\$ 1,200,000.00 ), subject to additions and deductions as provided in the Contract Documents.

(Table deleted)

(Paragraphs deleted)

(Table deleted)

(Paragraphs deleted)

#### ARTICLE 5 PAYMENTS

##### § 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the First day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the Thirtieth day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than Sixty ( 60 ) days after the Architect receives the Application for Payment.  
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Five percent ( 5.00% ).- Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Five percent ( 5.00% );
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and  
*(Section 9.8.5 of AIA Document A201-2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)*
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201-2007.

*(Paragraphs deleted)*

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site or delivered and stored in a secure bonded-warehouse facility.

## § 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201-2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

A final payment will not be made until expiration of the Lien Period and as may be required for compliance with Item-S15/Withholding of Payments, as described in Exhibit B/Supplemental General Conditions.

## ARTICLE 6 DISPUTE RESOLUTION

### § 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201-2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

### § 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201-2007, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)*

- Arbitration pursuant to Section 15.4 of AIA Document A201-2007
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2007.

## ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201-2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.  
*(Insert rate of interest agreed upon, if any.)*

1.00% monthly

§ 8.3 The Owner's representative:  
*(Name, address and other information)*

Michael Gleason  
1099 Waiianuenue Avenue  
Hilo, HI 96720

§ 8.4 The Contractor's representative:  
*(Name, address and other information)*

Gerald Yamada  
 16-212 Melekauiwa Place  
 Keaau, HI 96749

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

For change order purposes, the acceptable percentage for overhead and profit, combined is ten percent (10%).

**ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS**

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date
Project Manual	Project Manual	12/1/07

§ 9.1.4 The Specifications:

*(Either list the Specifications here or refer to an exhibit attached to this Agreement.)*

Section	Title	Date	Pages
000000	Cover Sheet	12/1/07	1
000001	Table of Contents	12/1/07	3
000002	Special Notice to Bidders	12/1/07	2
000003	Section A – Notice to Contractors and Instructions to Bidders	12/1/07	7
000004	Section B – Form of Bid Proposal	12/1/07	5
000005	Section C – Contract	12/1/07	1
000006	Notice of Award	12/1/07	1
	<b>Wage Rates: Issued via Addendum No. 2</b>	9/4/09	18
	GENERAL DECISION: HI20080001 09/04/09 HI1		
	Date: September 4, 2009		
	General Decision Number: HI20080001 09/04/09		
	Superseded General Decision Number: HI20070001		
	State: Hawaii		
	Construction Types: Building, Heavy (Heavy and Dredging), Highway and Residential		
	<b>Bid Bond: AIA Document A310</b>		4
	<b>Performance Bond and Payment Bond: AIA Document 312</b>		6
	<b>Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum: AIA A101-2007</b>		9

	<b>General Conditions of the Contract for Construction: AIA A201-2007</b>		41
	<b>Application and Certificate for Payment: AIA form G702 -1992</b>		1
	<b>Exhibit B: Supplemental General Conditions: Items S1 through S27, as intended for use by Economic Development Administration Grantees</b>		22
	<b>Exhibit E: Notice of Requirements for Affirmative Action to Ensure Equal-Employment Opportunity: Executive Order 11246 and 41 CFR Part 60-4</b>		2
	<b>Form WH-347 "Payroll": Revised Nov. 1998 and prepared by U.S. Department of Labor</b>		2
000700	General Conditions	12/1/07	1
000800	Supplemental Conditions	12/1/07	1
011000	Summary	12/1/07	3
012300	Deductive Alternates	12/1/07	2
012900	Payment Procedures	12/1/07	4
013100	Project Management & Coordination	12/1/07	7
013200	Construction Progress & Documentation	12/1/07	5
013300	Submittal Procedures	12/1/07	8
014000	Quality Requirements	12/1/07	7
014200	References	12/1/07	13
015000	Temporary Facilities and Controls	12/1/07	7
016000	Product Requirements	12/1/07	6
017300	Execution	12/1/07	7
017700	Closeout Procedures	12/1/07	5
017823	Operations and Maintenance Data	12/1/07	5
017839	Project Record Documents	12/1/07	3
02050	Demolition and Removal	12/1/07	3
02110	Clearing	12/1/07	2
02200	Earthwork	12/1/07	7
02280	Soil Treatment for Termite Control	12/1/07	3
02282	Soil Treatment for Vegetation Control	12/1/07	1
02400	Drainage	12/1/07	3
02401	Drainage System	12/1/07	3
02444	Chain Link Fences and Gates	12/1/07	4
02453	Traffic Signage	12/1/07	2
02513	Asphaltic Concrete Paving	12/1/07	2
02515	Portland Cement Concrete Paving	12/1/07	2
02577	Pavement Markings	12/1/07	2
02600	Piped Utility Materials and Methods	12/1/07	4
02623	Warning Tape and Detection Wire	12/1/07	2
033000	Cast-In-Place Concrete	12/1/07	18
071320	Composite Bentonite Membrane Waterproofing	12/1/07	7
16100	Electrical Work	12/1/07	10
<b>REPORTS:</b>	Foundation Investigation, The ARC of Hilo, Community Services Building, 1099 Waiuanue Avenue, Hilo, Hawaii, prepared by Hirata & Associates, Inc.-dated November 30, 2005	11/30/05	42
<b>PERMITS &amp; APPROVALS:</b>	Grading Permit No. 005654, Issued via Addendum No. 1		3
	Underground Injection Control (UIC), Granted Approval to Construct (ATC), dated 3/27/07	3/27/07	3

Init.



Time Extension Approval for UIC Application No. UH-2515, dated 8/24/09, Issued via Addendum No. 2	8/24/09	2
Notice of General Permit Coverage (NGPC), National Pollutant Discharge Elimination System (NPDES), dated 9/28.06	9/28/06	4
Disability and Communications Access Board, Document Review, dated 12/20/06	12/20/06	1

**§ 9.1.5 The Drawings:**

*(Either list the Drawings here or refer to an exhibit attached to this Agreement.)*

Number	Title	Date
TS1	Title, Location Map, Vicinity Map, Project Directory	11/6/06
TS2	Index	11/17/06
TS3	Code Analysis	11/1/06
C0.1	Miscellaneous Notes	7/28/06
C0.2	Miscellaneous Notes	7/28/06
C0.3	Miscellaneous Notes	7/28/06
C0.4	Miscellaneous Notes	7/28/06
C0.5	Boring Logs and Notes	7/28/06
C1.1	Overall Site Plan	7/28/06
C1.2	Site Demolition Plan	7/28/06
C2.1	Site Layout Plan	7/28/06
C2.2	Site Utility Plan	7/28/06
C2.3	Site Utility Plan	7/28/06
C2.4	Site Utility Plan	7/28/06
C3.1	Site Grading Plan	7/28/06
C3.2	Site Grading Plan	7/28/06
C4.1	Profiles	7/28/06
C4.2	Profiles	7/28/06
C4.3	Profile – Waterline / Fireline	7/28/06
C4.4	Profile – Waterline/ Fireline	7/28/06
C4.5	Profile – Sewer Line	7/28/06
C5.1	Miscellaneous Details	7/28/06
C5.2	Miscellaneous Details	7/28/06
C5.3	Miscellaneous Details	7/28/06
C5.4	Miscellaneous Details	7/28/06
C5.5	Miscellaneous Details	7/28/06
A1.1	Existing Site Plan/Demolition	11/17/06
A1.2	Existing/New Site Plan	11/17/06
A1.3	Existing/New Partial Site Plan	11/17/06
A1.4	Railing Details	11/17/06
S1.1	Notes	11/17/06
S2.1	Typical Details	11/17/06
S3.1	Retaining Wall Layout and Elevations	11/17/06
S3.2	Retaining Wall Details	11/17/06
S3.3	Retaining Wall Details	11/17/06
E1	Electrical Work	11/17/06
E2	Electrical Work	11/17/06
E3	Electrical Work	11/17/06
E4	Electrical Work	11/17/06
E5	Electrical Work	11/17/06
E6	Electrical Work	11/17/06
E7	Electrical Work	11/17/06

E8 Electrical Work  
E9 Electrical Work

11/17/06  
11/17/06

§ 9.1.6 The Addenda, if any:

Number	Date	Pages
Addendum No. 1	8/4/09	5
Addendum No. 2	9/4/09	28
Addendum No. 3	9/14/09	5

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

- .1 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:
- .2 Other documents, if any, listed below:  
*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201-2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)*

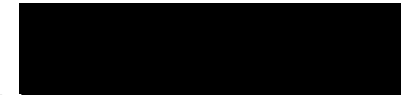
**ARTICLE 10 INSURANCE AND BONDS**

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201-2007.

*(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201-2007.)*

Type of insurance or bond	Limit of liability or bond amount (\$ 0.00)
1. General Liability (naming the Owner as additional insured)	\$1,000,000.00
2. Performance Bond and Payment Bond	100% of the Contract Price

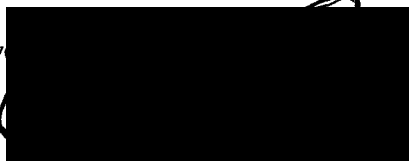
This Agreement entered into as of the day and year first written above



OWNER (Signature)

Michael Gleason, President & Chief Executive  
Officer

(Printed name and title)



CONTRACTOR (Signature)

Gerald Yamada President/Secretary

(Printed name and title)

Init.

# Additions and Deletions Report for AIA<sup>®</sup> Document A101<sup>™</sup> - 2007

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 13:58:09 on 10/21/2009.

PAGE 1

AGREEMENT made as of the Nineteenth day of October in the year Two Thousand Nine

...

The ARC of Hilo  
1099 Waiuanuenue Avenue  
Hilo, HI 96720  
Telephone Number: 808-935-8535  
Fax Number: 808-961-0148

...

GW Construction  
16-212 Melekauiwa Place  
Keaau, HI 96749  
Telephone Number: 808-966-4582  
Fax Number: 808-966-4244

...

The ARC of Hilo - Site Improvements  
1099 Waiuanuenue Avenue  
Hilo, HI 96720

...

FLEMING & Associates, LLC  
557 Manono Street  
Hilo, HI 96720  
Telephone Number: 808-935-9358  
Fax Number: 808-969-2095

PAGE 2

The commencement date will be fixed in a Notice To Proceed.

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

...

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than Two hundred thirty ( 230 ) calendar days from the date of commencement, or as follows:

...

**Portion of Work**

**Substantial Completion Date**

PAGE 3

If the work is not substantially complete on or before this date, or within this period of time, or extension thereof granted by the Owner, damage will be sustained by the Owner and that it is and will be impracticable and extremely difficult to fix the actual damage which the Owner will sustain in the event of and by reason of such delays. The Contractor shall pay to the Owner liquidated damages in the sum of \$500.00 for each calendar day of delay. Any sums that may be due the Owner as liquidated damages may be deducted from any monies due or to become due the Contractor under the Contract.

...

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Million Two Hundred Thousand Dollars and Zero Cents (\$ 1,200,000.00 ), subject to additions and deductions as provided in the Contract Documents.

...

~~§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:~~

~~(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)~~

~~§ 4.3 Unit prices, if any:~~

~~(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)~~

**Item**

**Units and Limitations**

**Price Per Unit (\$ 0.00)**

~~§ 4.4 Allowances included in the Contract Sum, if any:~~

~~(Identify allowance and state exclusions, if any, from the allowance price.)~~

**Item**

**Price**

...

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows: month.

...

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the First day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the Thirtieth day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than Sixty ( 60 ) days after the Architect receives the Application for Payment.

PAGE 4

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Five percent ( 5.00% ). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Five percent ( 5.00% );

...

~~§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:  
(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)~~

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site, site or delivered and stored in a secure bonded warehouse facility.

PAGE 5

A final payment will not be made until expiration of the Lien Period and as may be required for compliance with Item S15/Withholding of Payments, as described in Exhibit B/Supplemental General Conditions.

...

Arbitration pursuant to Section 15.4 of AIA Document A201-2007

...

1.00% monthly

...

Michael Gleason  
1099 Waiianuenue Avenue  
Hilo, HI 96720

PAGE 6

Gerald Yamada  
16-212 Melekahiwa Place

For change order purposes, the acceptable percentage for overhead and profit, combined is ten percent (10%).

Document	Title	Date	Pages
<u>Project Manual</u>	<u>Project Manual</u>	<u>12/1/07</u>	
000000	<u>Cover Sheet</u>	<u>12/1/07</u>	<u>1</u>
000001	<u>Table of Contents</u>	<u>12/1/07</u>	<u>3</u>
000002	<u>Special Notice to Bidders</u>	<u>12/1/07</u>	<u>2</u>
000003	<u>Section A – Notice to Contractors and Instructions to Bidders</u>	<u>12/1/07</u>	<u>7</u>
000004	<u>Section B – Form of Bid Proposal</u>	<u>12/1/07</u>	<u>5</u>
000005	<u>Section C – Contract</u>	<u>12/1/07</u>	<u>1</u>
000006	<u>Notice of Award</u>	<u>12/1/07</u>	<u>1</u>
	<u>Wage Rates: Issued via Addendum No. 2</u>	<u>9/4/09</u>	<u>18</u>
	<u>GENERAL DECISION: HI20080001 09/04/09 HI1</u>		
	<u>Date: September 4, 2009</u>		
	<u>General Decision Number: HI20080001 09/04/09</u>		
	<u>Superseded General Decision Number: HI20070001</u>		
	<u>State: Hawaii</u>		
	<u>Construction Types: Building, Heavy (Heavy and Dredging), Highway and Residential</u>		
	<u>Bid Bond: AIA Document A310</u>		<u>4</u>
	<u>Performance Bond and Payment Bond: AIA Document 312</u>		<u>6</u>
	<u>Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum: AIA A101-2007</u>		<u>9</u>
	<u>General Conditions of the Contract for Construction: AIA A201-2007</u>		<u>41</u>
	<u>Application and Certificate for Payment: AIA form G702 -1992</u>		<u>1</u>
	<u>Exhibit B: Supplemental General Conditions: Items S1 through S27, as intended for use by Economic Development Administration Grantees</u>		<u>22</u>
	<u>Exhibit E: Notice of Requirements for Affirmative Action to Ensure Equal Employment Opportunity: Executive Order 11246 and 41 CFR Part 60-4</u>		<u>2</u>
	<u>Form WH-347 "Payroll": Revised Nov. 1998 and prepared by U.S. Department of Labor</u>		<u>2</u>
000700	<u>General Conditions</u>	<u>12/1/07</u>	<u>1</u>
000800	<u>Supplemental Conditions</u>	<u>12/1/07</u>	<u>1</u>
011000	<u>Summary</u>	<u>12/1/07</u>	<u>3</u>
012300	<u>Deductive Alternates</u>	<u>12/1/07</u>	<u>2</u>
012900	<u>Payment Procedures</u>	<u>12/1/07</u>	<u>4</u>
013100	<u>Project Management &amp; Coordination</u>	<u>12/1/07</u>	<u>7</u>
013200	<u>Construction Progress &amp; Documentation</u>	<u>12/1/07</u>	<u>5</u>
013300	<u>Submittal Procedures</u>	<u>12/1/07</u>	<u>8</u>

<u>014000</u>	<u>Quality Requirements</u>	<u>12/1/07</u>	<u>7</u>
<u>014200</u>	<u>References</u>	<u>12/1/07</u>	<u>13</u>
<u>015000</u>	<u>Temporary Facilities and Controls</u>	<u>12/1/07</u>	<u>7</u>
<u>016000</u>	<u>Product Requirements</u>	<u>12/1/07</u>	<u>6</u>
<u>017300</u>	<u>Execution</u>	<u>12/1/07</u>	<u>7</u>
<u>017700</u>	<u>Closeout Procedures</u>	<u>12/1/07</u>	<u>5</u>
<u>017823</u>	<u>Operations and Maintenance Data</u>	<u>12/1/07</u>	<u>5</u>
<u>017839</u>	<u>Project Record Documents</u>	<u>12/1/07</u>	<u>3</u>
<u>02050</u>	<u>Demolition and Removal</u>	<u>12/1/07</u>	<u>3</u>
<u>02110</u>	<u>Clearing</u>	<u>12/1/07</u>	<u>2</u>
<u>02200</u>	<u>Earthwork</u>	<u>12/1/07</u>	<u>7</u>
<u>02280</u>	<u>Soil Treatment for Termite Control</u>	<u>12/1/07</u>	<u>3</u>
<u>02282</u>	<u>Soil Treatment for Vegetation Control</u>	<u>12/1/07</u>	<u>1</u>
<u>02400</u>	<u>Drainage</u>	<u>12/1/07</u>	<u>3</u>
<u>02401</u>	<u>Drainage System</u>	<u>12/1/07</u>	<u>3</u>
<u>02444</u>	<u>Chain Link Fences and Gates</u>	<u>12/1/07</u>	<u>4</u>
<u>02453</u>	<u>Traffic Signage</u>	<u>12/1/07</u>	<u>2</u>
<u>02513</u>	<u>Asphaltic Concrete Paving</u>	<u>12/1/07</u>	<u>2</u>
<u>02515</u>	<u>Portland Cement Concrete Paving</u>	<u>12/1/07</u>	<u>2</u>
<u>02577</u>	<u>Pavement Markings</u>	<u>12/1/07</u>	<u>2</u>
<u>02600</u>	<u>Piped Utility Materials and Methods</u>	<u>12/1/07</u>	<u>4</u>
<u>02623</u>	<u>Warning Tape and Detection Wire</u>	<u>12/1/07</u>	<u>2</u>
<u>033000</u>	<u>Cast-In-Place Concrete</u>	<u>12/1/07</u>	<u>18</u>
<u>071320</u>	<u>Composite Bentonite Membrane Waterproofing</u>	<u>12/1/07</u>	<u>7</u>
<u>16100</u>	<u>Electrical Work</u>	<u>12/1/07</u>	<u>10</u>

**REPORTS:** Foundation Investigation, The ARC of Hilo, Community Services Building, 1099 Waiuanue Avenue, Hilo, Hawaii, prepared by Hirata & Associates, Inc. dated November 30, 2005 11/30/05 42

**PERMITS & APPROVALS:** Grading Permit No. 005654, Issued via Addendum No. 1 3

Underground Injection Control (UIC), Granted Approval to Construct (ATC), dated 3/27/07 3/27/07 3

Time Extension Approval for UIC Application No. UH-2515, dated 8/24/09, Issued via Addendum No. 2 8/24/09 2

Notice of General Permit Coverage (NGPC), National Pollutant Discharge Elimination System (NPDES), dated 9/28.06 9/28/06 4

Disability and Communications Access Board, Document Review, dated 12/20/06 12/20/06 1

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<u>TS1</u>	<u>Title, Location Map, Vicinity Map, Project Directory</u>	<u>11/6/06</u>
<u>TS2</u>	<u>Index</u>	<u>11/17/06</u>
<u>TS3</u>	<u>Code Analysis</u>	<u>11/1/706</u>
<u>C0.1</u>	<u>Miscellaneous Notes</u>	<u>7/28/06</u>
<u>C0.2</u>	<u>Miscellaneous Notes</u>	<u>7/2/806</u>
<u>C0.3</u>	<u>Miscellaneous Notes</u>	<u>7/28/06</u>
<u>C0.4</u>	<u>Miscellaneous Notes</u>	<u>7/2/806</u>
<u>C0.5</u>	<u>Boring Logs and Notes</u>	<u>7/28/06</u>
<u>C1.1</u>	<u>Overall Site Plan</u>	<u>7/28/06</u>
<u>C1.2</u>	<u>Site Demolition Plan</u>	<u>7/28/06</u>

<u>C2.1</u>	<u>Site Layout Plan</u>	<u>7/28/06</u>
<u>C2.2</u>	<u>Site Utility Plan</u>	<u>7/28/06</u>
<u>C2.3</u>	<u>Site Utility Plan</u>	<u>7/28/06</u>
<u>C2.4</u>	<u>Site Utility Plan</u>	<u>7/28/06</u>
<u>C3.1</u>	<u>Site Grading Plan</u>	<u>7/28/06</u>
<u>C3.2</u>	<u>Site Grading Plan</u>	<u>7/28/06</u>
<u>C4.1</u>	<u>Profiles</u>	<u>7/28/06</u>
<u>C4.2</u>	<u>Profiles</u>	<u>7/28/06</u>
<u>C4.3</u>	<u>Profile – Waterline / Fireline</u>	<u>7/28/06</u>
<u>C4.4</u>	<u>Profile – Waterline/ Fireline</u>	<u>7/28/06</u>
<u>C4.5</u>	<u>Profile – Sewer Line</u>	<u>7/28/06</u>
<u>C5.1</u>	<u>Miscellaneous Details</u>	<u>7/28/06</u>
<u>C5.2</u>	<u>Miscellaneous Details</u>	<u>7/28/06</u>
<u>C5.3</u>	<u>Miscellaneous Details</u>	<u>7/28/06</u>
<u>C5.4</u>	<u>Miscellaneous Details</u>	<u>7/28/06</u>
<u>C5.5</u>	<u>Miscellaneous Details</u>	<u>7/28/06</u>
<u>A1.1</u>	<u>Existing Site Plan/Demolition</u>	<u>11/17/06</u>
<u>A1.2</u>	<u>Existing/New Site Plan</u>	<u>11/17/06</u>
<u>A1.3</u>	<u>Existing/New Partial Site Plan</u>	<u>11/17/06</u>
<u>A1.4</u>	<u>Railing Details</u>	<u>11/17/06</u>
<u>S1.1</u>	<u>Notes</u>	<u>11/17/06</u>
<u>S2.1</u>	<u>Typical Details</u>	<u>11/17/06</u>
<u>S3.1</u>	<u>Retaining Wall Layout and Elevations</u>	<u>11/17/06</u>
<u>S3.2</u>	<u>Retaining Wall Details</u>	<u>11/17/06</u>
<u>S3.3</u>	<u>Retaining Wall Details</u>	<u>11/17/06</u>
<u>E1</u>	<u>Electrical Work</u>	<u>11/17/06</u>
<u>E2</u>	<u>Electrical Work</u>	<u>11/17/06</u>
<u>E3</u>	<u>Electrical Work</u>	<u>11/17/06</u>
<u>E4</u>	<u>Electrical Work</u>	<u>11/17/06</u>
<u>E5</u>	<u>Electrical Work</u>	<u>11/17/06</u>
<u>E6</u>	<u>Electrical Work</u>	<u>11/17/06</u>
<u>E7</u>	<u>Electrical Work</u>	<u>11/17/06</u>
<u>E8</u>	<u>Electrical Work</u>	<u>11/17/06</u>
<u>E9</u>	<u>Electrical Work</u>	<u>11/17/06</u>

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<u>Addendum No. 1</u>	<u>8/4/09</u>	<u>5</u>
<u>Addendum No. 2</u>	<u>9/4/09</u>	<u>28</u>
<u>Addendum No. 3</u>	<u>9/14/09</u>	<u>5</u>

- ...
- |  |                                   |
|--|-----------------------------------|
| <u>1. General Liability (naming the Owner as additional insured)</u> | <u>\$1,000,000.00</u>             |
| <u>2. Performance Bond and Payment Bond</u>                          | <u>100% of the Contract Price</u> |
- ...

Michael Gleason, President & Chief Executive Officer

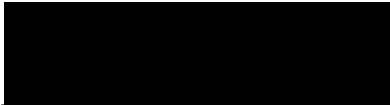
Gerald Yamada President/Secretary



## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, Scott E. Fleming, AIA, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:58:09 on 10/21/2009 under Order No. 1000384222\_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ – 2007 - Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



*(Signed)*

Principal

*(Title)*


October 21, 2009

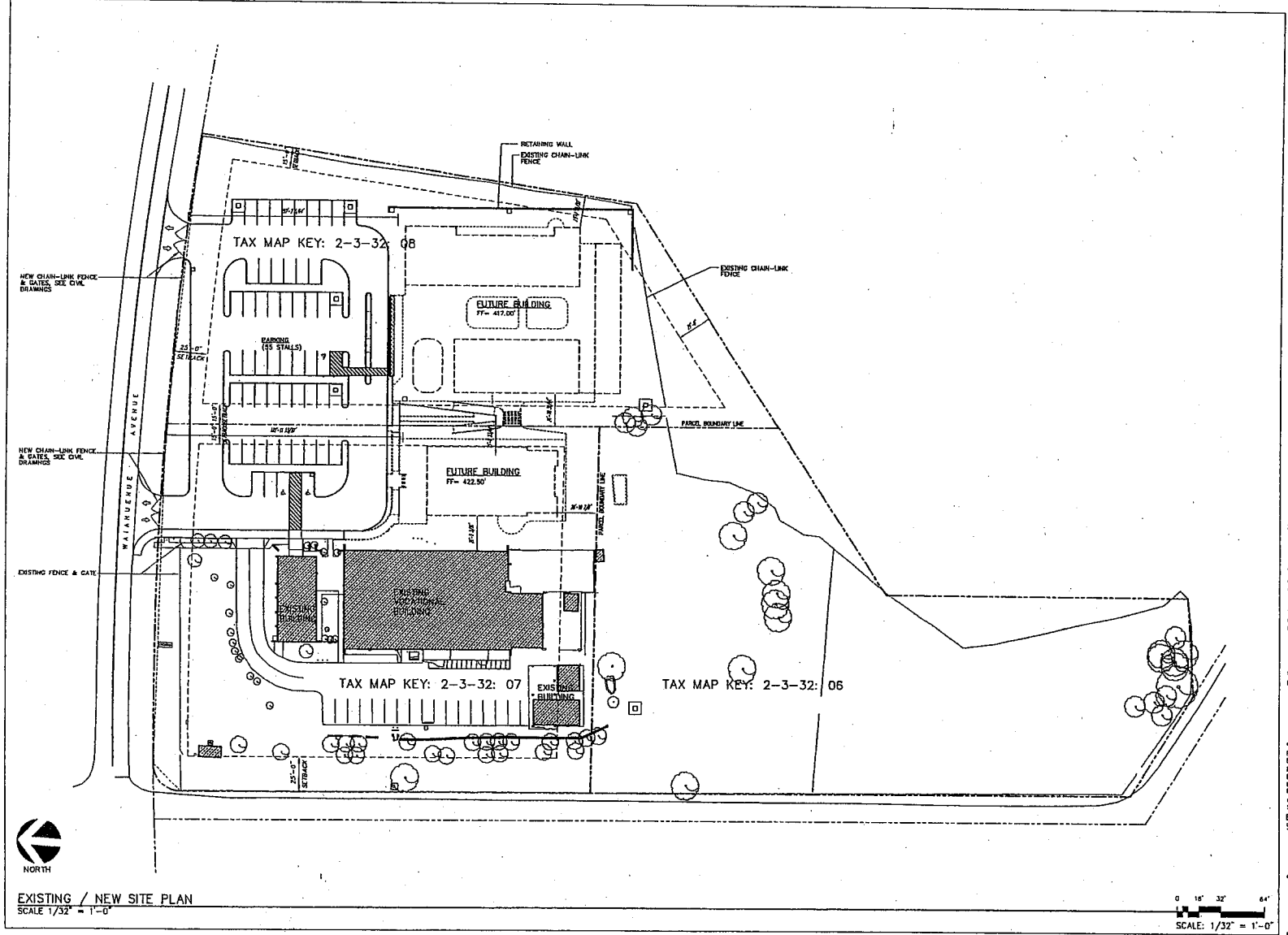
*(Dated)*

**SITE PLANS**

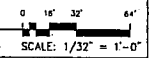
The  **ARC of Hilo**

1099 Waianuenue Ave.  
Hilo, Hawaii 96720

VERSION: 16.23 (LINE TOP) DATE/TIME: JUL 7, 2006 8:34:37 AM OPERATOR: SCOTT FLOWING  
 LOCATION: PROJECTS/DESIGN OF A/C OF #43 - COMMUNITY CENTER/REGULAR SITE IMPROVEMENTS  
 Durrant  




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



SITE IMPROVEMENTS  
**THE ARCOF HILO**  
 1059 WAIKANEHE AVENUE  
 HILO, HAWAII  
 TAX MAP KEY: 2-3-32: 6, 7 & 8



I, the undersigned, being a duly qualified Professional Engineer in the State of Hawaii, do hereby certify that I am the author of the design and drawings herein and that I am a duly Licensed Professional Engineer in the State of Hawaii.



**DURRANT**  
 Media Five

The design and drawings herein are the property of Durrant Media Five and are to be used only for the project and site identified herein. No part of this design or drawing may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Durrant Media Five.

CONSULTANT:

REVISIONS:

PROJECT: 09059.00  
 DATE: 07/07/2006  
 PROJECT DIRECTOR: MC  
 PROJECT PARTICIPANTS: SF

SHEET CONTENTS:  
 EXISTING / NEW  
 SITE PLAN

SHEET  
**A1.2**



**SITE PHOTO**

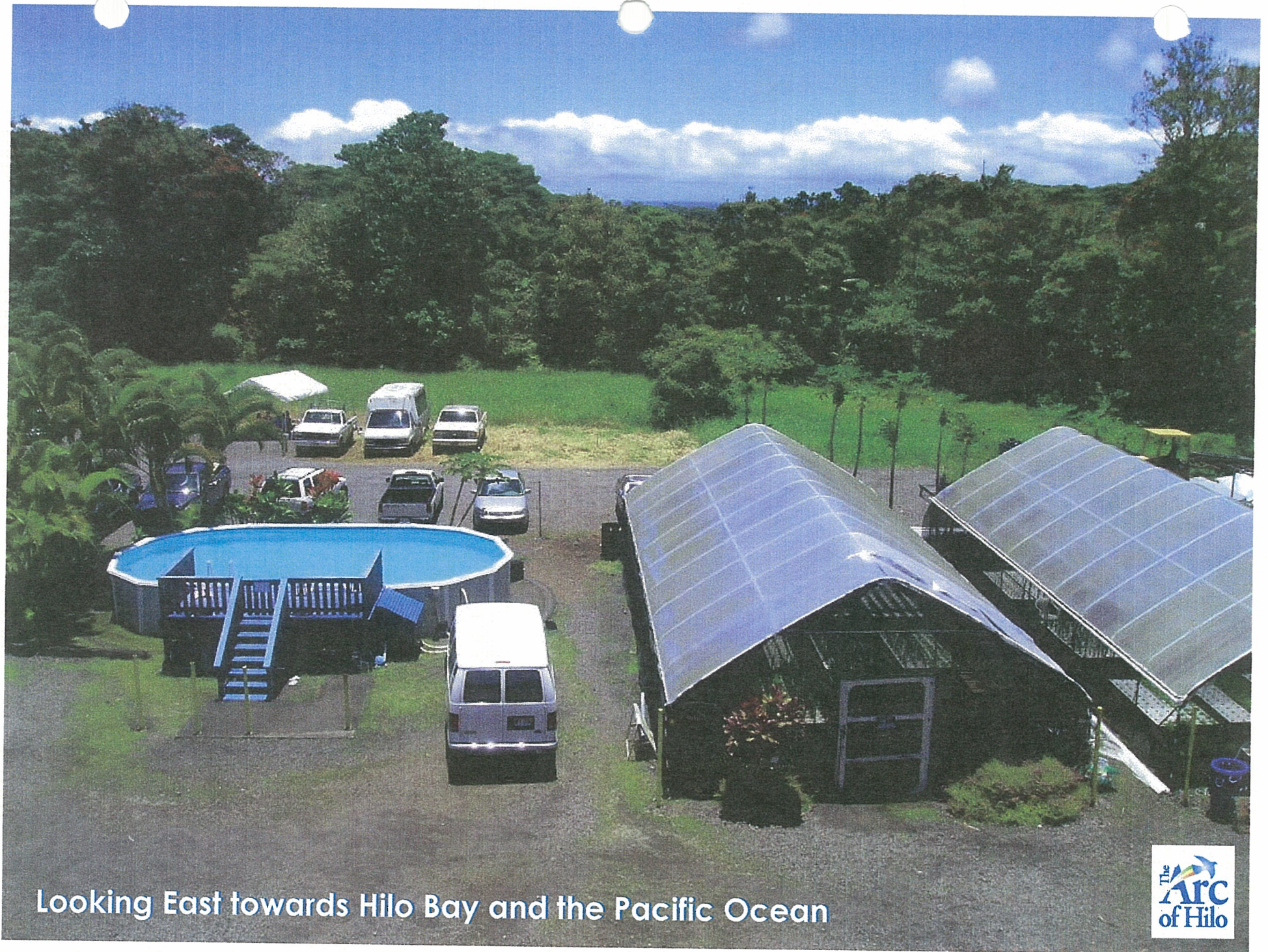
The  **ARC of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720



Looking Northeast at Waianuenu Avenue & Future Parking Lot area







Looking East towards Hilo Bay and the Pacific Ocean

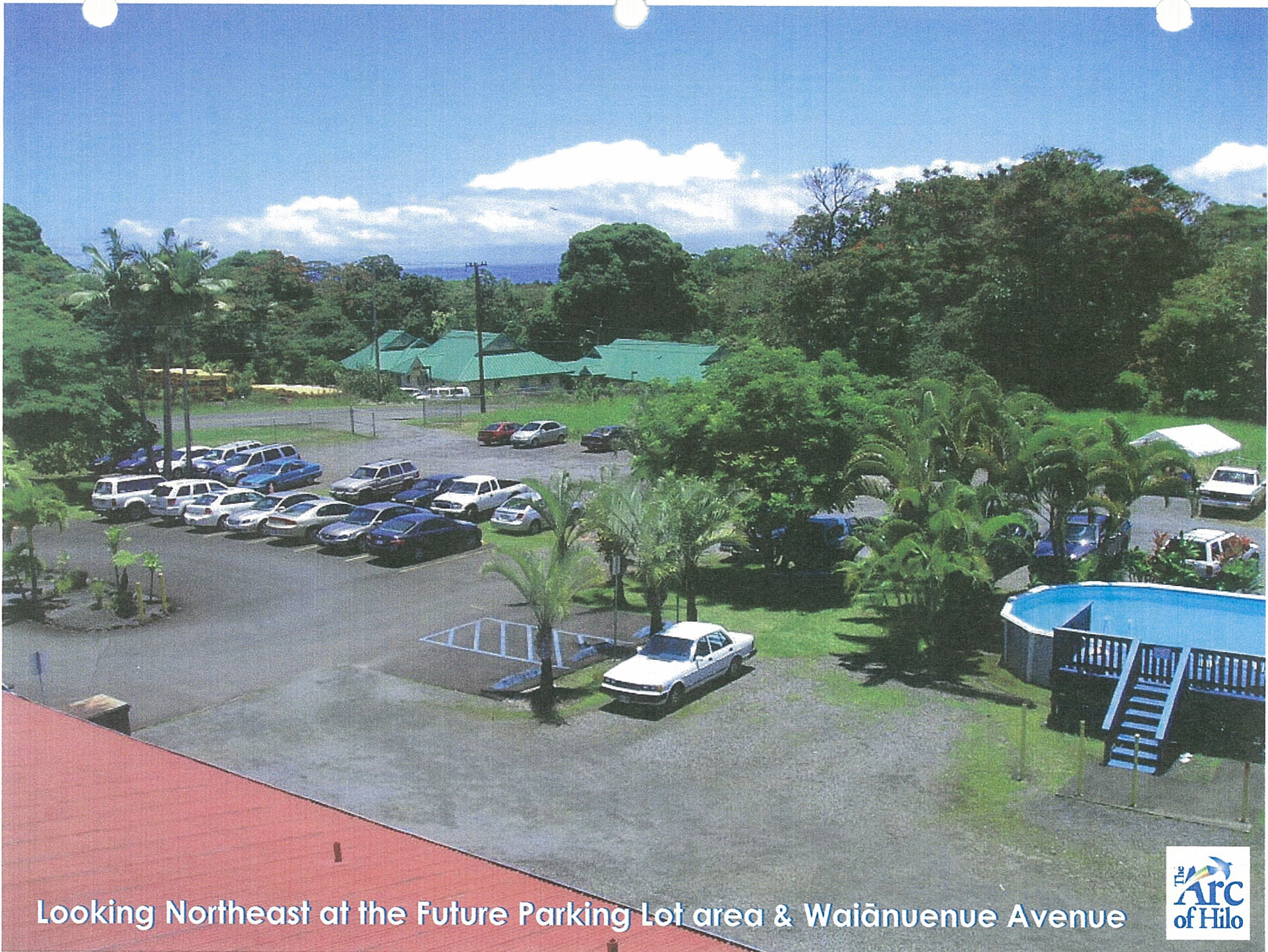




Facing North toward the old plant nursery and current building







Looking Northeast at the Future Parking Lot area & Waiānue Avenue





**LOCATOR MAP**

The  of Hilo

1099 Waianuenue Ave.

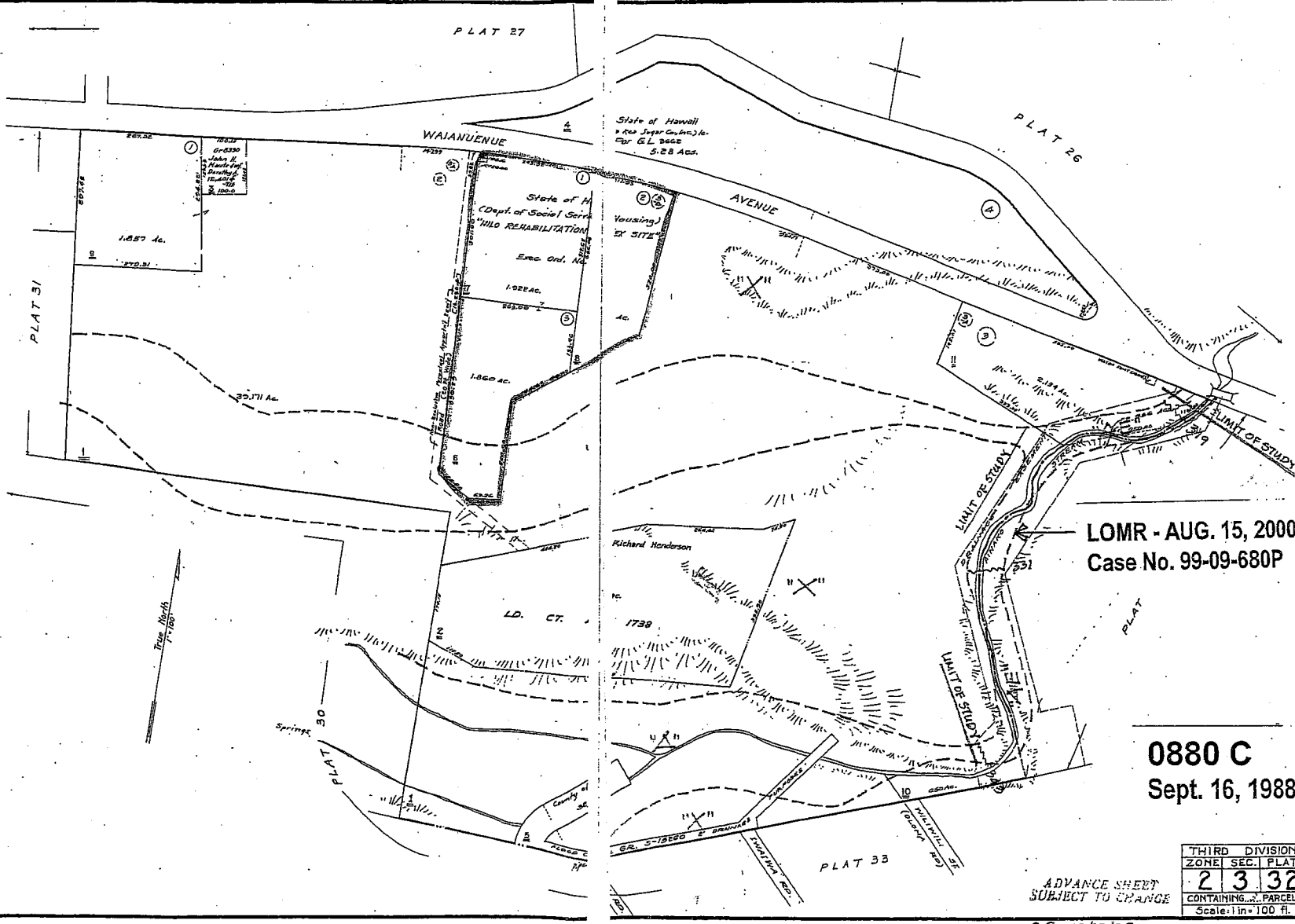
Hilo, Hawaii 96720





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Dwg. No. 01  
 By: G.G. - G.G. (G.G.)  
 Checked: G.G. (G.G.)  
 Date: 12/12/03



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

**0880 C**  
**Sept. 16, 1988**

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

ADVANCE SHEET  
 SUBJECT TO CHANGE

G.G. - 12/12/03

PRINTED

THE FLOOD ZONES SHOWN REPRESENT  
 DPW'S INTERPRETATION OF THE FIRM  
 (FLOOD MAPS) AS OF APR 5 2007

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

**BOARD OF DIRECTORS**

The  of Hilo

1099 Waianuenue Ave.

Hilo, Hawaii 96720



**Board of Directors**  
July 1, 2009 through June 30, 2010

<u>Director/Address</u>	<u>Committees</u>	<u>Occupation</u>	<u>Contact Number</u>
<b>Samuel R. Wallis</b> <i>Chairman of the Board</i> 108 Lukia Place Hilo, HI 96720	Administrative & Finance *	Retired, Investment Advisor	961-6176 (H) <a href="mailto:samjr44@aol.com">samjr44@aol.com</a>
<b>Robert K. Zimmerman, Jr.</b> <i>Vice Chairman of the Board</i> PO Box 11464 Hilo, HI 96721	Administration & Finance	Financial Consultant	989-5991 (H) <a href="mailto:rkzimm@hawaii.rr.com">rkzimm@hawaii.rr.com</a>
<b>Michelle Bauer</b> <i>Secretary of the Board</i> 147 Likeke St. Hilo, HI 96720		Parent of Disabled Adult	959-2661 <a href="mailto:bauer11@hawaiiantel.net">bauer11@hawaiiantel.net</a>
<b>Ted LeJeune</b> <i>Treasurer of the Board</i> 8 Kihae St. Apt. 705 Hilo, HI 96720			430-4648 (H&C) <a href="mailto:thl@hawaii.edu">thl@hawaii.edu</a>
<b>Bobby Cooper</b> 486-B Akolea Road Hilo, HI 96720	Development & Vision *	Retired	935-0253 (H) 987-3571 (C) <a href="mailto:eleuhilo@gmail.com">eleuhilo@gmail.com</a>
<b>Dr. Angie Miyashiro</b> PO Box 1257 Volcano, HI 96785	Administration & Finance	Teacher Hilo High School Director E. HI Special Olympics	985-8519 (H) 960-2303 (C) 928-2088 (W) <a href="mailto:terqu2004@yahoo.com">terqu2004@yahoo.com</a>
<b>Paul H. Rosendahl, Ph.D.</b> 240 Mohouli Street Hilo, HI 96720	Development & Vision	Archaeologist Consultant Paul H. Rosendahl, Ph.D., Inc Parent of Disabled Adult	961-5840 (H) 969-1763 (W) 961-6998 (F) <a href="mailto:phrphr@interpac.net">phrphr@interpac.net</a>
<b>Tana Zwick McDuffie</b> PO Box 431 Kurtistown, HI 96760		HPM Building Supply Home Planning Div.	966-6367 (H) <a href="mailto:tanamcduffie@cs.com">tanamcduffie@cs.com</a>
<b>William Horace Farr</b> 505-A Ainalako Road Hilo HI 96720	Vision & Development	Data Processing Coordinator Office of Aging, County of Hawaii <i>Brother-in-law of Disabled Adult</i>	959-0773 (H) 961-8600 (W) 961-8603 (F) <a href="mailto:whfarr@hawaiiantel.net">whfarr@hawaiiantel.net</a>
<b>Michael E Gleason</b> 1099 Waiuanuenue Ave Hilo HI 96720	President & CEO	President & CEO The Arc of Hilo	935-8535 ext 201 (W) <a href="mailto:mgleason@hiloarc.org">mgleason@hiloarc.org</a>



**IRS EXEMPTION  
UNDER SECTION 501 ( c ) 3**

**The  of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

District  
Director

P.O. Box 2350 Los Angeles, Calif. 90053

HILO ASSOCIATION FOR  
RETARDED CITIZENS  
1099 WAIANUENUE AVENUE  
HILO, HI 96720-2096

Person to Contact:  
LUCILLE BARRAGAN

Telephone Number:  
(213) 894-2336

Refer Reply to:  
EO (100593)

Date: NOV 03 1993

RE: HILO ASSOCIATION FOR RETARDED CITIZENS  
EIN: 99-0109668

GENTLEMEN:

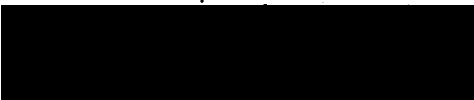
This letter is in response to your request for a copy of the determination letter for the above-named organization.

Our records indicate that this organization was recognized to be exempt from Federal income tax in FEBRUARY 1955 as described in Internal Revenue Code Section 501(C)(03). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the code, because it is an organization described in Section 170(b)(1)(A)(i).

The exempt status for the determination letter issued in FEBRUARY 1955, continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

  
Disclosure Assistant

11/15/93



Internal Revenue Service

Department of the Treasury

District  
Director

Person to Contact: ~~MARSHY REED~~

Telephone Number: (213) 725-1235

Refer Reply to: EOMF Coordinator

Date: SEP 11 1996

EIN# 99-0109668

Internal Revenue Code Section:  
501(c)(03)

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

Dear Sir or Madam:

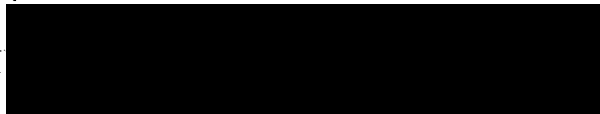
Thank you for submitting the information shown below or on the enclosure. We have made it a part of your file.

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

Please let us know about any future 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,



District Director

Item Changed

From

To

(Name)


Hilo Association For Retarded  
Citizens

(SEE ABOVE)

EP/EO Division  
McCaslin Industrial Park  
2 Cupania Circle  
Monterey Park, CA 91755-7406

Letter 976(DG) (Rev. 1-87)

**LETTER OF COMMITMENT**

  
**The ARC of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

Subject: akaka-dki release / grant for hilo job training center  
 Date: 6/26/2007 1:24:06 PM Hawaiian Standard Time  
 From: Mike\_Yuen@inouye.senate.gov  
 To: Dora\_AhSue@inouye.senate.gov, Rachel\_Armstrong@inouye.senate.gov, Aaron\_Auna@inouye.senate.gov,  
 Marie\_Blanco@inouye.senate.gov, James\_Chang@inouye.senate.gov, Daniel\_Chun@inouye.senate.gov,  
 Patrick\_DeLeon@inouye.senate.gov, Virginia\_Finnell@inouye.senate.gov,  
 Kamakana\_Fitchett@inouye.senate.gov, Jana\_Swamidoss@inouye.senate.gov,  
 Frank\_Kelly@inouye.senate.gov, Jessica\_Lee@inouye.senate.gov, Van\_Luong@inouye.senate.gov,  
 Beverly\_MacDonald@inouye.senate.gov, Erin\_Masui@inouye.senate.gov,  
 Kawe\_Mossman@inouye.senate.gov, Lianne\_NishidaCostello@inouye.senate.gov,  
 Larissa\_Nojek@inouye.senate.gov, Melissa\_Shimizu@inouye.senate.gov, Brian\_Stout@inouye.senate.gov,  
 Teal\_Takayama@inouye.senate.gov, Gloria\_Wong@inouye.senate.gov, Mary\_Yoshioka@inouye.senate.gov,  
 Mike\_Yuen@inouye.senate.gov, Sara\_Daly@inouye.senate.gov, Bob\_Dods@inouye.senate.gov,  
 Intern1@inouye.senate.gov, MaryLou\_Jardine@inouye.senate.gov, Aaron\_Leong@inouye.senate.gov,  
 Alexis\_Lum@inouye.senate.gov, Milton.T.Yoshimoto@usace.army.mil, Dayna\_Mora@inouye.senate.gov,  
 Jinny\_Okubo@inouye.senate.gov, Jennifer\_Sabas@inouye.senate.gov,  
 Barbara\_Sakamoto@inouye.senate.gov, Sheila\_Yamamoto@inouye.senate.gov,  
 Arlis\_Muraoka@inouye.senate.gov, wakutagawa@napuuhawaii.com, Dnishim888@aol.com,  
 eaczon@hawaii.rr.com, rms@ronsakoda.com, barbin@maui.net, tanakaw013@hawaii.rr.com  
 CC: Charlie\_Houy@appro.senate.gov, Betsy\_Schmid@appro.senate.gov,  
 Margaret\_Cummysky@commerce.senate.gov, jenilee\_keefe@commerce.senate.gov

FOR IMMEDIATE RELEASE  
 June 26, 2007

Contact: Jesse Broder Van Dyke  
 (202) 224-6361

**AKAKA & INOUE HELP SECURE NEARLY \$1 MILLION  
 FEDERAL GRANT FOR HILO JOB TRAINING CENTER**

WASHINGTON, D.C. – U.S. Senators Daniel K. Akaka (D-HI) and Daniel K. Inouye (D-HI) are pleased to announce today that the Department of Commerce Economic Development Administration (EDA) has awarded a \$993,000 investment to the Arc of Hilo for construction of a new Employment Training Services Center (ETS) training facility.

The EDA announcement stated that the facility will provide educational and business opportunities to disabled residents, creating 229 new jobs and generating over \$865,000 in private investment.

Senator Akaka said: *“This grant will help the Arc of Hilo be better able to provide essential job and life-skills training for their clients. I have been proud to support the work of the Arc of Hilo and I will continue to do so.”*

Senator Inouye said: *“The Arc of Hilo is a valuable resource for the Big Island. This grant will provide valuable tools for the Training Center to complete its mission of helping our disabled residents learn skills and gain employment.”*





NATIONAL TRUST COMMUNITY INVESTMENT CORPORATION  
*A subsidiary of*  
The National Trust for Historic Preservation

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May 25, 2007

Mike Gleason, President and CEO  
Arc of Hilo  
1099 Waiianuenue Avenue  
Hilo, HI 96720

RE: Arc of Hilo Community and Training Center  
Hilo, Hawaii

Dear Mike:

The purpose of this letter is to express the National Trust Community Investment Corporation's interest in participating as the New Markets Tax Credit equity investor in the Arc of Hilo Community and Training Center project through one of its established equity funds (hereinafter the "Fund").

As you know, NTCIC is a for-profit subsidiary of the National Trust for Historic Preservation. Since inception, NTCIC has invested approximately \$86 million of equity into projects with total development costs of \$453 million. NTCIC offers unrivaled expertise in the field of tax credit equity investment along with the financial strength of our investors.

The Fund has completed a review of the financial projections which were provided to us on May 25, 2007. The projections show a total development cost of approximately \$10,638,994, which could generate \$4.13 million in new market enhanced credits. Current pricing is dependent upon the strength of the development team (including guarantor financial strength), the type of project and the proposed pay-in schedule of the tax credit equity.

The actual pricing of our investment will depend on the legal structure of the transaction, timing of the equity pay-ins and delivery of the tax credits, the Fund's economic participation in the project (e.g. priority return and residual value), and guarantor strength. In general, 100% of the Fund's equity is paid in during a project's development period.

Please note that this letter is neither a commitment letter nor an offer to invest. Any investment by the Fund will be contingent upon agreement by you on investment terms, completion of the Fund's standard due diligence review, approval by the Fund's Investment Committee, and closing on Fund's standard form of operating agreement and related documents.

Thank you for giving the Fund an opportunity to express our interest in assisting in the development of the Arc of Hilo Community and Training Center. I look forward to working

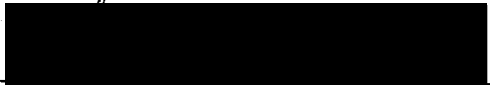
May 25, 2007  
Page 2 of 2

with you on this very exciting project in the coming months. Please feel free to call me at (202) 588-6064, if you have any questions.

Very truly yours,

John Leith-Tetrault  
National Trust Community Investment Corporation

By: \_\_\_\_\_

  
John Leith-Tetrault  
President



**UNITED STATES DEPARTMENT OF COMMERCE**  
**The Assistant Secretary for Economic Development**  
Washington, D.C. 20230

JUN 25 2007

In Reply Refer to:  
Investment No.: 07-01-06018

Mr. Michael Edwin Gleason  
President and Chief Executive Officer  
Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, Hawaii 96720-2019

Dear Mr. Gleason:

I am pleased to announce that the Department of Commerce's Economic Development Administration (EDA) has approved your application for an EDA investment. This \$993,000 investment funds multiple infrastructure improvements to a building site necessary for construction of a facility to provide educational and business opportunities to Hilo's large population of disabled and unemployed residents, creating 229 new jobs and generating more than \$865,500 in private investment, as a part of President Bush's commitment to keep America working.

President Bush is committed to ensuring that no community or demographic group is excluded from the opportunity to achieve the American dream. To that end, this EDA investment will serve as a foundation for future economic successes that will benefit both families and businesses in your area. EDA is committed to providing financial assistance to meet the economic development needs of distressed communities throughout the United States. Our mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy.

Please be assured that EDA's Seattle regional office will be in contact with you to assist in the implementation of EDA's investment in our partnership. I have requested that Gail Fujita, Economic Development Representative, contact you to make all necessary arrangements. Ms. Fujita can be contacted at the Economic Development Administration, Federal Building, Room 5180, 300 Ala Moana Boulevard, Honolulu, Hawaii 96850, or (808) 541-3391.

I share your expectations regarding the impact of this investment and look forward to working with you to see to its successful completion. I am confident that this project will be an important asset in your economic development strategy and will provide lasting improvements in your community.

Sincerely,

SKB

Sandy K. Baruah  
Assistant Secretary of Commerce  
for Economic Development





EXECUTIVE CHAMBERS  
HONOLULU

LINDA LINGLE  
GOVERNOR

February 8, 2007

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

Dear Mr. Gleason:

I am pleased to inform you that I am releasing a grant of \$200,000 in general obligation bond funds for the Arc of Hilo to build an Employment Training and Client Support Services Center in Hilo. The new facility will enable the Arc to expand its ability to provide employment training and placement services for a growing number of persons with disabilities on the Island of Hawaii.

I understand that construction will proceed in two phases, and that the State grant will be used for the initial phase of site preparation. I also understand that additional State funds will be requested from the 2007 Legislature to support subsequent construction phases of the project; however, the amount has yet to be determined.

The Vocational Rehabilitation (VR) program in the Department of Human Services, which is the expending agency for the grant, will be working with your organization to develop the scope and terms of the contract for the \$200,000 grant. Please contact VR to facilitate the release of funds.

Sincerely,

LINDA LINGLE

c: Honorable Lillian B. Koller



GOV. MSG. NO. 984

EXECUTIVE CHAMBERS  
HONOLULU

LINDA LINGLE  
GOVERNOR

June 27, 2007

The Honorable Colleen Hanabusa, President  
and Members of the Senate  
Twenty-Fourth State Legislature  
State Capitol, Room 409  
Honolulu, Hawaii 96813

Dear Madam President and Members of the Senate:

This is to inform you that on June 27, 2007, the following bill was signed into law:

HB500 HD1 SD1 CD1

A BILL FOR AN ACT RELATING TO THE STATE  
BUDGET.  
(ACT 213)

Sincerely,

A solid black rectangular box redacting the signature of Linda Lingle.

LINDA LINGLE

*This bill includes a \$250,000 allocation for The Arc of Hilo "Center"*

CAPITAL IMPROVEMENT PROJECTS

ITEM NO.	CAPITAL PROJECT NO.	TITLE	EXPENDING AGENCY	APPROPRIATIONS (IN 000'S)			
				FISCAL YEAR 2007-2008	M O F	FISCAL YEAR 2008-2009	M O F
1		HMS802 - VOCATIONAL REHABILITATION					
2							
3	11.	ARC OF HILO, HAWAII					
4							
5		CONSTRUCTION FOR THE CLIENT SUPPORT					
6		SERVICES COMMUNITY AND TRAINING CENTER.					
7		THIS PROJECT QUALIFIES AS A GRANT,					
8		FURSTANT TO CHAPTER 42F, HRS.					
9		CONSTRUCTION			250		
10		TOTAL FUNDING	HMS		250 C		C
11							



**AMERICAN**  
Savings Bank

January 16, 2007

Mr. Michael Gleason, President & Chief Executive Officer  
The Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, Hawaii 96720

Re: The Arc of Hilo's Client Support Services Center

Dear Mike:


We are pleased to inform you that American Savings Bank has approved a \$750,000 credit commitment to fund Phase II of The Arc of Hilo's Client Support Services Center. We understand that Phase II of the Client Support Services Center includes site work, a parking lot and related services associated with the parking lot.

The availability of the loan proceeds is subject to the preparation and execution of all documents evidencing, securing and/or related to the Loan (the "Loan Documents") in form and substance satisfactory to the Bank and the satisfaction of all conditions precedent as set forth in the Loan Documents. Otherwise, the Bank shall be under no obligation to continue the availability of the Guidance Terms as outlined in this Letter.

Should you have any questions, please feel free to contact me at 808-539-7841 or via email at [jmukaigawa@ashhawaii.com](mailto:jmukaigawa@ashhawaii.com). Thank you for considering American Savings Bank for your financing needs.

Sincerely,

American Savings Bank

  
Jody Mukaigawa  
Vice President



1099 Waianuenue Avenue  
Hilo, Hawaii 96720  
Phone: (808) 935-8534  
Fax: (808) 961-0148  
www.hiloarc.org

March 05, 2007

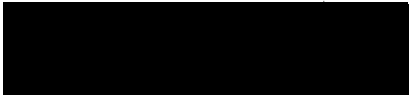
To Whom it May Concern:

This is to confirm that The Arc of Hilo has a building reserve fund of \$200,000. This reserve fund has been set up to support the startup of the Phase II Site Work construction of The Arc of Hilo Training Center at 1099 Waianuenue Avenue, Hilo.

I would also like to certify that the Articles of Incorporation and By-Laws dated August 3, 2003 are current and have not been amended to the present date.

The Board and staff and all our program participants look forward to having this new training facility. Please contact me if you have any questions concerning our project.

Sincerely,

  
Michael E. Gleason  
President & CEO  
The Arc of Hilo



Cooke Foundation, Limited  
1164 Bishop Street • 8th Floor  
Honolulu, Hawai'i 96813

May 23, 2008

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

TRUSTEES

Samuel A. Cooke  
*President*

Dale S. Bachman  
*Vice President*

Anna D. Blackwell  
*Vice President & Secretary*

Terry P. Dunford  
*Vice President & Treasurer*

Yvonne Johnson  
*Vice President*

Charles C. Spalding, Jr.  
*Vice President*

Grant number: 20080462 Grant amount: \$100,000.00  
Grant purpose: Arc of Hilo Training & Community Center (sponsored by Anna Blackwell)  
Grant conditions: First payment of \$25,000 in July 2009. Subsequent payments of \$25,000 in July 2010, 2011, and 2012 are contingent on satisfactory progress reports.  
Grant period: July 1, 2009 – July 1, 2013

Dear Mr. Gleason:

On behalf of the Trustees of the Cooke Foundation, I am pleased to inform you that the Foundation has awarded the grant described above to your organization. The following terms apply to this grant. By accepting this grant, you agree to these terms:

- (1) You must use this grant only for the purpose described in your application, subject to any additional conditions set forth in this letter.
- (2) You must submit a progress report no later than July 1, 2010. Report guidelines are posted at [www.cookefdn.org](http://www.cookefdn.org). The Foundation does not accept grant applications from organizations with overdue reports.
- (3) The Foundation reserves the right to conduct site visits and require interim progress reports.
- (4) You return unexpended funds remaining at the end of the grant period.
- (5) You must notify the Foundation immediately if your organization (a) cannot perform in accordance with the terms of this grant, (b) loses its exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, or (c) materially changes its programs, activities, or mission.

If you have questions, please contact Terry Savage at [tsavage@hcf-hawaii.org](mailto:tsavage@hcf-hawaii.org) or (808) 566-5508. We wish you success and look forward to hearing about your work.

Aloha.



Samuel A. COOKE  
President





**AMERICAN**  
Savings Bank

June 15, 2008

Jody Mukaigawa

Vice President  
Commercial Banking  
Commercial Markets Division

Glen Calvert  
Fund and Project Developer  
The Arc of Hilo  
1099 Waiannuenu Avenue  
Hilo, HI 96720

Dear Glen,

This letter is in regards to your financing request for construction and permanent financing of The Arc of Hilo ("Arc") Client Support Services Community Center. American Savings Bank ("ASB") has reviewed the information you provided which outlined the project's scope, estimated costs, and anticipated funding sources. Our preliminary analysis indicates that the Arc qualifies for a USDA-guaranteed loan that will provide an interim source of funding during the construction period.

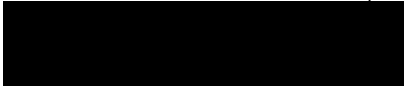
Once committed contributions have been received from your various donors, the projected remaining balance under the loan is estimated to be \$1,300,000. Based on the cash flow projections you provided to the Bank, the Arc would be able to service payments on the remaining \$1,300,000 loan balance.

Please note that this prequalification performed by ASB does not constitute a financing commitment. A financing commitment is subject to additional underwriting, due diligence and formal approval by ASB.

Feel free to contact me at (808) 539-7841 if you have any questions or if I can be of further assistance.

Sincerely,

**AMERICAN SAVINGS BANK**

  
Jody Mukaigawa  
Vice President

American Savings Bank Tower  
P.O. Box 2300  
Honolulu, Hawaii 96804-2300  
Phone 808.539.7841  
Fax 808.532.7370  
jmukaigawa@asbhiawaii.com



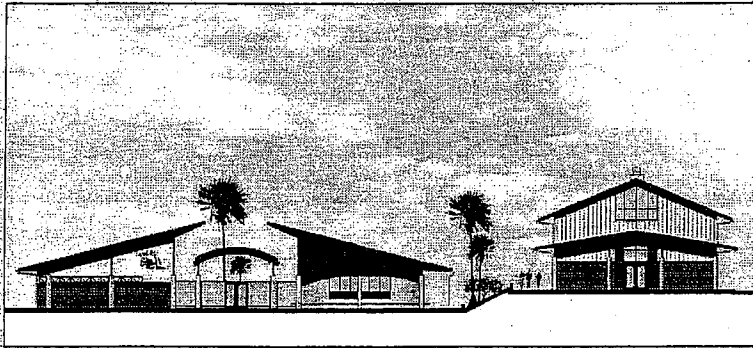
# THE ARC OF HILO

*is proud to announce a*

*New Markets Tax Credit Opportunity*

## Job Training and Community Center

*Hilo, HI*



*The Arc of Hilo is proud to announce a high-impact New Markets Tax Credit opportunity in the Arc of Hilo Job Training and Community Center Project.*

The Arc of Hilo is developing a 17,600 sf workforce development center in Hilo, Hawaii, an additionally distressed census tract with an unemployment rate 1.71 times the national average. This expansion project will not only nearly double the number of

workers currently being served from 270 to 500, but will result in a permanent increase in the ability of The Arc of Hilo to fulfill its non-profit mission -- to provide employment training and essential services to low-income persons with disabilities. The additional space will also allow Arc to begin programs for returning veterans with disabilities, returning prisoners (85% of whom have a learning disability), and the homeless.

The Arc of Hilo, formed 53 years ago, serves people with disabilities through educational, vocational and skill training, employment, residential accommodations and an adult day health program. With an annual budget of \$6 million, Arc serves 270 people and currently employs 115 on a full-time basis and 85 on flex schedules. The most challenged of Arc clients get individualized support services 24 hours a day, seven days a week. The organization staff has grown 400% in five years. The Arc's rapid progress and growth has triggered a critical need for additional space.

The Arc's activities are designed to reduce depression, improve health, decrease isolation, exclusion, discrimination, poverty and substance abuse. This is done through therapeutic activities and exercises, but also training, education, workforce development, employment placement, transportation and housing. The Arc will sustain and expand its programming with this new space and capacity.

*The Arc of Hilo Job Training and Community Center hopes to attract up to \$10.6 million in NMTC-enhanced permanent loans and equity from another CDE.*

*Offers of any size allocation amount are welcome and closings can occur immediately.*

Total project costs are estimated at \$10.6 million. The project is supported by \$1.8 million in grants from the County of Hawaii, the Office of Hawaiian Affairs, the Economic Development Administration and state grants-in-aid. The Arc of Hilo is also making a \$1 million equity investment through a capital campaign and expects the project to carry no long-term debt. The design phase is complete and construction will begin in Fall 2008, with completion anticipated by Spring 2010.

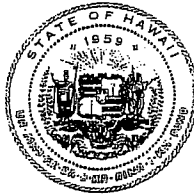
FOR MORE INFORMATION, CDEs SHOULD CONTACT:

Irvin Henderson, President

Irvin M. Henderson & Company

ihend@ncol.net

(252) 438-8513



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
VOCATIONAL REHABILITATION AND SERVICES FOR THE BLIND DIVISION  
601 Kamokila Boulevard, Room 515, Kapolei, Hawaii 96707

June 24, 2008

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

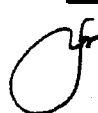
Dear Mr. Calvert:

Enclosed for your record are the approved Memorandum of Agreement between the Department of Human Services and The Arc of Hilo and also the approved Contract Modification I for Contract No. DHS-07-VR-4191.

Should you have any questions, please call Guy Tagomori at 692-7729.

Sincerely,



 Joe D. Cordova  
Administrator

Enclosures

## **MEMORANDUM OF AGREEMENT BETWEEN THE DEPARTMENT OF HUMAN SERVICES AND THE ARC OF HILO**

### **INTRODUCTION AND PURPOSE:**

This Memorandum of Agreement (MOA) between the Department of Human Services and the Arc of Hilo is established to facilitate cooperation between agencies.

The Department of Human Services (DHS) and its committed staff strive to provide timely, efficient and effective programs, services and benefits, for the purpose of achieving the outcome of empowering those who are the most vulnerable in our State to expand their capacity for self-sufficiency, self-determination, independence, healthy choices, quality of life and personal dignity.

The Arc of Hilo in Hilo, Hawaii is a job creation and workforce development nonprofit organization working to provide self-sufficiency for persons with disabilities, low income people, custodial and non-custodial parents, returning veterans, Temporary Assistance for Needy Families (TANF) recipients and the homeless.

### **ROLES AND RESPONSIBILITIES:**

The Department of Human Services agrees to refer its Benefit, Employment and Support Services Division (BESSD) clients and the Vocational Rehabilitation and Services for the Blind Division (VRSBD) clients to the Arc of Hilo for the creation of jobs, employment training and quality of life services designed to assist them and their families in their pursuit of self-sufficiency and independence.

BESSD provides a continuum of services, through nine programs that serve different populations, aimed at providing clients with monthly benefits to assist them with essentials such as food, shelter and child care, as well as employment support, work training and dependency diversion and prevention.

VRSBD provides for the rehabilitation needs of persons with disabilities so they can secure employment and lead full and productive lives.

The Arc of Hilo agrees to:

- provide appropriate analysis of the barriers (systemic and personal) to employment and self-sufficiency for each party;
- use that analysis to design a comprehensive intervention plan, including training and counseling;
- create a job and place the individual in that job whenever practicable;
- continue to monitor the path toward self-sufficiency and provide services that appear to be necessary from transportation to job coaches, as available;
- maintain reporting to the public assistance agencies on the progress of each referral;

- evaluate its methodology to determine needs for change or determine a particular emphasis as to what methods work and which do not.

**COMMON UNDERSTANDINGS:**

Confidentiality. All information provided by either party to the other will be held confidential and will not be further disclosed without the explicit written permission of the client, except as necessary to fulfill this agreement, as provided heretofore.

Communication. DHS and the Arc of Hilo will communicate as needed to facilitate the successful completion of this agreement and its purpose, reviewing progress and addressing anticipated changes in the MOA.

Amendments to the Agreement: This MOA may be reviewed annually and amended in writing if needed. Either party may request that amendments be considered at any time

Termination. Either party to this MOA may terminate this MOA by giving the other party a written notice of termination at least thirty days before the effective date of termination.

**DISPUTE RESOLUTION:**

It is the intent of both DHS and the Arc of Hilo to resolve disputes amicably. DHS and the Arc of Hilo will follow their own established protocol for resolution of disputes.

Nothing in this MOA shall be construed to limit any existing substantive or procedural protections provided to either party under state or federal law or regulation. Therefore, the signatories to this agreement accept no additional liability from this agreement, but agree to make best efforts toward its purpose. This memorandum is deemed to be in compliance and is subordinate to all appropriate laws and regulation associated with these locations and entities.

**IN WITNESS THEREOF each party hereto has caused this Agreement to be executed by an authorized official on the date set forth below.**

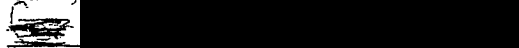


Lillian B. Koller  
Director  
Department of Human Services

06/20/08

Date

Debbie Perkins  
CFO, Arc of Hilo



Mike Gleason  
President and CEO  
Arc of Hilo

6/18/08

Date

CONTRACT MODIFICATION

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES

MODIFICATION NO. 1

Date: June 18, 2008

Contractor: The Arc of Hilo

Contract No.: DHS-07-VR-4191 IFB/RFP No.: N/A

Contract Title: Capitol Improvement Project – Construction of the employment training and client Support services community center in Hilo


A. MODIFICATION (S).

The following modification(s) is/are to be performed in accordance with all contracts stipulations (specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions by mutual action or the parties to the contract).

The STATE and the PROVIDER mutually agree that other than extending the contract for another twelve-month period (7/1/08-6/30/09) there are to be no other modifications to the contract including the Scope of Services and Compensation and Payment Schedule.

CONTRACTOR'S QUOTATION


The modification(s) described in A above will be performed at a contract price \_\_\_\_\_ increase \_\_\_\_\_ decrease of \$ -0-. Contract will not undertake to Perform the changes in A above until this modification order has been approved and issued.

 \_\_\_\_\_ Chief Financial Officer 6/18/08  
Contractor's Signature Title Date

C. STATEMENT OF CONTRACT FUNDS

Original Contract Price: \$ 200,000.00  
Previous Adjusted Contract Price: \$ N/A  
Amount the Change: Plus \_\_\_\_\_ Minus \_\_\_\_\_ \$ -0-  
Net Adjusted Contract Price: \$ 200,000.00

D. VALIDATION OF CONTRACT MODIFICATION

 \_\_\_\_\_ VR Administrator JUN 19 2008  
User Agency Signature Title Date

 \_\_\_\_\_ Director JUN 20 2008  
Agency Head Signature Title Date





Vocational Rehabilitation & Services for the Blind Division  
601 Kamokila Blvd., Room 515, Kapolei, HI 96707

❖ FAX ❖

Date: 6/24/08  
 Number of pages including cover sheet: 3

To: Mr. Glen Calvert  
AKC of HILO

Phone: 808-965-0148  
 Fax phone:  
 CC:

From: Anita Santiago

Phone: 692-7716  
 Fax phone: (808) 692-7727

REMARKS:  Urgent  For your review  Reply ASAP  Please comment

Re: MDA

**Notice:** This information and attachments are intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged and/or confidential. If the reader of this message is not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited and may be punishable under state and federal law. If you have received this communication and/or attachments in error, please notify the sender immediately and destroy all copies.

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**IN WITNESS THEREOF** each party hereto has caused this Agreement to be executed by an authorized official on the date set forth below.



Lillian B. Koller  
Director  
Department of Human Services

6/20/08  
Date

Debbie Perkins



Mike Gleason  
President and CEO  
Arc of Hilo

6/18/08  
Date

# HACBED

Hawai'i Alliance for Community-Based Economic Development  
677 Ala Moana Blvd., Suite 702 Honolulu, HI 96813  
Ph. 808.550.2661 Fax 808.534.1199  
Email [info@hacbed.org](mailto:info@hacbed.org) [www.hacbed.org](http://www.hacbed.org)

## Board Members

May 24, 2007

Jason Okuhama, *President*  
Executive VP and Partner  
Hawai'i Lending Specialists

Akoni Akana, *Vice-  
President*  
Executive Director  
Friends of Moku'ula

Norm Baker, *Treasurer*  
VP, Community Building  
Aloha United Way

Stacy Crivello  
Executive Director  
Ke Aupuni Lokahi

Gary & Kukui Maunakea-  
Forth  
WCRC/Mala Ai`Opio

Puni Kekauoha/Adrienne  
Dillard  
Papakolea CDC

Keolu Jha Kekipi &  
Susie Osborne  
Ho`oulu Lahui/ Kua O Ka  
La Public Charter School

Kipukai Kualii  
Anahola Kaua'i  
Agribusiness  
Microenterprise Project

Kukui & Gary Maunakea-  
Forth  
WCRC/Mala Ai`Opio

Wayne Tanna  
Asset Building Coalition &  
Chaminade University

## HACBED Staff

Robert Agres, Jr  
*Executive Director*

Brent Dillabaugh  
*Deputy Director*

Larissa Meinecke  
*Public Policy Associate*

Ra'eamlong  
*Associate Project  
Coordinator*

Kehau Padilla  
*Administrative Officer*

Mike Gleason, President and CEO  
Arc of Hilo  
1099 Waiuanue Avenue  
Hilo, HI 96720

Aloha Mike:

We are writing to express our strong support for the Arc of Hilo's application to the Office of Community Services of the Department of Health & Human Services. Through Arc of Hilo's participation in *The Community Connection* (HACBED's 9 month training and technical support program), we have come to know and believe in the power of your work in community. We continue to be impressed with the Arc of Hilo's community and economic development initiatives and the range of support programs and services you provide that work to improve the quality of life for people on Hawai'i island with developmental and other disabilities.

The Hawai'i Alliance for Community Based Economic Development (HACBED) is a statewide non-profit organization established in 1992 to encourage increased investments in sustainable and community-based approaches to economic development. HACBED supports community economic development organizations that are implementing economic initiatives and strategies that are rooted in community vision and values, and that promote economic and social justice for the people of Hawai'i.

It is for this reason that we support the Arc of Hilo's on-going community and economic development work. We believe your mission incorporates an important element of community-based economic development, that is, the incorporation of economic self-sufficiency and promotion of community-based development while advancing the quality of life of individuals with developmental and other disabilities, and in the process benefiting the broader community.

Again, we would like to commit to you our on-going support of your initiative and hope that the Office of Community Services will act favorably on your funding request.

Sincerely,

Robert Agres Jr.  
Executive Director



**Letter of Support**

**The  of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720

DANIEL K. AKAKA  
HAWAII

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

HONOLULU OFFICE:  
3106 PRINCE JONAH KUHIO  
KALANIANAOLE FEDERAL BUILDING  
P.O. BOX 50144  
HONOLULU, HI 96850  
TELEPHONE: (808) 522-8970

## United States Senate

WASHINGTON, DC 20510-1103

July 31, 2008

COMMITTEES:  
ARMED SERVICES  
BANKING, HOUSING AND  
URBAN AFFAIRS  
ENERGY AND NATURAL RESOURCES  
HOMELAND SECURITY AND  
GOVERNMENTAL AFFAIRS  
INDIAN AFFAIRS  
VETERANS' AFFAIRS


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

Dear Mr. Calvert:

Thank you for contacting me regarding the grant application submitted by the Arc of Hilo to the U.S. Department of Health and Human Services Administration for Children and Families (ACF) for funding of The Arc of Hilo Community and Training Center (CTC) under the Community Economic Development Program Operational Projects (HHS-2008-ACF-EE-0024) (CFDA 93.570).

I have written a letter of support for The Arc of Hilo's application to the ACF. I appreciate your keeping me apprised of efforts to help individuals with disabilities acquire job skills, and I look forward to the completion of the CTC. Again, mahalo for taking the time to contact me.

Aloha pumehana.

  
DANIEL K. AKAKA  
U.S. Senator



DANIEL K. AKAKA  
HAWAII

WASHINGTON OFFICE:  
41 HART STREET OFFICE BUILDING  
WASHINGTON, DC 20510  
TELEPHONE: (202) 224-6381

HONOLULU OFFICE:  
3106 PRINCE JONAH KUHIO  
ALANIANA'OLE FEDERAL BUILDING  
P.O. BOX 50144  
HONOLULU, HI 96850  
TELEPHONE: (808) 522-8970

# United States Senate

WASHINGTON, DC 20510-1103

June 7, 2006

COMMITTEES:  
ARMED SERVICES  
ENERGY AND NATURAL RESOURCES  
HOMELAND SECURITY AND  
GOVERNMENTAL AFFAIRS  
INDIAN AFFAIRS  
VETERANS' AFFAIRS

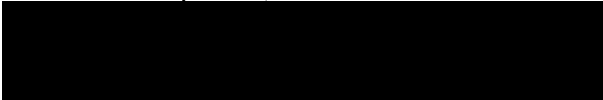
Mr. Glen Calvert  
Project and Fund Developer  
The Arc of Hilo  
1099 Waiianuenue Avenue  
Hilo, Hawaii 96720

Dear Mr. Calvert:

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

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

Aloha pumehana,

  
DANIEL K. AKAKA  
U.S. Senator



## HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

March 6, 2007

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

Dear Mr. Gleason:

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

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

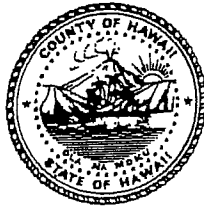
During this legislative session, I will favorably consider your GIA request. If you have any questions or concerns please feel free to contact me directly at (808) 586-6790 or via email [repcarroll@capitol.hawaii.gov](mailto:repcarroll@capitol.hawaii.gov).

Sincerely,

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

MC: ck

Harry Kim  
Mayor



Dixie Kaetsu  
Managing Director

Barbara J. Kossow  
Deputy Managing Director

## County of Hawai'i

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

March 15, 2007

To Whom It May Concern:

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

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

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

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

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

Alpha

Harry Kim  
MAYOR



February 28, 2007

The Arc of Hilo  
1099 Waianuenue Avenue  
Hilo, Hawaii 96720

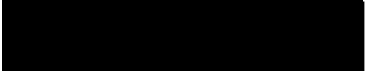
To Whom It May Concern:

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

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

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

Sincerely,

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

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

EMR:tlm



February 8, 2006

To Whom It May Concern:

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

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


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

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

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

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

Sincerely,



Barry K. Taniguchi  
President

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

February 06, 2006

To Whom It May Concern:

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

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

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

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

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

Sincerely,

Jesus & Alberdine Pascua



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

March 26, 2007

Dear Michael E. Gleason,

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

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

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

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

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

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

Sincerely,

Arval Shipley  
Director of PALS

Arval Shipley  
1310 Wailuku Dr.  
Hilo, HI 96720  
ship@yahoo.com



Cooke Foundation, Limited  
1164 Bishop Street • 8th Floor  
Honolulu, Hawai'i 96813

May 23, 2008

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

TRUSTEES

Samuel A. Cooke  
President

Maile S. Bachman  
Vice President

Anna D. Blackwell  
Vice President & Secretary

Terry P. Dunford  
Vice President & Treasurer

Maile Johnson  
Vice President

Charles C. Spalding, Jr.  
Vice President

Grant number: 20080462 Grant amount: \$100,000.00  
Grant purpose: Arc of Hilo Training & Community Center (sponsored by Anna Blackwell)  
Grant conditions: First payment of \$25,000 in July 2009. Subsequent payments of \$25,000 in July 2010, 2011, and 2012 are contingent on satisfactory progress reports.  
Grant period: July 1, 2009 – July 1, 2013

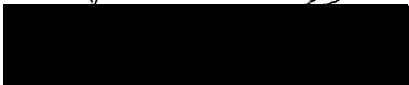
Dear Mr. Gleason:

On behalf of the Trustees of the Cooke Foundation, I am pleased to inform you that the Foundation has awarded the grant described above to your organization. The following terms apply to this grant. By accepting this grant, you agree to these terms:


- (1) You must use this grant only for the purpose described in your application, subject to any additional conditions set forth in this letter.
- (2) You must submit a progress report no later than July 1, 2010. Report guidelines are posted at [www.cookefdn.org](http://www.cookefdn.org). The Foundation does not accept grant applications from organizations with overdue reports.
- (3) The Foundation reserves the right to conduct site visits and require interim progress reports.
- (4) You return unexpended funds remaining at the end of the grant period.
- (5) You must notify the Foundation immediately if your organization (a) cannot perform in accordance with the terms of this grant, (b) loses its exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, or (c) materially changes its programs, activities, or mission.

If you have questions, please contact Terry Savage at [tsavage@hcf-hawaii.org](mailto:tsavage@hcf-hawaii.org) or (808) 566-5508.  
We wish you success and look forward to hearing about your work.

Aloha,

  
Samuel A. Cooke  
President

**RESUME**

**The  of Hilo**  
1099 Waianuenue Ave.  
Hilo, Hawaii 96720



# Mike Gleason

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## Objective

Community Building

## Experience

2000 - Present The Arc of Hilo Hilo Hawaii

### President & CEO

- Increased budget, staff size and client base by 60%
- Assisted start up of State Waiver Provider's Association
- Started Self-Determination Programs that were among first in State

1997 - 2000 Pahoa High School Pahoa Hawaii

### Student Services Coordinator

- Responsible for IEP meetings for Special Ed. Students.
- Responsible for Transition Services for Special Ed. Students
- Responsible for Records of Special Ed. Students.

1995 - 1997 Pahoa High School Pahoa Hawaii

### Vice Principal

- Responsible for oversight of Teachers and Students of 400-student Middle School.
- Assisted Teachers in development of curriculum.
- Administered discipline for 400-student Middle School

1988 - 1995 Pahoa H.S. Pahoa Hawaii

### Special Education Teacher/Department Head

- Chairman of Pahoa High and Intermediate Special Ed. Department
- Taught all courses in Special Ed. Department over 7-year period.
- Developed Pahoa High School Alternative Learning Center

1972 - 1978 Taught English as Second Language at PICS H.S. Ponape

## Education

1986 - 1988 Western Oregon State University Monmouth Ore.

- Master's Program in Special Education

1965 - 1971

- B.S. in K-12 Education

## Interests

Sailing, Fishing, Golf, Travel

## Community Service

President Hilo Bay Rotary Club 2003-2004, Chairman Mayor's Committee on People with disabilities 2000 - present, Vice President Hawaii State Waiver Provider's Association 2001- present, Chairman Membership Committee Hawaii Island Chamber of Commerce.

DEBORAH A. PERKINS

P.O. BOX 10115  
HILO, HAWAII 96721  
(808) 982-5680

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**OBJECTIVE:** To affiliate and grow with a firm that offers an opportunity to utilize my energy and leadership skills, while contributing to the companies success and profitability.

**EDUCATION:**

June 1980 University of Santa Clara Santa Clara, California  
Bachelor of Science, Management/Marketing

University of Hawaii at Manoa Honolulu, Hawaii  
Post Baccalaureate Accounting Course Work

**EXPERIENCE:**

APR 1996 J.E. MERK AND ASSOCIATES, HILO, HAWAII  
TO PRESENT FULL CHARGE BOOKKEEPER

In charge of A/R, A/P reconciliation of all related subsidiary accounts. Also, the daily maintenance of the General Ledger with the monthly Journal entries of accruals and prepaids. On a monthly basis, Financial statements are prepared which are submitted to the CPA's for review on a quarterly basis. I'm directly responsible for the preparation and maintenance of payroll, payroll taxes, TDI, workers compensation insurance, excise taxes, and the like. I operate in a singular office environment where I am also responsible for answering phones and handling daily customer/vendor concerns.

NOV. 1995<sup>11</sup> to SOUTH SHORE EQUIPMENT, HONOLULU, HAWAII  
APRIL 1996 FULL CHARGE BOOKKEEPER

Responsibilities includes: A/P, bank reconciliations, the preparation and maintenance of payroll, payroll taxes, TDI, workers compensation and excise taxes and . . . analyzation of general ledger accounts for accuracy and correctness (ie.. prepaids, accruals, taxes and comparing subsidiary ledger accounts to the general ledger). Currently utilizing Windows 95 and extensive daily usage of Excel for flooring reports, bank reconciliations, etc.

MARCH 1992 MAUNA LOA MACADAMIA NUT CORP. (C. BREWER SUBSIDIARY) HILO, HAWAII  
TO NOV. 1996

APRIL 1994 CUSTOMER SERVICE MANAGER  
TO NOV. 1995

Appointed Customer Service Manager in April 1994 (after serving as Accounts Receivables Manager for 2 years) to revamp and re-organize department. Duties included filling staff positions, implementing training seminars/new product training

departmental relations. I also worked extensively with accounts receivables depart. in the collection and reconciliation of serious problem accounts. Other related duties include the creation and implementation of Job Description manuals for five internal company divisions and the supervision of five clerks. I am familiar with and frequently use Word Perfect 6.0 and Lotus/Excel spreadsheets programs.

**MARCH 1992** ACCOUNTS RECEIVABLE MANAGER  
**TO APRIL 1994**

Duties included besides supervising A/R clerks, posting credit memos and monthly closing statements. A significant amount of my duties and time dealt with reducing one million dollars of serious, delinquent receivables to a manageable two-hundred thousand dollar sum. This was achieved prior to my subsequent appointment in April 1994. Other related duties included working with various collection agencies as it relates to the collection of delinquent accounts.

**MARCH 1988** CONTINENTAL CARS, LTD., HONOLULU, HAWAII  
**TO MARCH 1992** ACCOUNTANT

I was responsible for the preparation and finalization of financial statements which includes the following: balance sheet, profit and loss statements, departmental gross profit analysis and management reports. In addition, other duties included analyzation of general ledger accounts for accuracy. Such accounts included; prepaids, accruals, taxes and comparing subsidiary ledger account (A/P, A/R) with the general ledger balances. I also maintained payroll records, reporting taxes both payroll and excise. I compiled reports for the year end audit and assisted the auditors in the verification and accuracy of general ledger accounts in the preparation of company taxes.

**JAN. 1983 TO** TESTRON INTERNATIONAL, HONOLULU, HAWAII  
**FEB. 1988** OPERATIONS MANAGER

In charge of accounts payable and receivables, payroll, payroll taxes, (FIT, FICA, ST, FUTA, SUTA), inventory costing and control, preparation of sales figures and commission statements. Implementation of insurance policies (workers comp., TDI, property and liability), involvement with distribution, warehousing, order entry, scheduling and invoicing.

**JUNE 1982 TO** CONTRACT OFFICE GROUP, SAN JOSE, CALIFORNIA  
**DEC. 1982** MARKETING SECRETARY, EXPEDITOR, SALES SUPPORT

Acquired and prepared pricing structures for sales orders, bids, and proposals. Processes phone orders as requested or in absence of sales personnel. researches, processes and maintains and updates filing of reports and orders. Typing of letters, memos, forms, quotes, proposals for sales staff.

**SEPT 1980 TO** THOM MC AN, VALLCO FASHION PARK, CUPERTINO, CALIFORNIA  
**JUNE 1982** MANAGER

To effectively manage \$400,000. shoe store. duties included; meeting sales goals, control of cash flow, control of inventory, payroll, scheduling, hiring, and firing of store personnel, sales persons, ordering of shoes and store supplies.



**ACHIEVEMENTS:**

**TESTRON INTERNATIONAL** - Awarded outstanding achievement award in 1984 & 1986 (plaques).

**THOM MC AN** - Awarded for the greatest percentage increase in sales over last year for the Pacific District.

**UNIVERSITY OF SANTA CLARA** - Marketing class - During the fall quarter of my senior year for a marketing class, I entered a contest with two other classmates. The contest entailed a paper - 2 pages in length - dealing with how we would promote energy conservation on campus. We placed 1st. from the University and 2nd in the final competition sponsored by Pacific Gas and Electric.

THANK YOU FOR CONSIDERING ME FOR THIS POSITION.

VICKI LINTER  
PO BOX 956  
PAHOA, HI 96778  
965-0289(H)

### **Education**

1978	Associate Arts Degree, Honors	Los Angeles Pierce College	Liberal Studies
1990	Baccalaureate Degree, Honors	Sonoma State University	Psychology
1990	Special Certificate, Honors	Sonoma State University	Gerontology

### **Experience**

2000 to present Manager, Community Support Services Group, The Arc of Hilo  
Responsible for the overall administration of programs under the Community Support Services Group. Specific Responsibilities include: preparing and managing annual budget for all programs, developing, implementing and evaluating the program's policies and procedures in accordance with the budgets and policies of the company and funding sources. Developing and proposing changes in programs as funding sources change. Establishing and maintaining harmonious relationships with clients, clients' primary caregivers/personal representatives, businesses, volunteers and the community that will enhance the programs to better serve the clients. Establishing and maintaining harmonious relationships with private and governmental agencies. Preparing, negotiating, administering and assuring compliance with contracts funding these programs. Ensuring that all reports to funding sources as required by contracts are completed in a timely manner to assure compliance with those contracts. Planning, organizing and directing the work of the group. Responsible for hiring, training, development, promotions, transfers, discipline and termination of employment of the staff within the department in accordance with the policies and procedures of the company.

1991-2000 Case Manager, Big Island AIDS Project.

Clinical responsibilities: 1) Counseling and case management for people with HIV/AIDS, including assessment, planning for needed services and benefits, linking clients to services, and monitoring progress and effectiveness of service delivery, while encouraging self-sufficiency in the client and providing support and information for the client and their families. 2) Record keeping through the use of clinical/case management computer program, COMPIS, as well as traditional medical charting; keeping all client related documents confidential. 3) Attending clinical and care coordination meetings with staff and community service providers.

Administrative responsibilities: 1) Supervision and training of case management staff, creating and maintaining client services monthly budget, monitoring/evaluating the Case Management Program, completing financial reports, budgets, and statistics for the program. 2) Assisting with all aspects of grant writing and administration, preparing budgets, gathering data, writing narratives, site visits, presentation, utilizing the funding, billing, tracking budgets, submitting required reports and other documentation. 3) Public relations, including community education and resource development; provide in-service trainings for social service and medical facilities, such as Kaiser Permanente, Department of Human Services and Hilo Medicaid Center.

Committees served on: HIV/AIDS State Care Services Planning Group, AIDS Education Project Conference Planning Groups, Hawaii AIDS Task Group, State-wide Case Managers Group, East Hawaii AIDS related Services Group[, BIAP Board of Directors Personnel Committee, and BIAP Board of Directors Program Planning Committee.

1978 - 2003 Teacher/Interpreter, American Sign Language, by private contract with social services agencies, schools, judiciary, and in private industry.

1990-1991 Activities Director for A Golden Home, a long term care facility in San Rafael, CA. Planned and led social activities for frail, elderly residents. Worked with groups and individuals, as well as coordinating events with community organizations, to meet the social and psychological needs of long term care residents.

1988-1990 Gerontology Internships in Santa Rosa, CA

- 1) Case Manager, Multipurpose Senior Services Program. Responsible for assessment, planning, linking and monitoring support services for frail, elderly people living at home.
- 2) County Ombudsman, Office on Aging. Resolve problems and advocate for residents of several long term care facilities.
- 3) Friendly Visitor, Council on Aging. Visit residents of long term care facilities, to form long-lasting, supportive relationships.

1982-1987 Deaf Services Coordinator, Community Resources for Independence Santa Rosa, CA

Administrative responsibilities: 1) Worked collaboratively to develop social services program for hearing impaired individuals with Sonoma County Community Development Block Grant and United Way grant. Services included independent living skills training, an interpreter referral system (coordinating approximately 20 interpreters providing communications assistance to over 200 hearing impaired clients), community advocacy for improved access to publicly funded programs for hearing impaired people, benefits counseling, and social events. 2) Wrote monthly, quarterly, and annual reports, developed statistical gathering methods for the program, assisted in writing annual Sonoma County, United Way, and State DVR grants, participated in annual site visits and program presentations for County, United Way, and the State DVR. 3) Hiring, training, and supervision of Deaf Services Department staff.

Clinical responsibilities: Benefits counseling, interpreting, interpreter referral, communicate educational presentations, civil rights advocacy on local, state, and federal levels via the 1974 Vocational Rehabilitation Act, Section 504.

## References

Christine Richardson, RN, Executive Director, North Kohala Community Resource Center, 808-889-5523

Alice Adee, MD, 808- 969-6664

Clifford Chang, MPH, CHES, Executive Director, Pacific Islands Primary Care Association, 808-536-8442 ext. 221

## Resume

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Charmaine T. Ka-ipo  
HCR 2 Box 6862  
Keeau, HI 96720  
808 965-8996

### Education:

St. Joseph High School College Prep Diploma, University of Hawai'i Manoa:  
June 1967 -BA Fashion Design & Merchandising, Minor: Business Admin.

Special Courses and Training: The Apollo System-International Reservations, Ual, Inc.  
UAL Management Training & Industrial Relations. Transport Haz Mat Training-UAL,  
Disaster, Emergency Training, UAL Trauma Training, Hilton Hotel Management (Front  
of the House). Marketing and Public Relations -Communications, Human  
Communications-Chaminade University. Numerous courses in VR and related  
employment classes and workshops from 1991-present.

### Employment History:

1962-1970-Kahala Hilton Hotel, Hilton Hawaiian Village-Conventions, Group  
Incentives, Front Reception, Conventions Coordinator, Promotional Team, Management  
Trainee.

1970-1971-Naniloa Surf Hotel-Public Relations/Social Director/Marketing Director

1971-1985-United Airlines, Inc. Customer Service Supervisor/Trainer

1985-1987-Travel Camp of Hawaii-Manager

1987-1989-St. Joseph Schools, Development Director, Life Skills Instructor

1989-1991-Y.M.C.A. Program Director

1991-Present-The Arc of Hilo, Employment Training Services Manager, Placement  
Specialist, Community Services Manager.

P.O. Box 117  
Papaikou, HI 96781

Phone (808) 964-1956  
E-mail damc@hawaii.rr.com

# Debra A. Medeiros Cabarloc

---

## Objective:

To obtain and sustain employment that will afford me the opportunity to utilize my diverse skills to contribute to the success of an organization.

## Statement:

Throughout my work history a common theme has been that whenever necessary there is a natural gravitation towards

## Work Experience:

7/05 – Present      The Arc of Hilo      Hilo, HI  
Chief Administrative & Operating Officer

- Responsible for the overall administrative and operating management of the company and the accurate interpretation and implementation of policies related to these areas.
- Assist the President and Chief Executive Officer in the overall day-to-day management of the company and in the absence of the President and Chief Executive Officer performs the duties of the President and Chief Executive Officer under the direction of the Chairman of the Board of Directors.
- Assist in providing leadership that ensures an on-going company-wide strategic and operational planning involving the Board of Directors.

3/05- Present      The Arc of Hilo      Hilo, HI  
Director of Operations      Supervisor: Michael E. Gleason

- Management oversight to ensure overall business and program management of The Arc of Hilo. The position provides assistance to the President and Chief Executive Officer for the development, implementation and maintenance of programs, funding and strategies in keeping with the mission of The Arc of Hilo and in accordance with its by-laws and policies promulgated by the Board of Directors.
- Information Systems Management: Evaluate, assess and ensure program systems in place are conducive to productivity.

9/01 - 3/05      The Arc of Hilo      Hilo, HI  
Human Resources Manager      Supervisor: Ronald E. Penn

- Develop, implement and coordinate the policies and programs of human resource management. Continuously evaluate policies, procedures and programs in Human Resources relating to the effectiveness of results, relative costs, obsolescence, competitiveness and compliance with contractual and regulatory authorities.
- Originate policies for the approval by the Board of Directors; and implement and monitored policies after approval.

- Responsible for employment, labor relations, wage and salary administration, training placement, safety and health, benefits and employee services.
- Develop, implement, maintain and manage human resource policies including job descriptions, job evaluations, performance appraisals, discipline, hiring, training, development, promotions, transfers, compensation and employee benefit programs in accordance with its by-laws and policies developed by the Board of Directors.
- Plan, organize and direct the work of the Human Resources department. Responsible for hiring, training, development, promotions, transfers, discipline and termination of employment of the staff within the department in accordance with the policies and procedures of the company.
- Responsible for the overall computation and distribution of company payroll, associated reports, tax payments and general ledger entries for over 140 employees.

5/99 – 5/01

The Family Medicine Center

Hilo, HI

Medical Claims Assistant

Supervisor: Jon Martell, MD

- Assist Medical Claims Specialist in the complete billing cycle for a three physician medical practice.
- Cash count for clinic collections, prepare deposits, patient information data input, review patient charts to verify ICD-9 and CPT codes on fee slip to date of service progress notes, data entry of claims.
- Electronic filing of medical claims and hard copy claim filing; including processing of Worker's comp and No-fault claims. Generated monthly statements to patients.
- Post receipts from patients and insurance carriers. Submitted secondary claims and provided follow-up with insurance carriers on unpaid claims and performed collections to patients with past due balances.
- Prepared Monthly reports to physicians as specified
- Provided in-house computer support

3/93 – 5/99

Kanoiehna Industrial Area Asso. (KIAA)

Hilo, HI

Employer Benefits Coordinator

Supervisor: Stacy Higa

- Responsible for the day-to-day administration of the group medical insurance plan offered to the Association membership. Under no daily supervision as the Association is made up of members that run their own companies.
- Accounts Receivable: Monthly invoicing to member companies, process payments and the necessary changes to the appropriate insurance carrier.
- Accounts Payable: Monthly reconciliations and payments to insurance carriers, reimbursement of shared expense to general account and other direct expenses.
- Reports: Monthly Board of Director reports for 2000 participating subscriber medical plan program that include: Income/Expense, Register Balances and Budgets, Projected Surplus Funds, Medical Plan Subscriber Counts and others as requested.
- Bookkeeping: Maintain Medical Plan Trust Fund Account, Investment Security Account and State Grant Fund Employee Training Center Account
- Yearly Budgets: Prepared annual Association and Medical Benefits Plan administrative budget for approval.
- Special Performance: Streamline billing procedures, assisted computer programmers in the planning of a customized billing program and analysis reports.
- Assume responsibilities of Office Manager as necessary.
- Computer support

12/89 – 6/92 Big Island Broadcasting Co., Ltd

Hilo, HI



- General bookkeeping for both AM and FM radio stations
- Billing, sales reports, accounts receivable, accounts payable, payroll and related reports, maintained checking account, prepared journal entries and trial balance. Assisted company president, performed receptionist duties as needed and prepared daily "traffic logs" when necessary for both stations.

12/88 - 4/89 H & R Block Hilo, HI  
 Bookkeeper Supervisor: Patty O'Brien

- Receipt count, recorded bank deposits and maintained account balances for minimum requirements, transferred bank funds, prepared payroll and reconciliations.
- Qualified Tax Preparer and assisted with customers as needed.

5/82 - 9/85 Life Care Center of Hilo Hilo, HI  
 Purchasing/Payroll Clerk Supervisor: Ivan Yamamoto

- Set up and maintained stock control and inventory system.
- Performed purchasing duties for 240 bed facility
- Assist Business Manager with accounts payable and receivable
- Assist Administrator as necessary
- Prepared bi-weekly payroll for 260 employees; manually computed timecards for shift employees and prepared transmittal to payroll service for payment.
- Assisted with Medicaid and Medicare billing.
- Filled-in for Patient Accounts Representative and Receptionist as necessary.

**Education:**

Waiakea High School Graduate Hilo, HI  
 155 Kawili St., Hilo, HI 96720

8/81 - 12/81 Hawaii Community College Hilo, HI  
 1175 Manono St., Hilo, HI 96720

**Special Training and Skills:**

Microsoft Office User Specialist Certified for Word August 2001  
 Microsoft Office User Specialist Certified for Excel August 2001

Advanced computer skills include networking, intranet and Internet; ability to troubleshoot most computer problems and provide training.

Experienced in Microsoft Office and various accounting software

**References:**

Stacy Higa, Pacific Image Co., Owner  
 720 A Laukapu St., Hilo, HI 96720 Ph: (808) 961-6492

Wayne K. DeLuz, Hilo Mazda/Subaru, General Manager  
 1 Keaa St., Hilo, HI 96720 Ph: (808) 961-4411

Conrad Hokama, Alumside Products, Owner  
20 Kukila St., Hilo, HI 96720

Ph: (808) 935-5425

Ivan Yamamoto, Hale Annuene, Administrator  
1333 Waianuene Ave., Hilo, HI 96720

Ph: (808) 961-6644

House District 8

Senate District 4

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

"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: HALE MAHAOLU

Street Address: 200 Hina Avenue, Kahului, Hawaii 96732

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ROBYNE NISHIDA NAKAO

Title Development Director

Phone # 808-872-4108

Fax # 808-872-4120

e-mail : robyne@halemahaolu.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ACQUISITION AND REHABILITATION OF 18-UNIT APARTMENT BUILDING INTO AFFORDABLE RENTAL HOUSING FOR LOW-INCOME HOUSEHOLDS WHOSE INCOME IS AT OR BELOW 60% AMGI AS DEFINED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT WITH A PREFERENCE FOR HOUSING GIVEN TO PARTICIPANTS OF THE MAUI/MOLOKAI DRUG COURT PROGRAM.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 1,700,000.00

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 \$ 25,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

ROY K. KATSUDA, EXECUTIVE DIRECTOR

NAME & TITLE

1-26-2010

DATE SIGNED

## Application for Grants and Subsidies

### I. Background and Summary

Hale Mahaolu a private non-profit corporation was organized in 1967 and has experiences as sponsor, developer, owner and manager of 15 properties (approximately 950 units) in Maui County (including the islands of Molokai and Lanai. The corporation's purpose is to develop and manage safe, sanitary, decent housing as well as supportive services for very low to moderate income elderly and families in the State of Hawaii.

Our objective is to provide rental housing, related facilities, and supportive services specially designed to meet the physical, social, and psychological needs of our residents and to contribute to their health, security, happiness, and usefulness in longer living.

Hale Mahaolu is requesting \$1,700,000 from the Hawaii State Legislature to use towards the acquisition and rehabilitation of an 18 unit apartment building to provide low-income clean and sober housing for low-income households who are at or below 60%AMI as determined by the U.S. Department of Housing and Urban Development (HUD) with a preference for housing given to the Maui/Molokai Drug Court program participants located at 1776 Nani Street, Wailuku, Maui, Hawaii.

The Nani Street Apartment building is comprised of one three-story building constructed in 1989. All 18 units are one bedroom/one bath units and are approximately 406 square feet in size. This property is current zoned B-2 Community Business district.

For the last ten years, 569 participants received services from the Maui/Molokai Drug Court Program; this includes 111 current program participants. Approximately 300 non-violent substance related criminal defendants (60% success rate) have graduated from the drug court program in Maui County with a minimal 16% recidivism rate. This compares to the national average of 80% recidivism rate within six months of release in jurisdictions without a drug court program according to the National Drug Court Institute. Further the Hawaii State Attorney General has recently disclosed that the recidivism rate for those on probation or parole has been more than 50%. Also in comparison, the Drug Court program costs \$7,000 per participant over a 16 – 18 month period of time compared to \$30,000 per year to house an inmate in jail. The benefits of the Maui/Molokai Drug Court program for the tax payer and the community at-large are notable.

The Maui/Molokai Drug Court Program is the largest drug court within the State of Hawaii. As of January 2009, there were 111 participants in the Maui/Molokai Drug Court Program, with 75 people on the waiting list at MCCC. Drug Court participants are determined to be non-violent offenders who are highly monitored and supervised by the Court while participating in the Drug Court Program. In addition to obtaining full-time employment or attending college, complying with random drug and breathalyzer testing,

attending support meetings, completing court ordered community service and paying court ordered restitution, obtaining their GED/CBASE Certificate, and reporting to Court on the weekly basis, to successfully graduate from the Maui/Molokai Drug Court Program, participants must locate clean and sober housing approved by the Court. Non-compliance with any of the Drug Court requirements may result in the participant being placed back in jail.

According to Maui/Molokai Drug Court Administrator, obtaining Court approved, affordable, clean and sober housing is one of the biggest hurdles Drug Court participants face in completing the Drug Court program requirements. The County of Maui's 2010-2014 Consolidated Plan identifies Special Needs Housing for persons with alcohol or other drug addictions as a "medium" priority for the County of Maui. The 2010-2014 Consolidated Plan further indicates that there is an unmet need for this special needs population of 20 housing units, the Nani Street Apartment Acquisition and Rehabilitation project will provide 18 of the 20 units.

Further, the Maui/Molokai Drug Court Administrator stated that approximately 98% of the Maui/Molokai Drug Court Program participants are considered low-income and receive welfare assistance. As drug court participants near completion of the program, participants are required to obtain full-time employment or attend school full-time. In many cases, drug court participants who obtain employment work entry-level positions with minimum wages, and those who attend school full-time depend on student loans and/or scholarships, and/or part-time minimum wage employment to make ends meet. Additionally, 100 children are parented by current drug court participants. This affordable housing project will not only empower Drug Court participants to re-integrate as contributing members of Maui County but their children will also benefit. The 2010-2014 County of Maui Consolidated Plan identifies there is an unmet need of 551 units for "small related" households with extremely low (0-30% AMI) through low incomes (51 - 80%) in the County of Maui thus establishing affordable housing for this segment of the population as a "high" priority.

The County of Maui's 2010-2014 Consolidated Plan further underscores that one of the major obstacles in producing affordable special needs housing is due to the lack of financial resources. The 2010-2014 County of Maui Consolidated Plan highlighted the following trends: "The lower the income, the greater the housing problem," and that "housing affordability is a problem." The Consolidate Plan states that nearly 35% of all renters in the County of Maui were cost burdened with housing costs that exceeded 30% of their income. A commitment from the Hawaii State Legislature for this project would work towards eliminating the County of Maui identified obstacles to affordable housing, address a County of Maui identified special needs housing priority, and contribute to the success of the Maui/Molokai Drug Court Program.

Having the largest Drug Court in the State of Hawaii, it behooves the Hawaii State Judiciary to nurture the successes of the Drug Court participants to ensure the likeliness of them becoming productive and contributing members of the Maui community reducing

the fiscal impact on taxpayers. An award of funds for the Nani Street Apartment Clean and Sober Housing Project will support the priorities outlined in the 2010-2014 County of Maui Consolidated Plan by providing assistance towards creating long term affordable housing for low-income households with a priority being given to households in the Maui/Molokai Drug Court Program.

## II. Service Summary and Outcomes

This request is to assist with the acquisition and rehabilitation of an 18 unit apartment building to provide low-income, clean and sober housing for low-income households who are at or below 60% AMGI as determined by the U.S. Department of Housing and Urban Development with preference for housing given to the participants of the Maui/Molokai Drug Court Program.

### Scope of work

The project's rehabilitation scope of work is proposed to include, but is not limited to, the following:

- Replace roof underlayment material
- Create one (minimum) barrier free unit
- Repair wood galleries (2<sup>nd</sup> & 3<sup>rd</sup> floor)
- Repair and resurface parking lot
- Repair exterior surfaces and apply EFS
- Replace windows
- Replace exterior and interior doors
- Install solar water heating if feasible
- Repair existing fire alarm system
- Renovate existing 56 square foot space into a laundry room
- Complete renovation of unit interior space;
  - Demo and replace kitchen and bath cabinets and countertops
  - Remove and replace vinyl flooring with ceramic tile
  - Replace appliances with energy efficient appliances
  - Re-paint units
  - Replace plumbing (water conserving faucets, toilets, etc.)
  - Replace Electrical fixtures (energy efficient fixtures, etc.)
  - Replace tubs and install anti-scalding shower control valves

### Projected Timeline

The project's tentative deadline (contingent on successfully procuring funding) is outlined below. It is anticipated that the building acquisition could be completed as soon as December 2010 and the rehabilitation would be completed by December 2011.



Milestones:	Date
Approval of Zoning Change, Community Plan Amendment, District Boundary Amendment or 201 (H) Variances	Acquisition – December 2010
Projected Building Permit Date:	March 2011
Construction Start Date:	Rehab Start – April 2011
Construction Completion Date:	Rehab Complete – December 2011
Projected Occupancy Permit Date:	December 2011
Placed in service date:	December 2011
Achievement of initial occupancy for 100% of the units	February 2012

Quality Assurance and Evaluation

The issuance of a Certificate of Occupancy from the County of Maui will be an indicator that the facilities rehabilitated have been completed in accordance to the building standards established by the County of Maui and that the structures can be occupied allowing the project to open.

Once construction has been completed, if required, a cost certification completed by a Certified Public Accountant may be done to assure that funding was expended appropriately.

Measure of Effectiveness

The issuance of a Certificate of Occupancy from the County of Maui will be an indicator that the facilities rehabilitated have been completed in accordance to the building standards established by the County of Maui and that the structures can be occupied allowing the project to open.

Once the building has been occupied, the presence of a “waiting list” for housing at Nani Street Apartments is an objective indicator evidencing the need for affordable housing.

**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 attached.**
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$1,005,900	\$200,000	\$300,000	\$194,100	\$1,700,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

Federal Home Loan Bank Seattle – Affordable Housing Fund      \$275,000

**IV. Experience and Capability****A. Necessary Skills and Experience**Necessary Skills

Organized in 1967, Hale Mahaolu has been developing and providing affordable housing in Maui County for 42 years. Hale Mahaolu presently owns and/or manages 15 properties (apprx. 950 units) in Maui County. All properties are monitored by HUD, USDA-RD, or the State Housing Agency for compliance; all are fiscally sound and are physically in excellent shape. Hale Mahaolu also offers an array of supportive, cultural, recreational, educational, and social services to its residents. Other services are brought on site through various working agreements with other service agencies. (i.e. Maui Economic Opportunity, Kaunoha Senior Services, churches, civic groups, etc.).

Experience

Hale Mahaolu's résumé of affordable housing projects is attached to this section.

**B. Facilities**

The proposed clean and sober housing facility is located at 1774 Nani Street in Wailuku, Maui. The project is comprised of one three-story building constructed in 1989. All 18 units are one bedroom/one bathroom units and are approximately 406 square feet in size. This property is currently zoned B-2 Community Business District.

Hale Mahaolu has a bona fide Purchase and Sales Agreement to purchase and rehabilitate an 18 unit apartment building in Wailuku, Maui. The apartment building is located on leasehold land and Hale Mahaolu has a letter of intent from the landowners to extend the existing lease for a term not less than 55 years. Hale Mahaolu is in the process of procuring funds for this \$2 million project for acquisition and rehabilitation of the project as an affordable housing project with a preference for housing given to the Maui/Molokai Drug Court participants.

**V. Personnel: Project Organization and Staffing****A. Proposed Staffing, Staff Qualifications, Supervision and Training**StaffingProposed Staffing

Under the direction of its Board of Directors and Executive Director, Hale Mahaolu has developed 10 of its 14 properties. Hale Mahaolu has many experiences as a developer. A list of Hale Mahaolu's development and housing management experience is attached.

Hale Mahaolu's proposed role is to provide clean and sober housing for Maui/Molokai Drug Court clients and serve as landlord/property manager. Property management responsibilities (i.e. rent collection, building maintenance, landscape maintenance, enforcement of lease and house rules, etc.) will be conducted through Hale Mahaolu's existing property management operations.

Staffing Qualifications

Hale Mahaolu presently manages 15 affordable housing properties (approximately 950 units) scattered throughout Maui County, including the islands of Molokai and Lanai. All properties are monitored by HUD, USDA-RD, or the State Housing Authority for compliance and all are fiscally sound and are physically in excellent shape. Hale Mahaolu's résumé of affordable housing projects is attached.

Project Organization

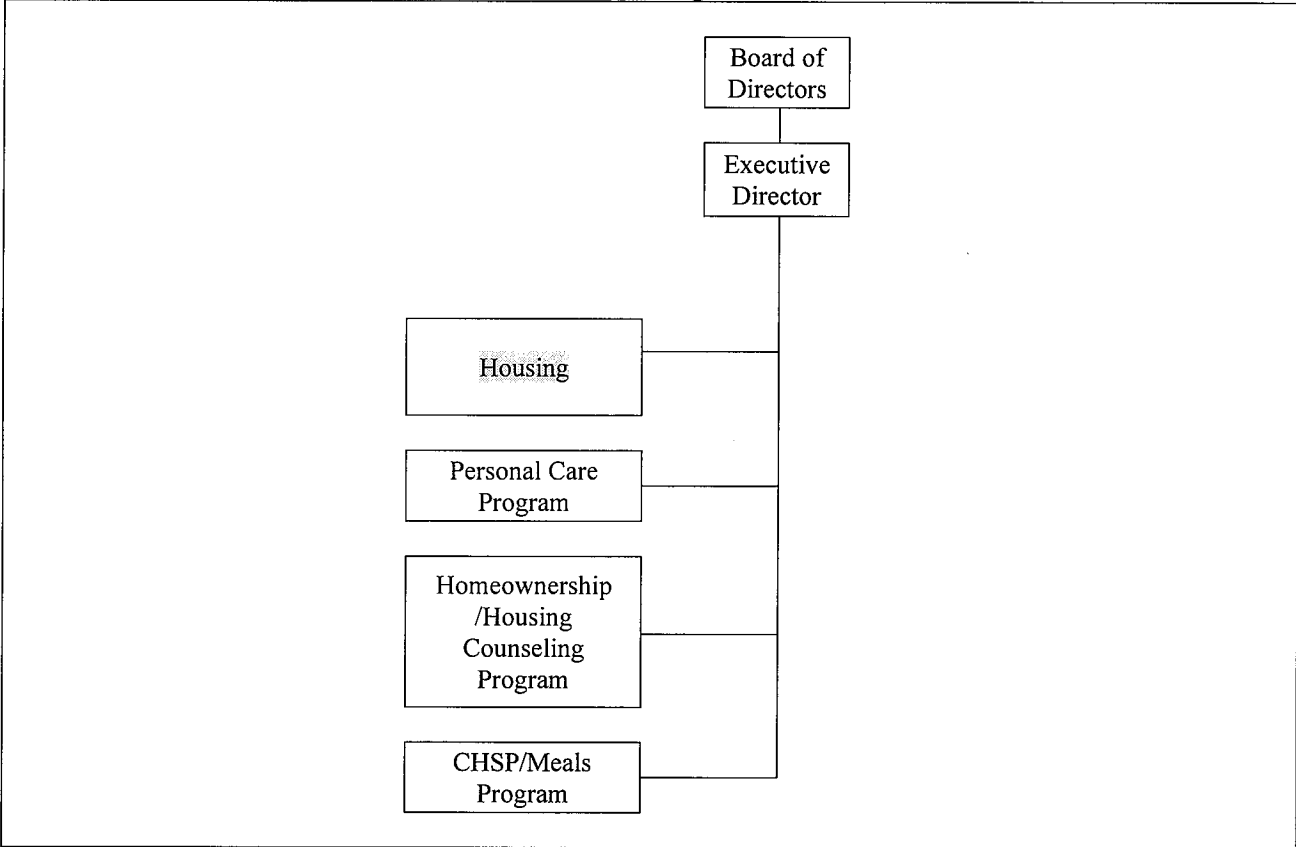
Supervision and Training

As Executive Director for almost 28 years Roy Katsuda has overseen the development & management of Hale Mahaolu’s 15 properties in Maui County. He has gained the experience, has developed ties to the community, and has the vision that has contributed to Hale Mahaolu’s successes which has put Hale Mahaolu at the forefront of affordable housing

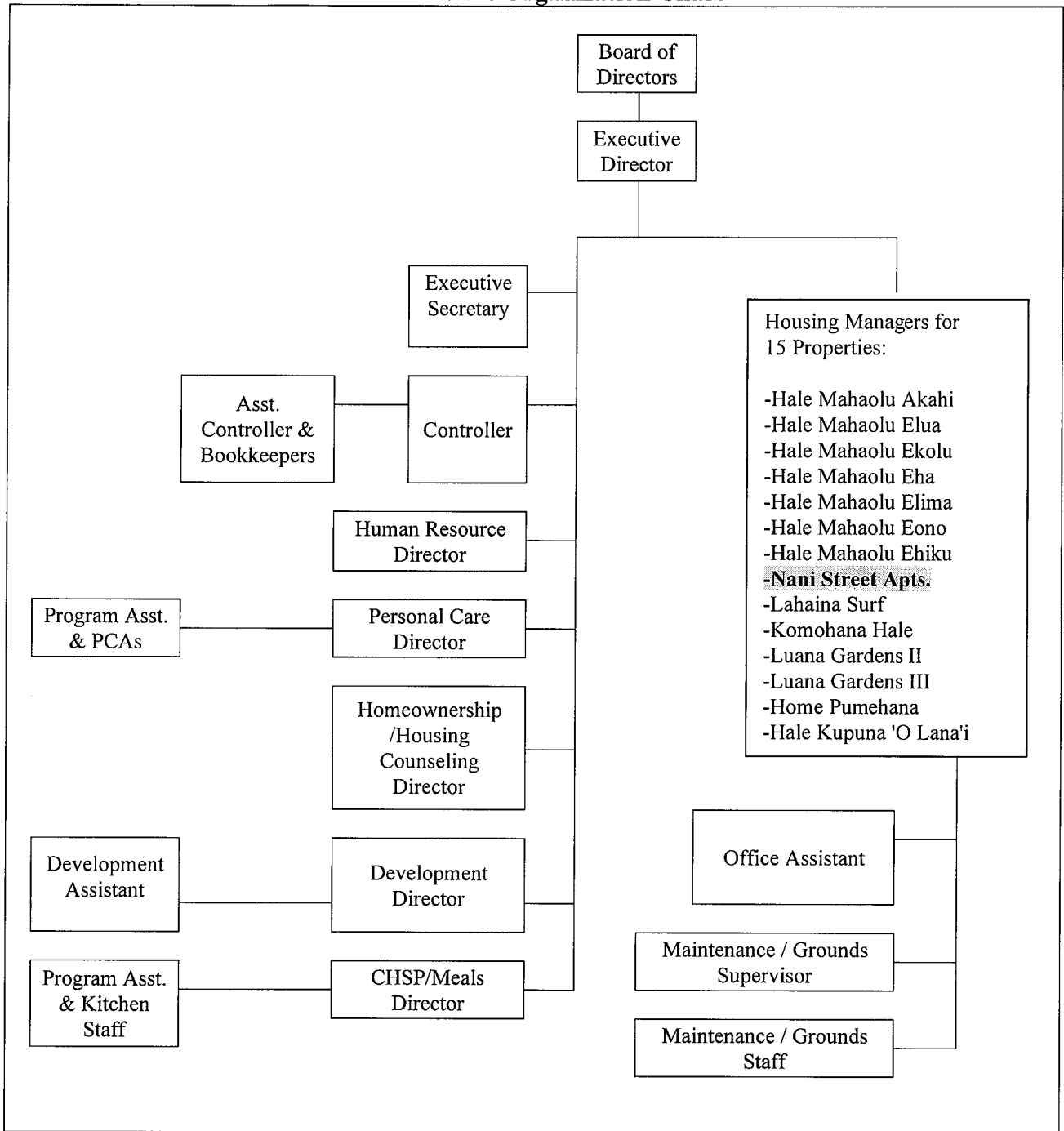
Federal, State, and local fair housing laws and regulations are periodically reviewed with housing staff at company meetings and occupancy workshops. Staff also has access to the National Center of Housing Managements (NCHM) Fair Housing materials. Additionally, staff is sent annually to HUD and County of Maui sponsored Fair Housing Training on Maui, and Hale Mahaolu also contracts private training from various consultants (NCHM, Spectrum Seminars, etc.) to provide affordable housing program (HUD, RD, etc.) and Fair Housing training to all housing office staff.

**B. Organization Chart**

**Hale Mahaolu’s Program Chart**



### Hale Mahaolu's Organization Chart



**VI. Other**

**A. Litigation**

There is no pending litigation to which Hale Mahaolu is party of, nor is there any outstanding judgment.

**B. Licensure or Accreditation**

Not applicable.

(Remainder of page left intentionally blank)



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: HALE MAHAOLU

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>FHLB - AHF (b)</b>	<b>Hale Mahaolu (c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Building - Acquisition	999,900			
10. Architect & Engineering Fees	55,000	40,000		
11. Demolition	80,000	20,000		
12. Construction - Rehabilitation	360,000	200,000	25,000	
13. Attorney's Fees	7,500			
14. Relocation	75,000			
15. Title and Recordation	6,000			
16. Other - Contingency	26,600	10,000		
17. Developer's Fee	70,000	5,000		
18. Permitting and Planning	20,000			
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>1,700,000</b>	<b>275,000</b>	<b>25,000</b>	
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,700,000</b>	<b>275,000</b>	<b>25,000</b>	
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,700,000	Roy K. Katsuda	808-872-4100	
(b) FHLB - AHF	275,000	Name (Please type or print) _____ Phone _____		
(c) Hale Mahaolu	25,000	Signature of Authorized Official _____ Date _____		
(d)		Roy K. Katsuda, Executive Director		
<b>TOTAL BUDGET</b>	<b>2,000,000</b>	Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HALE MAHAOLU

Period: July 1, 2010 to June 30, 2011

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 MAHAOLU

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS	0	0	285,100	35,000	0	0
LAND ACQUISITION	0	0	999,900		0	0
DESIGN	0	0	55,000	40,000	0	0
CONSTRUCTION	0	0	360,000	225,000	0	0
EQUIPMENT	0	0			0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>1,700,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>
JUSTIFICATION/COMMENTS:						

# Housing Development and Management Experience

Name: Hale Mahaolu

*Copy format and add pages as needed*

	Name of Property, Address	Capacity of Applicant/ Developer	Type of Project	City, State	Number of Units		Financing/ Subsidy Program Utilized	Status of Project
					Affordable	Market		
Ex	XYZ Towers LP fka XYZ Towers 16000 SW XYZ Lane Nowhere, HI	Developer/ General Partner	Family Mixed-use Mixed Income	Nowhere, HI	50@40% 100@60%	120	T/E Bonds LIHTC	Operating for 20 years
1	<b>Hale Mahaolu Akahi</b> , 300 W. Wakea Avenue, Kahului, Hawaii 96732	Developer / Owner/ Managing Agent	Elderly	Kahului, Hawaii		110	HUD Section 202 Direct Loan	Operating since 1969
2	<b>Hale Mahaolu Elua</b> , 200 Hina Avenue, Kahului, Hawaii 96732	Developer / Owner/ Managing Agent	Elderly	Kahului, Hawaii	180@80%		HUD Section 202 Direct Loan	Operating since September 1976
3	<b>Hale Mahaolu Lahaina Surf</b> , 1037 Waine'e Street, Lahaina, Hawaii 96761	Owner / Managing Agent	Family	Lahaina, Hawaii	22@30% 89@80%		HUD Section 236	Operating since November 1972
4	<b>Home Pumehana</b> , (Kolapa Place) P.O. Box 100, Kaunakakai, Hawaii 96748	Developer / Owner/ Managing Agent	Elderly	Kaunakakai, Molokai	80@80% 5@50%		HUD Section 202	Operating since September 1976
5	<b>Luana Gardens II</b> , 615 West Papa Avenue, Kahului, Hawaii 96732	Owner / Managing Agent	Family	Kahului, Hawaii	59@50%		FmHA Section 515	Operating Since June 1983
6	<b>Luana Gardens III</b> , 711 Kamehameha Avenue, Kahului, Hawaii 96732	Owner / Managing Agent	Family	Kahului, Hawaii	62@50%		FmHA Section 515	Operating Since July 1983
7	<b>Komohana Hale</b> , 120 Leoleo Street, Lahaina, Hawaii 96761	Managing Agent	Family	Lahaina, Hawaii	20@80%		County of Maui	Operating Since June 1991

## Housing Development and Management Experience

Name:

Hale Mahaolu

Page 2 of 3

*Copy format and add pages as needed*

	Name of Property, Address	Capacity of Applicant/ Developer	Type of Project	City, State	Number of Units		Financing/ Subsidy Program Utilized	Status of Project
					Affordable	Market		
8	<b>Kahului Town Terrace</b> , 170 Ho'ohana Street, Kahului, Hawaii 96732	Managing Agent	Family	Kahului, Hawaii	72@60%		LIHTC / RAP	Managed January 1992 through July 31, 2007
9	<b>Hale Mahaolu Ekolu</b> , 717 Maka'ala Drive, Wailuku, Hawaii 96793	Developer / Owner / Managing Agent	Elderly	Waiehu, Hawaii	41@80%		Section 202 Direct Loan	Operating since November 1992
10	<b>Hale Mahaolu Eha</b> , 1057 Makawao Avenue, Makawao, Hawaii 96768	Developer / Owner / Managing Agent	Elderly	Makawao, Hawaii	39@50%		Section 202 Capital Advance	Operating since June 1995
11	<b>Hale Mahaolu Elima</b> , 11 Mahaolu Street, Kahului, Hawaii 96732	Developer / Owner / Managing Agent	Elderly	Kahului, Hawaii	59@50%		Section 202 Capital Advance	Operating since February 1998
12	<b>Hale Kupuna 'O Lanai</b> , 1144 Ilima Avenue, Lanai City, Hawaii 96763	Developer / Owner / Managing Agent	Elderly	Lanai City, Hawaii	24@50%		USDA-RD Section 515 Loan	Operating since August 1998
13	<b>Hale Mahaolu Eono</b> , 810 Kelaweia Street, Lahaina, Hawaii 96761	Developer / Owner / Managing Agent	Elderly	Lahaina, Hawaii	29@50%		HUD Section 202 Capital Advance & USDA-RD Section 515	Operating since April 2003
14	<b>Hale Mahaolu Eono (5)</b> , 810 Kelaweia Street, Lahaina, Hawaii 96761	Developer / Owner / Managing Agent	Elderly	Lahaina, Hawaii	5@50%		HUD Section 202 Capital Advance	Operating since July 2004

# Housing Development and Management Experience

Name: Hale Mahaolu

Page 3 of 3

*Copy format and add pages as needed*

	Name of Property, Address	Capacity of Applicant/ Developer	Type of Project	City, State	Number of Units		Financing/ Subsidy Program Utilized	Status of Project
					Affordable	Market		
15	Hale Mahaolu Ehiku – Phase 1A, 56 Ehiku Street, Kihei, Hawaii 96753	Developer, Sole Member General Partner, Managing Agent	Elderly	Kihei, Hawaii	30@60% 4@30%		LIHTC / USDA – RD Loan Section 515/ HOME / FHLB, Private	Operating since May 23, 2007
16	Hale Mahaolu Ehiku – Phase 1B, 56 Ehiku Street, Kihei, Hawaii 96753	Developer, Owner, Managing Agent	Elderly	Kihei, Hawaii	15@50% 5@80%		HUD Section 202 Capital Advance / HOME / FHLB, Private	Under construction, target completion date August 2010
17	Hale Mahaolu Ehiku – Phase II, 94 & 105 Ehiku Loop, Kihei, Hawaii 96753	Developer, Owner, Managing Agent	Elderly	Kihei, Hawaii	59@50%		LIHTC / USDA-RD Loan Section 515 / HUD Section 202 Capital Advance, Private	Under construction, target completion August 2010
18	Lokenani Hale, 1889 Loke Street, Wailuku, Hawaii 96793	Managing Agent	Elderly	Wailuku, Hawaii	61@50%		LIHTC	Operating since August 1, 2009



House District 13

Senate District 6

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

Log No: 10-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

2010 JAN 28 A 10:59

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: Hana Health

Db:

Street Address: 4591 Hana Highway, Hana, Hawaii 96713

Mailing Address: P.O. Box 807  
Hana, Hawaii 96713

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHERYL VASCONCELLOS

Title Executive Director

Phone # 808-248-7515, ext 26

Fax # 808-248-7225

e-mail cvasconcellos@hanahealth.org

3. TYPE OF BUSINESS ENTITY:

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**HANA HEALTH MEDICAL CENTER EXPANSION**

**SCHEMATIC DESIGN, CONSTRUCTION DOCUMENTS AND EPA COMPLIANCE**

**X-RAY MACHINE AND NUTRITION CENTER CONSTRUCTION**

4. FEDERAL TAX ID #:                      STATE TAX ID                     

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 1,034,258

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

NEW SERVICE (PRESENTLY DOES NOT EXIST)

EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 450,000

FEDERAL \$ 810,742

COUNTY \$ 300,000

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

CHERYL VASCONCELLOS, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 24, 2010  
DATE SIGNED

**APPLICATION FOR GRANTS AND SUBSIDIES**  
**CHAPTER 42F, HAWAII REVISED STATUTES**

**I. Background and Summary**

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

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

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

In fiscal year 2008-2009, Hana Health provided medical care to 1,738 individual patients who made 6,230 visits to the Health Center of which 459 were urgent care visits after regular operating hours. Fifty two people were stabilized at Hana Health and then transported by ambulance to Maui Memorial Medical Center – 22 by ground ambulance and 30 by air ambulance. There were also 364 behavioral health visits, 73 ophthalmology visits and 200 acupuncture visits. Dental care was provided to 535 unduplicated individuals in fiscal year 2008-2009, who made 1,232 visits to Hana Health during the year. Fifty two percent (52%) of the patients served were insured through Medicaid or Medicare, or were uninsured. Seventy four percent (74%) of patients served were Native Hawaiian. Thirty three percent of those served were under 19 years of age, and 9% were 65 years of age and older.

Since its inception, Hana Health has demonstrated an ability to generate funds from a variety of funding sources for the initiation of needed programs and services. It should be noted that state funds have been

used to leverage both federal and private support for a variety of health care services in the Hana area.

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

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

**Objectives.**

- A. Develop the schematic design for the project which will establish the general scope, conceptual design, scale and relationship among project components.
- B. Develop the design to include floor plans showing all rooms in correct size and shape, structural, mechanical and engineering systems, and specifications for major material and room finishes.
- C. Develop construction documents to include the preparation of detailed working drawings and specifications, as well as construction cost estimates.

**Goal II.** Open the Hana Nutrition Center designed to meet current Hana Health program needs and expand the scope of nutrition focused health care available to the Hana District.

**Objectives.**

- A. Complete construction of the Hana Nutrition Center for which a County Building Permit has been obtained and construction is ready to proceed.

**Goal III.** Install a new digital x-ray machine to replace the existing x-ray to better meet the needs of the Hana District.

- A. Place the order for the Philips Essenta DR.
- B. Install the electricity and raise the ceiling of the current x-ray room to meet the specifications of the new equipment.
- C. Install new equipment.

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

Construction of a modern medical facility in the Hana District will improve

the health, wellness and safety of the resident population, as well as visitors to the area. Without Hana Health, the only medical center in the District of Hana, the entire resident population of the District, as well as 600,000 visitors per year would be at greatly increased risk for serious, often fatal medical problems and injury resulting in death.

Hana Health currently prepares healthy meals/snacks for nutrition training and meal programs in a tiny 100 square foot kitchen on the Health Center campus. Meals are either served under a tent on the Health Center campus or delivered to off-site locations for consumption. Hana Health's Kupuna Program focuses on nutrition and fitness. Based on a modified traditional Hawaiian diet and healthy "local style" cooking, Hana Health provides congregate and home-delivered meals, both lunch (three days a week) and dinner (four evenings a week) to Hana's elderly. Approximately 11,820 meals were served to 92 seniors. Construction of the Hana Nutrition Center is ready to begin once the additional funding is secured. The 2004 Legislature appropriated \$250,000 for this project which was release by the Governor in April 2006. A contract for the funds was signed in July 2006. However, due to delays in project start-up resulting from a two year building permit process, and the need to secure the balance of funds, the grant in aid expired in June 2009.

Hana Health's x-ray machine is in serious need of replacement. Purchased in 1998 the current x-ray machine has reached the end of its useful life (between 9 and 12 years) and a number of parts can no longer be repaired or replaced. This has limited the usefulness of the machine to a number of very basic x-rays, i.e. limbs and chest. It is critical for Hana Health to have a technologically up-to-date x-ray machine in order to effectively serve patients and improve access to long distance radiology services.

#### **4. Describe the target population to be served;**

The entire population of the Hana District (approximately 2,500 residents), almost half of whom are at or below 200% of poverty level. Hana Health also targets Native Hawaiians residing in the District of Hana, a population whose health status is far below that of other U.S. population groups and other population groups in the State of Hawaii. In a number of areas, the evidence is compelling that Native Hawaiians constitute a population group for whom the mortality rate associated with certain diseases exceed that for other U.S. populations in alarming proportions.

**Geographic Need Indicators:** Located in Maui County, the rural district of Hana (Census Tract 301) is one of the most isolated areas in the state of Hawaii. Hana town is 57 miles from Wailuku, the County Seat. The trip takes approximately 2.5 hours along a single lane road with 617 turns and

56 bridges. The road winds through tropical rain forests and along steep cliffs. Hana District is made up of small, isolated settlements scattered over 233 square miles. Many of the villages are located a minimum of 45 minutes from the main town of Hana. Limited access to health and social services, as well as education, employment and economic opportunity can largely be attributed to Hana's isolation and relatively small population base.

According to the 2000 Census, the population of the Hana District is approximately 1,855. However, given the number of hidden residents, estimates of true population are closer to 2,500. Per the 2000 Census, the majority of Hana residents, 1,138, or 62% are Native Hawaiian. Again, given the large number of hidden residents, most of whom are Native Hawaiian, this is likely an under count. Almost 76% of the children enrolled in Hana High and Elementary School are Native Hawaiian. Hana District has the highest percentage of Native Hawaiians of any other district in the state with the exception of the privately owned island of Niihau.

**Economic Need Indicators:** In 1999, 17.4% of Hana's population was at or below the poverty level, and 40.7% were at the 200% of poverty level, as compared to 10.7% and 25.9% of the population statewide (2000 U.S. Census and Hawaii Department of Health, Primary Care Needs Assessment Data, 2007). Again, it must be pointed out that the undocumented or "hidden" population would likely add to the rate of poverty in Hana if counted. Assuming there are 1,550 Native Hawaiians living in the Hana District (62% of 2,500 residents), it is estimated that there are 269 Native Hawaiians living at or below poverty level, and 737 Native Hawaiians living at 200% of poverty level. Seventy Five percent (75%) of the children attending Hana School receive free or reduced cost lunch. Hana's median household income was \$38,385 in 1999, compared to \$49,820 statewide and \$42,228 nationwide (2000 U.S. Census). According to the State Department of Health, Hana's per capita income is \$12,031, compared to \$21,888 statewide. Hana is the third poorest community in the state, based on per capita income. The economics of the area force many families to live in multigenerational households. The mean household size among Native Hawaiians living in Hana, according to the February 2004 QMark study, was 4.0, compared to 2.72 statewide (U.S. Census). Almost 30% of households have five or more occupants. Additionally, a number of homes do not have basic infrastructure such as electricity, telephones or running water.

Although unemployment information is not available for the District of Hana, Hana Health commissioned a quantitative study among Native Hawaiians, 18 years of age and older, living in the Hana District (conducted by QMark Research and Polling, February 2004) and found

that approximately 13% of the households contacted (a random sample of 176 households were contacted by phone) had an adult in the household who was unemployed and looking for work, compared to 3.8% statewide (U.S. Department of Labor). An additional 19% of households contacted, had an adult who was employed part-time, but looking for full-time work. This suggests that one third (32%) of Native Hawaiian adults living in Hana are unemployed or under-employed. The situation has deteriorated since this time. Hana is being hard hit by the economic downturn. Hotel Hana Maui, the major employer in the district has been downsizing for the past several month and has announced its closure and sale to be finalized in March. It is expected that the new hotel owners will maintain a much smaller work force. The furlough of State employees and the up-coming furlough of County employees will have serious economic and social consequences for this small community.

### **Health Need Indicators:**

Overall, Native Hawaiians have the poorest health status and quality of life indicators of any ethnic group in the State and the country. They have the lowest life expectancy and the highest proportion of mortality in all age groups birth to age 64. Native Hawaiians have a death rate that is thirty-four percent higher than the death rate for the United States all races and in a number of areas, the evidence is compelling that Native Hawaiians constitute a population group for whom the mortality rate associated with certain diseases exceed that for other U.S. populations in alarming proportions.

Statistics reveal a high risk profile for Native Hawaiians with the bulk of them having one of the following risk factors: sedentary life, obesity, hypertension, smoking and acute drinking (Native Hawaiian Data Book 2006 – OHA). Native Hawaiians die from diabetes at a rate that is 222 percent higher than for the U.S. all races (S87, The Native Hawaiian Health Improvement Act). Native Hawaiians had the highest mortality rate due to diabetes mellitus in the State of Hawaii (34.7 out of every 100,000 residents) which is 130% higher than the statewide rate for all other races (15.1 out of every 100,000 residents). This situation is repeated for heart disease and cancer as well.

Hana's isolation and relatively small population base has resulted in limited access to health care, educational opportunity, social services and quality employment. The cost of providing service of any kind to this small, yet vulnerable population is extremely high, often 30% to 50% higher than the main population centers of Maui. There is no public transportation system in Hana or on the island of Maui. There is almost no available housing in the Hana District. Hana has been federally designated as a Medically Under-Served Population, a Primary Care

Health Professional Shortage Area, a Dental Health Professional Shortage Area and a Mental Health Professional Shortage Area.

**Facility Need Indicators:**

- Built in 1965, the current medical center is more than 40 years old.
- Originally designed as a small hospital, the layout is not conducive to the current primary health care setting.
- Current programs have outgrown the 4,000 square foot facility. Six trailers have been leased and placed on the property to help alleviate the space crunch, at an annual cost of \$49,200. These trailers currently house behavioral health programs, acupuncture, lomilomi services and administrative offices. Patients are often required to walk through the rain and mud to reach the trailers located behind the clinic. There is inadequate lighting in the evening and this creates a safety hazard.
- Program expansion is hampered by the lack of facilities. Health and wellness programs are often conducted outside, under a tent.
- Inadequate toilet facilities. Patients and staff located in the trailers must walk through rain and mud in order to use the rest room.
- Administrative offices are scattered throughout the campus, complicating communication and the use of shared equipment, i.e. copy and fax machines, mail machines, etc.
- A 75 year old, 500 to 600 square foot house has been divided into three sections and provides space for the nutrition center, administrative office space, and a staff residence.
- There is no staff lunch room, or an area to place personal belongs.
- Storage space is non-existent. There are two rapidly deteriorating sheds that are used to store everything from medical records, to office supplies, to the generator. There are tents located throughout the property that provide "storage space" for supplies and equipment.
- The plumbing is old and in need of constant repair and maintenance. **Existing cesspools need to be replaced with septic tanks in order to comply with existing standards. Hana Health has been contacted by the Environmental Protection Agency informing us that all existing large capacity cesspools on the property must be closed and replaced with an alternative type of treatment system and has requested a closure schedule. Without a clear and reasonable timetable for compliance with federal regulations, Hana Health and the State of Hawaii as the land owner is subject to enforcement and fines.**
- Hana Health currently prepares healthy meals/snacks for nutrition training and meal programs in a tiny 100 square foot kitchen on the Health Center campus. This facility is more than 75 years old and does not meet Department of Health standards.



- The use of new medical technology is limited by the cramped facilities, limited electrical capacity and inadequate air conditioning.
- So far this fiscal year, one central air conditioning unit has been replaced (\$10,000), the generator has been repaired (\$3,900), the plumbing in several areas has been repaired (\$4,700), repairs to the electrical system (\$5,000) and numerous other repairs have been made to keep the facilities operational. These expenses are on-going.





















**5. Describe the geographic coverage;**

The District of Hana – Census Tract 301.

**II. Service Summary and Outcomes**

**1. Scope of Work, Tasks and Responsibilities**

**Goal I.**

**Scope of Work:** Complete the schematic design, design development and construction documents for the expansion of the medical facility.

**Tasks and Responsibilities:**

- A. Prepare/Publish RFP and select architect - Board of Directors and Executive Director.
- B. Meetings with architect to develop conceptual framework for schematic design – Board of Directors, Administrative and

Program Staff.

- C. Preparation of Schematic Design – Architect
- D. Review and Approval of Schematic Design – Board of Directors
- E. Design Development – Architect, Executive Director
- F. Review and Approval of Design – Board of Directors
- G. Preparation of Construction Documents – Architect
- H. Preparation of Cost Estimates – Architect

**Goal II.**

**Scope of Work:** Complete construction of the Hana Nutrition Center.

**Tasks and Responsibilities:**

- A. Complete bid process – Executive Director, Architect
- B. Select General Contractor and Prepare Contract – Executive Director, Board of Directors, Legal Counsel.
- C. Construction Team Meeting – Executive Director, Architect, General Contractor.
- D. Order materials and mobilize project – General Contractor
- E. Surface preparation, excavation, civil engineering – General Contractor.
- F. Concrete form work, building slab, sidewalks – General Contractor.
- G. Framing and rough carpentry – General Contractor.
- H. Roofing, wall insulation, exterior painting – General Contractor.
- I. Interior walls, floors, plumbing and electrical – General Contractor.
- J. Equipment installation – Kitchen Equipment Contractor.
- K. Project close out and COO – Contractor, Executive Director,



Architect, Board of Directors.

**Goal III.**

**Scope of Work:** Installation of digital x-ray machine.

**Tasks and Responsibilities:**

- A. Purchase x-ray equipment – Executive Director
- B. Contract with Electrician – Executive Director.
- C. Up-grade electrical capacity in x-ray room – Electrician.
- D. Remove existing x-ray equipment and install new equipment – Philips Corporation.
- E. Establish tele-radiology service in cooperation with a Hawaii based radiologist – Executive Director.

**2. Timeline**

See Attached.

**3. Quality Assurance and Evaluation Plans**

Hana Health is committed to providing quality services to all service beneficiaries in an organization - wide effort to continuously improve our processes and the delivery of care to the community we serve. Hana Health maintains a Quality Assurance/Performance Improvement System to assure excellence in the quality of care provided. The system is designed to increase accountability, support quality improvement, facilitate and support program decisions, monitor the population's health status, empower patients and families to make informed health care decisions and provide evidence to eliminate wasteful practices. Hana Health's quality assurance program measures, monitors, tracks and improves performance in key aspects of all operations.

The Board of Directors maintains oversight for the Quality Assurance/Performance Improvement Program and will be monitoring progress on this project as well. Completion of construction documents is the basis for evaluating this project.

**4. Measures of Effectiveness**

- A. Construction of Nutrition Center will be completed and serving the Hana district.
- B. A modern, digital x-ray machine will be installed and serving the Hana district.
- C. Construction Documents for an expanded modern medical center will be completed and a building permit application submitted to the County of Maui and to the appropriate state agency.

**III. Financial**

**1. Budget forms attached.**

**2. Quarterly Funding Requests.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$364,258	\$270,000	\$200,000	\$200,000	\$1,034,258

**3. Other Sources of Funding**

**Nutrition Center:** Total cost of the project is \$2,087,755. Funds committed to the project total \$1,373,497 from the following sources: Maui County Community Development Block Grant Funds - \$224,755 (Released and Expended), \$38,000 (Released and Expended), \$300,000 (Awarded); HUD Alaska Native/Native Hawaiian Institutions Assisting Communities Program - \$499,247 (Released and Expended); Bureau of Primary Care – \$311,495 (Awarded). Applications have been submitted to local foundations in the amount of \$350,000.

**Digital X-Ray Machine:** Total cost of this project component is \$270,000. No other source of funding is available at this time.

**Clinic Expansion Construction Documents:** A request in the amount of \$350,000 has been submitted for CDBG funding. The 2009 Legislature appropriated \$450,000 for this project. An application is in process to the Department of Health for release of this funding. An additional \$400,000 will be needed assuming that CDBG funding is appropriated.

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

Hana Health has been providing medical care to the district of Hana since July 1997 and State Grant-In-Aid support has been awarded to Hana Health for the same period.

Hana Health's Executive Director and Board of Directors has a demonstrated track record in securing and managing public funds for both operations and capital improvement. In addition, Hana Health manages a twelve-acre project site which currently includes the medical center, a residence for ambulance personnel, administrative offices, a small kitchen facility, six modular office spaces, and the Hana Fresh organic farm.

For example, Hana Health has received funds for and has managed the following projects in the past year:

1. Federal Title VI funds for the Senior Lunch Program in the amount of \$92,000.
2. Bureau of Primary Care FQHC 330 funds (federal) in the amount of \$632,000.
3. CDBG funds (county) in the amount of \$285,000 for the development of Nutrition Training Center construction documents.
4. State Purchase of Service for operation of the Hana Health in the amount of \$1.1 million in fiscal year 2009-2010.

## **B. Facilities**

Hana Health operates on a 2.035 acre parcel of property where the current medical center is located, and an adjoining ten acre parcel which will be used for expansion of the health campus. Both parcels are owned by the State of Hawaii and have been leased to the Hana Health for 55 years, at \$1 per year. Hana Health facilities range from 44 to 80 years old and are in need of continual repair and maintenance. Limited renovation of the medical facility was completed in 1999 and included measures to meet ADA requirements and replacement of the roof.

Hana Health currently prepares healthy meals/snacks for Hana Health's nutrition training and meal programs in a tiny 100 square foot kitchen which is located in a 75 year old house on the Health Center property. The house is divided into three sections, serving as the administrative offices, the Executive Directors residence and the program Kitchen. Meals are either served under a tent on the Hana Health campus, delivered to the homes of kupuna, or delivered to off-site program locations.

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

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Staffing

Position Requirements

Executive Director

A minimum of 10 years experience in similar capacity.

The Executive Director is responsible for project implementation and oversight. She has worked with several architectural and planning firms in the completion of state and federal environmental assessments, zoning issues, conceptual designs for the health center campus, schematic designs and construction documents for the Hana Health Nutrition Center and the Maui County building permit process. Ms. Vasconcellos also managed a \$350,000 health center renovation project in 1997. The "Capital Improvement" committee of the Hana Health Board of Directors will be established for general project oversight.

Prior to working in Hana, Ms. Vasconcellos was the Executive Director of Planned Parenthood of Hawaii, a statewide reproductive health organization, for 15 years. In this capacity, she was involved with ten clinic renovation/construction projects.

**B. Organizational Chart**

Hana Health is a 501(c)(3) private, non-profit corporation governed by a voluntary Board of Directors which assumes full authority and oversight responsibility for the Health Center. The Board of Directors has a line of authority to the Executive Director who delegates as appropriate to the other management and professional staff. The Executive Director is accountable to board-established long term goals and operating plans. The Executive Director has the authority and responsibility for assuring that board policies are implemented; the management of personnel and systems; the allocation of resources and operation within available resources; the identification and resolution of problems; interaction with the various external markets; responding to opportunities and planning for future events. The Executive Director is responsible for overall corporate management including other Hana Health programs related to and supportive of the Health Center.

Organizational Chart Attached.

**VI. Other**

**A. Litigation**

None.

**B. Licensure or Accreditation**

N.A. All contractors, architects and engineers used for this project will be appropriately licensed.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: HANA HEALTH

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By: Cheryl Vasconcellos 808-248-7515		
(a) Total State Funds Requested		Name (Please type or print) _____ Phone _____		
(b)		Signature of Authorized Official _____ Date <u>1-27-10</u>		
(c)		CHERYL VASCONCELLOS		
(d)		Name and Title (Please type or print)		
<b>TOTAL BUDGET</b>				





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HANA HEALTH

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Philips Digital X-Ray Machine	1	\$225,000	\$ 225,000 -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1	\$225,000	\$225,000	
<b>JUSTIFICATION/COMMENTS:</b>				

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

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: HANA HEALTH

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS Construction Documents - Health Center		\$450,000	\$400,000	\$350,000		
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	\$1,373,497		\$364,258	\$350,000		
EQUIPMENT						
<b>TOTAL:</b>	\$1,373,497	\$450,000	\$764,258	\$700,000		
<b>JUSTIFICATION/COMMENTS:</b> \$450,000 in State funding appropriated but not yet released. Release request in process.						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

HANA HEALTH

(Typed Name of Individual or Organization)



(Signature)

1-27-10

(Date)

CHERYL VASCONCELLOS

(Typed Name)

Executive Director

(Title)

**HANA HEALTH  
SGIA PROJECT TIMELINE**

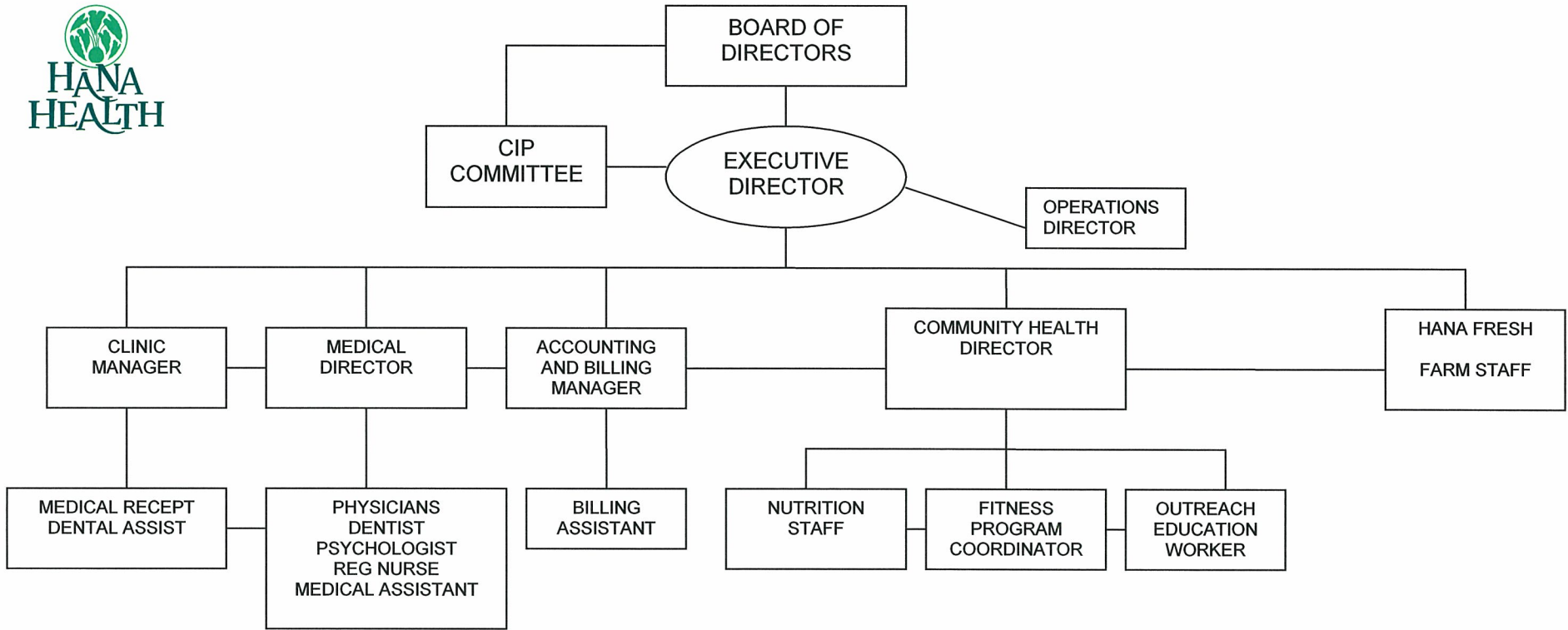
<b>EVENT</b>	<b>START</b>	<b>END</b>	<b>CATEGORY</b>
Select General Contractor and Prepare Contract	1-Mar-2010	10-Apr-2010	Nutrition Center
Construction Team Meeting	15-Apr-2010	15-Apr-2010	Nutrition Center
Order Materials	15-Apr-2010	30-Apr-2010	Nutrition Center
Surface Preparation, Excavation Civil Engineering	15-Apr-2010	15-Jul-2010	Nutrition Center
Concrete Form Work, Building Slab Sidewalks	16-Jul-2010	14-Sep-2010	Nutrition Center
Publish RFP for Architect	1-Sep-2010	30-Sep-2010	Clinic Expansion
Roofing, Wall Insulation, Exterior Painting	1-Sep-2010	1-Nov-2010	Nutrition Center
Purchase X-Ray Machine	1-Sep-2010	15-Sep-2010	Digital X-Ray
Electrical Work	1-Sep-2010	30-Sep-2010	Digital X-Ray
Selection of Architect	1-Oct-2010	1-Nov-2010	Clinic Expansion
Installation of X-Ray Machine	1-Oct-2010	22-Oct-2010	Digital X-Ray
Interior Walls, Floors, Utilities	18-Oct-2010	15-Jan-2011	Nutrition Center
Prepare Architect Contract	1-Nov-2010	30-Nov-2010	Clinic Expansion
Schematic Design	1-Dec-2010	15-Jan-2011	Clinic Expansion
Equipment Installation	15-Jan-2011	15-Feb-2011	Nutrition Center

**HANA HEALTH  
SGIA PROJECT TIMELINE**

<b>EVENT</b>	<b>START</b>	<b>END</b>	<b>CATEGORY</b>
Design Development	15-Jan-2011	15-Mar-2011	Clinic Expansion
Construction Closeout	15-Feb-2011	30-Mar-2011	Nutrition Center
Preparation of Construction Documents	16-Mar-2011	29-Jul-2011	Clinic Expansion
Cost Estimates	15-Jul-2011	15-Aug-2011	Clinic Expansion
Value Engineering	16-Aug-2011	15-Oct-2011	Clinic Expansion
Building Permit Application	1-Nov-2011	15-Apr-2012	Clinic Expansion



ORGANIZATION CHART 1-09



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

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

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

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 FEB -1 P 2:02

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council  
Dbas:  
Hawaii County Economic Opportunity Council  
Street Address:  
47 Rainbow Drive, Hilo, Hawaii 96720  
Mailing Address:  
47 Rainbow Drive  
Hilo, Hawaii 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GEORGE YOKOYAMA  
Title Grant Author  
Phone # 808-961-2681 ext: 107  
Fax # 808-935-9213  
e-mail hceocgy@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

DROPOUT PREVENTION PROGRAM (DOPP) SERVICES FOR POTENTIAL DROPUT STUDENTS IN DEPARTMENT OF EDUCATION HIGH SCHOOLS IN HAWAII COUNTY.

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$298,863

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 \$238,627  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

SANDRA F. SONG, EXECUTIVE DIRECTOR  
NAME & TITLE

1/28/2010  
DATE SIGNED

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Agency Quality Assurance Plan

Agency-wide Organization Chart

# **Application for Grants and Subsidies**

## **DROPOUT PREVENTION PROGRAM**

### **I. Background and Summary**

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

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965 under section 501 C and 170 (b) (1) (a) (vi) of the Internal Revenue Code. Applicant is governed by a twenty-seven (27) member Board of Directors composed of nine (9) public, nine (9) private, and nine (9) low-income representatives.

The mission of HCEOC is the alleviation, elimination, and prevention of poverty in the County of Hawaii by:

- Mobilizing and channeling private and public resources into antipoverty action;
- Stimulating new and effective approaches to the alleviation of poverty;
- Strengthening communication, mutual understanding;
- Planning the coordination and implementation and antipoverty programs in the community;
- Educating children and youth to become responsible contributing adults in society;
- Assisting the poor to attain economic self-sufficiency.

#### **2. The goals and objectives related to the request:**

This funding request is to continue the operation of the Drop-Out Prevention Program on the island of Hawaii. The Department of Education's Complex Area Superintendents and high school Principals play an integral part with the selection of schools to be served as well as staffing of the DOPP Facilitator positions.

The program will serve the following seven (7) high schools: Hilo High, Waiakea High, Keaau High, Pahoa High & Intermediate, Ka'u High, Konawaena High, and Honokaa High.

The goal of the program is to provide educational and support services to a minimum of 156 students during the school year who are deemed in need of services to enable them to graduate from high school. Each Facilitator may service twenty-six (26) clients at one time. The Facilitator must follow up on every referral submitted to her/him by the school within 3 days and report back to the school staff that made the referral within 5 days from the time the referral was

submitted. There is no limit as to the number of non-clients that may be serviced. Non-clients are those who do not meet two (2) or more of the eligibility criteria.

Objectives to attain:

- a) By the end of the school year, 95% of the seniors in the program will graduate.
- b) 40% of the students referred will pass all courses necessary for promotion.
- c) 65% of the referred students will have an attendance of 65% or better.
- d) 70% of the students referred will finish the school year without any suspensions exceeding three (3) days.
- e) 80% of the participants will demonstrate positive changes in attitude toward self and others on the pre/post observation form.
- f) 70% of the program parents will increase positive communication with their child, other adults and children of other ethnic groups on the pre/post observation form.

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

Individuals who fail to earn a high school diploma are at a great disadvantage, which directly affects the economy, social fabric, and security of the nation, states, and local communities. According to Alliance for Excellent Education, Dropouts, Diplomas, and Dollars Report, August 2008, consider the following:

- Over the course of his or her lifetime, a single high school dropout costs the nation approximately \$260,000 in lost earnings, taxes, and productivity.

*Estimated additional lifetime income if high school dropouts graduated with their class in 2007-2008 for Hawaii is \$1,439,394.404.*

- High school dropouts are far more likely than high school graduates to be arrested or incarcerated. Increasing the high school graduation rate and college matriculation for male students by only 5 percent would lead to combined savings and revenue of almost \$8 billion each year.

*The impact of a 5 percent increase in male high school graduation rates on crime reduction and earnings for Hawaii are as follows:*

- Annual crime-related savings - \$6,835,886
- Additional annual earnings - \$11,203,133
- Total benefit to Hawaii economy - \$18,039,020

- Each student who graduates from high school will save states an average of \$13,706 in Medicaid and expenditures for uninsured care over the course of his or her lifetime. States could save more than \$17 billion if those young people earned their high school diplomas.

*Lifetime savings for Medicaid and uninsured medical coverage costs if all students in the class of 2005-2006 graduated from high school in Hawaii are:*

- State Medicaid savings per additional graduate - \$14,837
  - State uninsured savings per additional graduate - \$988
  - Total health savings per additional graduate - \$15,825
  - Total lifetime health savings if all students in the class of 2005-2006 graduated - \$92,725,623
- For every \$500 of wealth that households headed by a high school dropout accumulate, households headed by high school graduates possess approximately \$5,000. This means that there would be an additional \$74 billion in collective wealth in the United States if every household were headed by an individual with at least a high school diploma.

*Potential additional household wealth if all heads of household were Hawaii high school graduates - \$191,695,500*

- Because too many students are not learning the skills they need to succeed in college or work while they are in high school, the nation loses more than \$3.7 billion a year in costs associated with college remediation.

*Annual savings and earnings benefits from a reduced need for Community College Remediation for Hawaii are:*

- Annual remediation savings - \$4,298,600
- Additional annual earnings - \$9,355,236
- Total benefit to Hawaii's economy - \$13,653,836

The report further states that economic situation, not race or ethnic background, is the demographic indicator most closely correlated with student performance. In fact, high school students from the wealthiest family backgrounds are about seven times more likely to complete high school as their classmates from the poorest backgrounds. (Source: Amos, Jason. Alliance for Excellent Education, Dropouts, Diplomas, and Dollars, U.S. High Schools and the Nation's Economy, August 2008. Website: <http://www.all4ed.org/files/Econ2008.pdf>)

The purpose of this project is to address the needs of school and probation office referred under-served and unserved students and parents by conducting home



visits and activities in a non-threatening and non-academic environment. Students that are alienated from school, often times are from single parent homes or are economically and/or culturally disadvantaged. Activities are provided during the after school hours to promote self-worth and self-esteem. Further, the program offers outreach for crisis intervention to students and their families.

Additionally, the program shall reduce the barriers of communication that exist between potential high school dropouts, parents, and school by facilitating a positive rapport among all parties concerned and mainstreaming the student back into the regular classroom.

Many students and parents are unable to establish effective communication with school authorities and receive the assistance that is essential. Referred potential dropouts also require assistance due to their negative attitude towards school and behaviors which influence actions that limit their participation in their school's academic and non-academic activities.

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

The target group is students who are referred by the school or the Probation Office as potential dropouts. These students are academically failing their courses, have excessive unexcused absences, or exhibit social problems. These students may fall in one or more of the following criteria:

- a) Failure in two or more subjects,
- b) Accumulated ten or more unexcused absences,
- c) Referred by school and/or Probation Officer,
- d) Exhibits difficulty in dealing with problems arising out of a student's ethnicity, or minority status, or
- e) In a situation where home to school dialogue is critical for student success.

For the proposed high schools, data gathered from the Department of Education, School Status and Improvement Report, School Year 2008-09, reveal the following statistics:

	Hilo	Waiakea	Keaau	Pahoa	Kau	Kona-waena	Honokaa	State
Number and percent of students receiving free or reduced-cost lunch	46.2%	35.6%	64.8%	70.3%	66.0%	42.8%	44.6%	NA
Percentage of families with children headed by a single mother	30.4%	22.4%	24.3%	29.3%	20.2%	20.3%	19.0%	18.3%
Percent of families with Public Assistance Income	11.7%	7.6%	13.3%	18.4%	14.9%	7.3%	5.8%	7.6%
Percent of families with children living in poverty	23.0%	13.1%	24.1%	29.0%	23.2%	12.5%	6.9%	11.2%

**June Graduates Statistics 2008-2009**

**School Dropouts**

Hilo High – 13.5%  
 Waiakea High – 10.7%  
 Keaau High – 21.7%  
 Pahoa High – 12.0%  
 Ka`u High – 12.3%  
 Konawaena High- 18.8%  
 Honokaa High – 16.8%

**Non-Completers**

Hilo High – 4.6%  
 Waiakea High – 12.8%  
 Keaau High 5.9%  
 Pahoa High – 2.6%  
 Ka`u High – 1.6%  
 Konawaena High – 7.1%  
 Honokaa High – 4.1%

**Suspensions, School Year 2008-2009**

Class A: Burglary, robbery, sale of dangerous drugs  
 Class B: Disorderly conduct, trespassing  
 Class C: Class cutting, insubordination, smoking  
 Class D: Contraband (e.g. possession of tobacco)

<b>High School</b>	<b>% Suspended</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
Hilo	10%	30%	57%	11%	2%
Waiakea	7%	26%	42%	31%	1%
Keaau	21%	21%	44%	32%	3%
Pahoa	26%	7%	38%	55%	0%
Ka`u	6%	19%	75%	6%	0%
Konawaena	8%	27%	39%	34%	0%
Honokaa	19%	19%	36%	36%	9%

**5. Describe the geographic coverage.**

The services being solicited will be available to all eligible students in the following high schools: Hilo High, Waiakea High, Keaau High, Pahoa High, Ka`u High, Konawaena High, and Honokaa High.

**II. Service Summary and Outcomes**

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

The Drop-Out Prevention Program (DOPP) reduces the risk of high school students, with chronic unexcused absenteeism and dropping out of school before graduating. Program Facilitators work with school-referred students, parents, school counselors, teachers and administration, as well as, family court and other public agencies, to establish rapport and open channels of communication between all involved parties. Activities are conducted to help students develop

positive attitudes toward school, increase self-esteem and explore career options. As a result of this focused, caring environment, students' attitudes about school changes. Students show improvement socially and academically and remain in school to graduate.

The primary component of the services provided will be counseling referred potential high school dropouts and their parents on a one-to-one basis. HCEOC's staff will develop trust most effectively when doing so, and cooperation from both, parent and student will increase. Parents of these referred potential dropouts will be kept well informed of their child's school progress through extensive follow up of HCEOC's staff.

The Facilitators will be assigned to not more than 26 students to the program at any given school and are required to do active follow-up with 12 students during any given period.

Activities that promote the development of a student's self-esteem are another integral component of this program and will be carried out at a minimum of one activity per month. Services also include acting as a liaison, transporting students and parents to school meetings and appointments, speaking to frustrated parents, as well as serving as a facilitator to improve home-school relationships whenever is deemed necessary.

Major Program Activities:

- a) Provide for individual and groups consultation sessions to resolve problems.
- b) Receive and process referrals from probation officers and school's screening committees.
- c) Assist students in obtaining information relevant to his/her success in school and in meeting graduation requirements.
- d) Act as liaison for students working with other private and public agencies.
- e) Keep accurate account of all services provided and the degree of its effectiveness.
- f) Provide after school activities and maintain communication with parent and child.
- g) Assist in organizing parent and student groups.
- h) Plan and/or conduct mini-workshops and/or meeting for facilitators and parents.
- i) Prepare quarterly and annual evaluation reports. Data should be specific to each objective and activity identified. Records should be readily available for periodic monitoring or when requested for the department.

j) Conduct summer activities which includes the following:

- Provide in-service training for facilitators
- Assist students in participating in productive summer activities, i.e., summer school, seeking jobs, volunteer services, working on future school plans, etc.
- Make contact and conference with parent and child when appropriate.
- Orient potential referrals (both parent and child) for the next school year regarding program services available.

2. **Projected annual timeline for accomplishing the results or outcomes of the service:**

The program starting date will begin July 1, 2010 and end on June 30, 2011. The services will be provided on a 40 hour week for 12 months. The nature of the work requires flexibility in schedules. Therefore, the supervisor will determine appropriate work schedules for its staff (facilitator) at each school site.

The projected annual timeline and explanation of events are as follows:

Events	Start Date	End Date
Assist with no-show students	August 20	September 30
Case Management	July 1	June 30
Collaboration w/ school and other agency or resources	July 1	June 30
Create Objectives/Outcomes	July 1	June 30
Documentation	July 1	June 30
Events	Start Date	End Date
Enroll Participants	July 1	June 30
Meet with Student Counselor or Referral source	August 20	June 30
Outreach – Home Visits	July 1	June 30
Progress Updates	July 1	June 30
Receive, Process, & Investigate Referrals	July 1	June 30
Reports	July 1	June 30
Student and Parent Activities	July 1	June 30
Student Meetings	July 1	June 30

<b>Events</b>	<b>Explanation of Events</b>
Assist with no-show students	The no-show student list contains students who are registered but have not reported to school or students who were students in the prior year and have not attended school.
Case Management	Meeting with student and counselors regularly. Filing necessary documentation.
Collaboration w/ school and other agency or resources	Collaborate with other agencies to ensure student is receiving necessary services.
Create Objectives/Outcomes	Students who are failing courses must set objectives to reach the necessary credit recovery path, needed to graduate.
Documentation	Any correspondence, including verbal communication will be documented in student file.
Enroll Participants	Parents will sign a form indicating their child is receiving services.
Meet with Student Counselor or Referral source	Update the referral source of student progress or challenges.
Outreach – Home Visits	Home-visits with families will be conducted to update on student progress.
Progress Updates	Program Manager will require Facilitators to select students on a monthly basis and report updates.
Receive, Process, & Investigate Referrals	Student file must contain sufficient documentation regarding reason for referral, grades and other services received to determine if student meets program eligibility.
Reports	Reports are turned in every month by Facilitators. Reports contain student, parent and other contacts made within a month.
Student and Parent Activities	Activities for the students and parents/guardians on a monthly basis to promote involvement with student.
Student Meetings	Meet with students on a regular basis ranging from 1 to 3 times a month. Meetings are aimed at meeting objectives set forth.

**3. Quality Assurance and Evaluation Plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:**

HCEOC's Staff (facilitators) are responsible to keep accurate accounts of all services provided. Each individual student referred to program has a case file folder which consists of forms that comply with objectives as follows:

- a. Program Data Collection
- b. Program Daily Contact Record Sheet
- c. Program Referral Form
- d. Daily Attendance Log
- e. Report Cards
- f. Pre and Post Student Attitudinal Survey
- g. Pre and Post Parent Attitudinal Survey
- h. Other Forms and Documents

HCEOC's facilitators compile data into Monthly Reports and submit it to Program Supervisor. The reports consist of work accomplished during reporting period and nature of work performed, identification of persons serviced during reporting period, and immediate problems encountered during reporting period, recommendations, and short summary of proposed activities for program students and parents. Having staff submit a report each month helps program supervisor to keep account of facilitator's progress in reaching goals and objectives.

**4. Measures of Effectiveness:**

Goals	Methodology
1. 95% of seniors referred will graduate from school.  Compare report cards per quarter (semester) from the time senior enters the program till the end of the school year and graduate with a diploma.	Report cards; diploma
2. 40% of referred students will pass all courses for promotion.  Compare report cards per quarter (semester) from the time student enters the program till the end of the school year. Request progress reports from teachers and school counselor periodically, or as often as needed.	Report cards
3. 65% of referred students will attend school at least 65% of the time.  Monitor student's attendance daily –provided by schools.	Daily Attendance Record Sheet

Goals	Methodology
<p>4. 70% of the students referred will finish school year without suspensions exceeding three (3) days.</p> <p>Monitor school suspensions through School Suspension Record Sheet provided by schools.</p>	<p>School Suspension Record</p>
<p>5. 80% of the participants will demonstrate positive changes in attitude toward self and others.</p> <p>Pre test is administered at the time student enters the program and a post test is given at the end of the school year to measure this objective.</p>	<p>Student Observation Form</p>
<p>6. 70% of program parents will increase communication with their child, other adults and children of other ethnic groups.</p> <p>The test is administered at the time student enters the program, and a post test is given at the end of the school year to measure this objective.</p>	<p>Parent Observation Form</p>

Activities done in the summer months also have accurate records of student contacts, and documentation in individual file folders.

**Agency Quality Assurance Plan is attached.**

### **III. Financial**

#### **Budget**

1. See attached budget forms for detail cost of the request.
2. Anticipated quarterly funding requests for the fiscal year 2010-2011.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$89,659	\$59,773	\$59,773	\$89,658	\$298,863

3. **Listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.**

HCEOC actively seeks and competes for federal, state, county, and foundation grants for the continuation of the Drop-Out Prevention Program. Presently, the program is funded by the Department of Labor & Industrial Relations, Office of Community Services, Community Services Block Grant, American Recovery



and Reinvestment Act funds, OCS-ARRA-09-02 for the period of 02/01/2010 – 09/30/2010. Aside from this funding request, HCEOC shall submit grant application for County of Hawaii funding.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

HCEOC's Dropout Prevention Program has provided services in assisting the Department of Education for 35 years in the prevention of at-risk high school students with low self-esteem from dropping out of school. For these 35 years, not one student client has been apprehended for drugs. Facilitators work with in-school Substance Abuse Counselors, if there is any sign that the student may be involved with drugs.

There is an excellent reciprocal working relationship among HCEOC facilitators, school and probation office personnel. The communication lines are open, to ensure that more information and advice are shared. Facilitators work with the students' Counselors to set specific goals and objectives. In cases that deal with attendance, Facilitators will appear at court with student and family to ensure that student follows court mandated actions.

HCEOC's Dropout Prevention Program (DOPP) received Federal Grants from 1974 to 1981, and from 1982 to present it is funded by State funds. The program has brought school authorities, parents, and students closer together through their past work performance.

**Listing of verifiable experience of related projects or contracts for the most recent three years are as follows:**

<b>Program</b>	<b>Drop-Out Prevention Program</b>
Contracting Agency	Department of Labor & Industrial Relations Office of Community Services
Contact Person	Keith Yabusaki
Contact Information	830 Punchbowl Street Room 420 Honolulu, Hawaii 96813 Phone: 808-586-8680
Contract/Grant No.	OCS-ARRA-09-02
Contract Period	02/01/02010 – 09/30/2010
Funding Amount	\$903,563 (includes funding for various HCEOC programs including DOPP)
Performance Outcomes	DOPP Staff orientation conducted on 01/04/10. Program in operation on 01/11/10.

<b>Program</b>	<b>Drop-Out Prevention Program</b>
Contracting Agency	Department of Education
Contact Person	Tammy Keller
Contact Information	Department of Education Procurement & Contracts Branch 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Phone: 808-675-0130
Contract/Grant No.	CO-90015
Contract Period	07/01/08 – 08/31/09
Funding Amount	\$327,227
Performance Outcomes	90% of student clients served were promoted/graduated. 85% of program parents improve communication with their child 249 referrals received from DOE personnel. 432 parent contacts made (clients and non-clients) 2,028 student contact made (clients and non-clients)

<b>Program</b>	<b>Hawaii Island Youth Mentoring Program</b>
Contracting Agency	County of Hawaii
Contact Person	Charmaine Shigemura
Contact Information	Office of Management 25 Aupuni Street Hilo, Hawaii 96720 Phone: 808-961-8316
Contract/Grant No.	
Contract Period	07/01/07 – 06/30/08
Funding Amount	\$380,000
Performance Outcomes	91% of students clients served were promoted/graduated. . 79% of program parents improved communication with their child. 757 referrals received from DOE personnel. 860 parent contacts made (clients and non-clients) 2,085 student contact made (clients and non-clients)

**B. Facilities**

A strong working relationship has been established between the Department of Education Staff and HCEOC's Staff (Facilitators). The Hawaii District Schools that presently participate and receive HCEOC's Drop-Out Prevention services are Hilo High, Waiakea High, Keaau High, Pahoa High, Ka`u High, Konawaena High, and Honokaa High schools. These schools provide adequate work space on their school campuses that meet ADA requirements for HCEOC staff to conduct counseling sessions and student activities. As services are primarily provided off school campus and after school hours on a one-to-one basis, no additional facility is required.

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

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Proposed Staffing

This project consists of one (1) Program Manager and (1) Community Services Facilitator that oversees both the Drop-Out Prevention Program and Language Arts Multicultural Program (LAMP) as well as seven (7) Facilitators. Each facilitator that will be assigned to provide service to each of the following public high schools on the Big Island as follows: Hilo High, Waiakea High, Keaau High, Pahoa High, Ka`u High, Konawaena High, and Honokaa High schools.

Staff Qualifications

HCEOC Facilitators all have the knowledge to the problems of minority groups that they serve. Facilitators have the ability to relate effectively with minority groups due to the familiarity of the area in which they service.

The Program Manager does monitoring site visits periodically to support each Facilitator and meets with school's Administration as part of her/his monitoring procedure.

The Community Services Facilitator shall assist students and parents with Employment and Training activities as requested on client application form. Employment training activities include pre-employment readiness, workplace etiquette, job acquisition, and life management skills workshops.

### Supervision and Training

Program Manager and HCEOC Facilitators meet or exceed the qualifications/experience requirements as put forth by the Department of Education, for similar positions. The Community Services Director oversees the Program Manager and provides support and direction on administrative matters. HCEOC has an excellent fiscal department and maintains a separate account of the program; prepares monthly reports and follows agency and program procedures.

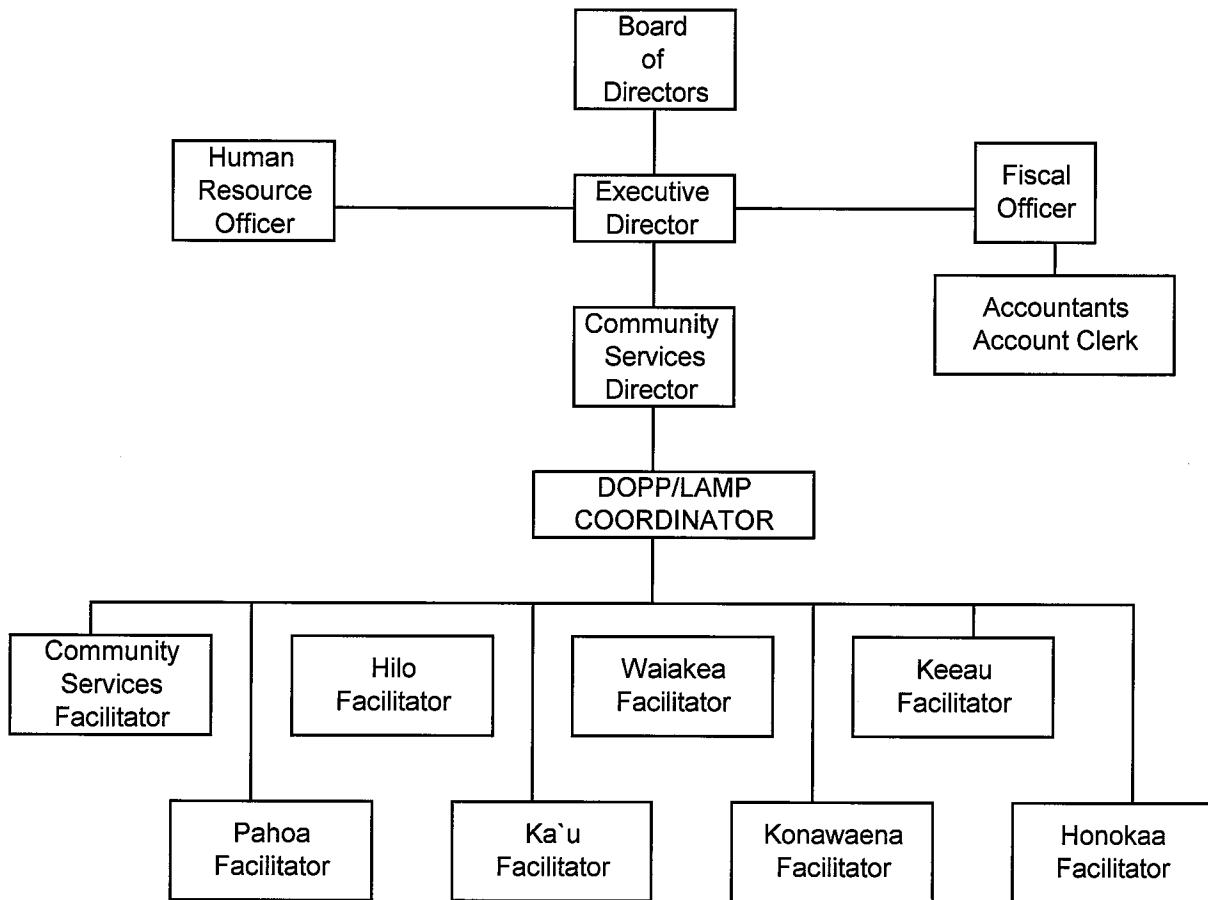
There are seven (7) Community Facilitators servicing the schools to help potential dropout students' graduate from school.

Program Manager will plan and conduct Staff Development Training in a minimum of once a month. Program staff will receive training and learn acquired skills in operation of the project and their dealings with potential high school dropouts and their parents through the collaboration with various resource agencies.

Most recently over the past two years, HCEOC's Community Facilitators in this program have received training coordinated by the University of Hawaii-Hilo, the Hawaii Community College, the Department of Health, Alu Like, Office of Hawaiian Affairs, Queen Liliuokalani Trust, the County of Hawaii Youth Builders Committee, Department of Human Services and the Department of Justice.

HCEOC staff will coordinate their activities and continue to receive technical and curricular assistance from the Department of Education. DOE personnel extend invitations to HCEOC staff to In-Service Training and various workshops that help them in being more effective in working with high school students.

**B. Organization Chart**



**Organization-wide Chart attached**

**VI. Other**

**A. Litigation**

Not Applicable.

**B. Licensure or Accreditation**

Not Applicable.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Hawaii County Economic Opportunity Council

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	193,330			
2. Payroll Taxes & Assessments	44,427			
3. Fringe Benefits	28,806			
<b>TOTAL PERSONNEL COST</b>	<b>266,563</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	5,500			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	1,500			
5. Staff Training	1,800			
6. Supplies	4,000			
7. Telecommunication	2,000			
8. Utilities	3,000			
9. Mileage	3,400			
10. Independent Audit	2,150			
11. Copies	1,500			
12. Office & Yard Maintenance	1,000			
13. Data Processing	2,150			
14. Postage	1,300			
15. Facilities/Equipment Repair	1,500			
16. Criminal Background Check	750			
17. Physical Exam/Drug Testing	750			
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>32,300</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>298,863</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	298,863	Richard Otani 808-961-2681 ext: 202		
(b)		Name (Please Print)		
(c)		[Redacted]		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>298,863</b>	Sandra P. Song, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii County Economic Opportunity Council

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)
Executive Director	1.00	\$93,000.00	6.00%	\$ 5,580
Fiscal Officer	1.00	\$55,200.00	6.00%	\$ 3,312
Human Resource Officer	1.00	\$42,000.00	6.00%	\$ 2,520
Community Services Director	1.00	\$52,200.00	6.00%	\$ 3,132
Accountant	1.00	\$33,600.00	6.00%	\$ 2,016
Accountant	1.00	\$33,600.00	6.00%	\$ 2,016
Account Clerk	1.00	\$27,564.00	6.00%	\$ 1,654
LAMP/DOPP Coordinator	1.00	\$36,600.00	37.50%	\$ 13,725
Community Services Facilitator	1.00	\$29,000.00	37.50%	\$ 10,875
DOPP Facilitator 1	1.00	\$29,000.00	75.00%	\$ 21,750
DOPP Facilitator 2	1.00	\$29,000.00	75.00%	\$ 21,750
DOPP Facilitator 3	1.00	\$28,000.00	75.00%	\$ 21,000
DOPP Facilitator 4	1.00	\$28,000.00	75.00%	\$ 21,000
<b>SUB TOTAL:</b>				<b>\$ 130,330</b>

JUSTIFICATION/COMMENTS:

Salaries budgeted for nine months (October 2010 - June 30, 2011)

(Page 1 of 2)



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii County Economic Opportunity Council

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)
DOPP Facilitator 5	1.00	\$28,000.00	75.00%	21,000
DOPP Facilitator 6	1.00	\$28,000.00	75.00%	21,000
DOPP Facilitator 7	1.00	\$28,000.00	75.00%	21,000
SUB-TOTAL PAGE 1				130,330
<b>TOTAL:</b>				193,330
<b>JUSTIFICATION/COMMENTS:</b>				(Page 2 of 2)
Salaries budgeted for nine months (October 2010 - June 30, 2011)				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2010 - June 30, 2011

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 County Economic Opportunity Council

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> <div style="text-align: center; margin-top: 10px;">Not Applicable</div>						

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

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

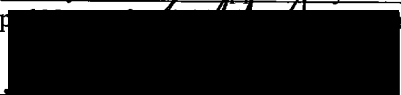
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Hawaii County Economic Opportunity Council

(Type Name)



(Signature)

1/28/2010

(Date)

Sandra P. Song

(Typed Name)

Executive Director

(Title)

## Hawaii County Economic Opportunity Council Quality Assurance Plan

**Purpose:** To provide guidance for evaluating the effectiveness of the programs conducted by the Hawaii County Economic Opportunity Council. Program evaluation is an important component of HCEOC's effort to assure that a program is operating as intended and achieving results.

A program evaluation is a thorough examination of the program and its effectiveness using statistical and analytical tools. It also uses expertise within and outside the program under review to enhance the analytical properties and to add credence to the evaluation and recommendations.

HCEOC's communication efforts, its impact and effectiveness in the community will be done. The evaluation will review publicity, the agency's activity with the media, the web site and other public communication efforts.

### Objectives:

1. Each program at HCEOC will develop outcomes/goals for each participant. The program will monitor the program at periodic intervals. The information obtained will be used to evaluate the program and to initiate changes when needed.
2. Performance Measurement System (self assessment tool) will be developed for each program. The Performance Measurement System will be used to determine overall effectiveness of the program. Surveys, regarding programs, activities and or projects; customer service, development, finance, shall be an essential component of the Performance Management Tool.

### Verification and Validation of Data

HCEOC's program activities require reliable financial and human resources information to assess agency operation and performance results and to make good management decisions. HCEOC will put maximum effort to ensure the accuracy of program information and any analysis of the information.

HCEOC shall continually review the information it collects in various databases for accuracy by using software tracking programs and program reviews of a sample of records. In addition, management shall conduct analyses regularly to review the information collected in order to identify any anomalies that indicate erroneous entries requiring correction to collection procedures.

HCEOC shall utilize software systems that enable the agency to collect information more rapidly and accurately by eliminating the need to enter information multiple times before it can be reviewed and analyzed. In addition, a series of edit checks shall be used to determine the accuracy of data entered from program staff. HCEOC shall utilize a software system that ensures ease of data entry and incorporates a number of checks to prevent the entry of incorrect data.

HCEOC shall maintain quality guidelines and internal procedures which ensure its ability to verify and validate the quality of data before it is released to the public and funding sources. All information received shall be used to improve HCEOC's systems and data.

## GRANT PROPOSAL

1. Prior to any grant application submission, HCEOC will ensure that it has the staff and expertise to accomplish the requirement of the grant.
  - a. The Request for Proposal (RFP) will be distributed to all individual who will be involved in the management of the grant.
  - b. A meeting to discuss HCEOC's participation will be held. Each proposed participant will be assigned an area to research, compile information and write a draft of their area for inclusion in the proposal.
  - c. Each manager will develop questions which should be addressed prior to any submission.
  - d. The program manager for the grant will develop outcomes and indicators (if not provided in the RFP) for tracking the grant program participant's progress.
  - e. Utilizing the outcomes and indicators, the program manager will develop a Performance Management tool (forms, charts, guidelines for reporting findings, recommendations for corrective action when objectives are not met, etc).
  - f. All Federal grants shall utilize an independent third party evaluator.
  - g. All grant proposals shall be approved by the Board of Director prior to submission.
2. The Executive Director will meet with all management and program staff to discuss the individual submissions.

## GRANT AWARD

Upon grant award, all management staff will meet to review the grant and to discuss the grant requirement. This will insure that any staff involved understands the requirement.

## PERFORMANCE MANAGEMENT SYSTEM

1. All staff will receive training on the grant, the monitoring and self assessment tools and procedure for reporting noncompliance with the terms of the grant.
2. All staff involved in the grant will receive a packet of the self assessment tools.

## GRANT PERFORMANCE

1. Participant Eligibility – What are the requirements for inclusion in the grant?
2. Participant Recruitment
  - a. Recruitment – Who will be recruited? How will the participants be recruited? Once accepted, how will they be evaluated? What will be the procedure for dealing with failing or non-performing participants? If the number of participants do not meet the objectives established in the grant, what procedure(s) will be utilized to increase participation?

- b. Monitoring – How many people were contacted? How many of the people contacted were accepted/included in the grant? If monitoring reveal a failure to meet established objectives/goals, what corrective actions should be initiated?

## ADMINISTRATION/MANAGEMENT

### Financial Management Practices

#### 1. Board Participation

- a. HCEOC shall insure that all Board members clearly understand their roles and responsibilities for financial health.
- b. HCEOC shall insure the board receives and reviews complete financial information at every meeting
- c. Board in collaboration with the management staff regularly reviews short-term and long-term plans and goals.

#### 2. Fiscal

- a. The financial management staff are qualified and knowledgeable
- b. There is a process in place to develop a well constructed and realistic budget.
- c. Financial reports are prepared in an accurate and timely manner.
- d. HCEOC has a regular plan for adequate cash balances, including cash flow and monitoring.
- e. HCEOC maintains cash balances or reserves appropriate for the organization.
- f. HCEOC maintains a system for tracking restricted or designated funds.
- g. HCEOC insures payroll tax deposits are timely.
- h. HCEOC insures bills are paid in a timely manner.
- i. There is a written financial policy in place including responsibility and authority for financial decisions.
- j. HCEOC insures that there are adequate and appropriate internal controls in place and maintained.
- k. HCEOC insures the financial system is in compliance with all required legal and funding reporting.
- l. HCEOC insures that the agency has an annual financial audit.
- m. HCEOC's CFO shall ensure that the financial system data are complete and accurate.
- n. HCEOC's CFO shall ensure that documentation is maintained to support the transactions recorded in the general ledger. In addition, HCEOC shall ensure that timely, complete and accurate reconciliations are performed and that differences identified are researched and resolved.
- o. Program Mangers shall have the necessary information for operating the program.
- p. There is evidence of cost containment.

### Human Resources and Staffing

1. HCEOC shall ensure that there is a formal human resources program.
2. HCEOC shall ensure that all employment practices comply with federal, state and local laws and regulations.
3. HCEOC shall provide to each employee a handbook of the personnel policies.



4. HCEOC shall have a formal grievance program.
5. HCEOC shall have a formal staff orientation and an exit interview program.
6. HCEOC Human Resource Office shall review time and attendance reporting to ensure that all employees report accurate and complete information to the audit clerk. HCEOC HR office shall ensure that timesheets with incorrect or incomplete information are returned to employees for correction before certifying time and attendance information. The reporting of time and attendance information shall comply with all funding source requirements.

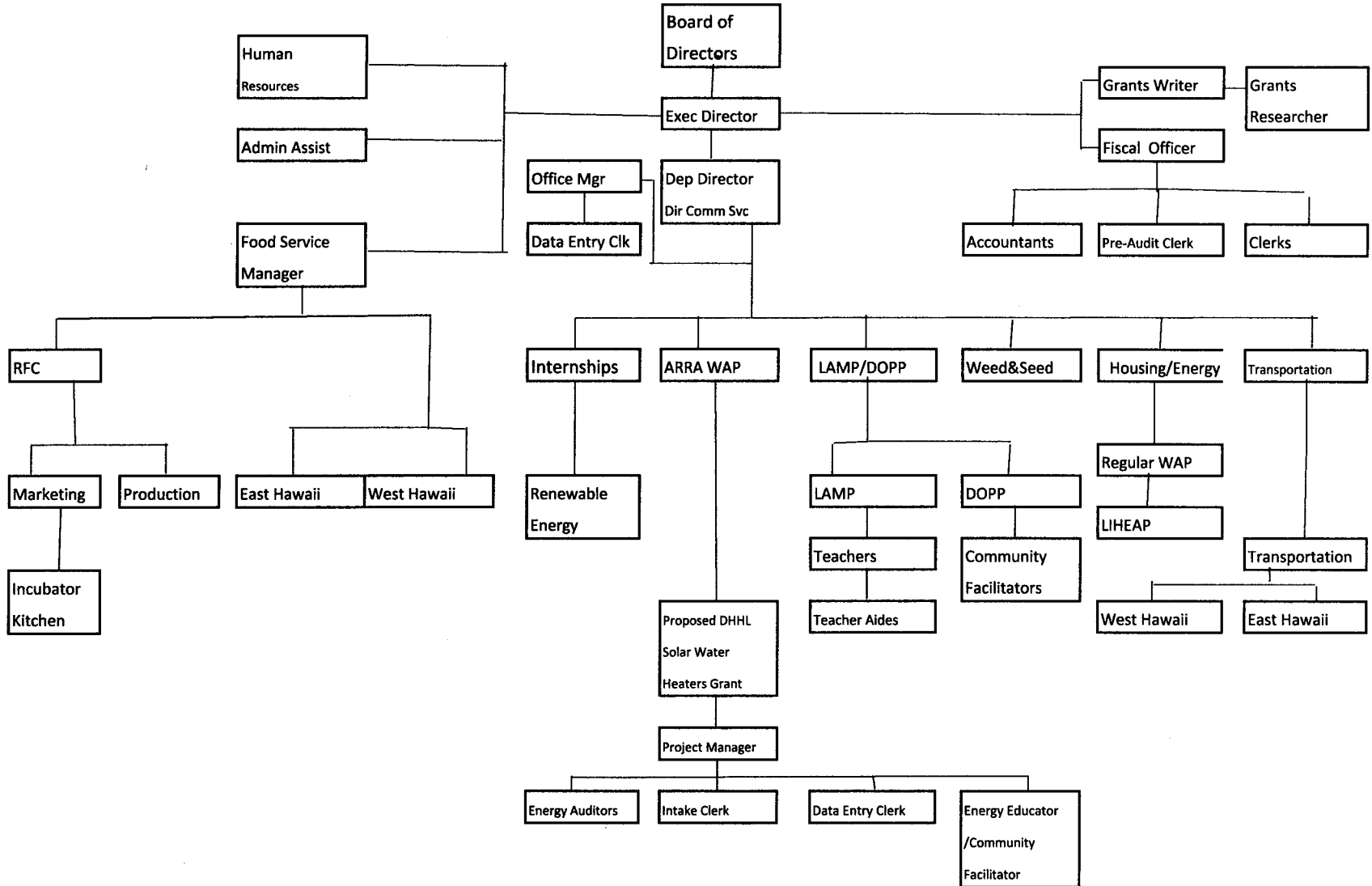
## PROGRAM MANANGEMENT

### Outcome Evaluation

HCEOC shall have a formalized program self assessment system.

- a. All staff shall receive training concerning funding sources and the need for outcome measurements for client services and program activities.
- b. All staff shall understand the mission of the organization.
- c. Data collection:
  1. All direct service providers staff members shall receive training in the importance of the use of outcome evaluation for ongoing program and client services improvement.
  2. Outcome data shall be routinely collected, analyzed and shared throughout the agency.
  3. Data collection shall be part of the daily and/or weekly routine of the organization, shall be used to conduct program planning, target resources and improve delivery of service.
- d. Program evaluations shall be outcome driven.
  1. Self assessment checklist, to evaluate the quality and effectiveness of the program shall be used for all programs and activities. The focus of the evaluation shall be on the program beneficiaries (clients, participants) and what has been accomplished for them.
  2. All programs shall be evaluated at scheduled intervals.
  3. All program staff shall be trained on the evaluation tool. A copy of the self-assessment tool will be provided each program manager.
  4. The information gathered will be compiled and subjected to statistical analysis. The results of the analysis will be used to determine modifications are needed. If the analysis indicates that problems exists, the Program Manager in collaboration with the Program Director and the management staff will attempt to determine the reasons for the problems, and develop new procedures for program improvement.

# Hawaii County Economic Opportunity Council Organization Chart



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

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

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

Log No: 14-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 FEB -1 P 2:02

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii County Economic Opportunity Council  
Dba:  
Hawaii County Economic Opportunity Council  
Street Address:  
47 Rainbow Drive, Hilo, Hawaii 96720  
Mailing Address:  
47 Rainbow Drive  
Hilo, Hawaii 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GEORGE YOKOYAMA  
Title Grant Author  
Phone # 808-961-2681 ext: 107  
Fax # 808-935-9213  
e-mail hceocgy@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

LANGUAGE ARTS MULTICULTURAL PROGRAM (LAMP) SERVICES FOR UNDERACHIEVING 3<sup>RD</sup> AND 4<sup>TH</sup> GRADE STUDENTS IN DEPARTMENT OF EDUCATION ELEMENTARY SCHOOL IN HAWAII COUNTY

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 544,047

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 \$ 383,843  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

T \_\_\_\_\_ VE:

AUTHORIZED SIGNATURE

SANDRA P. SONG, EXECUTIVE DIRECTOR  
NAME & TITLE

1/28/2010  
DATE SIGNED

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Agency Quality Assurance Plan

Agency-wide Organization Chart

# Application for Grants and Subsidies

## LANGUAGE ARTS MULTICULTURAL PROGRAM

### I. Background and Summary

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

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965 under section 501 C and 170 (b) (1) (a) (vi) of the Internal Revenue Code. Applicant is governed by a twenty-seven (27) member Board of Directors composed of nine (9) public, nine (9) private, and nine (9) low-income representatives.

The mission of HCEOC is the alleviation, elimination, and prevention of poverty in the County of Hawaii by:

- Mobilizing and channeling private and public resources into antipoverty action;
- Stimulating new and effective approaches to the alleviation of poverty;
- Strengthening communication, mutual understanding;
- Planning the coordination and implementation and antipoverty programs in the community;
- Educating children and youth to become responsible contributing adults in society;
- Assisting the poor to attain economic self-sufficiency.

The Language Arts Multicultural Program (LAMP) is based on a field-tested curriculum developed by HCEOC with contributions by James Vasquez, Ph. D and Elaine Kono, Ph.D., Hawaii Department of Education. The research on historical data on education in Hawaii by HCEOC's research team resulted in a program to promote **independent thinkers and learners** in underachieving third and fourth grade students.

The curriculum is exclusively designed for school referred underachievers in language arts, reading, writing, and speaking, the basics required for extending learning to other areas.

The curriculum has been field tested for many years and extensive improvements have been made to assist underachieving students and incorporating STEM (science, technology, engineering, math) education initiatives.

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

Funding request for the LAMP Program is to improve their language skills, social interaction skills, and multicultural knowledge of school referred third and fourth grade underachieving students. Through improvement in their language skills and better knowledge of their own cultures and others, the students will develop self-confidence and a positive attitude about themselves and learning. Our ultimate goal is to have our underachieving third and fourth grade students become **independent life-long learners** who make positive contributions to our society.

The Program will serve seven (7) elementary schools in Hawaii County: Kalaniana'ole Elementary, Kapiolani Elementary, Keaau Elementary, Keonepoko Elementary, Mt. View Elementary, Naalehu Elementary, and Laupahoehoe Elementary.

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

High quality afterschool programs have a proven track record of improving student achievement in school. Regular participation in high quality afterschool programs is linked to significant gains in standardized test scores and work habits, improvement in school attendance as well as reductions in behavior problems among disadvantage students. These programs have a particularly strong impact on low-income and low-performing youth.

High quality afterschool programs are endorsed by law enforcement organization because they are effecting in reducing violence, theft, vandalism, gang activity, experimenting with alcohol and other dangerous drugs, and teen pregnancy. Every dollar invested in high quality afterschool programs saves taxpayers approximately \$3, if benefits from crime reduction are factored in, each dollar invested in an at-risk child saves \$8-\$12.

Students attending high quality elementary and middle school afterschool program are less likely to drop out of high school than non-participants. The lifetime earnings losses associated with dropping out of high school are \$262,519 and a high school dropout will contribute \$59,210 less in federal and state income taxes over his or her lifetime. (Source: [www.nysan.org](http://www.nysan.org))

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

The target population is school referred third and fourth grade underachieving students from seven (7) elementary schools in Hawaii County: Kalaniana'ole (KAL) Elementary, Kapiolani (KAP) Elementary, Keaau Elementary, Keonepoko (KEO) Elementary, Mt. View (MTV) Elementary, Naalehu (NAL)Elementary, and Laupahoehoe (LAU) Elementary.

Student and Community Profile for the proposed elementary schools reveal the following:

	KAL	KAP	KEAAU	KEO	MTV	NAL	LAU
Number and percent of students receiving free or reduced-cost lunch	64.5%	74.3%	69.3%	82.6%	85.7%	78.3%	60.1%
Percentage of families with children headed by a single mother	30.4%	30.4%	24.3%	29.3%	24.3%	20.2%	18.6%
Percent of families with Public Assistance Income	11.7%	11.7%	13.3%	18.4%	13.3%	14.9%	2.4%
Percent of families with children living in poverty	23.0%	23.0%	24.1%	29.0%	24.1%	23.2%	18.1%

THIRD GRADE	KAL	KAP	KEAAU	KEO	MTV	NAL	LAU
Percent of students with limited English proficiency	17.2%	11.4%	16.8%	13.7%	4.7%	30.2%	13.3%
Percent of students – Hawaii State Assessment reading proficiency	59%	51%	61%	47%	53%	22%	71%
Percent of students – Hawaii State Assessment Mathematics	56%	35%	52%	22%	22%	15%	41%

FOURTH GRADE	KAL	KAP	KEAAU	KEO	MTV	NAL	LAU
Percent of students with limited English proficiency	17.2%	11.4%	16.8%	13.7%	4.7%	30.2%	13.3%
Percent of students – Hawaii State Assessment reading proficiency	45%	54%	60%	39%	47%	29%	65%
Percent of students – Hawaii State Assessment Mathematics	45%	29%	47%	26%	26%	6%	72%

Source: Department of Education, School Status and Improvement Report for school year 2008-09

**5. Describe the geographic coverage.**

The LAMP program will be available in the following elementary schools in Hawaii County: Kalaniana'ole Elementary, Kapiolani Elementary, Keaau Elementary, Keonepoko Elementary, Mt. View Elementary, Naalehu Elementary, and Laupahoehoe Elementary.



## II. Service Summary and Outcomes

### 1. Scope of work, tasks and responsibilities:

#### Scope of Work

***Development of Language/Social Skills:*** The LAMP Program is designed to offer in-school tutorial services to 3<sup>rd</sup> and 4<sup>th</sup> students in targeted Department of Education schools in Hawaii County. During the after school hours the LAMP staff provides homework guidance, basic language instruction, social skills enhancement activities, civic education, and multicultural activities to reinforce language skills. By providing classroom projects that involve students to read, write and speak Standard English, we will offer opportunities to the students to improve their language skills.

***Development of Multicultural Awareness and Appreciation:*** Multicultural activities will be planned in order to promote acceptance of other cultures and the understanding and appreciation of the participants' own cultures. Strategies used will be: bibliotherapy, use of parents, relatives, siblings, community resources and field trips. Other strategies will include using holidays from the different cultures in preparing lessons, and preparing cooking demonstrations of foods from different cultures to provide interest, awareness and appreciation.

***Parental Participation:*** Parent involvement and education will be accomplished through one on one contact with parents, group meetings, parent workshops and using parents as resources, demonstrators, tutors and general aides. Our LAMP teachers drive students home in marked vans/bus and therefore are continually in touch with the students' parents. The four annual parents meetings are used to provide parents with suggestions on how to support their children in becoming independent learners. To help parents, we plan to include computer training to make parents feel comfortable about using the computer. The LAMP Teachers on occasion have been the persons responsible for bringing parents and the DOE teachers together for conferences.

***Coordination of Services:*** LAMP staff works closely with DOE administrators and teachers in order to identify student needs, provide appropriate lessons and activities, as well as to monitor growth.

LAMP staff also assists parents by serving as the intermediary between the family and DOE teachers. Parent involvement is an important element of the LAMP Program. On many occasions, LAMP parents and other family members are used as resources to improve the students' self-concept and demonstrate that parents are indeed the primary teachers of their children.

Through our partnership with the Department of Education, LAMP students will have access to the school's computer laboratory to learn fundamentals of word processing and engage in self directed computer-based learning activities. LAMP Staff will orient interested parents on the fundamentals of computer usage using both the desktop computer and laptops during the quarterly parent meetings.

#### Tasks and Responsibilities

**LAMP Teacher:** The responsibilities of the LAMP Teacher will be to plan and implement daily lessons that are in consonant with identified LAMP goals and objectives, fulfill all expectations of the LAMP Program Design, provide training to the LAMP Aide and community/parent volunteers, coordinate LAMP activities with DOE administrators and teachers, drive and maintain a 20 passenger marked van/bus, perform other duties as requested by the LAMP Program Coordinator.

**LAMP Aide:** The responsibilities of the LAMP Aide will be to assist in the planning, coordination and implementation of the daily LAMP activities; assist in the preparation of reports and perform general clerical duties in the classroom; assist the LAMP Teacher in evaluating program effectiveness; assist with and attend program related parent meetings; may need to drive and maintain a 20 passenger marked van/bus.

**Program Coordinator:** The responsibilities of the Program Coordinator will be to administer, coordinate and implement the LAMP Program; assist in carrying out objectives of the program; evaluate effectiveness and adequacy of the program standards; develop and maintain cooperative working relationship with the Department of Education school administration and staff; develop effective plans for LAMP, organize, train and provide support to the LAMP staff, provide for staff development and supervision of personnel.

**Responsibilities of Volunteers:** The responsibilities of the volunteers will be to work under the supervision of the LAMP Teacher. Volunteers can serve as chaperones, tutors, resource speakers, snack contributors and storytellers or readers.

#### 2. **Projected annual timeline for accomplishing the results or outcomes of the service:**

LAMP Program activities are scheduled in accordance to the Hawaii Department of Education's school calendar.

<b>Event</b>	<b>Start Date</b>	<b>End Date</b>
Staff each center with one teacher and one aide; enroll 26 students. *Naalehu – two aides and enroll 39 students	July 1	June 30
Complete staff orientation and develop annual curriculum outline with staff	July 1	August 30
Receive pretest result from LAMP centers. Prepare and submit 1 <sup>st</sup> quarter report (July – Sept)	September 15	October 30
Complete informal mid-year assessment on LAMP students and the effectiveness of the program staff	January 1	January 30
Prepare and submit 2 <sup>nd</sup> quarter report (Oct – Dec)	January 1	January 30
Prepare and submit 3 <sup>rd</sup> quarter report (Jan – Mar)	April 1	April 30
Receive post-test results from LAMP centers	May 15	May 30
Receive final statistics from LAMP centers	May 15	June 1
Receive final narratives from LAMP centers	June 1	June 15
Compile statistics and submit final report to the funding body	June 1	July 1

The following is a typical LAMP program curriculum which is generally adopted by LAMP teachers with some modifications.

<b>Time</b>	<b>Activity</b>
2:00 p.m. – 2:15 p.m.	Snack Time
2:15 p.m. – 3:00 p.m.	Assist students with homework, complete worksheets, computer laboratory, solve problem of the day
3:00 p.m. – 3:10 p.m.	Snack and Story Time
3:10 p.m. – 4:00 p.m.	LAMP activity period, cultural activity, 5-W questions, clean-up
4:00 p.m. – 6:00 p.m.	Transport students home, meet and talk with parents on child's progress

### 3. **Quality assurance and evaluation plans:**

The academic objectives, which include those relative to reading comprehension, writing, speaking and listening improvement will be evaluated using pre and post measures, namely the Stanford Diagnostic Reading Test (SDRT), Stanford

Writing Assessment, and the Keaukaha Oral Language Test (KOLT). Improvement in social skills and in attitude will be determined using teacher prepared checklists. Substance abuse and negative peer pressure resistance education will also enhance our students' knowledge base and will be tested via role-playing activities, written and oral tests.

During the monthly meetings, the LAMP staff will regularly assess the effectiveness of LAMP Program, review test administration procedures, refine teaching skills, introduce new teaching material and strategies, and improve skills to assess student growth.

Other informal evaluative measures to determine the effectiveness of LAMP Program are:

- Classroom observation of LAMP staffs' instructions with follow up.
- Evaluative comments by the Program Coordinator on staffs' monthly reports.
- Analyze past lessons as a group and offer suggestions.

The LAMP Teacher and Aide will:

- Maintain daily homework logs of work completed by target students in the after-school segment of Program.
- Maintain tutoring logs of students tutored during the morning hours in the DOE classrooms.
- Keep attendance records.
- Keep anecdotal records.
- Maintain logs of LAMP parents contacted by staff.
- Maintain individual student folders for each child that will include test results, anecdotal records, attendance, etc.
- Complete and submit monthly reports using appropriate format.
- Complete and submit required reports and final report as required by funding agency and Program Coordinator.

The Program Coordinator will:

- Prepare written comments on each monthly report.
- Conduct monthly meetings for the LAMP personnel.
- Make quarterly visits to each LAMP center and follow up with a written evaluation.
- Submit quarterly reports and a final report to the funding agency to document results of the pre/post testing and to report level of achievement by students in meeting project goals.
- Prepare requests for proposals as necessary.
- Prepare the LAMP budget and monitor program expenditures.

**Agency Quality Assurance Plan is attached.**

**4. Measure(s) of Effectiveness:**

<b>COMPONENT</b>	<b>OBJECTIVE</b>	<b>METHODOLOY</b>
<b>Reading Comprehension</b>	70% of the program's students will gain a minimum of 2 percentile per year as measured by the Stanford Diagnostic Reading Test (SDRT), comprehension subtest.	Pre and post test will be administered to measure student progress in reading comprehension.
<b>SAT WRITING ASSESSMENT</b>	80% of the program's students will attain a 4.5 on the SAT Writing Assessment or gain one point in writing skills as measured by the Stanford Achievement Test Writing Assessment on a seven point scale, one being low.	Pre and post test will be administered to measure student progress in writing.
<b>Keukaha Oral Language Test (KOLT) Listening/Speaking</b>	70% of LAMP students will attain 4.5 on the KOLT or gain one point in listening/speaking skills as measured by the KOLT on a seven point scale, with one being low.	Pre and post test will be administered to measure student progress in listening/speaking.
<b>Multicultural Awareness/Attitude</b>	80% of the program's students will achieve 80% on the teacher made LAMP Teacher's Attitudinal Observation Worksheet or make an increase of 10% between the pre and post scores.	LAMP teacher's observations on student's multicultural awareness and attitude
<b>Socialization</b>	90% of LAMP students will improve in their socialization skills by 10%.	Administration of LAMP teacher's assessment on the Student Socialization Evaluation.

**III. Financial****Budget**

1. See attached budget forms for detail of the request.
2. Anticipated quarterly funding requests for the fiscal year 2010-2011:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$163,214	\$108,809	\$108,809	\$163,215	\$544,047

3. Listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011:

HCEOC actively seeks and competes for federal, state, county, and foundation grants for the continuation of the Language Arts Multicultural Program. Presently, the program is funded by the Department of Labor & Industrial Relations, Office of Community Services, Community Services Block Grant, American Recovery and Reinvestment Act funds, OCS-ARRA-09-02 for the period of 02/01/2010 – 09/30/2010. Aside from this funding request, HCEOC shall submit grant application for County of Hawaii funding.

**IV. Experience and Capability****A. Necessary Skills and Experience**

Since 1974, HCEOC's LAMP Program has provided services in assisting the Department of Education in transforming underachieving third and fourth grade students to improve their language skills, develop a positive attitude about themselves and learning which would enable them to become life-long independent learners.

LAMP teachers are selected on qualifications that include academic proficiency and experience in working with children. Further, LAMP teachers and aides are provided training during monthly workshop/training sessions. These sessions offer opportunities to practice planning appropriate lesson plans, write meaningful objectives, and learn practical skills in carrying out lesson plans. They are provided training to administer standardized tests and strategies in positive teaching.

<b>Program</b>	<b>Language Arts Multicultural Program</b>
Contracting Agency	Department of Labor & Industrial Relations Office of Community Services
Contact Person	Keith Yabusaki
Contact Information	830 Punchbowl Street Room 420 Honolulu, Hawaii 96813 Phone: 808-586-8680
Contract/Grant No.	OCS-ARRA-09-02
Contract Period	02/01/2010 – 09/30/2010
Funding Amount	\$903,563 (includes funding for various HCEOC programs including LAMP)
Performance Outcomes	LAMP Staff orientation conducted on 01/04/10. Program in operation on 01/11/10.

<b>Program</b>	<b>Language Arts Multicultural Program</b>
Contracting Agency	Department of Education
Contact Person	Tammy Keller
Contact Information	Department of Education Procurement & Contracts Branch 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Phone: 808-675-0130
Contract/Grant No.	CO-90044
Contract Period	07/01/08 – 08/31/09
Funding Amount	\$225,000
Performance Outcomes	88% of participants improved a minimum of 2 percentile points on reading comprehension as measured by the Stanford Diagnostic Reading Test.  95% of participants scored 4.5 out of 7 or made a 1.0 gain between the pre / post SAT writing assessment test.  96% of participants scored 4.5 of 7 or made a 1.0 gain between the pre/post KOLT (Keaukaha Oral Language Test) in listening and speaking  100% of participants made a 10% increase between pre and post scores on the teacher-developed Attitudinal Survey.  100% of participants improved their social skills by 10%.



<b>Program</b>	<b>Youth Development Services</b>
Contracting Agency	Department of Human Services
Contact Person	Catherine DelaCruz
Contact Information	Benefit, Employment and Support Services Division 820 Mililani Street Suite 606 Honolulu, Hawaii 96813 Phone: 808-675-0130
Contract/Grant No.	DHS-08-BESSD-5098
Contract Period	10/31/07 – 10/30/08
Funding Amount	\$380,000
Performance Outcomes	<p>85% of participants reported feeling more confident they can and will do well in school because of the LAMP program.</p> <p>89% of participants reported increasing the time they study since the program began.</p> <p>86% of participants reported they learned study skills in the program.</p> <p>87% of participants reported feeling more confident they can and will learn a new skill or craft.</p> <p>95% of participants reported that they value their cultural heritage more because of the program.</p> <p>91% of participants reported learning a new skill during the program.</p> <p>94% of participants reported increasing the time they participate in recreational activities since the program began.</p> <p>98% of participants reported a supportive adult in the program.</p> <p>96% of participants reported that risky behavior can affect goal attainment.</p> <p>84% of participants reported feeling more confident they can and will make good decisions.</p>

<p>Performance Outcomes</p> <p>Contract No. DHS-08-BESSD-5098</p>	<p>96% of participants reported attaining resistance and refusal skills.</p> <p>96% of participants reported abstaining from risky behaviors (drug and alcohol use, sexual activity or unprotected sexual activity)</p> <p>94% of participants reported they attained communication skills.</p> <p>84% of participants reported increased knowledge that parents and adult family members are an important resource.</p> <p>94% of parents and adult family members understand how to help children succeed in school as a result of the program.</p>
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**B. Facilities**

The LAMP Program is implemented at Department of Education’s school facilities. During the after school LAMP session, the program utilizes vacated classrooms when school ends for the day. If schools can spare a classroom, one is assigned to the LAMP Program.

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

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Proposed Staffing

The LAMP Program will require fourteen (14) full-time positions which consist of one (1) Program Coordinator, six (7) teachers and seven (7) aides for the following schools:

<b>School</b>	<b>Teacher</b>	<b>Aide</b>
Kalaniana'ole	1	1
Kapiolani	1	1
Keaau	1	1
Mt. View	1	
Laupahoehoe	1	1
Naalehu	1	2
Keonepoko	1	1
<b>Total</b>	<b>7</b>	<b>7</b>

Proposed client number is 26 students per center divided by staff of 2 = 13 students per one adult per center. In Naalehu, the program will be expanded to include 39 students and 3 adults since over 50% of the student population are 1<sup>st</sup> or 2<sup>nd</sup> year U.S. students from Marshall Islands or Mexico who are in the process of learning English.

#### Staff Qualifications

The Program Coordinator shall supervise and monitor LAMP Teachers and Aides periodically to provide support and will meet with Teachers on a monthly basis as part of monitoring and evaluation process.

#### Program Coordinator

- Knowledge of legislative process.
- Knowledge of teaching and instructional methods, processes, and practices.
- Skill in use of general office equipment, computer, and software applications.
- Skill to correct, edit, and proofread instructional materials and documents.
- Ability and skill to plan, organize, and present instructional presentations and demonstrations to staff.
- Ability to work cooperatively as an effective team member of HCEOC and the DOE.
- College graduate in the field of Education or in a related field with two years of progressively responsible experience in a related field.
- Excellent verbal and written skills.
- Detailed oriented. Must be able to maintain records and submit reports, and other information accurately.
- Knowledgeable of community, agencies, and organizations within the area they serve.
- Must have the ability to relate and communicate effectively to minority groups, people, and community.
- Must possess a valid driver's license and have daily access to a vehicle.

### LAMP Teacher

- College graduate, preferably meeting DOE certification requirements.
- Able to speak Standard English and has knowledge of at least one other community tongue.
- Skill in use of general office equipment, computer, and software applications.
- Knowledge of the cultural and social values of Hawaii's ethnic groups.
- Ability to communicate with target parents and students.
- Skill to correct, edit, and proofread instructional materials and documents.
- Ability and skill to plan and organize events and transportation
- Ability to work cooperatively as an effective team member of HCEOC and the DOE.
- Excellent verbal and written skills.
- Detail oriented. Must be able to maintain records and input data for reports.
- Knowledgeable of community, agencies, and organizations within the area they serve.
- Must have the ability to relate and communicate effectively to minority groups, people, and community.
- Must possess a valid driver's license and have daily access to a vehicle

The LAMP Teacher will supervise and provide guidance and support to the Aide. The Program Coordinator will meet with the Teacher and Aide on a monthly basis.

### LAMP Teacher Aide

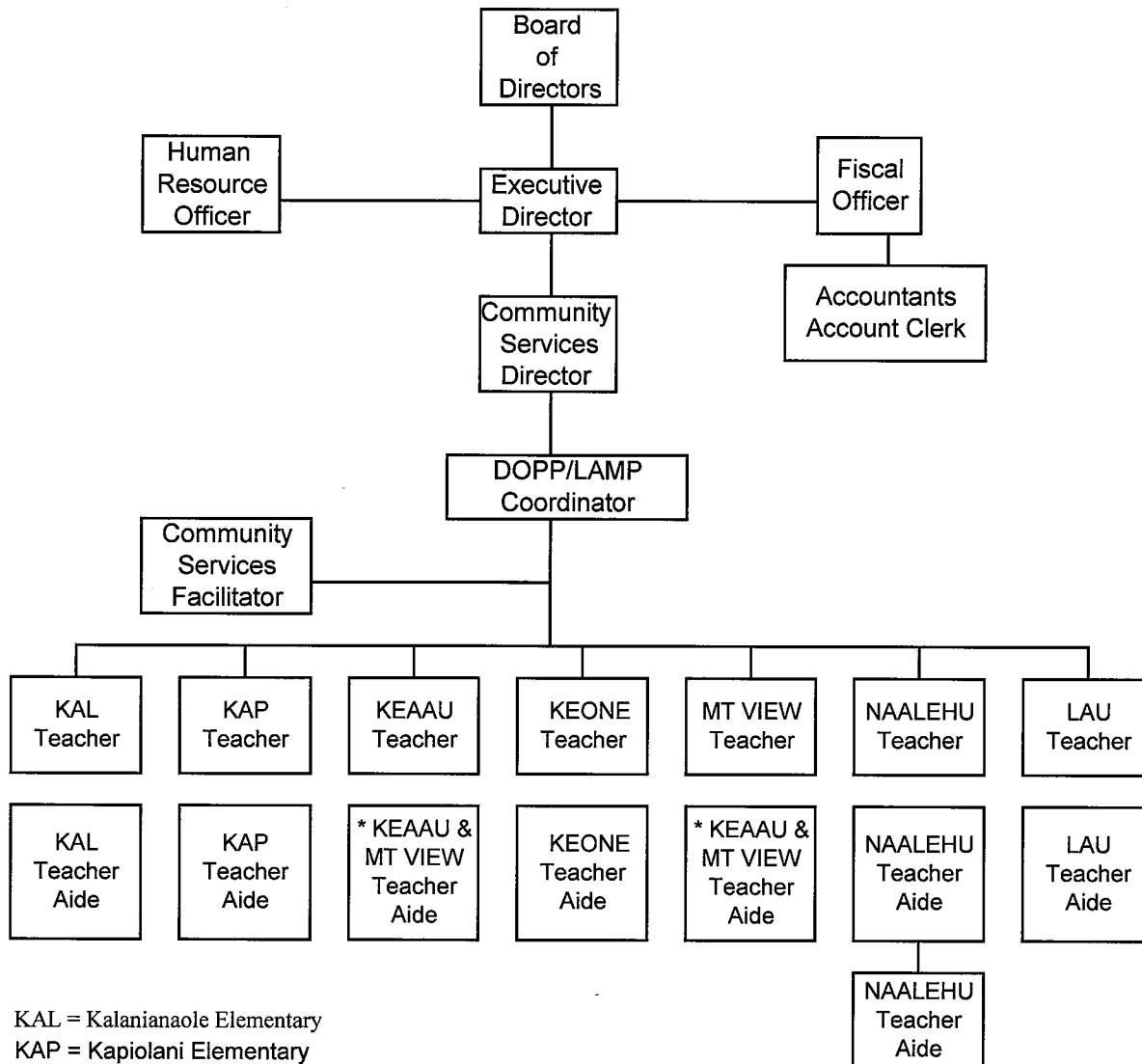
- High School graduate.
- Speaks standard English and has knowledge of at least one other common community tongue.
- Desire to work with children.
- Detail oriented to keep accurate daily, monthly reports.
- Meets health and physical condition requirements.

### Supervision and Training

**Supervision:** The Program Coordinator will conduct on site visits to each center at a minimum of four times a year routinely according to a schedule. Unannounced visits may also be conducted. After each visit, the Program Coordinator will issue a written report to the LAMP personnel to comment on various aspects of the visit, make suggestions to improve on the implementation of lesson and activities observed.

**Training:** Every LAMP Teacher and Aide will be expected to attend monthly workshop/training sessions. During these monthly meetings, an array of topics ranging from instructional strategies to proper administration of tests will be presented. Staff will have opportunities to discuss, prepare plans, practice presenting mini lessons, and evaluate each other's lessons and presentations. Part of the training will include make site visits to possible field trip locations, introducing cultural speakers, and upgrading the teachers' skills in evaluating, writing, and reporting.

**B. Organization Chart**



KAL = Kalaniana'ole Elementary  
 KAP = Kapiolani Elementary  
 KEONE = Keonepoko Elementary  
 LAU = Laupahoehoe Elementary  
 \* Keaau & Mt. View shares one Teacher Aide

**Organization-wide chart attached.**

**VI. Other**

**A. Litigation**

Not applicable.

**B. Licensure or Accreditation**

Not applicable.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Hawaii County Economic Opportunity Council

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	333,730			
2. Payroll Taxes & Assessments	76,691			
3. Fringe Benefits	49,726			
<b>TOTAL PERSONNEL COST</b>	<b>460,147</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	5,000			
3. Lease/Rental of Vehicles	21,600			
4. Lease/Rental of Space	1,500			
5. Staff Training	3,600			
6. Supplies	8,000			
7. Telecommunication	2,000			
8. Utilities	3,000			
9. Independent Audit	3,000			
10. Mileage	3,400			
11. Postage	1,300			
12. Vehicle Maintenance/License	5,400			
13. Data Processing	2,000			
14. Criminal Background Check	1,500			
15. Physical Exam/Drug Testing	1,500			
16. Vehicle Gas & Oil	13,500			
17. Student Activities	1,000			
18. Advertising	300			
19. Laptops - 7 X 900.00	6,300			
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>83,900</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>544,047</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	544,047	Richard Otani // 808-961-2681 ext: 202		
(b)		Name [Redacted] Phone		
(c)		Signature of Authorized Official 1/28/2010		
(d)		Date		
<b>TOTAL BUDGET</b>	<b>544,047</b>	Sandra P. Song, Executive Director Name and Title (Please type or print)		



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii County Economic Opportunity Council

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)
Executtive Director	1.00	\$93,000.00	6.00%	5,580
Fiscal Officer	1.00	\$55,200.00	6.00%	3,312
Human Resource Officer	1.00	\$42,000.00	6.00%	2,520
Community Services Director	1.00	\$52,200.00	6.00%	3,132
Accountant	1.00	\$33,600.00	6.00%	2,016
Accountant	1.00	\$33,600.00	6.00%	2,016
Account Clerk	1.00	\$27,564.00	6.00%	1,654
LAMP/DOPP Coordinator	1.00	\$36,000.00	37.50%	13,500
Community Services Facilitator	1.00	\$28,000.00	37.50%	10,500
LAMP Teacher 1	1.00	\$34,000.00	75.00%	25,500
LAMP Teacher 2	1.00	\$30,000.00	75.00%	22,500
LAMP Teacher 3	1.00	\$30,000.00	75.00%	22,500
LAMP Teacher 4	1.00	\$30,000.00	75.00%	22,500
LAMP Teacher 5	1.00	\$30,000.00	75.00%	22,500
<b>SUB TOTAL:</b>				<b>159,730</b>
<b>JUSTIFICATION/COMMENTS:</b>				(Page 1 of 2)
Salaries budgeted for nine months (October 2010 - June 30, 2011)				

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii County Economic Opportunity Council

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)
LAMP Teacher 6	1.00	\$30,000.00	75.00%	22,500
LAMP Teacher 7	1.00	\$30,000.00	75.00%	22,500
LAMP Teacher Aide 1	1.00	\$26,000.00	75.00%	19,500
LAMP Teacher Aide 2	1.00	\$26,000.00	75.00%	19,500
LAMP Teacher Aide 3	1.00	\$24,000.00	75.00%	18,000
LAMP Teacher Aide 4	1.00	\$24,000.00	75.00%	18,000
LAMP Teacher Aide 5	1.00	\$24,000.00	75.00%	18,000
LAMP Teacher Aide 6	1.00	\$24,000.00	75.00%	18,000
LAMP Teacher Aide 7	1.00	\$24,000.00	75.00%	18,000
SUBTOTAL FROM PAGE 1				159,730
<b>TOTAL:</b>				333,730
<b>JUSTIFICATION/COMMENTS:</b>				(Page 2 of 2)
Salaries budgeted for nine months (October 2010 - June 30, 2011)				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii County Economic Opportunity Council

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer Laptops	7.00	\$900.00	\$ 6,300.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	7		\$ 6,300.00	

**JUSTIFICATION/COMMENTS:**

One computer laptop per program site is needed to increase efficiency, communication and timely submittal of reports.

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 County Economic Opportunity Council

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> <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 County Economic Opportunity Council

  
(Signature)

1/28/2010  
(Date)

Sandra P. Song  
(Typed Name)

Executive Director  
(Title)

## Hawaii County Economic Opportunity Council Quality Assurance Plan

**Purpose:** To provide guidance for evaluating the effectiveness of the programs conducted by the Hawaii County Economic Opportunity Council. Program evaluation is an important component of HCEOC's effort to assure that a program is operating as intended and achieving results.

A program evaluation is a thorough examination of the program and its effectiveness using statistical and analytical tools. It also uses expertise within and outside the program under review to enhance the analytical properties and to add credence to the evaluation and recommendations.

HCEOC's communication efforts, its impact and effectiveness in the community will be done. The evaluation will review publicity, the agency's activity with the media, the web site and other public communication efforts.

### Objectives:

1. Each program at HCEOC will develop outcomes/goals for each participant. The program will monitor the program at periodic intervals. The information obtained will be used to evaluate the program and to initiate changes when needed.
2. Performance Measurement System (self assessment tool) will be developed for each program. The Performance Measurement System will be used to determine overall effectiveness of the program. Surveys, regarding programs, activities and or projects; customer service, development, finance, shall be an essential component of the Performance Management Tool.

### Verification and Validation of Data

HCEOC's program activities require reliable financial and human resources information to assess agency operation and performance results and to make good management decisions. HCEOC will put maximum effort to ensure the accuracy of program information and any analysis of the information.

HCEOC shall continually review the information it collects in various databases for accuracy by using software tracking programs and program reviews of a sample of records. In addition, management shall conduct analyses regularly to review the information collected in order to identify any anomalies that indicate erroneous entries requiring correction to collection procedures.

HCEOC shall utilize software systems that enable the agency to collect information more rapidly and accurately by eliminating the need to enter information multiple times before it can be reviewed and analyzed. In addition, a series of edit checks shall be used to determine the accuracy of data entered from program staff. HCEOC shall utilize a software system that ensures ease of data entry and incorporates a number of checks to prevent the entry of incorrect data.

HCEOC shall maintain quality guidelines and internal procedures which ensure its ability to verify and validate the quality of data before it is released to the public and funding sources. All information received shall be used to improve HCEOC's systems and data.

## GRANT PROPOSAL

1. Prior to any grant application submission, HCEOC will ensure that it has the staff and expertise to accomplish the requirement of the grant.
  - a. The Request for Proposal (RFP) will be distributed to all individual who will be involved in the management of the grant.
  - b. A meeting to discuss HCEOC's participation will be held. Each proposed participant will be assigned an area to research, compile information and write a draft of their area for inclusion in the proposal.
  - c. Each manager will develop questions which should be addressed prior to any submission.
  - d. The program manager for the grant will develop outcomes and indicators (if not provided in the RFP) for tracking the grant program participant's progress.
  - e. Utilizing the outcomes and indicators, the program manager will develop a Performance Management tool (forms, charts, guidelines for reporting findings, recommendations for corrective action when objectives are not met, etc).
  - f. All Federal grants shall utilize an independent third party evaluator.
  - g. All grant proposals shall be approved by the Board of Director prior to submission.
2. The Executive Director will meet with all management and program staff to discuss the individual submissions.

## GRANT AWARD

Upon grant award, all management staff will meet to review the grant and to discuss the grant requirement. This will insure that any staff involved understands the requirement.

## PERFORMANCE MANAGEMENT SYSTEM

1. All staff will receive training on the grant, the monitoring and self assessment tools and procedure for reporting noncompliance with the terms of the grant.
2. All staff involved in the grant will receive a packet of the self assessment tools.

## GRANT PERFORMANCE

1. Participant Eligibility – What are the requirements for inclusion in the grant?
2. Participant Recruitment
  - a. Recruitment – Who will be recruited? How will the participants be recruited? Once accepted, how will they be evaluated? What will be the procedure for dealing with failing or non-performing participants? If the number of participants do not meet the objectives established in the grant, what procedure(s) will be utilized to increase participation?



- b. Monitoring – How many people were contacted? How many of the people contacted were accepted/included in the grant? If monitoring reveal a failure to meet established objectives/goals, what corrective actions should be initiated?

## ADMINISTRATION/MANAGEMENT

### Financial Management Practices

#### 1. Board Participation

- a. HCEOC shall insure that all Board members clearly understand their roles and responsibilities for financial health.
- b. HCEOC shall insure the board receives and reviews complete financial information at every meeting
- c. Board in collaboration with the management staff regularly reviews short-term and long-term plans and goals.

#### 2. Fiscal

- a. The financial management staff are qualified and knowledgeable
- b. There is a process in place to develop a well constructed and realistic budget.
- c. Financial reports are prepared in an accurate and timely manner.
- d. HCEOC has a regular plan for adequate cash balances, including cash flow and monitoring.
- e. HCEOC maintains cash balances or reserves appropriate for the organization.
- f. HCEOC maintains a system for tracking restricted or designated funds.
- g. HCEOC insures payroll tax deposits are timely.
- h. HCEOC insures bills are paid in a timely manner.
- i. There is a written financial policy in place including responsibility and authority for financial decisions.
- j. HCEOC insures that there are adequate and appropriate internal controls in place and maintained.
- k. HCEOC insures the financial system is in compliance with all required legal and funding reporting.
- l. HCEOC insures that the agency has an annual financial audit.
- m. HCEOC's CFO shall ensure that the financial system data are complete and accurate.
- n. HCEOC's CFO shall ensure that documentation is maintained to support the transactions recorded in the general ledger. In addition, HCEOC shall ensure that timely, complete and accurate reconciliations are performed and that differences identified are researched and resolved.
- o. Program Mangers shall have the necessary information for operating the program.
- p. There is evidence of cost containment.

### Human Resources and Staffing

1. HCEOC shall ensure that there is a formal human resources program.
2. HCEOC shall ensure that all employment practices comply with federal, state and local laws and regulations.
3. HCEOC shall provide to each employee a handbook of the personnel policies.

4. HCEOC shall have a formal grievance program.
5. HCEOC shall have a formal staff orientation and an exit interview program.
6. HCEOC Human Resource Office shall review time and attendance reporting to ensure that all employees report accurate and complete information to the audit clerk. HCEOC HR office shall ensure that timesheets with incorrect or incomplete information are returned to employees for correction before certifying time and attendance information. The reporting of time and attendance information shall comply with all funding source requirements.

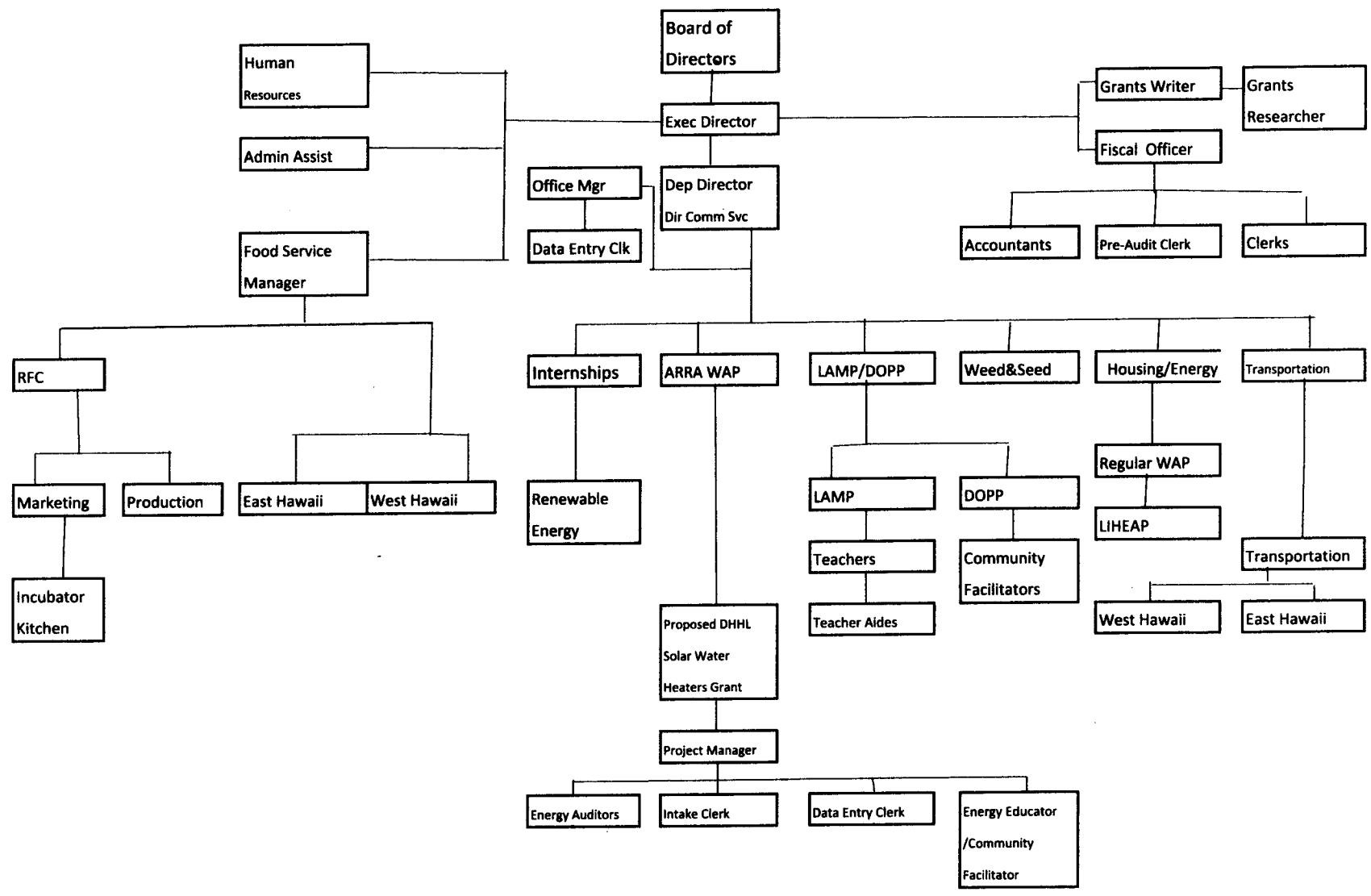
## PROGRAM MANANGEMENT

### Outcome Evaluation

HCEOC shall have a formalized program self assessment system.

- a. All staff shall receive training concerning funding sources and the need for outcome measurements for client services and program activities.
- b. All staff shall understand the mission of the organization.
- c. Data collection:
  1. All direct service providers staff members shall receive training in the importance of the use of outcome evaluation for ongoing program and client services improvement.
  2. Outcome data shall be routinely collected, analyzed and shared throughout the agency.
  3. Data collection shall be part of the daily and/or weekly routine of the organization, shall be used to conduct program planning, target resources and improve delivery of service.
- d. Program evaluations shall be outcome driven.
  1. Self assessment checklist, to evaluate the quality and effectiveness of the program shall be used for all programs and activities. The focus of the evaluation shall be on the program beneficiaries (clients, participants) and what has been accomplished for them.
  2. All programs shall be evaluated at scheduled intervals.
  3. All program staff shall be trained on the evaluation tool. A copy of the self-assessment tool will be provided each program manager.
  4. The information gathered will be compiled and subjected to statistical analysis. The results of the analysis will be used to determine modifications are needed. If the analysis indicates that problems exists, the Program Manager in collaboration with the Program Director and the management staff will attempt to determine the reasons for the problems, and develop new procedures for program improvement.

# Hawaii County Economic Opportunity Council Organization Chart



House District 14/15/16

Senate District 7

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

Log No.: 20-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

2010 JAN 29 A 10:07

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

DAGS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db: **Kauai Economic Opportunity, Inc.**

Street Address: **2804 Wehe Road, Lihue, HI 96766**

Mailing Address: **2804 Wehe Road, Lihue, HI 96766**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CELIA MELCHOR-QUESTIN

Title Nutrition Services Director

Phone # 808-2454077

Fax # 808-2457476

e-mail keo@keoinc.org

TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**ADDITIONAL FUNDS FOR THE LAND ACQUISITION FOR KAUAI ECONOMIC OPPORTUNITY, INC.'S FOOD SERVICE PROGRAM/COMMUNITY ENTERPRISE KITCHEN**

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 1,127,066.00

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 \$300,000.00 (appropriated, not released as of this date)

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

[Redacted Signature]

MABEL FERREIRO-FUJIUCHI/CEO

NAME & TITLE

1/28/10

DATE SIGNED

AUTHORIZED SIGNATURE

**Application for Grant and Subsidies  
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## **Application for Grants and Subsidies**

### **I. Background and Summary**

Kauai Economic Opportunity, Incorporated (KEO) is a 501 (C) 3 private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity Act of 1965. KEO is a multi-purpose organization with funding from a variety of sources. Over the past 44 years, the Agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, and private funds. The Agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

KEO has administered a variety of community service programs such as: Title XX Home Management and Chore Services, Consumer Education, Emergency Food and Medical Services, Economic Development, Transportation, Child Care, Language Arts Multicultural Program, Head Start, Emergency School Aide Act, Elderly Nutrition and Wellness Programs, Shoppers Program for the Elderly and Disabled, Horticulture, Employment Training, Family Development, Family Development for Immigrants and Refugees, Family and Youth Services, Persons-In-Need Grants, Lokahi Pacific - Kauai Business Loan Program, a Community Anti-Crime Program, Mediation Program, Legal Services, Group Homes for Mentally and/or Physically Challenged Adults, Wilson P. Cannon Youth Volunteer Program, Homeless Programs (Emergency Shelter and Transitional Housing), Horticulture, After School Program, Medicare Prescription Drug Discount Card Program, and other programs for the disabled, Hurricane Relief, EnhanceFitness and Food Services. KEO has further executed the acquisition and completed construction projects addressing specific needs.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies to accomplish. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii). The Agency uses volunteers extensively in the Nutrition and Mediation Programs. KEO has aggressively sought and received a multitude of service programs for needy clientele and has been able to offer its clients many services at one place in a more economical fashion, unlike a single purpose, single program agency.

The goal is to obtain additional funding for the acquisition of land AND the construction or purchase or renovation of a building for a Food Service kitchen and Community Enterprise kitchen. We were able obtain an appropriation, not yet released, in the amount of \$300,000 for this same purpose but this is not enough to cover the full expenses, The Food Service Program serves around 180,000 meals annually, to Kauai's frail and disabled elderly residents 60 years and older and to pre-school children, teenagers, mentally and physically challenged individuals to promote their health and well being.

Providing a vital service, the program enables homebound elderly to remain self-sufficient at home, a lower cost alternative to institutionalization. The Food Service Program presently provides meals not only for the elderly individuals on the Home-Delivered Meals Program but also provides meals for the following target population all over the County of Kauai:

- Elderly Clients in the County of Kauai's Congregate meal program
- Pre-school children enrolled in the Head Start program
- Kupuna in the Alu Like Homebound Meals Program
- Kupuna who attend the Alu Like Centers at Anahola and Waimea
- Pre-School students attending three (3) different Early Learning Centers
- Elderly who attend Wilcox Adult Day Care (Alzheimer) Center Program
- Manaolana Emergency Homeless Shelter
- Elderly who are registered with the State of Hawaii Medicaid program
- Students enrolled in the County of Kauai's Summer Enrichment Program
- Adults who attend programs provided by Association of Retarded Citizens

KEO started the very first nutritional meals for the elderly low-income in Kapaa in a congregate site in Kapaa in 1971 and has continued its services up to the present.

As the Community Action Agency on Kauai, KEO, Inc. is held to high standard of Performance and Measures which consists of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes as follows:

- Goal 1. Low-income people become more self-sufficient. (Family)
  - National Performance Indicator 1.1 – Employment*
  - National Performance Indicator 1.2 – Employment Supports*
  - National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization*
- Goal 2. The conditions in which low-income people live are improved. (Community)
  - National Performance Indicator 2.1 – Community Improvement and Revitalization*
  - National Performance Indicator 2.2 – Community Quality of Life and Assets*
- Goal 3. Low-income people own a stake in their community. (Community)
  - National Performance Indicator 3.1 – Civic Investment*
  - National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation*
- Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)
  - National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships*
- Goal 5. Agencies increase their capacity to achieve results. (Agency)
  - National Performance Indicator 5.1 – Broadening the Resource Base*
- Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)
  - National Performance Indicator 6.1 – Independent Living*



*National Performance Indicator 6.2 – Emergency Assistance*  
*National Performance Indicator 6.3 – Child and Family Development*

For this project specifically, the National Goals and Performance Indicators are:

Goal 2. The conditions in which low-income people lives are improved.  
(Community)

*National Performance Indicator 2.1 – Community Improvement and Revitalization*

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

*National Performance Indicator 6.1 – Independent Living*

This Proposal will also be able to contribute to the economy. At present, KEO is renting a space from the Immaculate Conception Church. The rent is one of the major expenses of the Food Service Program. Without the rent, food prices could be reduced and this will enable our clients to spend the extra income for other things that will help enhance the existing economy. More affordable food prices will lead to more clients that could provide employment of more staff by KEO.

## II. Service Summary and Outcomes

The goal of the Food Service kitchen targets both the transitional elderly who tend to be healthier and better off economically and also the young individuals from underprivileged homes whose one meal provided by KEO may very well be the only hot, well balanced meal they receive for the day. Good nutrition is a major factor in keeping seniors and youngsters healthy. Food alone is not the key to a longer and healthier life. Good nutrition should be a part of an overall healthy lifestyle, which also includes regular exercise, not smoking or drinking alcohol excessively, stress management and limiting exposure to environmental hazards. And no matter how well one eats, genes also play a big part in a person's risk for certain health problems. But often people underestimate the influence of how and what a person eats. It has been recognized as an essential component in disease prevention and affects a person's overall general well being. Persons 60 years and older and younger individuals often lack good nutrition because of the following reasons: 1) limited income; and 2) lack of skills to select and prepare nourishing well-balanced meals.

Meals prepared by KEO's Food Service Program are USDA approved and meet the 33 1/3 Recommended Dietary Requirements for adults and children. The meals that are provided are:

- Appealing and attractive to adults and children
- Served in clean and pleasant settings
- Approved by a Registered Dietician and meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations
- Offer a variety of fruits and vegetables
- Served with only low-fat and fat-free milk and nutritionally-equivalent non-dairy alternatives (as defined by USDA; and
- Include grains that are, at a minimum, whole grain.

As a non-profit serving the community, KEO's Food Service program has been able to keep the meals economically affordable for the all the programs, assisting underprivileged individuals in order to serve the maximum number of participants. Approximately 700 meals are delivered throughout the island of Kauai – from Kekaha on the Westside to Hanalei on the Northshore daily. During summer time, the existing kitchen cannot accommodate meals requested for summer programs due to capacity limitations. With the new kitchen, KEO will be able to service special requests.

The Community Enterprise kitchen will be available as an additional aspect of this project during the "down time" of the kitchen regular operations to qualified entrepreneurs throughout the Island. These entrepreneurs will work with KEO personnel to make their program prosper and become successful. The Community Enterprise kitchen will provide an opportunity for people, who may be unable to lease property on their own, to use the kitchen facilities (at a minimal cost) to start their small businesses. The Community Enterprise Kitchen program will provide low-income entrepreneurs with financial and

technical help as they grow and expand their businesses. Assistance will include learning business practices, financial and technical help as they grow and expand their businesses. The goal of the program is to provide entrepreneurs with the tools to develop their new and/or existing businesses. This way, these entrepreneurs will be able to contribute to the enhancement of the economy and at the same time, provide employment to other people.

Incubators make it financially possible for a start-up food manufacturer to take advantage of available professional kitchen space while they grow their business. Most start-up food enterprises begin in a home kitchen. Once the final recipe is ready for the marketplace, the home kitchen is a liability. New business owners cannot obtain the necessary licensing from the state or product liability insurance for the manufacture and sale of a product made in a home kitchen. Legally they must manufacture their product from a professional kitchen.

The proposed certified kitchen will provide professional standard ovens, refrigerators, freezers, mixers, food processors, worktables, pots and pans, utensils and locked storage space.

KEO is requesting a grant of \$1,127,066.00. The requested grant will enable KEO to negotiate land purchase and the construction, purchase or renovation of a new or existing building for a certified kitchen for the Food Service program and for the Community Enterprise Kitchen programs. The grant will enable KEO to bring to reality this much needed service.

The certified kitchen is very much in demand on Kauai since there are no available facilities for small startup businesses to use. Having a certified Community Enterprise Kitchen program will not only vitalize the economy of Kauai but it will provide opportunities for many underprivileged individuals. The enterprise kitchen will be made available to qualified entrepreneurs throughout the Island. KEO personnel will help to make their businesses prosper and become successful. The enterprise kitchen will provide an opportunity for people, who may be unable to lease property on their own, to use the kitchen facilities (at a minimal cost) to start their small businesses. The enterprise Kitchen program will provide low-income entrepreneurs with financial and technical help as they grow and expand their businesses. Assistance will include learning business practices, financial and technical help as they grow and expand their businesses. The goal of the program is to provide entrepreneurs with the tools to develop their new and/or existing businesses.

During the fiscal year after completion of the kitchen, KEO's Community Enterprise kitchen program will provide:

1. Eligible participants/entrepreneur a space and operation time to produce their products.
2. Assistance for the entrepreneurs to develop a "business plan"
3. Assistance in bookkeeping training
4. Assistance in executing vendor contracts

5. Assistance in marketing the product(s)

To ensure quality, KEO's internal reporting procedures require monthly reporting of program progress towards performance goals and objectives, The written report include statistical and narrative sections. Actual accomplishments (number of clients served) are documented and compared with the goals and any deviation could be worked out to ensure quality and timely accomplishment of the project. The reports are reviewed during management meetings to ensure that the performance outcomes are met. Financial meetings are also done monthly to make sure that the project is within budget.

KEO follows reporting guidelines specially in identifying realistic and achievable goals for the program: Surveys will be developed to determine that the Kitchen is producing the necessary meals for the clients and that the business entrepreneurs are being assisted with their business.

### III. Financial

#### Budget

1. Applicable budget pages are complete and are attached
2. Below is the anticipated quarterly funding requirements for the fiscal year 2010-2011 for this project.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$300,000.00	\$300,000.00	\$300,000.00	\$227,066.00	\$1,127,066.00

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

KEO has initiated and administered the Elderly Nutrition program since 1974, providing nutritious USDA meal service for the elderly 60 years or over, either in a congregate group setting or delivered to their home. Since its inception in 1974, The Elderly Nutrition Program has evolved into the Food Service program which not only provides meals to the elderly but also provides meal service for pre-school aged children, for children enrolled in Summer Fun activities, and for the homeless people. The Food Service Program serves around 180,000 meals annually.

KEO initiated and administered a mini Community Enterprise Commercial Kitchen. There were many requests from community entrepreneurs but due to the size of the current kitchen, KEO was not able to accommodate all of the small business owners. Small business owners have used the kitchen for operating a Hot Dog Concession Stand at Home Depot and another owner used the kitchen to prepare Kauai Shrimps which she sold off of her mobile restaurant. Currently, there had been requests for the use of the kitchen which cannot be accommodated because KEO has also increased the use of the kitchen with more individuals being served. There is a definite need for this service and KEO is able to expand this program for the community.

Kauai Economic Opportunity, Inc. is the only human services organization in the County of Kauai and has been in operation for the last 44 years. It currently manages 31 community service programs that focus on un-served and underserved communities, individuals, and families who qualify under the Agency's eligibility requirements. These are programs and projects that address the needs of the low-income, homeless, elderly, pre-school children, at-risk youth, immigrants, jobless and the mentally and physically challenged persons.

Existing Contracts for this year include the following:

- Contracting Agency : Agency on Elderly Affairs  
Program Title : Home Delivered Meals – Federal Funds  
Contract Period : 2009 – 2010  
Funding Amount : \$279,160  
Performance Goals : To serve 34,895 home-delivered meals to elderly clients
  
- Contracting Agency : Agency on Elderly Affairs  
Program Title : Home Delivered Meals – State Funds  
Contract Period : 2009 – 2010  
Funding Amount : \$133,040  
Performance Goals : To serve 16,630 home-delivered meals to elderly clients
  
- Contracting Agency : Agency on Elderly Affairs  
Program Title : Congregate Meals

Contract Period : 2009 – 2010  
Funding Amount : \$93,179  
Performance Goals : To serve 14,335 meals to elderly clients in different sites

- Contracting Agencies : Pre-schools (8 Head Start, 2 KEO, Punana Leo, Hongwanji, KCC-ECDC)  
Contract Period : 2009-2010  
Funding Amount : It varies  
Performance Goals : To serve breakfast and lunch to pre-school students/children
- Contracting Agencies: Other Adult Daycares (Nursing Home Without Walls, Alu Like, Wilcox, ARC)  
Contract Period : 2009-2010  
Funding Amount : It varies  
Performance Goals : To serve lunch to adult participants
- Contracting Agency : Mana Olana Homeless Shelter  
Contract Period : 2009-2010  
Funding Amount : It varies  
Performance Goals : To serve dinner to 19 clients of the Shelter

## **B. Facilities**

Currently, the Food Service staff prepares the meals at the Food Service Kitchen located at 3343 Kanakolu Street, Lihue, Hawaii. This is a rental property, which is old and obsolete with outdated equipment and facilities hampering efficiency both in production and energy. The kitchen meets the Department of Health's licensing requirements and is re-certified bi-annually. The meals are individually packed by program staff and volunteers and delivered to individual homes throughout Kauai.

Other meals are packed in "bulk" and delivered to specific congregate meal sites, like the Neighborhood Centers (Kekaha, Waimea, Kaumakani, Kalaheo, Koloa, Lihue, and Kilauea), Head Start Centers, Day Care Centers and other sites.

With the requested funding, Kauai Economic Opportunity, Inc. will be able to actively pursue the purchase of property to build the proposed Food Service Kitchen and Community Enterprise kitchen. If granted, the amount paid for rent now can be programmed into direct services instead. Current costs are about \$5,000.00 to \$6,000.00 per month for space and utilities and are facing obsolescence.

We have researched commercial property available on Kauai and within the Lihue area, we know of two possible properties – one for land only for approximately \$600,000.00 and another "warehouse type" facility for approximately \$900,000.00 - \$1,000,000.00. It is KEO's plan to go green as much as possible with this new kitchen. Construction will include a solar heater and all equipment requested will be energy-efficient equipment.



## V. Personnel: Project Organization and Staffing

### A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Food Service and Community Enterprise kitchen programs will be administered under the KEO Nutrition Services Component. Staffing will consist of a Nutrition Services Director, Coordinator, Enterprise Coordinator, Food Service Coordinator, Cooks, Prep Cooks and administrative staff (CEO, Fiscal, clerical, planner).

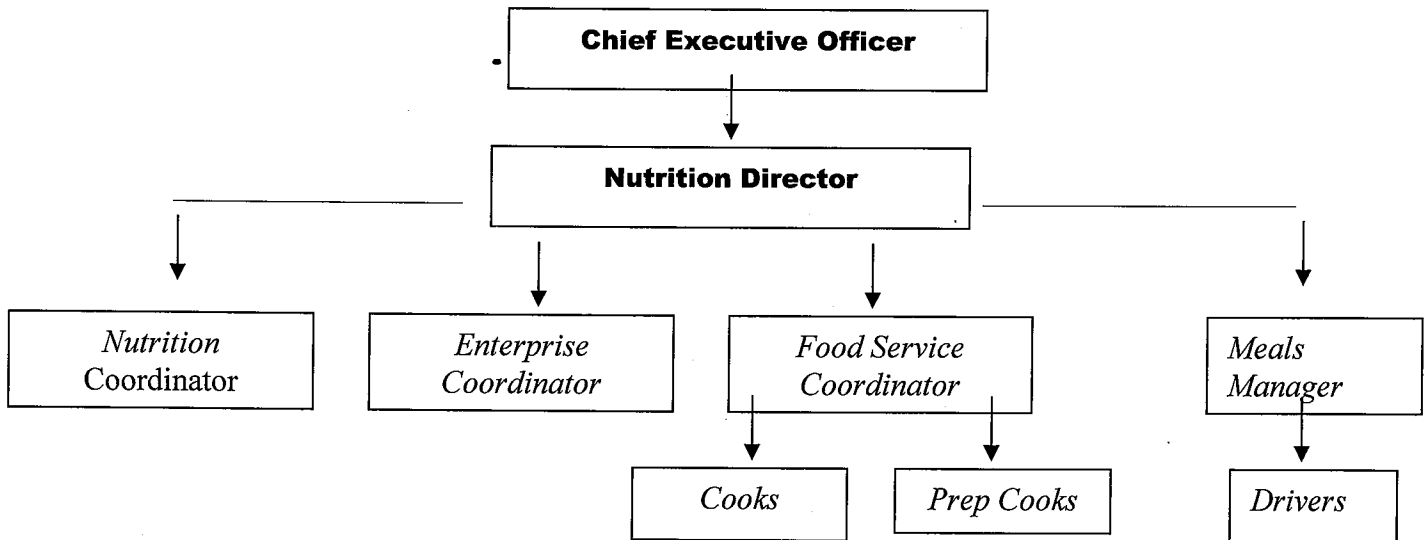
KEO has administered the Food Services program since its inception in 1974 and it has trained staff who are experienced in the food industry. A pre-screening of all potential KEO employees is conducted and the following standards have to be met:

- Pre-employment Physical
- Drug Screen
- TB Screen
- Criminal Conviction Record Check
- Clean Traffic Abstract

KEO's experienced staff and extensive internal resources contribute to program operation and enhancement. The Nutrition Services Director is responsible for on-going training of the program staff. This includes but is not limited to regular staff meetings, training in emergency procedures, CPR/First Aid, Case Management, Client Assessments, Food Safety and Sanitation, Meeting the Needs of the Elderly, Resources in the Community, Defensive Driving, attending other agency workshops related to the Food Service and training sessions required by the county and state.

### B. Organization Chart

Program Chart:



See attached for the Organization-wide chart.

**VI. Other**

**A. Litigation**

NOT APPLICABLE

**B. Licensure or Accreditation**

CERTIFIED AS A COMMERCIAL KITCHEN BY THE DEPARTMENT  
OF HEALTH

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

KAUAI ECONOMIC OPPORTUNITY, INC.



(Signature)

MaBel Ferreiro-Fujiuchi

(Typed Name)

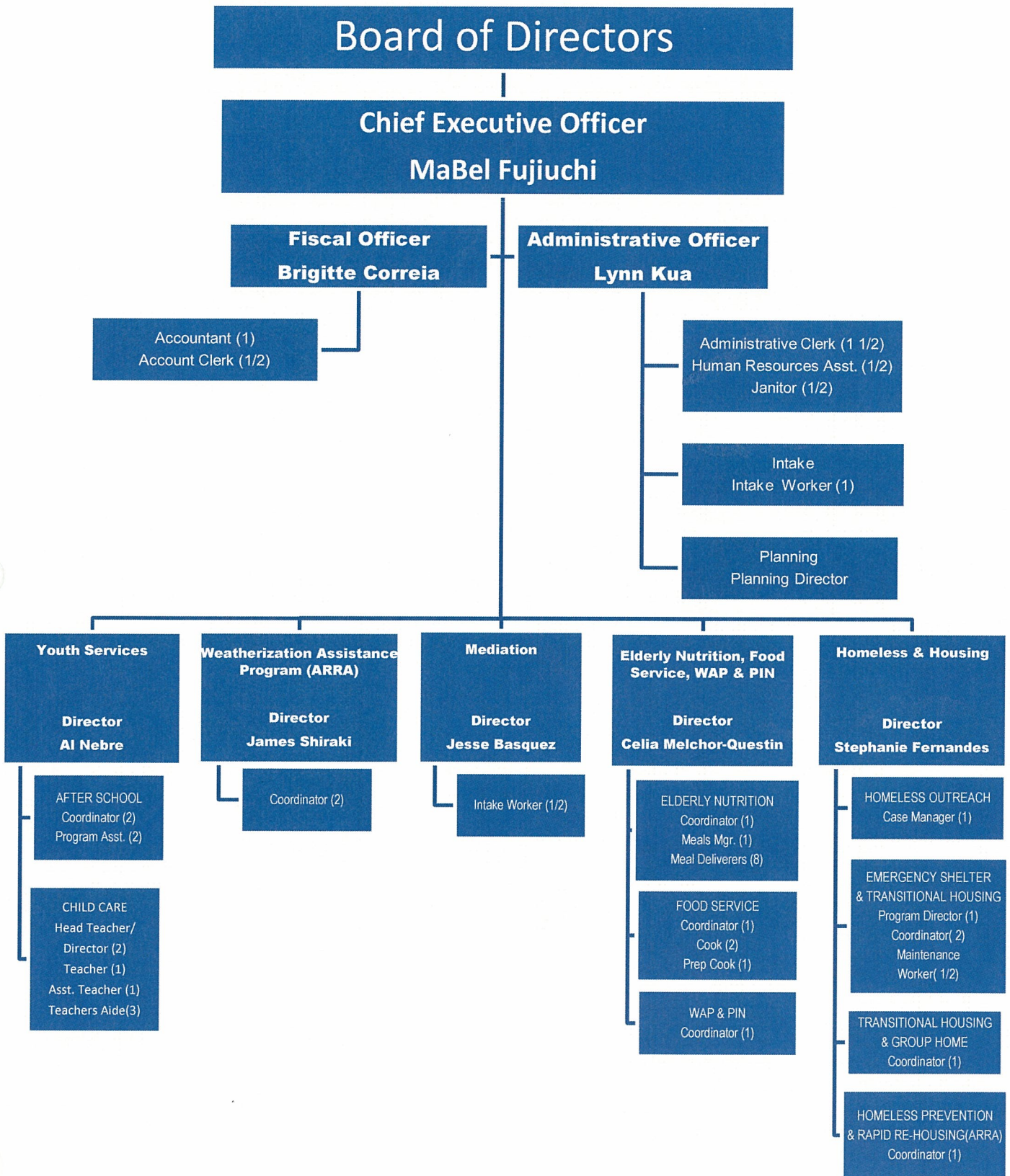
11/28/10

(Date)

Chief Executive Officer



(Title)

# Kauai Economic Opportunity, Incorporated



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Kauai Economic Opportunity, Incorporated

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	\$26,280			\$26,280
2. Payroll Taxes & Assessments	\$3,195			\$3,195
3. Fringe Benefits	\$7,794			\$7,794
<b>TOTAL PERSONNEL COST</b>	<b>\$37,269</b>			<b>\$37,269</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Admin	\$23,297			\$23,297
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$23,297</b>			<b>\$23,297</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>\$116,500.00</b>			<b>\$116,500.00</b>
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>\$950,000.00</b>			<b>\$950,000.00</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>\$1,127,066</b>			<b>\$1,127,066</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,127,066	 Celia Melchor-Questin 808-245-4077		
(b)				
(c)		Signature of Authorized Officer: _____ Date: _____		
(d)		MaBel Ferreiro-Fujiuchi/Chief Executive Officer Name and Title (Please type or print)		
<b>TOTAL REVENUE</b>	<b>1,127,066</b>			

**BUDGET JUSTIFICATION  
PERSONNEL-SALARIES AND WAGES**

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Project Director	1	\$32,762	10.00%	3,276
Coordinator	1	\$23,004	100.00%	23,004
<b>TOTAL:</b>				26,280
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
PERSONNEL-SALARIES AND WAGES**

**PERSONNEL FRINGE:**

26,280 FICA	7.65%		2,010	
26,280 State unemp	1.21%		318	
26,280 TDI	0.800%		210	
26,280 Workers Comp	2.50%		657	
26,280				3,195
26,280 Retirement	6%		1,577	
471 Health Ins	12.00	1.10	6,217	7,794



Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
CEO	1	94,496	5.00%	\$ 4,725
Fiscal Officer	1	74,064	5.00%	\$ 3,703
Administrative Officer	1	55,749	5.00%	\$ 2,787
Planner	1	0	5.00%	\$ -
Accountant	1	25,630	5.00%	\$ 1,282
Account Clerk	1	35,541	5.00%	\$ 1,777
Administrative Clerk	1	19,383	5.00%	\$ 969
Intaker Worker	1	21,924	5.00%	\$ 1,096
Janitorial	1	24,480	5.00%	\$ 1,224
			45.00%	\$ -
				\$ -
<b>TOTAL:</b>				<b>17,563</b>
<b>JUSTIFICATION/COMMENTS:</b>				

ADMIN FRINGES

17,563	FICA	7.65%		1,344
17,563	State unemp	1.21%		213
17,563	TDI	0.800%		141
17,563	Workers Comp	2.5000%		439
17,563	Retirement	*6%		1,054

17,563

471	Health Ins	12.00	0.45	2,543
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5,733 5,734

17,563

23,297

## BUDGET JUSTIFICATION- EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Ice Maker	1	\$6,000.00	\$6,000.00	0
4-Compartment Sink with disposal	1	\$6,500.00	\$6,500.00	0
Diswashing machine	1	\$5,000.00	\$5,000.00	0
Food Warmer	1	\$6,000.00	\$6,000.00	0
Preparation tables	5	\$600.00	\$3,000.00	0
Convection ovens	3	\$8,000.00	\$24,000.00	0
Food Prep Equipment (pots,pans,fryers,steamers,scales,et	1	\$15,000.00	\$15,000.00	0
Serving counter	1	\$2,000.00	\$2,000.00	0
Cabinets	5	\$2,000.00	\$10,000.00	0
Meat slicer, Food processor	1	\$5,000.00	\$5,000.00	0
Gas Salamander	1	\$3,000.00	\$3,000.00	0
Office chair, table	2	\$500.00	\$1,000.00	0
Air-conditioner	1	\$30,000.00	\$30,000.00	0
			\$ -	0
<b>TOTAL:</b>	<b>24</b>		<b>\$ 116,500.00</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Period: July 1, 2010 to June 30, 2011

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2008-2009	FY:2009-2010	FY:2010-2011	FY:2011-2012	FY:2011-2012	FY:2012-2013
PLANS				\$25,000.00		
LAND ACQUISITION		300,000		\$300,000.00		
DESIGN				\$25,000.00		
CONSTRUCTION/BUILDING ACQUISITION				\$600,000.00		
TOTAL:		300,000		\$950,000.00		
JUSTIFICATION/COMMENTS:						

ORIGINAL

House District 14/15/16

Senate District 7

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

Log No: 19-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

2010 JAN 29 A 10:07  
 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):

DHS/HPHA OR DLIR/OCS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, Incorporated

Dbas:

Street Address: 2804 Wehe Road, Lihue, Hawaii 96766

Mailing Address: 2804 Wehe Road, Lihue, Hawaii 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LYNN KUA

Title Administrative Officer

Phone # 808-245-4077

Fax # 808-245-4077

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

JOB TRAINING & EMPLOYMENT SERVICES FOR  
HOMELESS PERSONS ON KAUAI

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 232,640

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

NEW SERVICE (PRESENTLY DOES NOT EXIST)

EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE

AT THE TIME OF THIS REQUEST:

STATE \$ \_\_\_\_\_

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

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

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

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

MABEL FERREIRO-FUJUCHI  
NAME & TITLE

1/27/10  
DATE SIGNED

# Application for Grants and Subsidies

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## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

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

Kauai Economic Opportunity, Incorporated (KEO) is a 501 (c) (3) private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services. Over the past 44 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, and private funds. KEO serves as a catalyst by encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and mobilizing resources to have an impact on poverty. KEO has aggressively sought a multitude of service programs to cater to the needs of its clients. KEO's energy programs reflect the agency's ability to change with the needs of the clients and KEO resolves to address the needs.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs that provide a variety of services to the low-income, elderly, immigrants, and the jobless. (See attached KEO Brochure) KEO has further executed the acquisition and construction projects addressing specific needs that include the future rehabilitation/renovation project for the first emergency homeless shelter on Kauai and 8 additional transitional shelters units for families to start this year.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii).

The KEO Office has been located in Lihue for the past 14 years and was constructed through funding by the State and property leased to KEO for 20 years at no cost. Through an executive order from Governor Lingle, the property was recently turned over to the County of Kauai who in turned leased this and the adjacent property, which has been developed into a emergency shelter and transitional housing for homeless to KEO for another 20 years at no cost.



2. The goals and objectives related to the request;

KEO proposes to provide job training and employment services targeted for homeless individuals. The program will serve 200 homeless individuals with emphasized assistance to subgroups within the general homeless population, such as mentally ill persons, chemically dependent individuals, families with children, single men, or single women.

**GOAL 1: To increase sustainable employment and self-sufficiency by providing personal and professional development, job training, and access to employment.**

**GOAL 2: To increase the earning potential and retention of employment of homeless persons.**

**GOAL 3: To create 4 new jobs as staff for the program.**

The service delivery includes providing or arranging for the following services:

- outreach and intake;
- case management and counseling;
- assessment and employability development planning;
- alcohol and other substance abuse assessment and counseling, with referral as appropriate to outpatient and/or inpatient treatment;
- other supportive services (e.g., child care, transportation, mental health assessment/counseling/referral to treatment, other health care services, motivational skills training, and life skills training);
- job training services, including (a) remedial education and basic skills/literacy instruction, (b) job search assistance and job preparatory training, (c) job counseling, (d) vocational and occupational skills training, (e) work experience, and (f) on-the-job training;
- job development and placement services;
- post-placement follow-up and support services (e.g., additional job placement services, training after placement, self-help support groups, and mentoring); and housing services (e.g., emergency housing assistance, assessment of housing needs, referrals to appropriate housing alternatives, and development of strategies to address gaps in the supply of housing for participants).

In implementing these activities, we will collaborate with other KEO programs, other organizations, federal, state, and local programs serving homeless individuals.

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

Since the early 1980s the problem of homelessness in the United States, particularly within urban communities, has been the subject of increasing public attention. This attention has been & generated in part by the increased number of visible homeless, and

by important changes in the socioeconomic and demographic composition of the homeless population to include more families, working poor, and individuals suffering from problems of chronic mental illness and chemical dependency.

The recession will force 1.5 million more people into homelessness over the next two years, according to estimates by The National Alliance to End Homelessness. In a 2008 report, the U.S. Conference of Mayors cited a major increase in the number of homeless in 19 out of the 25 cities surveyed. On average, cities reported a 12 percent increase of homelessness since 2007.

Although homelessness is a difficult number to measure definitively, it appears that more people—especially families—are sleeping in shelters, living in their cars, and taking up residence in tent communities.

The number of homeless is difficult to ascertain because estimates vary depending on the methodology used. Numbers also vary substantially depending on whether a measurement is taken on a single night or is extrapolated to a given year. KEO's Homeless Outreach Program served 565 in the past fiscal year and our Mana'olana Emergency Shelter Program served 340.

Alaska, California, Colorado, Hawaii, Idaho, Nevada, Oregon, Rhode Island, Washington State, and Washington, D.C. have the highest rates of homelessness, according to a study released in 2007 by The National Alliance to End Homelessness.

For persons in families, the three most commonly cited causes, according to a 2008 U.S. Conference of Mayors study are:

- Lack of affordable housing
- Poverty
- Unemployment

For singles, the three most commonly cited causes of homelessness are:

- A. Substance abuse
- B. Lack of affordable housing
- C. Mental illness

The purpose of the program is to alleviate the conditions of poverty and allow homeless persons and families to attain social and economic self-sufficiency. The program proposes to also create 4 new jobs on Kauai, staffing the program with qualified individuals who will work directly with clients in providing personal and professional development, job training, and access to employment. The program will increase the earning potential and retention of employment of homeless persons. The increase in income earned by these 4 staff and 80 homeless clients will also help to stimulate the economy.

4. Describe the target population to be served; and

KEO's Job Training and Employment Program for Homeless will serve the homeless individuals as defined below.

**Unsheltered Homeless** – Means families or individuals who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including beaches, parks, automobiles, and streets.

**Sheltered Homeless** – Means families or individuals who lack a fixed, regular, and adequate nighttime residence and have a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations (e.g., emergency or transitional shelter or church) or that is an institution that provides temporary residence for individuals intended to be institutionalized.

5. Describe the geographic coverage.

Although the only emergency shelter and most of transitional housing sites are in Lihue, the **geographic service area** includes the entire County of Kauai.

## 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 Job Training for Homeless Persons Program will include the following core services provided by either by KEO or through linkages with other local human service providers assist homeless individuals in securing and retaining employment:

- case management and counseling;
- assessment and employability development planning;
- job training services, including remedial education, basic skills training, literacy
- instruction, job search assistance, job counseling, vocational and occupational
- skills training, and on-the-job training;
- job development and placement services;
- post-placement follow-up and support services (e.g., additional job placement
- services, training after placement, self-help support groups, mentoring);
- housing services (e.g., emergency housing assistance, assessment of housing needs, referrals to appropriate housing alternatives); and
- other support services (e.g. child care; transportation; chemical dependency assessment, counseling, and referral to outpatient or inpatient treatment as

appropriate; mental health assessment, counseling, and referral to treatment; other health care services; clothing; and life skills training).

Based on the experiences of KEO's Homeless and Housing Programs, Exhibit 1-3 provides an overview of a model for providing a comprehensive range of services to effectively assist homeless individuals and families to secure and retain employment. The need for comprehensive provision of services points to the need for strong linkages and coordination arrangements with other local service providers. Therefore, careful planning of the service delivery strategy is needed, including identifying the agencies within the network of local human service agencies able to provide the needed range of services. We will expand the availability of services for participants and leverage funding for providing additional services to participants through extensive use of coordination. Among some of the underlying themes that are emphasized are the following:

- **Establish Linkages with other Homeless-serving Agencies.** Employment and training agencies need to establish linkages with homeless-serving agencies, such as shelters and transitional housing facilities, to help with outreach, recruitment, and screening of homeless individuals. Homeless individuals need to be carefully prescreened and assessed prior to acceptance in an employment and training program. Homeless-serving agencies are well-positioned to help in this pre-screening process.
- **Stabilize Homeless Individuals Prior to Enrollment.** Homeless individuals need to be stable prior to enrollment in employment and training programs. This generally means living in, at a minimum, transitional housing or an emergency shelter that allows the individual to have an extended stay. This also means addressing problems such as a lack of financial resources, domestic violence, and other problems that can impact successful participation in employment, and training activities, as well as screening out serious substance abusers and those who are mentally ill and unlikely to benefit from participation in our program. Once again, homeless-serving agencies or other agencies referring individuals can be helpful.
- **Provide Thorough Assessment and Ongoing Case Management.** Participant assessment and case management are critical to tailoring services to meet the needs of each individual. Barriers to employment are not always evident at the time of intake; as a result, both assessment and case management should be ongoing activities.
- **Arrange for Short-term Job Search Assistance.** Homeless individuals are often primarily interested in obtaining employment and improving their housing situation in the shortest time possible. Hence, employment and training programs need to provide, either through in-house capabilities or linkages, job search assistance for those who are primarily interested in obtaining employment in the shortest time possible.
- **Provide Basic Skills and Work Readiness Skills Training.** Some homeless individuals need basic and/or work readiness skills training prior to entry into

training and employment. This training can be conducted in conjunction with other training or job search assistance.

- **Provide Follow-up and Support.** The problems that led to homelessness do not suddenly disappear upon entering a training program, finding a job, or securing permanent housing. Ongoing assessment, case management, and follow-up support are important ingredients for assisting homeless individuals in retaining employment.
- **Provide Staff Training on Serving Homeless Persons.** Employment and training agencies may need to provide training for their staff and service providers on the needs of and misperceptions about homeless people, the variety of referral agencies locally available to meet those needs, and the best practices for serving homeless participants.

The **Job Training and Employment Services for Homeless Persons** curriculum is designed to be practical and user-friendly. The curriculum has been developed using the best practice guide prepared under the direction of the Office of Policy and Research (OPR) of the Department of Labor's Employment and Training Administration (DOL/ETA) by James Bell Associates, Inc. Each chapter is organized around a discussion of a specific service or group of services that should be part of a comprehensive employment and training service delivery system for homeless individuals. Each chapter begins with a discussion of the challenges that employment and training agencies may face in providing a particular service to homeless individuals. The discussion then shifts to an assessment of effective strategies for providing each service. Throughout each chapter, examples of effective strategies are illustrated with experiences drawn from KEO.

**Chapter 1 (Initial Services)** addresses the services employment and training agencies are likely to need to provide (or arrange for) in order to effectively recruit and assess homeless individuals. These services include marketing job training services to homeless people, determining which homeless persons can benefit from the services provided by our program, developing case plans based on assessment, and using case management as the focal point for connecting participants with the range of services they need. This chapter presents effective strategies for structuring and providing a range of services - outreach, intake, assessment, and case management -- needed to recruit and prepare homeless individuals for participation in employment and training activities. As discussed, some of these services will need to be provided directly KEO, while others we will want to arrange for through linkages with other organizations.

## **A. RECRUITMENT**

### **1. Background and Challenges**

Recruitment includes the ways KEO publicize the availability of their services and encourage individuals within the eligible population to participate. There are a variety of methods typically used by agencies to make potentially eligible individuals within their service area aware of the range of employment, training, housing and other support

services available through their programs. Among the recruitment strategies employed by KEO are the following:

- making regular presentations to administrators/staff at local human service agencies, to ensure that those agencies refer appropriate individuals;
- distributing posters and brochures with information about the program to human service providers, libraries, schools, and other educational institutions;
- promoting public service announcements on television and radio;
- writing newspaper stories and advertisements; and
- using word of mouth.

In the areas of outreach and participant recruitment, it is important for the programs to concentrate their relatively limited staff time and administrative resources on methods that yield a pool of program applicants who: (1) are eligible for participation, (2) are motivated to participate in employment and training activities, (3) have a high probability of completing training and upgrading their basic and work-related skills, and (4) once trained, have a high probability of securing and retaining a job. KEO experience demonstrated that it was possible to interest large segments of the homeless population in employment and training programs if outreach strategies were carefully designed. KEO has also demonstrated that if homeless individuals were carefully screened through the recruitment (and assessment) process, many could complete training and/or secure employment. When designing strategies for recruiting homeless individuals for employment and training programs, KEO experience suggests that it is important to consider the following points about homeless individuals:

- Homeless individuals are by no means a homogenous group; careful assessment is needed to identify those who are likely to benefit from employment and training services. Despite similarities with other disadvantaged populations we are serving, homeless individuals may face a larger number of barriers to employment than those typically served by other programs. For example, there are segments of the homeless population with serious mental illness or active substance abuse problems who are not likely to be appropriate for employment and training activities.
- Homeless individuals can be a fairly transient group and may lack familiarity with the local service delivery system. Some homeless individuals may have migrated from other islands or states and be unfamiliar with employment, training, housing, and support service programs available in our area. Other homeless individuals may move from an emergency shelter to the street to the homes of friends or relatives, and so forth, making them a moving target for outreach efforts.
- Some homeless individuals may have little interest in receiving job training. The dire economic circumstances faced by most homeless individuals are likely to mean that they are (at least upon entry into the employment and training program) primarily interested in obtaining a job as rapidly as possible. Many homeless individuals are likely to lack interest in pursuing job training, at least until it is determined they cannot obtain a job with their existing base of skills and work

experience. It is important to remember that many homeless individuals will have developed work-related skills and relevant experience over the years and may not need further training. It is also important to remember that some homeless (like other disadvantaged individuals) may have failed in the past in education or training settings and, therefore, are not anxious to return to a setting in which they have been unsuccessful.

## **2. Strategies**

The recruitment strategies used for homeless individuals are likely to be quite similar to those our agency used to recruit other disadvantaged individuals, though homeless individuals are likely to require additional outreach efforts through homeless-serving agencies. Two key lessons learned relating to recruitment of homeless individuals for employment and training programs were the following:

- do not recruit homeless individuals directly off the street; and
- utilize KEO homeless and housing programs and other agencies to assist with recruitment of homeless individuals.

KEO's homeless and housing programs have a track-record of working with this target population and, if well-instructed, can provide a reservoir of appropriate and well-screened homeless participants for our program. Several strategies designed to help employment and training agencies identify and recruit appropriate homeless individuals are presented below.

### **Outreach Strategy #I: Identify the Types of Homeless Individuals We Can and Cannot Effectively Serve**

Through past experiences, our agency has learned that not all individuals are appropriate for or likely to benefit from participation in employment and training activities. It is essential to direct outreach efforts toward those homeless individuals who are highly motivated and have a strong likelihood of successfully utilizing the services we offer to obtain and retain employment (and eventually achieve long-term self sufficiency). Some important considerations include the following:

- **Housing Status.** Individuals living on the street or tenuously in shelters are unlikely to be able to make a long-term commitment to training. Outreach will be targeted on those homeless individuals who are in housing situations that allow for an extended stay (e.g., transitional facilities that allow for 6 months to 2 year stays, emergency shelters).
- **Involvement with Drugs and Alcohol.** KEO has found that an active substance abuse problem was a barrier to completing training and obtaining employment, but that clients in recovery were often highly-motivated and successful program participants.
- **Means of Financial Support.** Those individuals without a means of financial support are generally less able to participate in long-term training.
- **Preference for Training Versus a Job.** Because of their homeless situation and lack of financial support, many homeless individuals have a strong preference for



working over training. It is important during outreach to make clear that the program offers so that homeless individuals understand the nature of their commitment to the program.

## **Outreach Strategy #2: Identify Programs and Agencies That Can Help With Outreach and Recruitment**

Depending on the types of homeless individuals we will serve, we will need to identify and establish linkages with other agencies in the community that are able to screen and refer homeless individuals. In addition to the screening and referring function, other agencies can help participant's secure appropriate housing and support services. Below are some of the types of homeless-serving agencies with will consider developing linkages:

- **KEO's emergency shelter and transitional housing programs** will be our first stop. These programs are likely to be able to provide a steady stream of homeless persons who are temporarily housed. Working closely with them, we can effectively screen and refer those individuals who are ready and can most benefit from job training. We are also likely to be able to extend periods of stay at our emergency shelter to assist those entering training or other employment services. These programs agencies will also provide assessment and ongoing case management services that can be helpful in tailoring services to meet client needs and monitoring client progress toward self- sufficiency.
- **KEO offers a broad range of services** to the homeless and non-homeless alike. We may be able to provide on-going support and information and referral for an extensive array of needed services.
- **Public assistance agencies** may know when their clients are at risk of homelessness and can refer them to our program at the point when they are nearing or have recently become homeless, an easier point at which to serve them than after they have been homeless for several months.
- **Halfway houses** for individuals in recovery or for ex-offenders returning to the community provide support services that can help people maintain sobriety and stability while they are in a job training program and after job placement, They often provide transitional housing and on-going case management.
- **Soup kitchens** typically attract the most transient homeless persons, but they also serve increasing numbers of homeless families and individuals who may be motivated to work. Many also provide a range of services beyond serving food. These multi-service agencies, if provided with criteria for screening homeless individuals, can provide a steady source of appropriate referrals for an employment and training program.
- **Domestic violence programs** provide direct outreach services to battered and abused individuals, many of whom are in need of job training and employment services to become economically independent. These programs typically provide temporary housing, case management, and a wide range of specialized support services.

### **Outreach Strategy #3: Develop Cooperative Agreements with Appropriate Referring Agencies**

After identifying programs agencies that serve and could refer homeless persons potentially eligible for our services, a meeting will be called with the directors and front-line staff of these agencies. At this meeting we will:

- **Market the value of our agency's services.** An important point to emphasize is that job training and employment services hold the key to long-term and higher wage employment -- key ingredients in making self-sufficiency a reality.
- **Explanation of the specific elements of our program services (e.g., intensity of case management, available support services, and duration and types of training).** The scope and limits of what our agency provides and about the requirements and expectations for participation in our program.
- **Obtain background information about these agencies, including the types of individuals served, how these individuals flow through the program, types of services provided, and the extent and duration of participation.** If the agency can serve as an effective referral source, negotiate a cooperative agreement. This document will be specific in terms of the roles and responsibilities of both the partners, the anticipated number and types of homeless individuals to be referred, and the criteria used to screen individuals for referral. Emphasize the importance of quality and appropriate referrals over quantity of referrals. As part of the agreement, specify the types of on-going services both partners will provide for individuals referred to our program, including the types of assessments administered and case management responsibilities.

### **Outreach Strategy #4: Be Sure Referring Programs & Agencies Conduct Thorough Initial Screenings to Determine Appropriateness of Clients for the Program**

Prior to referral to the employment and training program, KEO's Homeless and Housing Programs or other referring agencies should assess the individual's appropriateness for employment and training services to find out if there may be problems that led to homelessness -- such as, mental illness, substance abuse problems, serious basic skills deficiencies, and inability to work cooperatively with others in the workplace -- were often not revealed (or apparent) at the time of intake. However, over time, through observation and building of trust between the referring case manager and client, a better understanding of the unique circumstances of each individual and potential problems that may stand in the way of successful job training and placement are likely to emerge. The careful pre-screening of potential participants by the referring program or agency using criteria provided by the employment and training program -- while not ensuring success -- can greatly increase the odds that referred individuals will successfully complete training and enter employment.

### **Outreach Strategy #5: Provide Feedback to the Referring Program or Agency on Appropriate and Inappropriate Referrals**

It is very important to maintain an ongoing dialogue with the staff at the programs agencies making referrals to our program. This is particularly important when the program staff or agency is just beginning to refer homeless individuals to our program. We will remember these two main points:

- Start slowly with the referring agency. The program staff or agency should send over only a few potential participants at first so that each agency can get a feel for the types of individuals appropriate for referral.
- Share with the referring program staff or agency the specific reasons that each referred individual is suitable or unsuitable for our program. Feedback is also needed as participants proceed through our program so that the referring program staff or agency understands the types of individuals that seem to be most successful in completing training and finding/retaining a job.

Similar to referrals from other sources, there will be both successes and failures when working with homeless individuals. The key over time is to refine (through discussions) the screening procedures used by the referring program staff or agency so an increasing proportion of those referred complete training, and successfully enter and retain employment.

## **INTAKE**

### **1. Background and Challenges**

The intake process serves two very important functions -- (1) documentation is obtained to determine applicant eligibility for program services and (2) information is obtained to preliminarily assess the suitability of the applicant for program services. While homeless individuals are probably not all that different from many of the disadvantaged individuals our agency is already serving, it is important to keep in mind some of the special circumstances that may arise with respect to intake of homeless individuals into our program:

- The existence and validity of documentation needed during the intake/eligibility determination process can sometimes be a problem for homeless individuals. For example, homeless individuals may have lost identification, such as their driver's license and other needed documents during their period of homelessness. It can also be difficult for some homeless individuals to provide documented proof of their homelessness (especially if they are not staying in a homeless shelter or transitional facility).
- Homeless individuals may be guarded (or suspicious) about sharing information and documentation with program staff. Some homeless individuals have been shuttled from agency to agency, been "accessed" over and over, and perhaps had bad or humiliating experiences with human service agencies in the past. For

example, they may have been asked to leave emergency or transitional housing facilities because of active substance abuse issues; they may have been thrown out of employment and training programs in the past because of bad attendance or poor behavior. As a result of these past experiences and fears that they may not be considered for program services, homeless participants may be guarded about their past and unwilling to share information during the intake process. For example, until they develop a trusting relationship, homeless individuals may be very reluctant to share information about past job loss, basic skills deficiencies, alcohol or drug use, arrests, abusive family relationships, or mental and physical health problems.

- Homeless individuals may find it very difficult to make long-term commitments to basic skills or job-related training. Even those homeless individuals who express a strong preference for job training may find it very difficult to pursue training over the long-term without some form of financial assistance (e.g., a Pell grant or public assistance). Because of their lack of resources, homeless participants may need more flexible training options (e.g., a combination of part-time work and part-time training, on-the-job training, or compressed training options).

## **2. Strategies**

The intake process is important because it: (1) clarifies for the applicant the types of program services available through our program and the responsibilities of participants under the program and (2) provides an opportunity for the program to make an initial determination of whether the individual is appropriate for program services. Below are several strategies relating to an effective intake process.

### **Intake Strategy #1: Request Background Information and Documentation From the Referring Program or Agency**

A key during the intake process is to learn as much as possible about the individuals who are to be served. Collection of detailed information about each applicant makes it possible to determine those individuals who are appropriate or inappropriate for program services. This information can also be helpful in beginning to tailor employment, training, and other program services to meet the specific needs of each participant. To the extent possible, our program staff will gather background information on each homeless individual directly from the case manager at the referring program or agency. Some important issues to discuss with the referring program or agency (and with the applicant during the intake process) include the following:

- reasons the individual became homeless;
- evidence of a history of substance abuse or mental illness;
- behavioral problems such as displaying repeated disruptive behavior;
- basic skills deficiencies;
- other potential barriers to employment, e.g., lack of financial support, health issues; and
- needs for support services -- especially housing, transportation, and child care.

As discussed above, determining eligibility can sometimes be delayed or complicated for homeless individuals because of difficulties in acquiring necessary documentation. The referring agency may be able to provide this documentation, or other agencies in our area may be able to assist homeless individuals in gathering needed documentation.

**Intake Strategy #2: Use the Intake Process to Clarify Program Objectives, Services, and Expectations**

Intake and the suitability determination process represent an opportunity not only to gather information about potential participants, but also to explain program objectives, services, and expectations. As with any program participant, we will explain the specific types of services provided through our program, including the duration and timing. We will make sure to delineate the time involved in training (both the number of hours per week and the number of weeks/months an individual may be involved in training) and the responsibilities of training participants if they undertake long-term training. We will also, make sure to indicate limits on the cost of tuition and the types of institutions that may be attended. We will assess, with input from the referring agency, the degree to which applicants are committed and motivated to participate in job training and eventual employment, and that their expectations for employment are realistic. We may conduct skills and interest assessments during the intake process to help guide discussions with the applicant.

**Intake Strategy #3: Assess the Types of Resources Available to Maintain Participation During Involvement in Employment and Training Activities**

Because of their lack of resources and possible limitations on stays at emergency or transitional facilities, homeless individuals may be reluctant to commit to long-term training or may need to attend such programs part-time (while working). It will be important to accurately assess their situation prior to enrollment in employment and training activities. Some applicants may come to the program with public assistance they can rely on during their period of training -- perhaps AFDC, food stamps, Supplemental Security Income (SSI), or general assistance (GA). Some may be eligible for cash assistance or food stamps but are unaware of their eligibility and need to be referred to the appropriate agency. Others may come to the program with part-time or even full-time (but low-wage) employment. Still others (especially single, homeless males) may have exhausted their benefits (e.g., unemployment compensation or general assistance) and may not be eligible to receive any public assistance beyond food stamps. One of the distinctive characteristics of homeless applicants, as compared to other applicants to our program, is their lack of stable housing. It is important to understand their current housing situation, and to verify that situation with the referring agency. Our emergency shelter may be willing to guarantee a bed or our transitional housing facility may be flexible with the curfew, as long as the individual is participating in our program. Hence, during the intake process, some important questions that will be asked are:

- What is your housing situation, and how long can you remain in that housing?
- What resources do you have available to sustain yourself during a prolonged period of training?

- Are you willing to work full- or part-time while in training?
- How will you take care of dependent children while in training?
- What type of transportation do you have available so you can attend training or search for employment?

#### **Intake Strategy #4: Coordinated Plan for Referring Applicants to Other Needed Services**

Even if homeless individuals are well-screened by the referring program staff or agency, it is likely some of those referred will find that our program is not for them or we may find that the individual is not yet ready or appropriate for training. It is important for our program to have a well-coordinated plan for referring those who need other services. We will develop linkages with the following types of organizations:

- public assistance agencies (e.g., departments of social services, community action organizations); housing programs, both public and private;
- in-patient and out-patient substance abuse programs and support groups (such as Alcoholics and Narcotics Anonymous);
- programs for veterans (e.g., Veterans Administration hospitals and support centers);
- vocational rehabilitation programs; and
- mental health and other health care providers, including dentists and opticians.

In working with homeless individuals -- many of whom have been referred back and forth between agencies in the past -- the way in which referrals are made can make a critical, difference in whether the individual follows up on the referral. In addition to a resource directory of available service providers, our program staff will have an established contact at other agencies and formal procedures for making referrals. These procedures will include using our KEO referral form which includes a section to provide some type of feedback from the referred agency about the results of the referral. By having an established relationship with service providers, we can better understand the other agencies' eligibility requirements and increase the likelihood that individuals we refer for services at other agencies are eligible and receive the services. It will also provide documentation of services provided.

### **C. ASSESSMENT AND CASE MANAGEMENT**

#### **1. Background and Challenges**

Assessment and case management are closely related activities. The client assessment process identifies client aptitudes, skills, obstacles to employment (and self-sufficiency), and needed services. This process results in the development of a case plan identifying client objectives and specific steps and services required to meet each specific objective. Case management involves the assignment of an program staff member (i.e., case manager) to each participant to regularly monitor participant progress toward achieving case plan objectives and to make adjustments in the plan, as needed. The case manager also serves as a resource to participants for troubleshooting problems and access to other

services needed to achieve case plan objectives. Assessment and case management are essential for tailoring services to the specific needs and employment barriers faced by each participant. KEO programs or other agencies referring homeless individuals to employment and training programs will likely have assessed the individual prior to referral. The program will work closely with these referring programs and agencies to understand the assessments that have already been conducted, and, if possible, to obtain the results of relevant assessments. The use of assessments conducted by other programs and agencies will reduce the burden of additional assessment for participants and also save resources.

Our program will use a comprehensive assessment process. The assessment covered six areas: basic skills, work skills, pre-employment/work skills, life skills, housing need, and support services. The case manager will be responsible for conducting the assessment. It will be used to preparing an Individual Training and Housing Plan together with the participant, which is adjusted based on ongoing assessment and case management throughout the client's participation in the program.

Challenges we might encounter in assessing and case managing homeless participants include the following.

- There is a fine line between over- and under-assessment. A thorough assessment is necessary to determine participant goals and to tailor services to the specific needs of participants. A lengthy and unnecessary assessment, however, may discourage participation and take away from time that individuals (and staff) could be devoting to employment and training activities.
- With multiple programs and agencies involved, there can be overlap and confusion in the area of case management. Homeless persons, particularly those living in a structured housing setting or participating in substance abuse treatment programs, may already be working with case managers from other agencies. We will try to coordinate efforts with these case managers to avoid duplication of services and confusion for both staff and participants. For example, where multiple case managers are involved, one case manager could be suggesting one solution to a problem, while another is suggesting a different solution. It is preferable, when multiple case managers and agencies are involved with one client, to identify a single lead case manager who takes responsibility for the client.
- Homeless individuals may be guarded about providing needed information as discussed earlier, until we are able to develop rapport with homeless individuals, it is possible that they will be reluctant to share information, about themselves that may be important in developing a case plan. For example, they may be reluctant to discuss the problems that led to their homelessness, such as basic skill deficiencies, substance abuse problems, incarceration, or an abusive family situation.



## **2. Strategies**

### **Assessment and Case Management Strategy #1: Using Other Agencies to Help with Assessment and Case Manager**

As discussed in the section on intake, if a homeless client has been referred from another program or agency, it is important to obtain as much input and information from that agency as possible. In the case of homeless individuals referred by other programs or agencies, there is a strong likelihood they have already had some form of assessment. In addition to receiving help in the assessment process, our agency may be able to secure case management services (or some part of the case management function) through linkages with other organizations. For example, many participants referred from homeless-serving agencies will have case managers (e.g., individuals living in transitional housing facilities). Relying upon case managers (outside of our organization) for information and tracking client progress, contact regularly with these case managers to coordinate case activities. Staff working with the participant will be familiar with the goals and objectives of the participant's case plan.

### **Assessment and Case Management Strategy #2: Establishing Realistic Training and Job Expectations for Participants**

Not unlike other disadvantaged individuals coming to employment and training programs, some homeless individuals may arrive with "pie in the sky" expectations about the types of jobs for which they might be able to train or obtain. For example, an individual may come to the program with substantial basic skills deficiencies expressing a desire to become a registered nurse (which requires graduation from a college nursing program). While attempting not to diminish motivational levels of the individual, it is important during the assessment process and case management meetings to convey to the participant:

- what our program can and cannot do (e.g., there are constraints on how long the individual can be assisted and the types of institutions that can be attended);
- the basic skills and educational prerequisites for entering training (and eventually for the preferred occupations);
- limits on the tuition charges for training; and
- the likely time involved and financial commitment on the part of the participant

Together with supporting objective test results from educational and occupational interest tests we expect that most individuals will come around to realistic views of the types of training they should undertake.

### **C. Assessment and Case Management Strategy #3: Assess Housing and Support Service Needs and Document Referrals in the Case Plan**

Homeless participants are substantially more likely to complete training programs and enter employment if, during the assessment process, housing and support service needs were carefully identified and subsequently addressed. Housing assistance and support services must be carefully tailored to both the needs and preferences of the individual

For example, while transitional housing located far from a bus stop might not be a problem for a person with a car, it would present problems for homeless individuals dependent on public transportation to get to a training site or to work. As with any plan for service delivery, housing assistance and support services must have clear goals and resources that will be used to reach the goals. The goals and resources will be made clear to the participant. If a housing assessment has not been completed or is not available from the referring agency, some important questions that will be asked are:

- How long has the individual been homeless?
- Where does the individual reside (e.g., on the street, in emergency shelters, with friends or family, or in supported or transitional housing)?
- What are the individual's preferences for short-term and long-term living arrangements (e.g., rent, location, sharing of an apartment or living alone, willingness to live in emergency shelters or transitional facilities)?
- What potential resources are available (including friends and relatives) and what are the barriers to securing and upgrading housing?
- Does the applicant have special needs or requirements (e.g., a physical or mental disability, a history of substance abuse, or a history of serious mental illness)?

Any referrals the program does make for housing or other support services will be documented in the case plan.

#### **D. Assessment and Case Management Strategy #4: Continuous Assessment and Case Management Throughout a Participant's Involvement in our Program**

Because of reluctance on the part of participants to discuss some sensitive issues at the time of intake because circumstances can change over time (e.g., need for transportation or housing assistance), questions relating to the individual's circumstances and service needs will be asked periodically and the case plan updated accordingly. The frequency of meetings between clients and case managers will vary according to the client's needs, but generally were more frequent (e.g., once a week) during the early weeks of a client's participation and at points of crisis or transition. These meetings are typically in-person and focused on monitoring the progress participants are making toward achieving their case plan goals. In some cases, the case managers may meet regularly at a group staff meeting with a supervisor to share progress and seek group advice on individual clients. Finally, it is important to keep case manager/client ratios low enough so that the case managers have time to get to know and maintain regular contact with each client and have the flexibility to devote additional time to clients should unforeseen problems arise. Case management caseloads for this hard to serve population will typically be under 25 participants per case manager (at any point in time).

**CHAPTER 2 (EDUCATION AND TRAINING SERVICES)** discusses effective strategies for providing education and training services for homeless individuals to assist them in securing and retaining employment. The services discussed include: basic skills (i.e., remedial education, literacy training, and English-as-a-Second-Language training) and occupational skills training (including on-the-job training and work experience).

## **THE ROAD TO SELF-SUPPORTING EMPLOYMENT: EDUCATION AND TRAINING SERVICES**

This chapter describes education and training services needed by homeless individuals to secure and retain employment. These services -- basic skills, including remedial education, literacy training, and English-as-a-Second-Language instruction, and occupational skills training, including classroom training, on-the-job training, and work experience -- do not vary from the services needed by most employment and training program participants, but the need for flexibility in service delivery may be greater for homeless participants. What follows is special challenges in providing education and training services to homeless individuals and effective strategies for overcoming those challenges. Many of the strategies identified as effective in delivering basic skills training are relevant to the delivery of effective occupational skills training (and vice versa).

### **A. BASIC SKILLS TRAINING**

#### **1. Background and Challenges**

The program is likely to find that basic education deficiencies need to be addressed for as many as a quarter of homeless individuals referred for occupational training. While the basic skills deficiencies and the ways they are addressed are similar for homeless individuals and other disadvantaged individuals, there are some potential barriers to providing basic skills training for homeless individuals, including the following:

- Urgency to obtain employment. Although participant assessment may indicate a need for educational remediation, the participant's circumstances may rule out this type of instruction unless some arrangement is made for income and housing support while the individual is involved in basic skills instruction.
- Past failures in educational settings or past employment history. Some individuals may have failed in previous efforts to address basic skills deficiencies (e.g., dropped out of high school or failed to complete a literacy program). As a result, they may enter programs with low self-esteem and lack confidence in their ability to succeed within an educational setting.
- Resistance to structure and requirements. As with many adults, the structure and requirements of classroom training may be something homeless individuals thought they had left behind long ago. For homeless individuals, this feeling may be heightened because of the lack of structure during their period of homelessness.

#### **2. Strategies**

##### **A. Basic Skills Strategy #1: Develop a Step - by - Step Plan for Upgrading Basic Skills in Line with Job Training and Employment Objectives**

Tests of basic skills conducted during the assessment process (and perhaps by the referring agency) should provide our case manager with a detailed picture of the participant's basic skills deficiencies. Test results and their implications for future training and employment will be discussed with each participant. During these

discussions, it will be important to gather information from the participant needed to plan the type and duration of basic skills training. Among the issues to be discussed are:

- Has the individual received basic skills training in the past? If so, when, from whom, for what deficiencies, and was the training completed? If the training was not completed, why was this the case? It is important at this point to determine whether the individual has some probability of completing basic skills training, and past performance is an indication of this.
- What length of time is the participant willing to commit to basic skills training, and what goals would the individual like to achieve? Is the proposed length and type of basic skills training sufficient for the individual to qualify for and succeed in subsequent occupational training?
- When can the individual attend training? Does the individual plan to work while attending training? Is the individual constrained in the hours he or she can attend training because of child care? Does the residence where the individual is temporarily staying place any restriction on activities or the hours in which the individual can participate in outside activities?
- Does the individual face transportation constraints, which may limit where the individual can attend training?

Based on these discussions, a realistic plan for addressing basic skills deficiencies will be developed. The plan will be tailored to the individual, clearly setting forth the objectives of the remediation effort, the time frame and intensity of the training, and the steps the individual is expected to undertake to reach his or her goals.

*A participant could work a full-time job and attended basic skills classes in the evening to provide enough income to get by while pursuing skills training that would lead to a better job, which would leave little time to associate with other homeless who would likely have been a negative influence, and it kept him/her too busy to even consider revisiting history of substance abuse.*

## **B. Basic Skills Strategy #2: Wide Variety of Settings, Methods, and Timing in Arranging for Basic Skills Training**

Flexibility in the delivery of this basic skills training to homeless participants. In selecting basic skills providers, the following will be considered:

- **Access open entry/exit programs.** Because a person does not necessarily become homeless at the beginning of a semester and a homeless person needs to move quickly toward employment, it is important to be able to access basic skills training rapidly (i.e., without having to wait for a new class to form in the fall or spring semester).
- **Flexible training hours.** Because homeless participants may have time-specific obligations at their housing facility, or need to work while enrolled in training, basic skills training will be available during the day and in the evening.

- **Incorporate individually-paced instruction.** Because individuals, homeless or otherwise, do not learn at the same rate, basic skills training will need to be individually-paced.
- **Tailor methods to the individual.** Some individuals work best using pen and paper; others progress more quickly using a computer. Through coordination arrangements and/or through in-house capabilities participants will be able to utilize the methods best suited to their learning style. A blend of computer and teacher-assisted instruction may work best.

When establishing coordination agreements with providers for basic skills training, we will keep in mind that community colleges and vocational schools sometimes precede their occupational skills training with several weeks of remediation.

### **C. Basic Skills Strategy #3: Regularly Monitor How the Individual Is Progressing**

It is important for case managers to regularly monitor participants' progress toward achieving basic skills goals. First, they may be less likely to have had successful experiences in similar types of programs in the past, and without support may not complete the training. As a result, they may require additional support. Second, the lack of structure in some homeless individuals' lives may make the transition to classroom training more difficult. Regular attention from a case manager and flexibility in the delivery of basic skills may make the difference in whether a participant completes or fails to complete basic skills instruction. Third, those homeless participants who have not used their basic skills regularly, may need only a "refresher" course in basic skills. Staying attuned to the individual may enable the participant to move more quickly through basic skills training. The participant will receive, at a minimum a monthly progress report which describes their progress from their case manager.

### **D. Basic Skills Strategy #4: Assure That Basic Skills Training Is Contextual**

There are many training programs that teach basic skills in a "real world" context (e.g., learning multiplication through calculating sales tax as opposed to rote memorization of the multiplication tables). This type of learning has proven to be effective with students of all ages. It is particularly important for adults, who need to relearn basic skills which are frequently geared to younger students.

### **E. Basic Skills Strategy #5: Life Skills Training as Part of Training Program for Homeless Individuals**

Individuals fall into homelessness, in part, because they have difficulty managing their lives. No matter how successful we may be in providing them with education and training, they are likely to become homeless again unless they improve their ability to handle the responsibilities of day-to-day living. Life skills training can incorporate a broad range of topics and will be integrated into job search, pre-employment training, occupational skills training, or basic skills training. Life skills training can be provided directly by our program. Some of the topics covered in life skills courses include:

- communication skills,

- anger management,
- self-esteem development,
- motivation skills,
- personal budgeting,
- goal setting, and
- consumer awareness.

The following several topics that may be of particular benefit to homeless participants:

- **Self-esteem training** can counter the psychological effects of homelessness. This can be particularly important for individuals who have escaped from an abusive relationship or who have been battered or otherwise abused since they became homeless.
- Building **participant motivation** through small group training and support groups, and reinforcing motivation through the case management relationship can help identify and recognize even small successes and keep participants progressing toward their goals.
- Many of the circumstances that contribute to homelessness relate to **money management**. Some homeless people lived beyond their means for too long; others did not understand which debts could be negotiated and which were inflexible. Money management training can help participants to better manage their finances in the future. It can also help participants make appropriate training choices by increasing their understanding of the implications for long-term self-sufficiency of taking an immediate job opening paying minimum wage versus enrolling in training that will lead to a higher-paying job.
- **Housing management** instructs individuals about the rights and responsibilities of renters and landlords. For example, homeless individuals who have been living in a shelter or transitional housing for a prolonged period may need to be reintroduced to the concept of living on their own. They may not understand the relationship between delinquent rent payments or destruction of property and eviction.

## **B. OCCUPATIONAL SKILLS TRAINING**

### **1. Background and Challenges**

The goal of occupational skills training is to upgrade participants' skills so they can secure employment with wages enabling them to be self-sufficient. Some of the distinctive challenges that employment and training agencies may face in providing occupational training for homeless individuals include the following:

- **Homeless individuals may have few resources to sustain themselves while in training.** While in training, the homeless individual needs to cope with the basic needs for shelter, food, and daily living expenses. Transportation to and from training may be a problem. *(KEO has a van to provide transportation for participants.)* They may also experience difficulties in arranging and paying for child care. Because of the circumstances that led to their homelessness, some

homeless individuals do not have existing relationships with family and friends to assist them in meeting these basic needs.

- **Homeless individuals may have a strong preference for employment over training.** Because of their lack of resources and permanent housing, many homeless individuals may appear to be good candidates for training, but we may find that they are primarily interested in locating a job in the shortest time possible.
- **Homeless individuals are likely to have a preference for securing work in the shortest time possible.** They may seek short-term training or training opportunities that allow them to work concurrently.
- **Some homeless individuals may only need training to upgrade their skills.** The skills homeless individuals may have developed in previous training programs or on the job may be out-of-date or simply “rusty.” For example, homeless individuals who have been incarcerated may have many years of job-related experience, but dropped out of the labor market for several years. Training programs focusing on refreshing skills may be able to move the homeless individuals quickly toward employment.

## **2. Strategies**

### **a. Occupational Training Strategy #1: Tailor Occupational Training To the Interests and Needs of the Individual as Well as the Local Demands of the Labor Market**

The assessment process is intended to match the participant with the appropriate training option(s). To meet the diverse needs of our homeless participants:

- assist those participants seeking part-time employment to do so in conjunction with their skills training;
- have available open-entry training programs;
- offer training courses in the evening as well as during the day;
- offer “compressed” training options, i.e., courses offered for more hours over a shorter period of time;
- arrange for on-the-job training opportunities, which provide an opportunity to combine training and wages, a necessity for many homeless individuals;
- make sure training is provided in an occupation in which there is local demand for workers; and
- when possible, offer work experience which provides an opportunity for the most needy to gain valuable “world of work” experience.

The program will stressed positive attendance and punctuality, adherence to safety standards and positive attitudes. It is important to keep the participant involved throughout the process of selecting the area for occupational skills training. Pushing a participant into an occupational training area they are not interested in or qualified for does a disservice to both the participant and our program. After making the investment in training, the participant may not seek employment in the area, or retain the job after he or



she obtains employment. We will work towards matching participant interest with real job possibilities.

**b. Occupational Training Strategy #2: Develop Coordination Agreements With a Wide Variety of Education and Training Providers**

To accommodate the interests and needs of a participant, we will develop coordination agreements with a broad range of training providers. In developing our linkages, we will look at the occupational areas in which our participants are likely to seek training, as well as the setting in which the training is delivered. We will offer as many and as flexible methods for pursuing education and training as we possibly can (e.g., literacy programs providing both group classroom instruction and self-paced computer training).

Agreements between the our program and the service provider will clearly delineate all responsibilities. In particular for OJT's (On the Job Training) and work experience (WEX) placements. Some of the areas to be delineated include:

- prerequisite skills for individuals to participate;
- training responsibilities;
- oversight responsibilities;
- days, hours, and total duration of training; and
- responsibility for funding (OJTs and WEX).

**c. Occupational Training Strategy #3: Keep Homeless Participants Moving Toward Self-Sufficiency**

Homeless individuals are anxious to proceed along the path toward self-sufficiency. We will find ways to get participants into a learning situation immediately. "Down time" can be dangerous for a homeless person. Once participants have been assessed and have developed a case plan, they will have a greater chance of success if they began some type of training or education at once. Plus, getting them used to a schedule early helps acclimate them to the demands of working. This structure allows homeless individuals to access training when they are ready so there is no down time.

**d. Occupational Training Strategy #4: Offer Case Management During and After Training Activities to Trouble Shoot and Provide Support**

The trust relationship developed between a participant and his/her case manager may enable the homeless individual to discuss difficulties he or she is having before the difficulties become obstacles to success. A case manager may be able to identify potential problems before they interfere with a participant's progress in training. For example, a case manager who becomes aware of a participant's car problem may be able to assist in securing transportation before it interferes with his or her ability to report to work on time. Case managers can also help to resolve work-related conflicts before they escalate to the point where the participant loses his or her job. For example, if the case manager is aware of an interpersonal problem the participant is having at work, he or she can role play the situation with the participant, enabling the individual to practice how to best resolve the situation.

**e. Occupational Training Strategy #5: Make Sure the Homeless Participant Has All Necessary Supports in Place Prior to and Throughout Training**

Homeless participants are likely to need a variety of support services prior to and during the training period. Many of these services can be arranged for and provided by KEO's programs and other agencies in our community. Through the assessment process, these services and the appropriate provider will be identified. For example, support services may include: provision of bus pass or work clothes or arrangements our emergency shelter to save a bed until 8:00 p.m. (when our participant finishes training).

We will assume that just because an individual is referred to another agency for services, he or she has successfully obtained the requested service. There are many points at which the referral can breakdown both before the service is received and even after the participant begins receiving the service. It will be important to check on the success of the initial referral (both with the participant and the referral agency) and to regularly monitor that the participant continues to receive the service.

**f. Occupational Training Strategy #6: Develop OJT Placements as an Option for Homeless Participants**

On-the-Job Training (OJT) provides the opportunity for a participant to learn job-related skills, while at the same time receive wages. This strategy is particularly effective for homeless individuals in need of immediate income, but who may not have the job-related skills needed to obtain a permanent and well-paying job. OJT has the added benefit of generally leading to permanent employment and providing trainees with the opportunity to learn through a more "hands-on" approach than may be typical within a classroom setting. OJT can also be advantageous for employers. In addition to receiving a partial subsidy to offset the added costs of providing skills training, the employer is able to test the trainee over a prolonged period within the work setting to determine if the individual is productive and works cooperatively with others.

**g. Occupational Training Strategy #7: Use Work Experience for Individuals with Serious Barriers to Employment**

Work experience may be particularly effective strategy for homeless individuals lacking workplace experience (e.g., displaced homemakers) and for those facing formidable barriers to employment (e.g., chronic mental illness, a long history of substance abuse, or individuals with serious basic skills deficiencies). Work experience placement will enable the program to place those who otherwise would have been uncompetitive within the labor market and to provide skills training that eventually served as a bridge to permanent, unsubsidized employment.

**CHAPTER 3 (PLACEMENT AND POST-PLACEMENT SERVICES)** examines various strategies for assisting homeless individuals to find and retain jobs over the long term. This includes discussion of job search assistance, job development, placement, and

post-placement services (such as regular contact with the participant and employer and re-placement services).

## **CHAPTER 4**

### **GETTING AND KEEPING A JOB: PLACEMENT AND POST-PLACEMENT SERVICES**

The ultimate goal of most employment and training programs is for participants to secure and retain positions consistent with their training which provide wages that enable them to be self sufficient. This goal applies to homeless participants as well. This chapter identifies those aspects of job search assistance, job development, placement, and post-placement services that require special consideration in assisting homeless people to secure lasting employment.

#### **A. JOB SEARCH DEVELOPMENT, AND PLACEMENT SERVICES**

##### **1. Background and Challenges**

To be successful, job search, development, and placement activities (henceforth referred to as placement assistance or services) must focus on both the participant and conditions within the labor market. From the participant's perspective, these activities involve providing encouragement, direction, and coaching to mobilize the active involvement of the participant in securing a job. In terms of the labor market, placement assistance involves understanding the availability of job opportunities appropriate to each participant, as well as developing and maintaining relationships with employers. Some of the challenges in assisting homeless individuals with placement activities include the following:

- **Some homeless persons are difficult candidates to present to employers.** Because homelessness and its contributing factors can be so disruptive to: maintenance of a "normal life," some homeless people may have what is described to be "strange work histories." Their resumes may have large gaps, they may have few or no references, and their physical appearance may pose a serious barrier to securing employment. For example, a homeless individual may not have received dental care for many years, resulting in loss of teeth and decay. Another barrier to employment some homeless individuals face is a criminal history, which limits the types of jobs for which they can be considered.
- Some homeless participants may be constrained by the hours they are available for work. Some homeless participants involved in residential programs (e.g., halfway houses for ex-offenders or substance abusers) may have requirements, such as a curfew or chores, that limit the hours available for employment. Other participants may continue in training while they are working, thereby limiting which hours they can devote to either training or work.
- Many homeless participants will express an urgency in securing employment. Having received minimal income while in training, homeless participants are typically ready to enter the work force and bring home a pay check once training is completed. Without appropriate job opportunities (e.g., those for which the

participant was trained) readily available, the homeless participant is likely to pursue any available employment.

- Transportation can be a serious barrier to employment. Many homeless individuals do not own a car and may not have sufficient resources to ride public transportation. In addition, public transportation may limit employment options (e.g., buses may not serve some areas where there are high paying jobs).
- Homeless participants may not have an address or phone number at which employers can contact them. KEO has taken steps to solve this problem, using strategies ranging from having the agency staff take messages from potential employers to using our mailing address or computers for e-mail communication

## **2. Strategies**

Most homeless individuals participating in an employment and training program can find a job in a relatively short period. What homeless individuals need, in particular, is to be shown effective techniques for finding job openings and be provided with other types of assistance (e.g., gasoline or bus vouchers, work clothing) that help in securing the job. Some homeless individuals -- those facing more serious barriers to employment -- may need more specialized job development and placement assistance.

### **a. Job Placement Strategy #1: Gather Labor Market Information**

There are a number of sources available that can provide information on what jobs are available, including minimum educational and competency requirements, hours, location, wages, and benefits. These sources include HireNet Hawaii, city/county/state government listings, job fairs, job hot lines, and listing from private business which compile job openings in specific industries. Of course, the newspaper stills provide a list of opportunities and possible employers to contact for job openings. The effort will focus on those opportunities most appropriate for our participants.

### **b. Job Placement Strategy #2: Identify How Homeless Participants Fit Into Job Placement Strategy**

Because of the special challenges homeless participants may present, our job development strategy may differ for each homeless participant. One of the decisions our program will need to make is whether our job placement approach for homeless participants is participant directed or directed by the job developer. It is likely that we will want to use a combination of the two approaches, depending upon the barriers to employment and the tightness of the job market faced by the participant. We anticipate that of the homeless participants, if provided with support and training in effective job search techniques, could search and find jobs for themselves.

### **a. Job Placement Strategy #3: Strategies to Involve Participants in Their Own Search for a Job**

Some important lessons to ensuring participants' effective job search included the following:

- **Provide a job search workshop.** Probably the most important strategy is to provide participants with knowledge about how to effectively search for a job on their own. The workshop will include the basics of uncovering and following up on job leads, developing a resume, interview techniques, and dealing with the stresses inherent in job search. The job search workshop includes role playing and initial contacts with employers to help individuals get over the fear of making “cold calls” and to practice their techniques for approaching employers.
- **Emphasize the “hidden” job market.** Especially in working with individuals who faced serious barriers to employment, it is essential to tap into the “hidden job market.” This means looking beyond jobs advertised in newspapers and listed with private and public employment agencies. For example, by having the participant contact firms (A through Z listed in the Yellow Pages) that employed workers in the specific field in which the individual was interested (e.g., plumbing).
- **Emphasize the need to contact those who have the authority to hire.** In searching for a job within the “hidden” job market, it is important for individuals to make direct contact with those within the firm who know about job openings and have the authority to hire. This is typically not an individual within the firm’s personnel department, but rather a manager within an operating department/division of the firm.
- **Provide a structure for those involved in self-directed job search.** Searching for a job should be considered by participants as a full-time job. It is important to provide a structure for those involved in self directed job search.
- **Monitor participants’ progress in their job search activities.** The program may monitor the individual’s job search progress on a daily basis to make sure the individual uses the most effective approaches. For example, for those who are ineffective in turning up job leads, it may be useful to monitor calls made to employers to see if the individual is contacting individuals with the authority to hire and effectively presenting their experience and skills. In monitoring, the program will provide emotional support and encouragement for participants because job search can be a frustrating process (involving frequent rejections).

#### **d. Job Placement Strategy #4: Establish and Maintain Relationships with Employers**

The key to successful job development is to establish relationships with a broad range of employers. These relationships are particularly important when working with homeless participants because of their often spotty work histories and other barriers to employment.

One key question in working with homeless participants is whether job developers should appeal to employers’ sense of corporate social responsibility by marketing their participants as “recently homeless” or whether they should conceal their participants’ homeless status. The program may handle this issue on a case by case basis, disclosing the homeless status of their participants if they needed to educate employers about

the myths and realities of the homeless and build strong relationships with employers. Peer-to-peer marketing may be effective: an employer who had successfully hired and retained homeless job seekers may be a spokesperson to sell the program to other employers.

The first step job developers will need to take is to develop a listing of those employers likely to need employees with the types of skills our participants typically acquire. These employers will represent the broad range of occupations our participants hope to enter. Particular emphasis will be placed on developing relationships with employers who are close to public transportation. In addition, relationships are needed with a range of employers providing part-time and full-time opportunities, as well as shift work, and temporary and permanent opportunities.

We have several advantages we can use to promote our participants to employers:

- There is no cost for our job placement services (unlike some employment agencies).
- Our program screens all individuals prior to referral to the employer.
- Job applicants have been trained and have access to the support services necessary for them to retain employment. We will let the employer know that we offer follow up services as well.
- We have individuals who are ready to be placed immediately
- If someone is placed and does not work out, we have other qualified trainees who we can refer.

To maintain relationships with employers, it is important to understand the requirements of employers for each specific position. Our program will only send candidates who meet the employment criteria and have addressed the issues that could interfere with a successful employment experience. We will also periodically contact employers to see how the placement is working out. This will enable our program to maintain the employer as a referral source (because they know we stand behind our placements) and also gives us the opportunity to inquire about new job openings.

#### **e. Job Placement Strategy #5: Job Developers Need to Work Closely With Case Managers**

Job developers will work closely with the case manager. In addition, if possible, the job developer may want to contact other individuals who would be able to provide useful background information about the participant (e.g., staff at the participant's shelter facility or a case manager at the program or agency that referred the individual). The job developer needs to understand not only the individual's training and job-related skills, but other issues related to the individual's motivation levels and behavioral issues. For example, there may be behavior problems or personal issues (such as past substance abuse problems or inability to get along with others) that the participant may not readily share with the job developer, but which the individual was willing to share with the case manager once they had established rapport. Simple up-front communication with the

professionals who know the participant the best can go a long way toward assuring successful placement and retention.

**f. Job Placement Strategy #6: Job Development Before Training is Completed**

Beginning job development and placement activities in the weeks leading up to the end of training can help ensure that participants have a job waiting for them when they complete training. The job developer will meet with the participant at least several weeks before training is completed to discuss job search strategies. Homeless individuals, in particular, are likely to want to find a job as quickly as possible after training is completed. If a job is not waiting for them, they may settle for a position that does not use the job-related skills they developed or provide a wage that is adequate to promote long-term self-sufficiency. Furthermore, the less time that lapses between the end of training and the start of employment, the less likely they will be to fall back into the problems that may have contributed to their homelessness.

**g. Job Placement Strategy #7: Support in Place to Assist our Homeless Participants to Secure Employment**

When the participant is ready to begin and continue working; any barriers to regular work attendance should have been taken care of prior to placement. Some of the necessary support services include transportation vouchers (bus pass or gas cards), work clothes and equipment, and child care. In addition, participants may need assistance improving their personal appearance and hygiene. Without money for basic needs like shelter and food, many homeless people have disregarded personal appearance, such as teeth, eye glasses, and clothing. No matter how well trained, without an appropriate personal appearance, our participant will be unlikely to secure a job. There are resources in our community that are able to provide these services at no or reduced cost to our program.

Specific subpopulations, including ex-offenders, the chronically mentally ill, and women fleeing domestic violence, may need additional assistance in securing and retaining employment. For example, in working with participants with a criminal history, our job development strategy will include knowing which of our participants have such a history and identifying employers who are more sympathetic, or at least less concerned with a criminal history.

**B. POST-PLACEMENT SERVICES**

**1. Background and Challenges**

Particularly for homeless people, initial job placement may only be a step toward eventual self-sufficiency. The purpose of post-placement services is to ensure a smooth transition from training to employment and to provide needed supports to assure job retention. Post-placement follow-up can be conducted with the participant, the employer, or both. They can consist of telephone contact or in-person contact in our office, at the place of employment, or at the participant's residence.

These services are particularly important for homeless participants because sometimes the behaviors and circumstances that contributed to the participant's homelessness can recur



once that participant moves out of the support system the program and case management relationship provide. Some special considerations when providing post-placement services to homeless participants include:

- **Lack of a permanent address.** Follow-up contact with some homeless participants can be more difficult because of their lack of a permanent address. The address a participant gave at the time of placement may not be his or her address one month after placement; homeless individuals are continually trying to upgrade their housing situation. We may need to contact them at their place of employment (which may have its own set of complications); although these contacts as well because homeless individuals often upgrade or change their employment.
- **Reluctance to seek or accept support.** Many homeless individuals, once employed want to put their period of homelessness behind them. They may be unwilling to contact our program for help and may even be reluctant to accept calls from our program and/or additional help we may feel they need.
- **Behavior problems may emerge once the participant becomes employed.** Once the individual becomes employed and/or moves into unsubsidized housing, the problems that contributed to homelessness may re-emerge. Some participants may let down their guard when they start receiving paychecks and revert to behavior that led to homelessness (e.g., started to drink again). Also, the stress of working, development of new relationships on the job, and poor communication skills may lead to problems and misunderstandings in the workplace.

**a. Post-Placement Strategy #1: Broad Array of Post-placement Services to Meet the Diverse Needs of our Placed Participants**

Post-placement services will be tailored to the individual's needs and can include the following:

- visits to participant's place of residence or in our office to provide job support, structure, and referrals for needed material services;
- ongoing peer support groups for placed participants to identify problems they are experiencing that could affect their employment, and to develop solutions and identify resources to help resolve the problems;
- re-placement services;
- continuing life skills classes (e.g., sessions on adjustment to the workplace, handling work-related stress, and budgeting);
- material assistance, such as transportation assistance, stipends to assist participants until they receive their first pay check, and replacement tools;
- housing stabilization services;
- contact with employers to discuss participants' work performance, attitude, attendance, and punctuality; and
- program graduates as mentors for current participants in our training program

We may not be able to provide a full range of post-placement support services to each placed participant. We will take the time to understand each participant's situation, including the services received in the past. This may involve talking with the participant's manager (if different from the post-placement case manager), the referring agency case manager, and possibly the employer. Identify needed services, and then prioritize those most needed to assure employment retention.

**b. Post-placement Strategy #2: Provide Emotional Support as Well as Material Support**

“Self-efficacy -- confidence in one's capability to perform specific, challenging behaviors -- is a valuable cognitive contributor to successful performance of such behaviors.”<sup>1</sup> In other words, believing that you can accomplish what you set out to do will help you to do so. The cited study found self-efficacy to be an important factor in successful job search among disadvantaged individuals. Some homeless participants have no family supports, and the peer supports they do have are sometimes not good influences on maintaining employment. The relationships they have made through their involvement with our program may be a critical (and perhaps their only) source of support in their search for employment.

These relationships can be particularly important at the start of a new job, which is stressful for everyone and can be exacerbated for the homeless (who may have had unsuccessful experiences in the past or who are unaccustomed to the structure the job requires). A case manager/job counselor can help instill a sense of confidence by providing ongoing support, being aware of the job expectations for the participant, assisting with problem solving, and assessing additional, support needs.

Support groups can also be a source of emotional support, easing the transition into the work force by allowing individuals with similar strengths and deficiencies to share their problems and solutions with one another. Group dynamics can play a significant role in assisting participants to deal effectively with a variety of personal and external barriers to employment. We hope that attendance will be gained by holding meetings either before or after usual work hours and if food was provided.

**c. Post-placement Strategy #3: Being Creative and Persistent in our Approach to Contact the Placed Participant**

Some of our homeless participants may be difficult to contact or be reticent to respond to our contacts and available post-placement services. We may need to access participants through their employers (discretely) or in the evening at their residences. The contact will be frequent during the initial four weeks after placement and then can likely taper off.

**d. Post-placement Strategy #4: Encourage Placed Participants to Pursue Additional Skills Training**

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<sup>1</sup> “The Relationship of Psychological Resources and Social Support to Job Procurement Self-efficacy in the Disadvantaged,” Suzanne L. Wenzel, *Journal of Applied Social Psychology*, 1993, 23(18), p. 1471.

As discussed earlier, many homeless individuals are anxious to secure employment because of their lack of financial support and stable housing. As a result, they may not obtain needed skills training to secure a job which provides a living wage. Through on-going post-placement contact, we may be able to encourage the placed participant to enroll in skills training concurrent with employment. It is important to become aware of skills training needed to advance in the participant's current job or in the employment area identified through the objective assessment process, and of places to access the training which meet the participant's time constraints. The participants receiving post-placement training will ensure retention rates.

**e. Post-Placement Strategy #5: Being Prepared for Some of our Homeless Participants to Need Placement Services Again**

Many homeless participants are anxious to enter employment, and their initial job placement may not be one in which they stay for long. Some participants, once they secure employment and have a pay check coming in, may be willing to pursue more lasting employment or employment that builds more on the training they received. Others may have difficulty in adjusting to their work environment and as a result may not retain their job. With some additional support and problem solving, these individuals should be ready to pursue another placement. The case manager/job counselor will be prepared to provide job placement services similar to those provided for the initial placement.

**CHAPTER 4 (HOUSING AND SUPPORT SERVICES)** examines the critically important range of housing assistance and support services which may be needed by homeless individuals. This chapter identifies the most commonly needed services for homeless people (beyond employment related services) to be able to secure and retain employment.

**CHAPTER 5  
THE FINAL INGREDIENTS:  
HOUSING AND OTHER SUPPORT SERVICES**

This chapter describes the types of housing assistance and other support services homeless persons are likely to need during their participation in our employment and training program. Housing assistance is set forth in a separate section in this chapter because of its importance as a support service for homeless persons. Our experience suggests that the provision of a continuum of housing assistance is a critical element if homeless individuals are to be served effectively.

In addition to housing assistance, this chapter talks about the range of support services likely to be needed by homeless persons participating in employment and training programs. The underlying theme throughout this chapter is that employment and training programs can provide the support services needed to assist homeless individuals in securing and retaining employment through linkages with public and private housing and other support service providers.

## **A. HOUSING SERVICES**

### **1. Background and Challenges**

Any program planning to provide education and training services to homeless individuals needs to make a range of housing assistance services and resources available either directly or through referrals. The program is unlikely to achieve success in training and placing homeless individuals in jobs unless they have a place to live. For example, homeless individuals need a place where they can safely leave their possessions and where they can shower and dress for work or training. While the need to incorporate housing strategies into the overall individualized service strategy may seem obvious, it is not necessarily one of the services with which employment and training programs are familiar.

Before we begin describing the challenges and strategies in providing housing assistance, it is important to understand the range of housing options and types of housing assistance. The continuum of housing alternatives includes four major types:

- **KEO's Mana`olana emergency shelter** typically provides a place to sleep. Residents arrive at a specified time (5:00 p.m.) and must leave the next morning by a specified time (7:00 a.m). Generally, admission to shelters is open, but stays are either on a first come/first served basis or can be limited to a maximum of 19 person and 42 days. While the shelter primarily focus' their efforts on providing temporary shelter, they also provide some referral services (e.g., for clothing, health care, or transportation services) and provides case management.
- **Transitional housing** provides housing for a time-limited period (maximum of 24 months) and is intended to serve as a bridge from emergency shelters to permanent housing. Our transitional housing has a case manager to assist with information and referral and case planning.
- **Subsidized permanent housing** provides publicly-funded housing assistance through programs, such as the Section 8 Existing Housing Program (under which qualified participants receive certificates to pay for a portion of their rent), and locally-administered public housing programs. As long as eligibility requirements are met, there is no time limit on the length of stay in these subsidized units.
- **Unsubsidized permanent housing** includes the rental or purchase of housing units on the open market. Individuals may remain in unsubsidized permanent housing as long as they meet the requirements of the rental or purchase agreement.

We may face a number of challenges directly providing or arranging for housing assistance for homeless participants.

- **Housing assistance can be costly, particularly when it involves partial or full payment of rental assistance over a prolonged period.** On Kauai, a one bedroom can cost \$850 or more a month.

- **The demand for housing (e.g., vacancies in emergency, transitional, and subsidized permanent housing units) far exceeds the supply.** For example, there may be few openings in transitional housing facilities for low income or homeless individuals. Waiting lists for subsidized housing, such as public housing or Section 8 Existing Housing, is very long (a year or longer).

## **2. Strategies**

We cannot underscore the importance of understanding and effectively addressing each homeless individual's housing situation before he or she enters education, training, and employment. What follows are more specific strategies for assisting homeless participants to obtain needed housing assistance.

### **a. Housing Strategy #1: Understanding Local Housing Environment and the Needs of Participants: Develop a Plan Consistent with Both**

Understanding the housing environment on Kauai will involve a careful assessment of: (1) the range of housing needs of homeless participants and (2) the availability of housing and housing services through other service providers. We will determine housing needs and problems faced by homeless participants, which are likely to vary considerably by individual. For example, some homeless individuals with past problems of substance abuse or mental illness may need a supportive housing situation, which provides regular case management and monitoring of their situation. Other homeless individuals may need references and sufficient financial resources so they can rent an unsubsidized housing unit. Still others may need referrals (and advocacy) so they can obtain transitional housing or Section 8 certificates or gain entry into public housing units.

Also of importance in working with homeless individuals is understanding the availability of housing and housing services, including:

- the local housing market (e.g., the cost, availability, and location of subsidized rental units);
- the range of other emergency and transitional housing facilities within the community, including types of facilities, eligibility requirements, methods for referral, and availability of slots;
- the types of subsidized rental assistance and units within the community (e.g., public housing, Section 8 Existing Housing, etc.), including types of agencies providing assistance, eligibility requirements, methods of referral, and waiting lists/availability of slots; and
- the range of other housing assistance available in the community, including rental assistance (e.g., first/last month's rent, security deposit), furniture, and utility assistance services.

While conducting an assessment of participants' needs and the availability of housing resources, employment and training programs will be careful not "to re-invent the wheel." Much of the information needed is already available from other public and private sector agencies. Local agencies that may be able to furnish helpful information include: (1) the

local housing authority; local public assistance agencies (e.g., state or local departments of human services or social services); and nonprofit social service agencies, such as Salvation Army.

Once this information has been collected and reviewed, we will need a plan for providing or (more likely) arranging for homeless participants to receive the types of housing services/assistance they need to be successful in training or employment. The housing assistance plan will cover the range of assistance services that will be provided to homeless individuals both directly through our program and through KEO's programs and other local service providers, with particular emphasis on provision of (1) emergency shelter, (2) transitional housing, (3) subsidized housing and rental subsidies, (4) counseling on housing alternatives, and (5) security deposits.

**b. Housing Strategy #2: Coordination Agreement with Agencies in the Community That Provide the Range of Housing Services Participants May Need**

To access the housing assistance resources that our participants are likely to need, our program will establish either formal or informal agreements for the provision of services. Formal agreements clearly set forth each agency's role and responsibilities, reducing confusion and structuring accountability. One way of developing the linkages we need to serve our homeless participants is through the Kauai Homeless Alliance, the local coalition on homelessness.

**c. Housing Strategy #3: Carefully Assess the Housing Needs of Each Homeless Participant During Assessment and Tailor a Plan that Effectively Addresses His/Her Specific Needs**

As part of the assessment process, it is important to carefully consider the housing situation and needs of homeless individuals. We have found that success in job training and job placement/retention was associated with stabilizing the housing condition of homeless participants (i.e., at a minimum, getting individuals off the street and into emergency shelters and preferably transitional facilities).

**d. Housing Strategy #4: Make Referrals Based on Housing Needs and Follow Up on Referrals**

Once housing goals and resources have been identified, our employment and training program will make appropriate referrals to the collaborating agencies providing the housing assistance. As with any support service, we need to make sure that participants follow up on the referral and that they obtain the requested services from the linked organization. It also may be the case that while the individual follows up on the referral, the agency receiving the referral may not be willing or able to provide the service. Hence, we will need to follow up on the referral with both the participant and the housing program or service providers to whom the participant is referred. It is also important to follow up with the participant and the linked service provider periodically after the individual begins to receive the service. Problems may arise (e.g., failure of the individual to get along with others in the housing facility, failure to make rent payments on a timely

basis, or disruptive behavior) which need troubleshooting before they become bigger problems.

## **B. OTHER SUPPORT SERVICES**

### **1. Background and Challenges**

Support services, while not our program's primary focus, will be crucial to success for homeless participants. Transportation, child care, health care, and other needs can prevent a homeless participant from completing training or maintaining a good job placement. We will provide support services in a variety of ways, both directly and through referral. Transportation, for example, will be the most commonly provided support service through KEO by using a van we have designed for employment purposes, bus pass or gas cards for participants. Other support services to be provided, either directly or through referral, included food/meals, self-esteem/motivation/attitude adjustment training, personal needs, and clothing/work equipment.

Some considerations related to providing support services to homeless participants follow.

- For homeless participants, support service needs are often wider in scope and more pressing. For example, rather than just needing some presentable work clothing, they may need virtually an entire wardrobe. The intensity of need tends to vary depending upon how long an individual has been homeless, as well as how effectively he or she has been stabilized prior to enrolling in the job training program.
- One of the challenges employment and training agencies must face in serving homeless people is to ensure that the homeless participant has some means of support during the training period. Without some financial support (e.g., public assistance or a part-time job), it is difficult to complete occupational skills training.
- The need for substance abuse and mental health treatment services is likely to be more prevalent among the homeless population. Accessing these services in a timely manner, though, is often difficult.

### **2. Strategies**

#### **a. Support Service Strategy #1: Coordination Agreements With Agencies in the Community to Provide the Range of Needed Support Services**

To ensure that support service needs do not interfere with successful completion of employment and training activities, our program will address these needs, either directly or through referrals to community agencies. For those service needs our program or agency is unable to provide directly, we will develop interagency coordination and referral agreements with the appropriate community agencies. Although many case managers develop interpersonal relationships with other service providers, both within and beyond their own agencies, that help them access services for their clients, a more effective system is interagency agreements, so that the arrangements have support at the



policymaker level and are not solely dependent on staff relationships. (See Housing Strategy #2 above.)

**b. Support Service Strategy #2: Assess Support Service Needs On An Ongoing Basis**

An ongoing, client-centered assessment strategy, that begins at intake and continues throughout our involvement with the participant, can help assure successful outcomes by identifying new support service needs.

**c. Support Service Strategy #3: Assist Participants in Accessing Support Services For Which They Are Eligible**

Assisting participants to qualify for and enroll in whatever income support and health services programs are feasible and appropriate can make the difference between completing and not completing training. This is a role for case managers, but they can only perform it well if they are trained and informed about the variety of federal, state, and local options. For example, many homeless participants are eligible for MedQuest or could access medical services through the Kauai Community Health Center or other services specifically for the homeless. Food stamps, TANF for people with children, and general assistance for the homeless and other poor who do not qualify for AFDC, are options for subsistence and income. In addition to training case managers on the variety of services available to the homeless, our program will provide a brief reference manual with information on programs, social service organizations, contact names, and phone numbers. Our program will develop the manual of organizations serving the homeless.

**d. Support Service Strategy #4: Addressing Transportation Needs Either Directly or Through Referral**

We plan to assist most participants with transportation, both during training, job search and possibly during the initial period of employment. KEO has a van for this purpose and will provide transportation to and from job application and job sites. Specific strategies will vary according to the participant's access to a vehicle or availability of bus service time or service area as a very basic need when the participant obtains employment. We will also try to be realistic about the impact of transportation when identifying training, transitional housing, and employment options for participants; an overly long and difficult commute can sabotage the best employment placement.

**e. Support Service Strategy #5: Coordinate With Substance Abuse and Mental Health Treatment Programs**

The need for substance abuse and mental health treatment is likely to be more prevalent among the homeless than among the general population. We may refer applicants with substance abuse problems for treatment to agencies specializing in that service, and then waited to enroll people once they were solidly "in recovery." Referrals for substance abuse and mental health treatment -- particularly residential treatment -- may involve long waiting lists.

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

The following is the projected annual timeline for accomplishing the results or outcomes of the service.

Activity Date	Program Activities & Strategies	Program Outcome
7/2010	Recruit & hire staff	Staff recruited
8/2010	Staff training	Staff trained in KEO policies & procedures. Staff trained in curriculum.
9/2010-ongoing	Recruitment and outreach campaign	Information provided to the public and target population
9/2010-ongoing	-Recruitment -Screening of clients to determine eligibility and appropriateness of program	Clients screened and 200 are determined to be eligible.
9/2010-ongoing	Enrollment	200 clients enrolled
10/2010-ongoing	Job Training	100 clients complete training
10/2010-ongoing	Job Search, Job Counseling, Support Services	75 clients obtain employment
2/2011-ongoing	Job Retention	70% of clients retain employment

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

KEO has a centralized intake process that collects all data pertaining to clients. This is a one-stop process that enables a client to have access to the multiple services that the agency has to offer. There is a written documentation (**Intake Manual**) on the procedures for the Intake Worker to follow. The intake process requires client documentation which includes income and household verification, needs assessment, case notes, authorizations and other program requirements in order to determine eligibility based on the criteria in accordance with program proposal and contract. All applications are reviewed and approved by the Administrative Officer and the Fiscal department is charged to control access to central client files to ensure quality. The information is recorded both electronically and in hard copy files which are kept in secured files which are backed up on a daily basis. A copy of the backed up record is sent to a secured site off premise weekly.

KEO's internal reporting procedures require Program Directors to submit **monthly agency reports** of program progress towards performance goals and objectives due by the 8<sup>th</sup> of each month to the CEO, Administrative Officer and Planning Director. The written report includes statistical and narrative sections with information required for contract required reports and CSBG reporting requirements. The report is developed by the Program Director who works with Planning Director, Administrative Officer and Fiscal Officer for every program contract awarded to KEO. The Job Training and Employment program would include actual accomplishments (number of clients completed training, number of clients who obtained employment, number of clients maintaining employment, etc) which are documented and compared with the performance goals and any deviation or problems could be worked out to ensure quality and timely accomplishments of the project. These reports are reviewed during the weekly management meetings to ensure that performance outcomes are being met. In addition, the Fiscal Officer distributes **monthly financial reports** and conducts with the CEO, a monthly financial meeting individually with Program Directors on the 2<sup>nd</sup> Friday of each month, to review program operation and financial status. This is to ensure that the program is meeting goals and outcomes; within the budget set forth in the proposal and contract; and to identify, resolve problems and make improvements as needed.

The Board of Directors are also provided monthly and quarterly agency and program contract reports as well as a **Board Financial Report**. The Board Program Evaluation Committee meeting includes a review of **monthly agency reports** and Program Directors are invited to attend on a regular basis to report significant accomplishments or how problems or concerns are being resolved. The Board Finance Committee meeting includes a review of the **Board Financial Report** by the Fiscal Officer at which time committee members request information about the balance sheet and specific budgetary concerns. KEO also complies with reporting requirements of the funding agency such as quarterly and final program reports. Reports follow standards and time frame as measure of program outcomes. Private and government audits are also conducted on a yearly basis and results are documented.

KEO follows reporting guidelines specially in identifying realistic and achievable goals for the program. The guidelines serve as an output performance or measurement of progress thereby meeting the need and proper delivery of services. KEO will closely monitor the program and conduct surveys throughout the training and follow to establish rapport with the participants and for review to make changes as needed. KEO will collaborate with our internal agency programs, organizations outside our agency, and the Kauai Homeless Alliance to determine that the program is meeting its objectives.

KEO will comply with monitoring requirements conducted by the State agency through which grant funds are appropriated which may include an annual on-site visit and review of client files, program and financial records.

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

KEO proposes the following common outcomes and measurable performance/outcomes that it expects to achieve.

Common Outcome	Program Outcome	Indicator	Proposed
1. Increased Access to Services	Clients enroll in the program	Number and percent of clients enrolling in the training program	250
2. Increased Participation/ Attendance	Clients enroll in the program	Number and percent of clients still enrolled after the first week of training	125/50%
3. Build Skills/ Knowledge	Increased skills	Percent of clients passing job skill competency exams on initial attempt after completing course	60
4. Build Skills/ Knowledge	Increased skills	Number of supplemental support hours utilized per client (on coaching, counseling)	20
5 Program Completion	Increase program completion rate	Number and percent of clients who complete the training	100/80%
6 Increased Employment	Increased employment Options	Number of job interviews per client	2 (200)
7 Increased Employment	Increased employment Options	Number of job offers per client within the first 3 months of program completion	80
8 Increased Employment	Increased employment options	Number of clients who accept a job offer	75
9 Increased Employment	Increased employment options	Number of employer partners; percent of employer partners offering jobs to clients	15/80%
10 Increased Employment	Increased job placement	Number of homeless placed in jobs	70
11 Increased Employment	Increased job placement	Percent of clients placed in jobs	88%
12 Increased Employment	Increased sustainable employment/retention	Percent of clients in same job after 3 months of being placed	70%
13 Increased Employment	Increased sustainable employment/retention	Percent of past clients still working after 6 months	60%
14 Increased Employment	Increased sustainable employment/retention	Percent of past clients still working after 12months	50%
15 Economically Empower Individuals	Increased earnings	Average hourly wage of clients who became employed after training	\$12.00
16 Economically Empower Individuals	Increased earnings	Percent of clients receiving health care benefits, as part of their wage package	50%

### III. Financial

#### Budget

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

Attached are the following budget forms as applicable, detailing the cost of the request

Budget Request by Source of Funds

Budget Justification: Personnel – Salaries & Wages

Budget Justification: Personnel – Payroll Taxes, Assessments & Fringe Benefits

Budget Justification: Equipment & Motor Vehicles

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
58,135	58,135	58,135	58,135	232,540

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

We have not applied to another other funding sources for this program for the fiscal year 2010-2011. We may apply if we find an appropriate funding source.

### IV. Experience and Capability

#### A. Necessary Skills and Experience

For nearly 44 years, KEO has provided a wide range of health, social service, educational and employment services that help to alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self-sufficiency. KEO currently administers and coordinates over 20 separate programs that target Kauai's low- income individuals and families. These programs include emergency assistance, housing, childcare, employment training, life skills, nutrition, small business development, and energy programs. Over the past 44 years, the agency has generated and fiscally administered more than \$60 million dollars of Federal, State, County, and private funds.

#### B. Facilities

KEO Administration Office is located at 2804 Wehe Road, Lihue, Kauai HI 96766. Located in the office is the central intake where the preliminary process is done for all KEO

service program applicants. All applicants are required to come and submit all documents at the office. Lihue is the main town on Kauai and it is the central location for other special resources to meet the needs of the community. The building meets Americans with Disabilities Act (ADA) requirements and is within walking distance to a bus stop. The Kauai Bus also provides para-transit door to door service for those with disabilities.

The office hours are 7:45 a.m. to 4:30 p.m. Monday to Friday except when closed in observance of State and Federal holidays.

The Job Training and Employment Program for Homeless Persons Program Director will administer the program from our main office. The program staff will be meeting with participants at our main office or at the Center for Excellence located next to our main office at 2808 Wehe Road. The training center is in a building located at Mana`olana where we also have on the property our homeless emergency shelter and 8 transitional housing units. We also have a kitchen and cafeteria in this building where we provide meals for the emergency shelter residents. This building also meets ADA requirements.

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

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Program staffing under this contract will consist of the following positions.

- 1- Employment Services Director (1.0 FTE) – Directs and coordinates the Job Training and Employment Program, providing services to homeless individuals. Supervises staff, plans, organizes and implements program objectives in coordination with Agency objectives. The position is vacant and will need to be filled upon award.
- 2- Job Training and Employment Coordinators (2 FTE) – Provides case management which includes employment readiness, technical training, career planning, job development and job placement assistance and referral and retention services for homeless. These two staff have yet to be hired. The job description for this Coordinator position includes a minimum qualification of BA Degree or comparable experience and with experience working with the public, preferably within the human resources or social service field.
- 3- Job Developer (1 FTE) - The job developer creates employment opportunities for participants by identifying, developing, and maintaining relationships with local businesses and organizations that are potential employers of homeless clients. The developer is responsible for creating promotional materials for employment and education programming to outreach to and recruit community members in order to expand the pool of appropriate job placements. This position is dedicated to managing external employer relationships, but also disseminates information internally to keep staff informed on employment opportunities and trends on Kauai. This staff have yet to be hired. The job description for this Coordinator position includes a minimum

qualification of BA Degree or comparable experience and with experience working with the public, preferably within the human resources or social service field.

The Chief Executive Officer (CEO) is responsible for the administration of the over-all legal, financial and program operations of the agency. The Fiscal Officer, Administrative Office and the Program Directors report directly to the CEO. The CEO is the longest-staying personnel at KEO with 37 years of service and has proven herself to be a very good administrator of the agency.

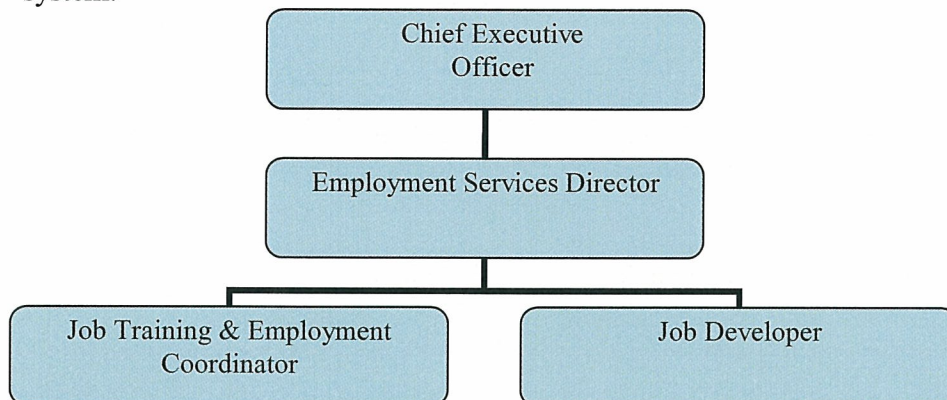
The Fiscal Officer is responsible for the administration of all financial operations of the agency, providing the fiscal support for all KEO programs and the supervision of the fiscal staff. All financial transactions are approved by the Fiscal officer and the CEO. The Fiscal Officer has been with KEO for over 26 years.

The Administrative Officer supervises the human resources operation of the agency and along with the administrative staff, provides administrative support to KEO programs. She has been with the company for almost 17 years.

Following KEO's Personnel Policies and Procedures Manual, jobs are posted in-house first to give current qualified employees an opportunity to transfer to a new position. After one week the job notice is posted outside the agency. All job applicants must complete a KEO Employment Application, the Administrative Officer screens the application to determine if they meet the minimum qualifications, the Director and Administrative Officer conducts interview of all qualified applicants using a standard of questions compiled for each individual position. Once interviews are completed reference checks are conducted prior to recommendation for hire being submitted to the CEO for approval. As a condition of hire the potential employee is scheduled to complete a physical and drug screen clearance and provide documents required for employment. Once clearance is obtained new hires must attend a orientation that includes a review of KEO's Personnel and Financial Policies and Procedures Manual. The orientation includes an overview about KEO's programs conducted by each Program Director.

**B. Organization Chart**

Please see the **Program Chart below** and attached please find the "Organization-wide" chart. The chart will illustrate direct job responsibilities for easy reporting system.



**VI. Other**

**A. Litigation**

KEO is not a party to any pending litigation, including the any outstanding judgments.


**B. Licensure or Accreditation**

There are no special qualifications that KEO or the program is required to possess relevant to this request.



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Kauai Economic Opportunity, Inc.

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	124,077			
2. Payroll Taxes & Assessments	43,731			
3. Fringe Benefits	31,832			
<b>TOTAL PERSONNEL COST</b>	<b>199,640</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	3,000			
3. Lease/Rental of Equipment	500			
4. Lease/Rental of Space				
5. Staff Training	2,000			
6. Supplies-Office	600			
7. Telecommunication	750			
8. Utilities	500			
9 Postage	400			
10 Publication & Printing	800			
11 Repairs & Maintenance	1,250			
12 Supplies Program	2,000			
13 Audit Services	1,200			
14 Pre-employment requirements	1,200			
15 Gasoline	3,600			
16 Dues & Subscriptions	200			
17 Advertising	200			
18 Contractual - Payroll Services	500			
19 Program Activities	6,000			
(bus pass, gas card, child care, clothes, etc)				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>24,700</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>8,200</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>232,540</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	232,540	Lynn Kua  745-4077		
(b)		Signature of Authorized Official		
(c)		Date		
(d)		MaBel Fujiuchi - CEO		
<b>TOTAL BUDGET</b>	<b>232,540</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kauai Economic Opportunity, Inc

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)
Chief Executive Officer	1	\$94,496.00	6.00%	\$ 5,670.00
Fiscal Officer	1	\$74,064.00	6.00%	\$ 4,444.00
Administrative Officer	1	\$55,749.00	6.00%	\$ 3,345.00
Planner	1	\$27,289.00	6.00%	\$ 1,637.00
Accountant	1	\$25,630.00	6.00%	\$ 1,538.00
Account Clerk/Administrative Clerk	1	\$35,541.00	6.00%	\$ 2,132.00
Administrative Clerk	1	\$19,383.00	6.00%	\$ 1,163.00
Janitor	0.625	\$24,480.00	6.00%	\$ 1,469.00
Intake Worker	1	\$21,924.00	6.00%	\$ 1,315.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>22,713.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

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

Applicant/Provider: Kauai Economic Opportunity, Inc

Period: July 1, 2010 to June 30, 2011

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	\$ 1,738
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	1.21%	\$ 275
Worker's Compensation	As required by law	2.50%	\$ 568
Temporary Disability Insurance	As required by law	0.80%	\$ 182
SUBTOTAL:			2,763
<b>FRINGE BENEFITS:</b>			
Health Insurance		470 per month	\$ 1,827
Retirement		6%	\$ 1,363
SUBTOTAL:			3,190
<b>TOTAL:</b>			<b>5,953</b>
<b>JUSTIFICATION/COMMENTS:</b>			



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

Applicant/Provider: Kauai Economic Opportunity, Inc

Period: June 1, 2010 to July 30, 2011

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	\$ 7,754
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	1.21%	\$ 1,227
Worker's Compensation	As required by law	2.50%	\$ 2,534
Temporary Disability Insurance	As required by law	0.80%	\$ 811
SUBTOTAL:			12,326
<b>FRINGE BENEFITS:</b>			
Health Insurance		470 per month	\$ 22,560
Retirement		6%	\$ 6,082
SUBTOTAL:			28,642
<b>TOTAL:</b>			<b>40,968</b>
<b>JUSTIFICATION/COMMENTS:</b>			

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Inc.      Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	6.00	\$1,200.00	\$ 7,200.00	4800
Printer	2	\$500.00	\$ 1,000.00	1000
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>8</b>		<b>\$ 8,200.00</b>	<b>5,800</b>

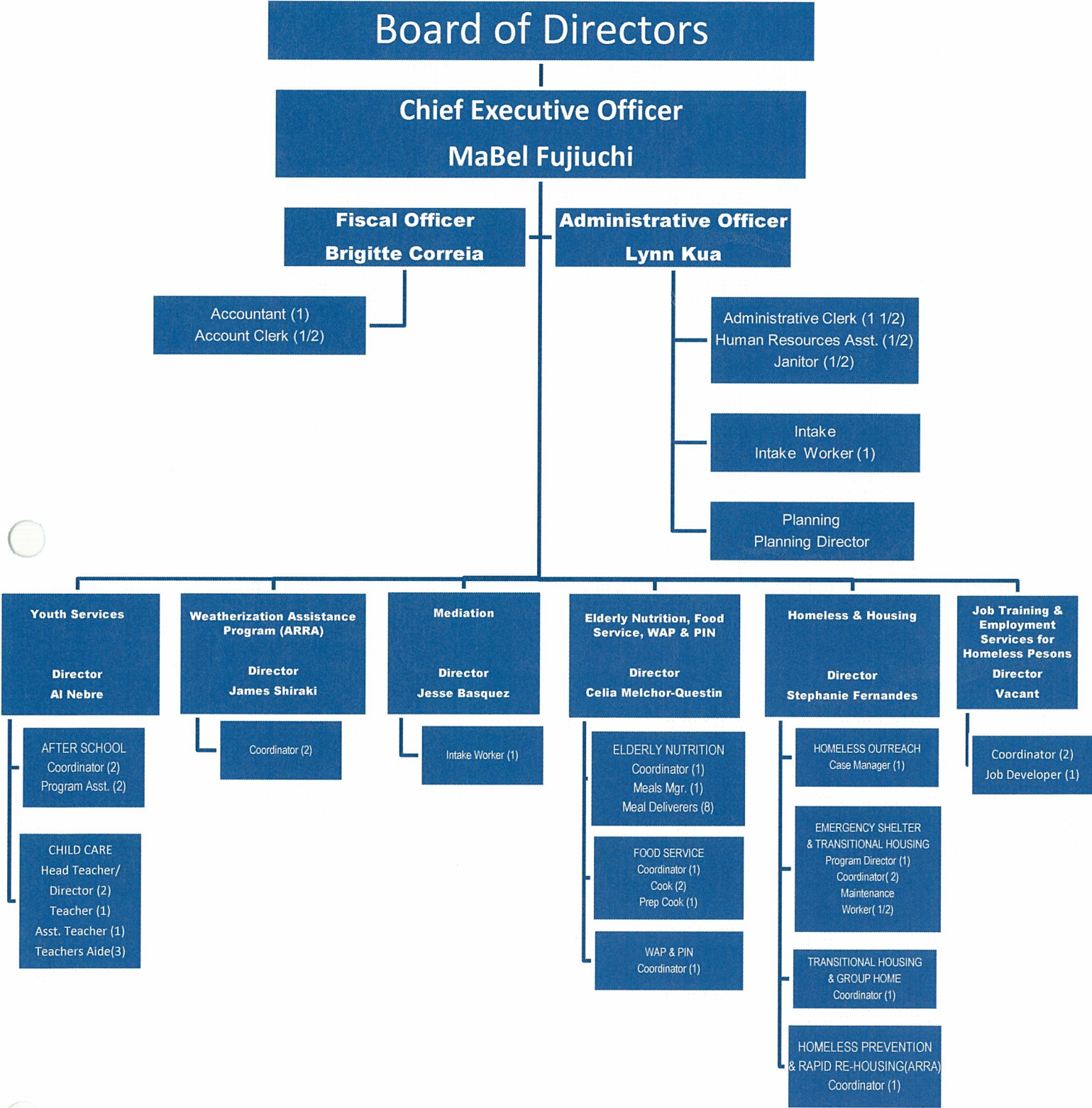
**JUSTIFICATION/COMMENTS:**

4 Computers and 1 Printer for staff. 2 computers for clients to do job search and resumes.

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

**JUSTIFICATION/COMMENTS:**

# Kauai Economic Opportunity, Incorporated



**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.

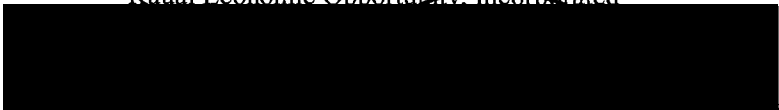
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

Kauai Economic Opportunity, Incorporated



(Signature)

1/28/10M  
(Date)

MaBel Ferreiro-Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)



# FORM 1: CLIENT INTAKE CHECKLIST

## A. CLIENT IDENTIFIERS/BACKGROUND

- A-1. Project: \_\_\_\_\_
- A-2. Client ID: \_\_\_\_\_
- A-3. Last Name: \_\_\_\_\_
- A-4. First Name: \_\_\_\_\_ A-5. MI: \_\_\_\_\_
- A-6. Intake Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_
- A-7. Case Manager: \_\_\_\_\_

## B. CLIENT DEMOGRAPHICS

- B-1. Birthdate (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_
- B-2. Last 4-Digits of Soc. Sec. # (SSN): \_\_\_\_\_
- B-3. Sex: \_\_\_ 1. Male \_\_\_ 2. Female
- B-4. Race/Ethnic Group:
- \_\_\_ 1. White/Non-Hispanic
  - \_\_\_ 2. Black/Non-Hispanic
  - \_\_\_ 3. Asian/Pacific Islander
  - \_\_\_ 4. Hispanic
  - \_\_\_ 5. American Indian/Alaska Native
  - \_\_\_ 6. Other: \_\_\_\_\_

- B-5. Veteran Status:
- \_\_\_ 1. Non-disabled Veteran
  - \_\_\_ 2. Disabled Veteran
  - \_\_\_ 3. Non-veteran

- B-6. Current Marital Status:
- \_\_\_ 1. Single (Never Married)
  - \_\_\_ 2. Married
  - \_\_\_ 3. Separated
  - \_\_\_ 4. Divorced
  - \_\_\_ 5. Widowed

- B-7. During the past six months, how many of the client's children (age 18 or younger) have resided with the client for at least half the time?
- \_\_\_ # of Children Under Age 6
- \_\_\_ # of Children Age 6 or Older

- B-8. Education (Highest Grade Completed): \_\_\_\_\_

## B-9. Educational Certificate Attained:

[Check all that apply.]

- \_\_\_ 1. High School Diploma
- \_\_\_ 2. GED
- \_\_\_ 3. Certificate from Trade/Vocational School
- \_\_\_ 4. Associate's Degree
- \_\_\_ 5. College Degree
- \_\_\_ 6. Advanced Degree

## C. CLIENT'S HOUSING CONDITION

### C-1. Where did the client stay last night?

- \_\_\_ 1. Street
- \_\_\_ 2. Shelter
- \_\_\_ 3. Institution
- \_\_\_ 4. Friends/Relatives
- \_\_\_ 5. Transitional Housing
- \_\_\_ 6. Subsidized Permanent Housing
- \_\_\_ 7. Unsubsidized Permanent Housing
- \_\_\_ 8. Other \_\_\_\_\_

### C-2. During the past year, how many weeks has the client been homeless?

\_\_\_\_\_ Weeks (Out of 52 Weeks)

### C-3. In total, how long has the client been homeless?

\_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Weeks

Form completed by: \_\_\_\_\_

Date completed (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

# FORM 2: CLIENT ENROLLMENT CHECKLIST

## A. CLIENT IDENTIFIERS/BACKGROUND

- A-1. Project: \_\_\_\_\_
- A-2. Client ID: \_\_\_\_\_
- A-3. Last Name: \_\_\_\_\_
- A-4. First Name: \_\_\_\_\_ A-5. MI: \_\_\_\_\_
- A-6. Case Manager: \_\_\_\_\_

- A-7. Re-enrollment:
- 1. Yes (from Previous Grant Year)
  - 2. Yes (from Current Grant Year)
  - 3. No

- A-8. Carryover from Previous Grant Year:
- 1. Yes
  - 2. No

## B. LABOR MARKET EXPERIENCE

- B-1. At the time of intake to JTHDP was the client:
- 1. Employed (Full- or Part-time)
  - 2. Unemployed
  - 3. Not in the Labor Force
- B-2. Has the client ever worked for pay?
- 1. Yes
  - 2. No [Go to Question C-1-->]
- B-3. How many hours in the past week did the client work at all jobs?
- \_\_\_\_\_ Hours
- B-4. When did the client last hold a full-time job (30 hours or more) for pay (note: if currently employed leave End Date blank)?
- Begin Date (MM/YY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
End Date (MM/YY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- B-5. What is the client's current or most recent hourly wage within the past year?
- \$ \_\_\_\_\_ Per Hour

- B-6. What is the client's current or most recent occupation?
- 1. Managerial
  - 2. Professional
  - 3. Technician or Related Support
  - 4. Marketing or Sales
  - 5. Office or Clerical
  - 6. Craft Worker
  - 7. Operative
  - 8. Laborer
  - 9. Service Worker
  - 10. Other

- B-7. During the past six months (26 weeks), approximately how many weeks was the client unemployed or not in the labor force?
- \_\_\_\_\_ Weeks

- B-8. What were the client's gross earnings over the last six months?
- \$ \_\_\_\_\_ Earnings (Past 6 Months)

## C. SOURCES OF INCOME/SUPPORT

- C-1. Has the client received any of the following sources of income or in-kind benefits in the past six months? [Check all that apply.]
- 1. Wage Income
  - 2. State or Local General Assistance
  - 3. Food Stamps
  - 4. Unemployment Insurance Compens. (UI)
  - 5. Supplemental Security Income (SSI)
  - 6. Social Security
  - 7. Social Security Disability Income (SSDI)
  - 8. Veterans' Admin. Compensation/Pension
  - 9. AFDC
  - 10. Other: \_\_\_\_\_
- [If AFDC is checked, go to Question C-2; otherwise skip to Question D-1-->]

- C-2. How long has this client received AFDC in his/her own name?
- 1. 1-3 months
  - 2. 4-6 months
  - 3. 7-12 months
  - 4. 13-24 months
  - 5. 25 months - 5 years
  - 6. More than 5 years

## D. HEALTH INSURANCE STATUS

- D-1. What is the client's health insurance status (at the time of intake)? [Check all that apply.]
- 1. None
  - 2. Medicaid
  - 3. Medicare
  - 4. Private Health Insurance Obtained Through Client's Job
  - 5. Private Health Insurance Obtained Through Another Source
  - 6. Other: \_\_\_\_\_

[Go to Question E-1, on Page 2 of the Enrollment Form-->]

# FORM 2: CLIENT ENROLLMENT CHECKLIST [PAGE 2 OF 2]

Client ID: \_\_\_\_\_ Client Last Name, First Initial: \_\_\_\_\_

### E. REASONS FOR HOMELESSNESS

E-1. What event(s) occurred that caused the client to become homeless? [Check all that apply in the opinion of the client (CL) or case manager (CM).]

<u>CL</u>	<u>CM</u>	<u>Reason for Homelessness</u>
___	___	1. None
___	___	2. Job Loss/Lack of Work
___	___	3. Eviction/Unable to Pay Rent
___	___	4. Runaway/Transient
___	___	5. Lack of Affordable Housing
___	___	6. Abusive Family Situation
___	___	7. Illness - Personal or Family
___	___	8. Mental Illness
___	___	9. Alcohol Abuse
___	___	10. Drug Abuse
___	___	11. Termination of Public Assistance
___	___	12. Physical Disability
___	___	13. Divorce; Termination of Personal Relationship
___	___	14. Housing Condemned/ Sold/Converted
___	___	15. Released from Prison
___	___	16. Released from Mental Health Institution
___	___	17. Relocated for Improved Job Market
___	___	18. Other: _____

### F. OBSTACLES TO EMPLOYMENT

F-1. Please indicate any obstacles to employment for the client. [Check all that apply in the opinion of the client (CL) or case manager (CM).]

<u>CL</u>	<u>CM</u>	<u>Obstacle to Employment</u>
___	___	1. No Obstacles
___	___	2. Lack of Day Care
___	___	3. Displaced Homemaker
___	___	4. Pregnancy
___	___	5. Older Worker (age 55 or older)
___	___	6. Alcohol Abuse
___	___	7. Drug Abuse
___	___	8. Physical Disability
___	___	9. Mental Illness
___	___	10. Abusive Family Situation
___	___	11. Illness - Personal or Family
___	___	12. Lack of Transportation
___	___	13. Dislocated Worker/Outdated Skills
___	___	14. Minimal Work History
___	___	15. School Dropout
___	___	16. Lack of Training/Vocational Skills
___	___	17. Limited Language Proficiency/ Limited English
___	___	18. Reading/Math Skills Below Seventh Grade Level
___	___	19. Lack of Identification
___	___	20. Lack of Proper Clothing
___	___	21. Ex-offender
___	___	22. Limited Social Skills
___	___	23. Learning Disability
___	___	24. Other: _____

### G. DATE OF ENROLLMENT

G-1. What was the date that the client first received a training service from JTHDP? [Note: Client is not to be enrolled if he/she does not receive a training service - See Instructions]

Enrollment Date (MM/DD/YY): \_\_\_/\_\_\_/\_\_\_

Form completed by: \_\_\_\_\_

Date completed (MM/DD/YY): \_\_\_/\_\_\_/\_\_\_

**FORM 3: INITIAL**

**JOB PLACEMENT**

**A. CLIENT IDENTIFIERS/BACKGROUND**

A-1. Project: \_\_\_\_\_

A-2. Client ID: \_\_\_\_\_

A-3. Last Name: \_\_\_\_\_

A-4. First Name: \_\_\_\_\_ A-5. MI: \_\_\_\_\_

**B. EMPLOYMENT INFORMATION**

B-1. Employer: \_\_\_\_\_

B-2. Address: \_\_\_\_\_

B-3. City: \_\_\_\_\_

B-4. State: \_\_\_\_\_ B-5. Zip: \_\_\_\_\_

B-6. Employer's Telephone #: \_\_\_\_\_

B-7. Contact Person: \_\_\_\_\_

B-8. Start Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

B-9. Starting Hourly Wage: \$ \_\_\_\_\_

B-10. Hours Per Week: \_\_\_\_\_

B-11. Current Occupation:

- 1. Managerial
- 2. Professional
- 3. Technician or Related Support
- 4. Marketing or Sales
- 5. Office or Clerical
- 6. Craft Worker
- 7. Operative
- 8. Laborer
- 9. Service Worker
- 10. Other

**C. HEALTH INSURANCE STATUS**

C-1. What is the client's health insurance status (at the time of initial job placement)? [Check all that apply.]

- 1. None
- 2. Medicaid
- 3. Medicare
- 4. Private Health Insurance Obtained Through Client's Job
- 5. Private Health Insurance Obtained Through Another Source
- 6. Other: \_\_\_\_\_

**D. HOUSING SITUATION**

D-1. What is the client's housing situation (at the time of initial job placement)?

- 1. Street
- 2. Shelter
- 3. Institutionalized
- 4. Friends/Relatives
- 5. Transitional Housing
- 6. Subsidized Permanent Housing
- 7. Unsubsidized Permanent Housing
- 8. Other \_\_\_\_\_

**E. CLIENT'S ADDRESS AND TELEPHONE NUMBER**

E-1. Address: \_\_\_\_\_

E-2. City: \_\_\_\_\_

E-3. State: \_\_\_\_\_ E-4. Zip: \_\_\_\_\_

E-5. Home Telephone #: \_\_\_\_\_

E-6. Work Telephone #: \_\_\_\_\_

**F. NAME AND TELEPHONE NUMBER OF RELATIVE**

F-1. Name: \_\_\_\_\_

F-2. Telephone #: \_\_\_\_\_

**G. FRIEND OR OTHER SOCIAL CONTACT**

G-1. Name: \_\_\_\_\_

G-2. Telephone #: \_\_\_\_\_

Form completed by: \_\_\_\_\_

Date completed (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

# FORM 4: 13-WEEK FOLLOW-UP ON INITIAL JOB PLACEMENT

## A. CLIENT IDENTIFIERS/BACKGROUND

- A-1. Project: \_\_\_\_\_
- A-2. Client ID: \_\_\_\_\_
- A-3. Last Name: \_\_\_\_\_
- A-4. First Name: \_\_\_\_\_ A-5. MI: \_\_\_\_\_
- A-6. If unable to obtain information from either the client or employer at 13 weeks, please check: \_\_\_\_\_

## B. RECENT EMPLOYMENT EXPERIENCE

- B-1. During the last 13 weeks, approximately how many weeks has the client been regularly employed either full- or part-time?  
\_\_\_\_\_ Weeks
- B-2. During the 13th week after initial job placement was the client:  
\_\_\_ 1. Employed (Full- or Part-time)  
\_\_\_ 2. Unemployed  
\_\_\_ 3. Not in the Labor Force
- B-3. During the 13th week, how many jobs did the client hold?  
\_\_\_\_\_ Number of Jobs Held
- B-4. During the 13th week, how many hours was the client working in all jobs?  
\_\_\_\_\_ Hours
- B-5. During the 13th week, what was the client's gross (before tax) weekly earnings from all jobs (including wages, tips, bonuses and overtime)?  
\$ \_\_\_\_\_ Weekly Earnings
- B-6. Is the client employed by the same employer that JTHDP placed the client with 13 weeks ago?  
\_\_\_ 1. Yes [Go to Question C-1-->]  
\_\_\_ 2. No [Go to Question B-7-->]
- B-7. Why did the client leave the initial JTHDP job placement?  
\_\_\_ 1. Terminated/Fired  
\_\_\_ 2. Quit  
\_\_\_ 3. Laid Off  
\_\_\_ 4. Don't Know

C. EMPLOYMENT INFORMATION - Provide data on job held during 13th week after initial job placement from which the client had the most earnings. If not employed leave blank.

- C-1. Employer: \_\_\_\_\_
- C-2. Address: \_\_\_\_\_
- C-3. City: \_\_\_\_\_
- C-4. State: \_\_\_\_\_ C-5. Zip: \_\_\_\_\_
- C-6. Employer's Telephone #: \_\_\_\_\_
- C-7. Contact Person: \_\_\_\_\_
- C-8. Start Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_
- C-9. Hourly Wage: \$ \_\_\_\_\_
- C-10. Hours Per Week: \_\_\_\_\_
- C-11. Occupation Code:  
\_\_\_ 1. Official or Managerial  
\_\_\_ 2. Professional  
\_\_\_ 3. Technician or Related Support  
\_\_\_ 4. Marketing or Sales  
\_\_\_ 5. Office or Clerical  
\_\_\_ 6. Craft Worker  
\_\_\_ 7. Operative  
\_\_\_ 8. Laborer  
\_\_\_ 9. Service Worker  
\_\_\_ 10. Other

## D. HEALTH INSURANCE STATUS

- D-1. What is the client's health insurance status (at 13 weeks after initial job placement)? [Check all that apply.]
- \_\_\_ 1. None  
\_\_\_ 2. Medicaid  
\_\_\_ 3. Medicare  
\_\_\_ 4. Private Health Insurance Obtained Through Client's Job  
\_\_\_ 5. Private Health Insurance Obtained Through Another Source  
\_\_\_ 6. Other: \_\_\_\_\_

## E. HOUSING SITUATION

- E-1. What is the client's housing situation (at 13 weeks after initial job placement)?
- \_\_\_ 1. Street  
\_\_\_ 2. Shelter  
\_\_\_ 3. Institutionalized  
\_\_\_ 4. Friends/Relatives  
\_\_\_ 5. Transitional Housing  
\_\_\_ 6. Subsidized Permanent Housing  
\_\_\_ 7. Unsubsidized Permanent Housing  
\_\_\_ 8. Other \_\_\_\_\_

Form completed by: \_\_\_\_\_  
Date completed (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

# FORM 5: SUMMARY OF SERVICES AND TERMINATION CHECKLIST

## A. CLIENT IDENTIFIERS/BACKGROUND

- A-1. Project: \_\_\_\_\_
- A-2. Client ID: \_\_\_\_\_
- A-3. Last Name: \_\_\_\_\_
- A-4. First Name: \_\_\_\_\_ A-5. MI: \_\_\_\_\_

[Note: In Sections B-F, mark an "X" next to each of the services received or outcomes achieved by the client during the reporting period.]

## B. TRAINING SERVICES

- 1. Remedial Educ./Basic Skills/Literacy
- 2. Job Search Ass't/Job Preparation Training
- 3. Job Counseling
- 4. Work Experience/Transit. Employment
- 5. On-the-Job Training (OJT)
- 6. Vocational/Occupational Skills Training
- 7. Other: \_\_\_\_\_

## C. SUPPORT SERVICES

- 1. Transportation
- 2. Food/Meals
- 3. Personal Needs
- 4. Clothing/Work Equipment
- 5. Money Management/Budgeting
- 6. Self-Esteem/Motivation/Attitude Development
- 7. Independent Living/Life Skills
- 8. Drug Abuse Treatment/Counseling
- 9. Alcohol Abuse Treatment/Counseling
- 10. Mental Health Treatment/Counseling
- 11. Other Health Services
- 12. Day Care
- 13. Advocacy
- 14. Other: \_\_\_\_\_

## D. HOUSING SERVICES

- 1. Emergency Housing Assistance
- 2. Transitional Housing Placement
- 3. Permanent Housing Placement
- 4. Security Deposits/Rent Assistance
- 5. Assistance with Furnishings/Moving
- 6. Housing Assistance Counseling
- 7. Other: \_\_\_\_\_

## E. PLACEMENT AND POSTPLACEMENT SERVICES

- 1. Job Development
- 2. Direct Placement
- 3. Supported/Sheltered Employment
- 4. Training After Placement
- 5. Postplacement Follow-up Services
- 6. Self-Help Support Groups
- 7. Mentoring
- 8. Other: \_\_\_\_\_

## F. OTHER POSITIVE CLIENT OUTCOMES

- 1. Completed Remedial/Basic Education/Literacy Training
- 2. Completed GED/High School
- 3. Completed Vocat./Occupation Training
- 4. Completed Work Experience/Transitional Employment
- 5. Continued Sheltered/Supported Employment
- 6. Completed OJT
- 7. Completed Independent Living/Life Skills Instruction
- 8. Obtained Govt. Entitlements (SSI, etc.)
- 9. Other: \_\_\_\_\_

## G. CLIENT TERMINATION INFORMATION [COMPLETE ONLY IF CLIENT TERMINATES FROM JTHDP]

G-1. Client Date of Termination from JTHDP (MM/DD/YY):  
\_\_\_\_/\_\_\_\_/\_\_\_\_

G-2. At the time of termination from JTHDP was the client:

- 1. Employed (Full- or Part-time)
- 2. Unemployed
- 3. Not in the Labor Force
- 4. Unknown

G-3. What was the client's housing situation (at the time of termination from the program)?

- 1. Street
- 2. Shelter
- 3. Institution
- 4. Friends/Relatives
- 5. Transitional Housing
- 6. Subsidized Permanent Housing
- 7. Unsubsidized Permanent Housing
- 8. Other \_\_\_\_\_
- 9. Unknown

G-4. In total, how many hours of training services did the client receive between the date of enrollment and termination?  
\_\_\_\_\_ Hours of Training

Form completed by: \_\_\_\_\_

Date completed (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

## TELEPHONE TECHNIQUE

- (1) Good Morning (afternoon). May I please have the name of the person who does the hiring? (Jot down the name).
- (2) My name is \_\_\_\_\_  
To whom am I speaking, please? (Jot down the name.)
- (3) Mr./Ms. \_\_\_\_\_, may I please speak to Mr./Ms.  
\_\_\_\_\_
- (4) Hello Mr./Ms. (person doing the hiring). My name is \_\_\_\_\_ and I am calling to see if you have a job for a qualified \_\_\_\_\_
- (5) If there is an opening, and you are asked questions regarding experience, transportation, etc., answer the questions briefly and offer appointment times for an interview.

**Example: (Experience)**

I have one year experience. Would 9 o'clock or 10 o'clock be more convenient for an interview?

**Example: (Transportation)**

Do you have your own transportation?

I have \_\_\_\_\_. Would 10:30 or 11:15 be more convenient for an interview?

End conversation with: My name is \_\_\_\_\_ and I will be at your place promptly at \_\_\_\_\_ (whether time was set).

- (6) (If there was not an opening): Would you know of anyone hiring a qualified \_\_\_\_\_ at this time?  
  
(If "no" again): Would it be okay Mr./Ms. \_\_\_\_\_ if I call back in the near future to see if the situation has changed?
- (7) Thank you very much. It's certainly been a pleasure talking with you.

# JOB SEARCH DAILY LEADS FORM

<b>VOCATIONAL CHOICES:</b> 1. _____ 2. _____ 3. _____
--

CLIENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

Company Name \_\_\_\_\_ Source \_\_\_\_\_

Position \_\_\_\_\_ Vocational Choice \_\_\_\_\_

Contact Person \_\_\_\_\_ His/Her Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone# \_\_\_\_\_

Action Taken \_\_\_\_\_

RESULT \_\_\_\_\_

---

---

Company Name \_\_\_\_\_ Source \_\_\_\_\_

Position \_\_\_\_\_ Vocational Choice \_\_\_\_\_

Contact Person \_\_\_\_\_ His/Her Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone# \_\_\_\_\_

Action Taken \_\_\_\_\_

RESULT \_\_\_\_\_

---

---

Company Name \_\_\_\_\_ Source \_\_\_\_\_

Position \_\_\_\_\_ Vocational Choice \_\_\_\_\_

Contact Person \_\_\_\_\_ His/Her Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone# \_\_\_\_\_

Action Taken \_\_\_\_\_

RESULT \_\_\_\_\_

---

---

LEAVING _____	ANTICIPATED RETURN _____	JOB DEVELOPER'S INITIALS _____
ACTUAL RETURN _____	JOB DEVELOPER'S SIGNATURE _____	



# PLACEMENT INFORMATION

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone # \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Wage: \_\_\_\_\_

Health Insurance:  None  ACCESS  Employment  Private  Other \_\_\_\_\_

Number of Hours/Week: \_\_\_\_\_ DOT: \_\_\_\_\_ SIC: \_\_\_\_\_

## Employment Classification:

Top Vocational Choice  Choice #1  Choice #2  Non-related Vocation  Under-employed

## Occupation:

(1) Managerial  (2) Professional  (3) Technician/Related  (4) Marketing/Sales

(5) Office/Clerical  (6) Craft Worker  (7) Operative  (8) Laborer

(9) Service Worker  (10) Other \_\_\_\_\_

Training Placement:  OJT/End Date \_\_\_\_\_ Training/End Date \_\_\_\_\_

Verified By: \_\_\_\_\_

PLACEMENT FOLLOW-UP			
20 Day Due: _____	20 Day Done: _____	By _____	With _____
Working? Y N	Wage: _____	Not willing to verify by phone _____	Sent letter on: _____
Shelter at 20 days _____	Comments: _____		
60 Day Due: _____	60 Day Done: _____	By _____	With _____
Working? Y N	Wage: _____	Not willing to verify by phone _____	Sent letter on: _____
Shelter at 60 days _____	Comments: _____		
90 Day Due: _____	90 Day Done: _____	By _____	With _____
Working? Y N	Wage: _____	Not willing to verify by phone _____	Sent letter on: _____
Shelter at 90 days _____	Comments: _____		
Total Number of Days Worked: _____		As of: _____	

Materials from a  
Job Search Workshop

“Start Here”  
by Shirley Sloan Fader

## FIELDING TOUGH QUESTIONS

Here's what job interviewers ask and what they really want to know about you.

---

Have you ever noticed the two different types of TV talk-show guests? One type works so hard: He sits there concentrating on the interviewer's questions, then struggles to come up with entertaining replies. Often he flounders so pitifully that it's a relief when the host cuts away for an ad.

The other kind of guest may not be more intelligent, yet this person seems relaxed, and no matter what questions are lobbed at her, she's ready with an interesting response. She makes both the interviewer and you, the viewer, feel comfortable.

At a job interview your goal is the same -- to look relaxed and make the interviewer feel comfortable and glad to be with you. With that atmosphere you can go far toward convincing the job interviewer that you will fit the job and the company. Without that atmosphere, you may have excellent job skills but make the interviewer feel tense and anxious to “switch guests” to another applicant.

How do the relaxed TV guests manage it? They use a technique that you can use in your job interview. They come prepared with ideas, anecdotes, information. No matter what the question, they turn it to suit their prepared answers. When a troublesome question is asked, they say something like “Yes, well, that's certainly important. It brings to mind .....” And off they go on some predetermined topic they feel competent to discuss.

At a job interview you can't flout and ignore questions, but like the organized TV guest you can turn difficult queries toward answers you've prepared.

You won't be spouting memorized precise replies. You've prepared in the sense that you've thought through answers to the kinds of questions you can expect in an interview. By having answers for those questions, you'll be able to handle the unexpected ones.

Take the typical interview query, “Why are you interested in this job?” Prepare your reply and you're ready for any variation such as: “What do you think you can contribute here?” “What makes you think this job (organization) is right for you?” and even for a shocker like, “What makes you think you're so wonderful that we should hire you over all the others?”

For all these questions and their other permutations, your basic, “Why are you interested in the job?” answer applied. (You'll state your prime reasons, with extra subsidiary reasons in reserve in case they keep asking the questions from many angles.) For the shocker question, you can extricate yourself as the expert TV guest and on into your pleasant, prepared response.

Say you think you're competent, not “wonderful.” You're the candidate for the job because.... And there you are -- back in the territory of your prepared ideas for why you're well-qualified for the position.

## **THE NINE QUESTIONS THEY LIKE TO ASK**

In the August 1984 "Start Here" column we discussed pre-interview research of the organization, job, people. Without it no amount of quick thinking will be sufficient. You won't have the necessary basic information to build your answers on. So, assuming you've done your homework, here are some of the most frequently asked job interview questions and answers interviewers are probably looking for.

### **1. What is your experience?**

**Really means:** Tell me what you know and what you've done in previous jobs that will be useful in handling this job.

Everyone has a range of experience and knowledge. The approach here is to build on your preliminary research and stress the details of your experience that match the job's major needs.

A woman who applied at her local community college to teach evening-session accounting course ignored this basic rule. She missed out on a job she could have had. Taking the "What is your experience?" question literally, she loaded the interviewer with her in-depth accounting experience. She realized too late that she had positioned herself in the interviewer's mind as "accounting" and "not right for the Introduction to Business course we need." By emphasizing other details of her experience, she could have positioned herself with total honesty as "exactly right" for the business course.

**You'll also want to touch on all parts of your experience that seem necessary for the job. As you do, be alert for the follow-up questions. When the interviewer asks, "what do you mean you've had client experience?" that's a hot clue. You're on to something important in the prospective job.**

Before launching into your answer, try pinpointing the target precisely by reversing the questions. "What kind of client work is a problem in this job?" When the interviewer tells you he or she has difficulty getting clients to supply project information on time, you have your answer. You'll dwell on your excellent record of retaining difficult clients while keeping them prompt, cooperative and content.

"What is your experience?" is an extremely valuable question for you. As soon as you tie your abilities to high-priority needs of the position, you become a top candidate.

### **2. Why are you interested in this job?**

**Really means:** If I hire you, will you be able to manage the problems involved.

Again, draw on your research and your common-sense understanding of what a job like this requires. A general reply that you're interested in challenge and accomplishment and believe this job will allow you to "contribute" is empty and unconvincing. Zero in on how you can contribute to the specific problems and goals.

**One young woman who applied for a coveted advertising agency position as assistant to an account supervisor was offered the job after successfully answering only two questions at her job interview.**

For this particular position, there previously had been a two-week parade of applicants who didn't get the job.

The woman who was hired answered the why-are-you-interested-in-this-job question with, "I'm interested in this job because I want to learn and become an ad executive. This is a medium-sized agency where I think I'll be exposed to a wider range of responsibilities than I would at a large agency. Considering the accounts you have, such as .... (she named some accounts she'd learned in her research), I think I'd learn a great deal working here." For the first question about her experience, she had mentioned how her college degree would be of value to the employer: "..... gives me the training to handle the problems and decisions you'd expect of me."

She had also used a value-to-the-employer response when describing her quality office skills .... "for the tremendous amount of routine paperwork I know goes with that kind of position."

Her new boss says, "By then I knew she could handle all the parts of the job and that she understood exactly what her work days would be like. I didn't need to know any more. I hired her."

### **3. Tell me about yourself.**

Really means: Tell me what you can do for this company and how well you'll fit in here if we hire you.

What image and skills do you need for this job? If it's a sales rep job, you concentrate on previous sales experience and personal characteristics that fit the job: "Even when I sold part-time when I was in school, I enjoyed developing strategies that would move the product faster." "I enjoy the back-and-forth pressures that go with selling." Talk about how you met and surpassed your sales quota.

In any job, basic traits that are always useful to mention include, "I'm very healthy; rarely miss a day," and "I work well with a wide variety of people." Instead of an unbroken list of self-described talents, vary it with quotes from others: "My bosses always tell me I'm quick to learn/a very hard worker/good at delegating."

For traits that are extremely important to the job, be ready with some brief examples. Claiming to be good at solving human-relations problems, for example, becomes much more convincing when you add, "My boss asked me to analyze our high turnover. I did and recommended remedies that were adopted. Turnover dropped 60%."

Be cautious about admitting that you're not good at something. What you consider below par may be a level of competence that the interviewer would have considered adequate.

### **4. What is your greatest strength? Variation: What parts of your last jobs did you most enjoy?**

Really means: Are you good at any of the things we have a problem with and are important to this job?

Again, through your research and through listening to the interviewer's reactions as you proceed, you should have an idea of what the company needs.

Perhaps you've learned that the previous person in the job was fired for being disorganized. The interviewer is going to be impressed when you explain you're a very organized person who seems to find it easy to keep your own work and subordinates' work accurate and on schedule.

**5. What is your greatest weakness? Variation: What kinds of things have you been criticized for in previous jobs?**

Really means: Don't tell me you're perfect. I won't believe it.

Do not confess your real problems. Choose a "weakness" or criticism that really is a strength that is need for the job under discussion. Does the job require you to spend six hours a day on the phone? Confess you find it difficult to lock yourself away all day with paperwork but never seem to tire with job tasks that involve communicating with others.

Confess you have a "thing" about promptness in getting your assignments done on time. Admit that you're sometimes kidded for getting so involved in what you're doing you forget to take your coffee break.

**6. Why do you want to change jobs?**

Really means: Now I'm going to find out what kinds of trouble we can expect from you if we hire you.

Sometime this is an easy question. Your company has been absorbed or gone out of business. Or the company is family-owned and no further promotions are open to outsiders. Say so. The interviewer will understand. When there are touchy problems, never bad-mouth. It boomerangs and makes you look like a troublemaker. Interviewers tend to identify with your past employer and will be put off by your complaints of impossible bosses and wretched working conditions -- even if they're documented and true.

Disguise the sensitive difficulties of your present job in positive language. If the job is a stupid, repetitive, dead-end position, say you've learned all that is possible from it and are looking for a chance to apply your abilities to greater challenges. Use the same reply to cover a situation where you're leaving because your boss is a foul-mouthed tyrant. If appropriate in the context of your conversation, move from a sanitized version of what's wrong with your present employment to what attracts you to this job. Sometimes the truth is there's nothing very wrong with your present situation. It's just that this job seems better because .... and you're back again to "Why do you want this job?"

**7. What kinds of personal crisis have forced you to miss work days?**

Really means: This often is an attempt to circumvent the equal-opportunity law that forbids questions about marital status and children.

Don't fall into the trap. Mention some one-time crisis not related to your children. Use something personal such as the day your tooth-filling fell out and you had to take two hours off to go to the dentist.

You are under no obligation to say whether you are married, single, divorced, or if you have children. But since they're probing, if you can give them a positive reply, do so.

If it's true, you can say that you have no children and no plans to have any in the near future. If you have children, you might want to answer the unmasked questions by explaining that you've had an excellent child-care arrangement for years.

**8. What are your interests outside of work?**

Really means: Will your leisure activities embarrass us or interfere with you giving us your best?

Choose the parts of your life the interviewer wants to hear about. This is not the place to say you spend every free moment building a network of political cronies in hopes of a political appointment. The interviewer instantly will visualize you on the phone building your network on company time. Neither is it the time to confess that wilderness mountain climbing is your most compelling leisure activity. The potential employer will see six figure medical benefits health bills in case of a mishap. Describe the interests that enhance your value to the company -- you're active in the park redevelopment fund where you're on friendly terms with several of their good customers. At the very least, keep to something neutral such as you swim regularly to keep fit.

**9. What salary do you expect?**

Really means: Let's see if we can get you at rates favorable to us? Also: Am I wasting my time interviewing someone who wants a salary far beyond what we're going to pay?

Ideally, you'll respond to this question only after you've received a job offer. Lacking the ideal, put it off as long as possible.

If possible, have the interviewer suggest a salary. You always can negotiate for a very different amount if the suggestion is unacceptable.

Parry it with the reply that you need to explore the responsibilities and opportunities of the job before you can know what salary to expect. The more committed the employer is to wanting you when you come to salary, the more flexibility there will be. Whereas a too-high salary request early in your discussion might have killed the interview, a high request after the job offer is made will produce a sincere discussion.

By prying a salary figure from the interviewer you are saved from asking for less than the company expected to pay.

**WHAT CAN YOU DO FOR THEM?**

If you go back over the real meaning of each question, you'll see a common denominator. On the surface each question appears to be about you. In truth, each question is an attempt to discover what you can do for the employer. For an organization that is contemplating putting its responsibilities in your hands while paying you a salary, it's a reasonable attitude.

Whatever the question, take a moment to think, "In the area they're asking about, what part of my life would be most useful to them?" Discuss that part. You'll be giving the interviewers what they're seeking. Consequently, soon they will give you what you're seeking: an offer of a good job.

## Q: WHY DO YOU WANT TO WORK HERE?

**Twenty-one good answers to help you master even the most grueling employment interview.**

**by Theodore Pettus**

Most job hunters make two devastating mistakes when they are being questioned in an interview. First, they fail to listen to the question. They proceed to annoy the interviewer by giving out a lot of superfluous information.

Second, and more important, they attempt to answer questions with virtually no preparation. The glibbest person on earth, even the most skilled debater, cannot answer questions off the cuff without damaging his or her chances of success.

Theodore Pettus acquired his interviewing expertise at some of New York's best advertising agencies. He is now a free lance writer. This article is excerpted from *One to One: Winning the Hiring Decision*, Copyright 1979 Focus Press, Box 895, 1990 Broadway, New York, N.Y. 10023. It will be published by Random House.

What follows are a number of questions that various surveys have indicated are asked most often, regardless of the job classification. Study them closely, develop strong responses, and your candidacy will receive prime consideration.

1. "**Why do you want to work here?**" Because you have done homework on the company, you know exactly why you want to work here. All you must do is organize your reasons into several short, hard-hitting sentences. "Your management is farsighted enough to reinvest the company's profits so that soon you will be the leader in the category."
2. "**Why should I hire you?**" The interviewer asking this question does not want a lengthy regurgitation of your resume. She is not yet asking for a barrage of facts and figures. She is interested in testing your poise and confidence. Give her a short, generalized summary. "I have the qualifications to do the job that has to be done and my track record proves it." Or, "I know that this is the job for me and that I will be successful."
3. "**What interests you most about this position?**" Give a truthful, one- or two-word answer like, "the future." "The challenge." "The competitiveness." "The environment." This response will force the employer to ask you to explain, giving you yet another opportunity to demonstrate your profound knowledge of the company.
4. "**Would you like to have your boss's job?**" By all means, "Yes!" Ambitious, hungry people are always preferred over those willing to settle for a safe routine. If you sense this answer threatens your interviewer's security, you might add, "When I am judged qualified," or "Should an opening develop in several years."
5. "**Are you willing to go where the company sends you?**" Obviously this is being asked because they have every intention of shipping you off. If you answer, "No", you will probably not get hired. If you answer "Yes", understand that once you are a trusted employee you may be able to exert the necessary leverage to avoid the less desirable out-of-town assignment.



6. **“What kind of decisions are most difficult for you?”** Be human and admit that not everything comes easily. But be careful what you do admit. “I find it difficult to decide which of two good men (women) must be let go.” “It is difficult for me to have to tell a client that he is running his business badly.”

7. **“How do you feel about your progress to date?”** Never apologize for yourself. “I think I’ve done well, but I need new challenges and opportunities.” This is a good time to drop hero stories. “No one in my company has advanced as fast as I have.” “I think you’ll agree, I’ve accomplished quite a bit in the last five years.”

8. **“How long will you stay with the company?”** A reasonable response might be, “As long as I can continue to learn and grow in my field.”

9. **“Have you done the best work of which you are capable?”** This is best answered with some degree of self-effacement. “I would be lying to you if I told you I was perfect, but I have tackled every assignment with all my energy and talents.” Or: “I am sure there were times when I could have worked harder, or longer, but over the years I’ve tried to do my best and I believe I have succeeded.”

10. **“What would you like to be doing five years from now?”** To answer this question, make sure you know exactly what can and cannot be achieved by the ideal candidate... If you see yourself at another company or in another department of the company you are presently interviewing with, tread lightly. You can’t afford to tell your interviewer that you believe you’ll be more successful than she is.

11. **“What training/qualifications do you have for a job like this?”** Deliver a short, fact-filled summary of the two or three most important qualifications you have. “I have a background in accounting. I’ve demonstrated proven selling skills. I’m capable of handling several projects simultaneously.”

12. **“Why do you want to change jobs?”** This is one of the first questions interviewers ask. Be sure you are ready to answer it satisfactorily. If you’re currently in a dead-end position, locked out of advancement opportunities, explain this. The interviewer will understand. If your job has become a routine, void of learning experiences, she’ll accept that. If you feel your present employer is losing ground to competition, through no fault of your own, she’ll accept that too.

13. **“Why do you want to change your field of work?”** Before your interview spend one hour and organize these reasons into a written statement. Memorize this to deliver it, because you will certainly be asked. Your explanation should include:

- A. How your previous work experience will contribute to your new career.
- B. What excites you most about this new field.
- C. How you came to make this career change decision.

14. **“Why were you out of work for so long?”** If there is a gap in your resume you must be prepared to explain what you were doing in that period. Until you have satisfied your interviewer’s curiosity, you will not get hired. If you were fired and have spent the last year looking for a job without success, you will understand an employer’s reluctance to hire you. If, on the other hand, you explain what you have learned or accomplished during this hiatus, she will warm to your candidacy. For example, “I have taken several courses to strengthen my skills in ...” or, “I used this period to re-examine my goals and have reached this conclusion ...” The interviewer must have a positive explanation.

15. **“Why have you changed jobs so frequently?”** This question is crucial. In fact, an unsatisfactory answer to this one is among the reasons why applicants fail to get the jobs they want. You must convince your interviewer that your job-hopping days are over. If you feel you made a mistake leaving previous jobs tell her so, while at the same time reminding her that your job performance was never in question. She’ll appreciate your candor. If something in your personal or business life has recently changed and would affect your stability in the future, come right out with the facts. She’ll be anxious to hear.

16. **“Have you ever hired or fired anyone?”** You are being asked this question for two important reasons. First, to determine whether you are capable or performing these duties. Second, to determine if the previous experience you have described was at a high enough level to include hiring/firing. You must make a considerable effort to convince the interviewer that you are capable of performing in this area.

17. **“How have you helped sales/profits/cost reductions?”** Have your hero stories ready and be willing to prove that you have made significant contributions in one or more of these basic areas. Again, keep your explanations short and try to include specific dollar amounts.

18. **“Why aren’t you earning more at your age?”** This question, a current favorite, can frighten the wits out of an unsuspecting applicant. One of the following suggested responses should cover your situation: “I have been willing to sacrifice short-term earnings because I felt that I was gaining valuable experience.” “I have received (been promised) company stock (or other benefits) in lieu of an increase in salary.” “I have been reluctant to gain a reputation as a job-hopper, preferring instead to build my career on solid, long-term achievement.”

19. **“How many people have you supervised?”** Similar to the “hired or fired” question, the interviewer is trying to determine the depth of your experience. Be careful not to exaggerate.

20. **“What are the reasons for your success?”** It is best to keep this answer very general, permitting your interviewer to probe more deeply if she wishes. Offer a short list of positive character traits that describe you. “I like to work hard.” Or “I get along with all kinds of people and I know how to listen.” Or “I pay close attention to details. I know how to watch costs and I can keep difficult customers smiling.”

21. **“What kind of experience do you have for this job?”** Summarize four or five key areas of experience which you could bring to your new job. Demonstrate to the interviewer specifically how each one helps solve her problems. For example, “My experience in new product introductions will be very helpful to your entire marketing effort.” “My industrial design background will strengthen your sales force capability in dealing with large clients.”

## I NEED TO HIRE SOMEONE WHO IS ....

Remember the old saying, "You really don't know someone until you walk a mile in his moccasins?" Let's walk a mile in a typical employer's moccasins for a while.

Pretend that you are the owner of a hardware store. You and your spouse worked very hard for 15 years to buy the store, and now the business is growing and prospering. In fact, you're getting so busy that you need to hire another salesperson.

There are many reasons why the store is doing so well, but the biggest one is repeat business. Customers like the store and the service they get, so they come back again and again. The customers especially like the fast and courteous service that your employees give them. Everyone in the store always seems friendly and helpful. You know that you have a good crew, and that your employees work well together as a team. But a while back you had some trouble.

You hired a man named Dennis, and he just didn't seem to fit in. He argued with you when you asked him to stock some shelves, and he didn't get along well with the customers or the other employees. Finally, after you spent a lot of time training him, he quits. So you have been burned and don't want that to happen again.

Because you're so busy, you don't really want to spend time training someone, so you'd like to find someone with hardware store experience. But if you could find just the right person, someone you could train quickly, you would be willing to hire him or her.

That "right person" would also have to be an early riser, because your store fills up the minute you open. Your customers like to get started on a job early in the day, so they stop by your store to pick up supplies beforehand. Things get pretty hectic in the mornings and on Saturdays, and sometime three or four customers will be waiting for service. This is one reason that you're hiring another employee. (Actually, you could probably use two.)

Many of the customers are do-it-yourselfers, so they often ask your employees for advice. Many have commented that your employees are always willing to spend time to find the right answer to a question. You feel that this is one reason they keep coming back to your store.

You conduct an inventory twice a year. During the last inventory, Dennis was there, and he miscounted many items. You and the other employees had to stay late to re-do the inventory. This made you angry, because it cost you extra wages and you missed your spouse's dinner. You sure don't want another employee like Dennis.

Besides that, the inventory showed some items missing, including a circular saw and an expensive electric drill. You're not positive, but you haven't missed any items since Dennis left, so you think he might be the culprit. So now you're sitting in the back room of the store at your desk, thinking about the kind of person you want to hire.

House District 14/15/16

Senate District 7

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

Log No: 21-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 JAN 29 A 10:07

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

STATE DEPARTMENT - DAGS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
**Kauai Economic Opportunity, Inc**

Dbas:

Street Address: 2804 Wehe Road  
Lihue, Hawaii 96766

Mailing Address: 2804 Wehe Road  
Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALFRED NEBRE, JR.

Title Youth Service Director

Phone # 808 245-4077 Ext 238

Fax # 808 245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

REPLACEMENT OF THE ROOF AT THE LIHUE EARLY LEARNING CENTER

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 77,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0.00  
 FEDERAL \$ 0.00  
 COUNTY \$ 0.00  
 PRIVATE/OTHER \$ 0.00

[Redacted Signature]

MABEL FERREIRO FUJIUCHI CEO

1/28/10

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

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## **Application for Grants and Subsidies**

### **I. Background and Summary**

Kauai Economic Opportunity, Incorporated (KEO) is a 501(c)(3) private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (KEO). KEO is committed to promoting grassroots participation to create social and Economic self-sufficiency among low-income families through a array of proven programs and services.

Over the past 44 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, and private funds. KEO serves as a catalyst by encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and mobilizing resources to have an impact on poverty. KEO has aggressively sought a multitude of service programs to cater to the needs of its clients. The programs and services offered by KEO include two Early Learning Centers – one at Lihue and another at Kalaheo, After School Programs, emergency shelter for homeless, transitional housing and other housing program, weatherization assistance, low-income home energy assistance, elderly nutrition, employment services, conflict mediation, persons-in-need assistance, homeless outreach and horticulture and others. The main goal of the Early Learning Center is to help pre-school age children make a smooth transition from home to school. And to provide care for working families.

The main goal of this request is to provide a safe and clean environment for the children attending the KEO Early Learning Centers (ELC), an environment which the center staff is able to successfully nurture the children and to insure peace of mind to the parents and families that choose KEO's childcare facility to care for the child. The current leaking roof has become a State of Hawaii licensing concern and if not repaired, this may jeopardize the licensing of the center. Therefore, removing a service vital to working families whose children attend Lihue Early Center.

Parents need to work to become self-sufficient and need reliable childcare to complete that need. KEO's purpose is to provide that service in a safe and fostering environment. Due to the 42 days of rain from February to April of 2006, the roof of the Lihue Early Learning Center (LELC) started leaking heavily and rain was seeping into the walls. The center was able to remain open but this was creating a safety hazard on the electrical wiring and forming of mold and mildew in the dry wall which could result in a health hazard. The Department of Human Services which licenses the center has monitored the situation. Although a handyman completed a temporary patch, contractors have indicated that there is a need to replace the roof due to age, design, and because the current roofing material is no longer being manufactured.

The target population includes working families who need affordable and dependable childcare. The geographic coverage includes the entire County of Kauai. We are

## II. Service Summary and Outcomes

### A. Scope of work, tasks, and responsibilities

As the Community Action Agency on Kauai, KEO, Inc. is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

*National Performance Indicator 1.1 – Employment*

*National Performance Indicator 1.2 – Employment Supports*

*National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization*

Goal 2. The conditions in which low-income people live are improved. (Community)

*National Performance Indicator 2.1 – Community Improvement and Revitalization*

*National Performance Indicator 2.2 – Community Quality of Life and Assets*

Goal 3. Low-income people own a stake in their community. (Community)

*National Performance Indicator 3.1 – Civic Investment*

*National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation*

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

*National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships*

Goal 5. Agencies increase their capacity to achieve results. (Agency)

*National Performance Indicator 5.1 – Broadening the Resource Base*

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

*National Performance Indicator 6.1 – Independent Living*

*National Performance Indicator 6.2 – Emergency Assistance*

*National Performance Indicator 6.3 – Child and Family Development*

For this project specifically, the National Goals and Performance Indicators are:

Goal 1. Low-income people become more self-sufficient. (Family)

*National Performance Indicator 1.2 – Employment Supports*

Through our Early Learning Centers, families can obtain child care in order to maintain employment. Without fixing the leak and replacement of the roof, it would cause a health hazard for our children to attend pre-school. It would also put a burden

on the parents because, we (KEO) would have to shut down the pre-school. This would also put parents out of work to stay home and care for their children.

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

*National Performance Indicator 6.3 – Child and Family Development*

Children enrolled in KEO’s Early Learning Centers participate in pre-school activities to develop school readiness skills. Graduates are developmentally ready to enter Kindergarten.

The main goal of this request is to provide a safe and clean environment for the 48 children that we have at KEO Lihue Early Learning Center. The students stay with us from 7 AM to 5 PM, Monday thru Friday (except on holidays), all year round and they deserve to have the best environment that can be provided to them. To be able to provide a safe, comfortable and attractive environment for both the students and staff, there is a need to change the roof at Lihue Early Learning Center.

**Work will include the following:**

**1. Replacing the roof of the Lihue Early Learning Center for 48 students.**

**B. Timeline**

Projected timeline will be as follows:

First Quarter:	Send out bids to providers
Second Quarter:	Award bid Preparation of Agreements
Third & Fourth Quarter	Roof Repair at LELC

**C. Quality Assurance and Evaluation**

KEO’s internal reporting procedures require monthly reporting of program progress towards performance goals and objectives. The report includes statistical and narrative sections. Actual accomplishments can be compared with the performance goals and any deviation or problems could be worked out to ensure quality and timely accomplishments of the project. KEO will also comply with any additional reporting requirements of the funding agency such as quarterly and final program reports. Reports will follow standards and time frame as measure of program management. In



**III. Financial**

**Budget**

See attached.

**Anticipated Quarterly Funding Requirement**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$7,000.00		\$70,000.00		\$77,000.00

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Kauai Economic Opportunity, Inc

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Contractual Services - Roof Replaceme	\$70,000			
10. Administrative	\$4,989			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>74,989</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>74,989</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	74,989	Brigitte Correia 808 245-4077		
(b)		[Redacted Signature]		
(c)		[Redacted Signature]		
(d)		[Redacted Signature]		
<b>TOTAL BUDGET</b>	<b>74,989</b>	Mabel Ferreiro-Fujiuchi, CEO Name and Title (Please type or print)		

Applicant/Provider: Kauai Economic Opportunity, Inc

RFP No.: \_\_\_\_\_

Period: July 1, 2010 - June 30, 2011 Date Prepared: 1/28/10

Contract No. (As Applicable): \_\_\_\_\_

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
	Chief Executive Officer	1	94496.00	1.00%	945
	Fiscal Officer	1	74064.00	1.00%	741
	Administrative Officer	1	55749.00	1.00%	557
	Planner	1	25158.00	1.00%	252
	Accountant	1	50328.00	0.75%	377
	Account/Administrative Clerk	1	37294.00	0.75%	280
	Administrative Clerk	1	19383.00	0.75%	145
	Janitor	1	15299.00	0.75%	115
	Intake Worker	1	21924.00	0.75%	164
				6.75%	
<b>TOTAL:</b>					3,576

JUSTIFICATION/COMMENTS:

Form SPO-H-206A (Effective 10/01/98)

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

Applicant/Provider: Kauai Economic Opportunity Incorporated

RFP No.: \_\_\_\_\_

Period JULY 2010 TO JUNE 2011

Date Prepared: 1/28/10

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	274.00
Unemployment Insurance (Federal)	As required by law		
Unemployment Insurance (State)	As required by law	1.21%	43.00
Worker's Compensation	As required by law	2.50%	89.00
Temporary Disability Insurance	As required by law	0.80%	29.00
SUBTOTAL:			435.00
<b>FRINGE BENEFITS:</b>			
Health Insurance	471 X 9 X 18%		763.00
Retirement		6%	215.00
SUBTOTAL:			978.00
<b>TOTAL:</b>			<b>1413.00</b>
<b>JUSTIFICATION/COMMENTS:</b>			

Applicant/Provider: Kauai Economic Opportunity, Inc

RFP No.: \_\_\_\_\_

Period: July 1, 2010 - June 30, 2011 Date Prepared: 1/28/10

Contract No. (As Applicable): \_\_\_\_\_

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
	Chief Executive Officer	1	94496.00	2.00%	1,890
	Fiscal Officer	1	74064.00	2.50%	1,852
	Administrative Officer	1	55749.00	2.50%	1,394
	Planner	1	25158.00	2.50%	629
	Accountant	1	50328.00	2.30%	1,158
	Account/Administrative Clerk	1	37294.00	2.20%	820
	Administrative Clerk	1	19383.00	2.00%	388
	Janitor	1	15299.00	2.00%	306
	Intake Worker	1	21924.00	2.00%	438
				18.00%	
<b>TOTAL:</b>					6,984

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kauai Economic Opportunity, Inc

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION - Replacement of Roof			74,989.00			
EQUIPMENT						
<b>TOTAL:</b>			<b>\$74,989</b>			
<p>JUSTIFICATION/COMMENTS: There is a need to repair the Lihue Early Learning changing it, it will create a safety and health hazard for our students.</p> <p>During the raining season, the roof leaks alot. This leak was cause by the heavy rains back in February - April 2006 and countinuous to leak when we go through our raining season.</p>						

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2010 to June 30, 2011

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

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



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

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

This proposal is a capital request & does not require staffing per se. However the program staffing as follows:

Lihue Early Center there is one (1) Head Teacher/Director; one (1) Teacher; one (1) Teacher's Assistant; and one (1) Teacher's Aide.

The Head Teacher/Director possesses a A.A. degree in early childhood education. Teacher acquired her CDA license in June 2009. Teacher and Teacher assistant are enrolled in PATCH classes to acquire their CDA license.

The Head Teacher and Teacher both have over 32 years employment at KEO's KELC. The teacher assistant and teacher's aid has a combine of 6 years of service working for KEO.

Additional substitutes staff have a combined of 10 years of employment for KEO.

The ELC staff attends USDA trainings to comply with the Hawaii Child Nutrition Programs guidelines. In addition, staff also receives training in CPR and First Aid.

The Chief Executive Officer (CEO) is responsible for the administration of the over-all legal, financial and program operations of the agency. The Fiscal Officer, Administrative Office and most of the Program Directors report directly to the CEO.

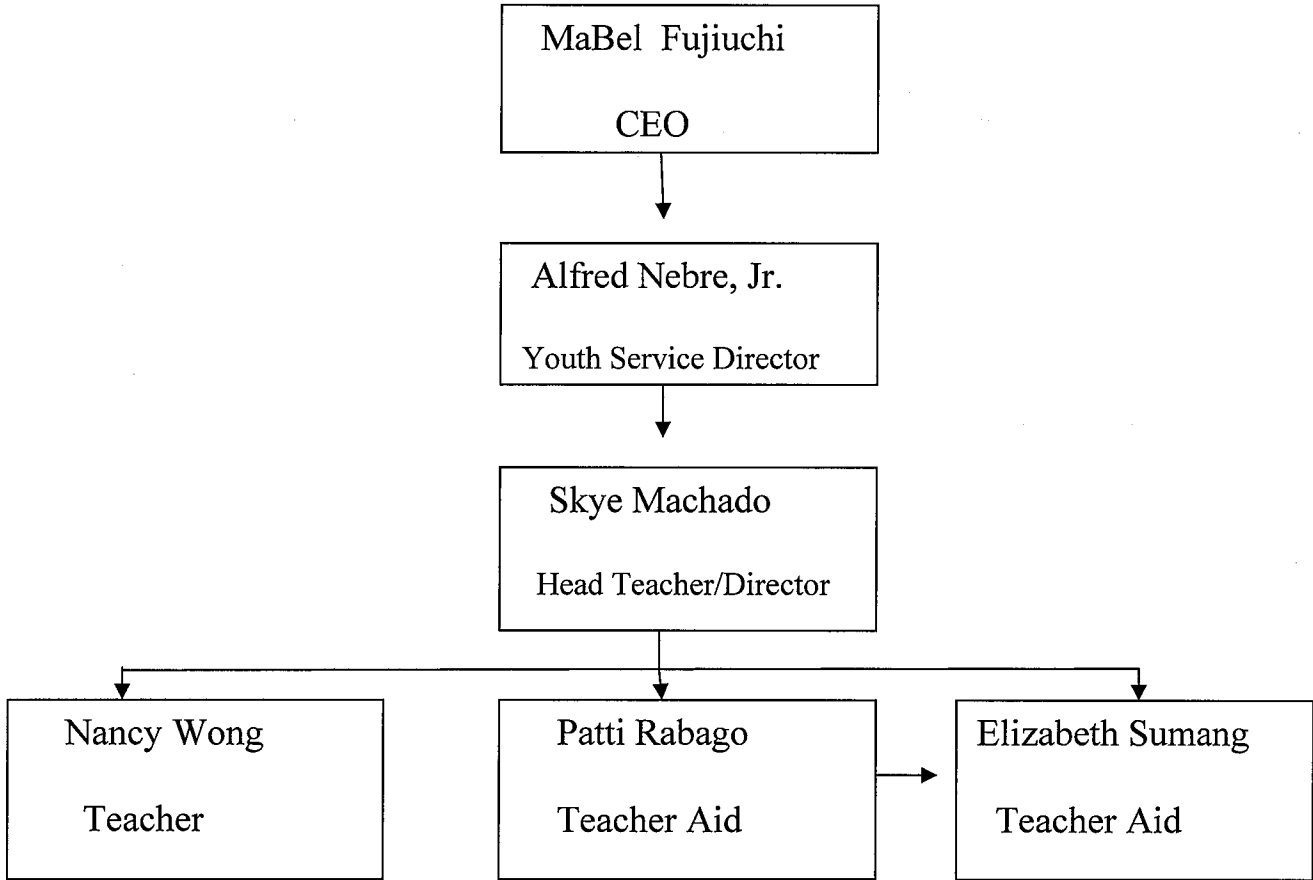
The Fiscal Officer is responsible for the administration of all financial operations of the agency, providing the fiscal support for all KEO programs and the supervision of the fiscal staff. All financial transactions are approved by the Fiscal officer and the CEO.

The Administrative Officer supervises the human resources operation of the agency and along with the administrative staff, provides administrative support to KEO programs.

The Youth Services Director oversees both centers. Previous to joining KEO, he worked for the Department of Veterans Services as a Veterans Counselor. He held supervisory and managerial positions in other agencies he worked with. Currently he is the Chairman for the Kauai Police Commission.

Plan for essential staff training for proper program management will include KEO's monthly evaluation, planning, and in-service training. In addition, the staff will attend training for job-related subjects such as Word, Excel, Access and other computer programs through the Work Force Development Center and the Kauai Community College.

**B. Organization Chart Lihue Early Learning Center**



Attached please find the "Organization-wide" charts.

**VI. Other**

**A. Litigation**

Kauai Economic Opportunity, Inc. is not currently involved in any litigation nor are any actions anticipated.

**B. Licensure or Accreditation**

Attached are the licenses for both the Lihue Early Learning Center and the Kalaheo Early Learning 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 ensuring the proper expenditure of the grant or subsidy.

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

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

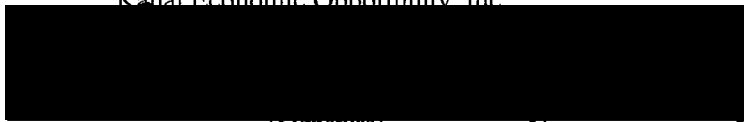
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Kauai Economic Opportunity, Inc



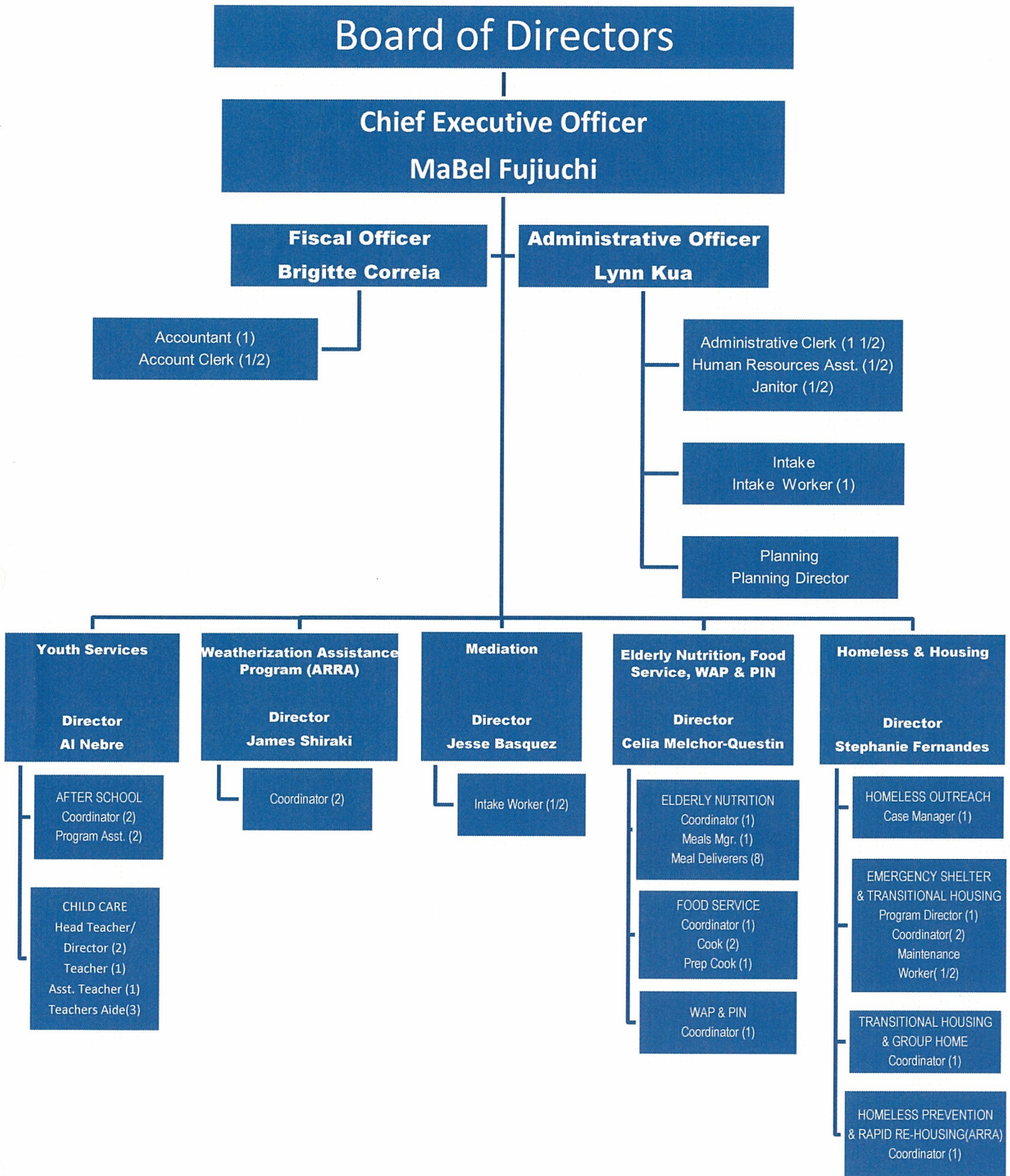
(Signature)

(Date)

MaBel Ferreiro Fujiuchi  
(Typed Name)

CEO  
(Title)

# Kauai Economic Opportunity, Incorporated



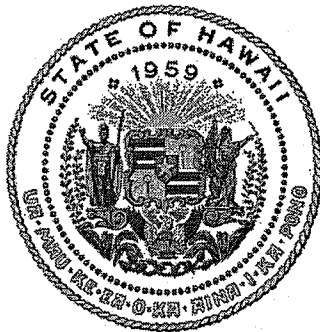
STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION

**LIHUE EARLY LEARNING CENTER**

is hereby granted a  
**Temporary Certificate**

014267

to operate a GCC - Preschool Program at  
4360 PAHEE ST, LIHUE, HI 96766  
for children not to exceed 48 in number. Said children shall be over 2 yrs & 9 mos of age and  
under 8 years of age. This certificate is issued in accordance with Section 346-161, Hawaii  
Revised Statutes, 1985, for the period beginning January 11, 2010, and ending July 10, 2010,  
unless sooner revoked for cause.



**LILLIAN B. KOLLER**

Director, Department of Human Services

Administrator

House District 14/15/16

Senate District 7

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

Log No: 22-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 JAN 29 A 10:07

"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 - HAWAII PUBLIC HOUSING AUTHORITY

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Dbas: KEO, INC.

Street Address: 2804 WEHE ROAD, LIHUE, HI 96766

Mailing Address: 2804 WEHE ROAD, LIHUE, HI. 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name STEPHANIE FERNANDES

Title PROGRAM DIRECTOR

Phone # (808) 245-4077 EXT. 228

Fax # (808) 245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MANA'OLANA EMERGENCY HOMELESS SHELTER AND TRANSITIONAL HOUSING PROGRAM

4. FEDERAL TAX ID \_\_\_\_\_

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 245,824.00

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 \$ 183,749.00

FEDERAL \$ 20,899.00

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

PRIVATE/OTHER \$ 9,023.00

  
MABEL FUJUCHI, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

1/28/10  
DATE SIGNED



## APPLICATION FOR GRANTS AND SUBSIDIES

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## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

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;

Kauai Economic Opportunity, Incorporated (KEO) is a 501 (c) (3) private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services. Over the past 44 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, and private funds. KEO serves as a catalyst by encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and mobilizing resources to have an impact on poverty. KEO has aggressively sought a multitude of service programs to cater to the needs of its clients. KEO's energy programs reflect the agency's ability to change with the needs of the clients and KEO resolves to address the needs.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs that provide a variety of services to the low-income, elderly, immigrants, and the jobless. (See attached KEO Brochure) KEO has further executed the acquisition and construction projects addressing specific needs that include the future rehabilitation/renovation project for the first emergency homeless shelter on Kauai and 8 additional transitional shelters units for families to start this year.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii).

The KEO Office has been located in Lihue for the past 14 years and was constructed through funding by the State and property leased to KEO for 20 years at no cost. Through an executive order from Governor Lingle, the property was recently turned over to the

County of Kauai who in turned leased this and the adjacent property, which has been developed into a emergency shelter and transitional housing for homeless to KEO for another 20 years at no cost.

2. The goals and objectives related to the request;

As a community action agency on Kauai, KEO is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.1 – Employment

National Performance Indicator 1.2 – Employment Supports

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

Goal 2. The conditions in which low-income persons live are improved. (Community)

National Performance Indicator 2.1 – Community Improvement and Revitalization

National Performance Indicator 2.2 – Community Quality of Life and Assets

Goal 3. Low-income people own a stake in their community. (Community)

National Performance Indicator 3.1 – Civic Investment

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

National Performance Indicator 4.1 – Expanding Opportunities through Community-wide Partnerships

Goal 5. Agencies increase their capacity to achieve results. (Agency)

National Performance Indicator 5.1 – Broadening the Resource Base

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

National Performance Indicator 6.1 – Independent Living

National Performance Indicator 6.2 – Emergency Assistance

National Performance Indicator 6.3 – Child and Family Development

For this project specifically, the National Goal and Performance Indicator is:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.1 – Employment

National Performance Indicator 1.2 – Employment Supports

Outcome: The number of low-income individuals or families served by community action who obtained employment.

When our homeless clients obtain jobs, their income will enable them to purchase goods, support businesses in our community, and increase tax revenue. KEO will be hiring a staff person for the Employment Specialist position, thereby adding a newly created job position in the community.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems (Family)  
National Performance Indicator 6.2 Emergency Assistance.

Outcome: The number of low-income individuals or families served by community action that sought emergency assistance and for which assistance was provided.

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

In response to the critical need for an emergency shelter for homeless individuals and families on Kauai, KEO rehabilitated existing buildings that are now being operated as an emergency homeless shelter, transitional housing units, and a training center that will provide necessary services such as employment services and lifeskills classes, health and nutrition classes, alcohol and substance abuse counseling, mental health counseling, and other training as needed. This is the first homeless emergency shelter to be established on Kauai.

The immediate benefit that the emergency homeless shelter and transitional housing program provide to our community is to assist unsheltered homeless people in crisis and living in dangerous, unsanitary conditions to transition into an emergency shelter, and assist them to resolve barriers toward self-sufficiency (especially little or no income) so they may be able to move into transitional housing or obtain and maintain permanent housing for the long-term.

4. Describe the target population to be served; and

The target population to be served are:

- Unsheltered homeless persons who have a primary nighttime residence that is a public or private place not designated for, or used as a regular sleeping accommodation for human beings, including beaches, parks, vehicles, and streets.
- Sheltered homeless persons who lack a fixed and adequate nighttime residence and have a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations (such as a church, emergency or transitional shelter) that provides temporary residence for people intended to be institutionalized.

- At-risk homeless persons who are being evicted from a private dwelling unit; and no subsequent residence has been identified; and lack resources and support networks needed to obtain access to housing.

5. Describe the geographic coverage.

The geographic location to be covered by this project is the island of Kauai. Kauai is located at the northern end of the Hawaiian Islands, approximately 100 miles northwest of Oahu. The island is 551 square miles and ranks fourth in geographic size among seven major islands. With a population of approximately 64,000, Kauai is a rural community that is supported primarily by a tourist industry and government.

## 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;

### EMERGENCY SHELTER

In response to the critical need for an emergency homeless shelter, KEO renovated buildings that are used as an emergency homeless shelter, certified kitchen and training center, and laundry for homeless individuals and families. Mana'olana homeless emergency shelter opened its doors in November 2007. The emergency homeless shelter is characterized by short-term stay at 6 week intervals, often nightly walk-in nature, with the option for the participant to enter into a case plan upon entry and community living quarters. Of 565 unsheltered homeless served by the KEO Outreach Care-a-Van in FY 2009, approximately 340 were served at the Mana'olana Emergency Homeless Shelter. A total of 32 homeless individuals were able to be placed in the transitional shelter at Mana'olana during that fiscal year ending July 31, 2009.

Unsheltered and emergency sheltered homeless persons will be admitted into the shelter with priority given to unsheltered homeless. Those who have a criminal record for sexual offenses, violent criminal history, and those with a drug record will not be admitted. Minor children will need to be accompanied by parent(s) or legal guardian.

The emergency homeless shelter will be opened 7 days per week, from 5 p.m. to 7 a.m. per day. Participants will be allowed to register with the staff on a first come first serve basis. There is a maximum capacity of 19 people in the shelter per night. Program intake will be conducted for new participants and information will be entered into the Homeless Management Information System. Staff will review the house rules with each participant. Dinner meals will be served from 5:30 p.m. to 6:00 p.m. KEO enlisted volunteers from churches and other organizations to assist in preparation and serving of meals. A professional security guard is contracted to be on duty from 10 p.m. to 6 a.m., seven days per week at this site.

After dinner activities will include, but not limited to lifeskills training, support group meetings, parenting sessions, and social activities. These activities may also be offered during the day and will be scheduled in the training center.

Case management appointments will be scheduled throughout the evening with program coordinators who will:

- Complete a KEO application form to establish eligibility for all KEO programs, and entered into the KEO Client Care system.

- Complete an assessment to determine needs, strengths, and barriers to obtaining and retaining housing
- Develop an Individual Service Plan that identifies goals and objectives toward self-sufficiency (i.e.housing, employment, mainstream benefits, education, health, financial)
- Follow-up and monitor progress with participant.

## TRANSITIONAL HOUSING

The following activities are conducted within this program:

### Outreach and Recruitment

Outreach and recruitment activities will include posting flyers at State welfare offices, stores, Laundromats; distributing flyers and brochures to offices of other community providers and to homeless clients through the KEO Homeless Outreach Program, and advertising through local newspapers, radio stations, local TV channel – Hoike community bulletin board.

### Intake and Assessment

Applicants will complete a KEO application form and provide required documentation to establish eligibility for KEO programs. A referral will be generated and submitted to the KEO Homeless and Housing Programs. The Homeless Coordinator will schedule an appointment with the applicant, and complete an interview and application packet for the KEO transitional housing program. Clients who apply for placement need to meet program eligibility with a certified verification of homeless status with priority given to the following:

- Unsheltered homeless, including those staying at emergency shelters;
- Sheltered homeless; and
- At-risk homeless.

The application packet will be processed for review with recommendation for placement status by a screening committee. Members who serve on the screening committee are a former Director of the Department of Vocational Rehabilitation; the current Director of the Department of Vocational Rehabilitation; a representative from the Department of Health – Adult Mental Health; a KEO Board Member who represents the low-income community; a former staff person with the Department of Health – Community Services for the Developmentally Disabled. The final decision for approval or disapproval is made by KEO's Chief Executive Officer. If the decision is not to accept applicant for placement, the applicant will be notified and informed about the KEO grievance process to appeal the decision.

### Transitional Housing

KEO will be able to place participants into transitional housing at the following sites:

- Komohana Group Home: Single homeless individuals will be placed into this group home site. The home includes 5 bedrooms 2.5 bathrooms with common living areas including a fully equipped kitchen. The home has a washer and dryer. Participants will be assessed a monthly program fee of \$250 and \$350 for the master bedroom/bath.
- Lihue Court Townhomes: Homeless families with children are placed at this site. KEO manages eight (8) two-bedroom 1.5 bath apartment units, with a fully equipped kitchen and living room. The property has a laundry facility and a Head Start pre-school center. Each family will be assessed a monthly program fee will be \$600.
- Mana`olana Transitional Housing site: There are eight (8) one-bedroom apartments with kitchen and a bathroom located next to the KEO administrative office in Lihue. These apartments house homeless couples, singles, and small families (2 -3 people). They will have access to a laundry facility on the property. The monthly program fee will be \$500 per unit. There is professional security guard contracted from 10 p.m. to 6 a.m., seven days per week at this site.

### Case Management

Participants meet initially with the Homeless Coordinator to complete their program intake and develop their Individual Service Plan (ISP) within 2 weeks of entry into the program. A case management meeting is scheduled twice a month to review and discuss each client's ISP, to monitor progress towards meeting specific goals and objectives, and to identify areas in need of improvement.

The average length of stay in the KEO transitional housing program ranges from 12 months to maximum 24 months. During that time, the individual or family participates in case management aimed at breaking the cycle of homelessness, and empowering them to become self-sufficient. Comprehensive case management focuses on providing and/or referrals to supportive services necessary for each client to rebuild their life through a employment services, budgeting and financial counseling, parenting, and as appropriate to the needs of each client – participation in specific programs such as substance abuse treatment and counseling, anger management classes, education – GED, literacy, adult education classes, computer training, and mental health services.

Child care needs for families are addressed through referrals to:

- Parents Attentive to Children (PATCH) for referrals to licensed childcare providers in the community;
- KEO's Early Learning Centers;
- Child and Family Services – Head Start Programs.

### Employment Services

Employment services will be provided at the Mana`olana training center. Personal interviews will be conducted to identify employment needs of clients, and an employment plan with goals and objectives developed with each person. The Employment Specialist will provide a series of lifeskills training classes, pre-employment services (i.e. writing resume, practicing interviewing skills), conduct job search, and provide the opportunity for job training. The program has an employment van that will be used to transport clients to apply for job openings and job interviews throughout the island. When our homeless clients obtain jobs, their income will enable them to purchase goods, support businesses in our community, and increase tax revenue. KEO will be hiring a staff person for the Employment Specialist position, thereby adding a newly created job position in the community.

### Housing Assistance

As our program participants become more stable, they begin to work with program staff to develop an independent living plan that will address long-term housing needs and financial planning. Participants will complete housing applications for low-moderate income housing on the island, and the State Hawaii Public Housing Authority (HPHA) management office on Kauai. If offered a unit with HPHA, clients will exit the program and move into a permanent housing unit. In addition, KEO staff will work with private landlords, and rental agents to located and obtain low-moderate rental units for the clients. A resource for housing funds is through a grant from the Homeless Prevention Rapid Re-housing (HPRP) program, administered by KEO, to assist homeless persons to obtain permanent housing with funds for security deposit and rent subsidy for up to 18 months.

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

The projected timeline for accomplishing the results or outcomes of service is six (6) weeks for emergency homeless shelter participants, and up to 2 years or 24 months of entry into the transitional housing program for the participants.

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 monthly KEO agency report for the Homeless and Housing Programs is completed and submitted to the Chief Executive Officer. The report is divided into two sections: 1) Narrative and 2) Statistical. The report indicates accomplishments, problems encountered, and future plans that are relevant to the program. Statistics are tabulated for outcome objectives, according to the program's annual planned objectives, results for the month, total year to date, and percentage of objectives accomplished.



The Homeless Program Director meets weekly with the Homeless Programs staff to evaluate and modify schedules and to update case management plans. Three (3) times a month, the KEO management team meets to discuss program updates and network between the agency's programs to ensure a well-rounded program and client assistance plan. Monthly meetings with the agency's Chief Executive Officer and Fiscal Officer are held to discuss the program's financial expenditures, and to facilitate formal discussion of issues that are programmatic.

Monthly unit inspections are conducted with the program participants to ensure that the shelters are in proper operating condition, safe, and sanitary. All units are inspected to assure compliance with housing quality standards.

Information from a client survey assist the staff in the evaluation of the program's current service delivery, and to plan for any improvements and changes to that service delivery.

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.

<b>Mana`olana Emergency Homeless Shelter OUTCOME:</b>	<b>FY 2010 Proposed</b>	
1. Number of <b>unduplicated</b> participants exited to permanent housing.	40	
2. Number of <b>unduplicated</b> participants exited to transitional shelter or other transitional programs.	35	
3. Number of <b>unduplicated</b> participants enrolled in training or education program (e.g. GED, job training, etc.)	15	
4. Number of <b>unduplicated</b> participants obtained employment.	35	
5. Number of <b>unduplicated</b> adults in need of substance abuse treatment enrolled in a phase of such program.	5	
6. Number of <b>unduplicated</b> participants in need of mental health services accessing such services.	15	

<b>Mana`olana Transitional Shelter OUTCOME:</b>	<b>FY 2010 Proposed</b>	

1.	Number of <b>unduplicated</b> participants who have completed initial social services plans.	12	
2.	Number of <b>unduplicated</b> participants completed training or education program (e.g. GED, job training, etc.)	10	
3.	Number of <b>unduplicated</b> adults who obtained employment	6	
4.	Number of <b>unduplicated</b> participants participated in community activities (e.g. resident association, security watch, etc.)	10	
5.	Number of <b>unduplicated</b> participants who retained employment for at least three months.	6	
6.	Number of <b>unduplicated</b> participants transitioned off welfare.	4	
7.	Number of <b>unduplicated</b> participants transitioned to permanent housing.	10	
8.	Number of <b>unduplicated</b> participants retaining permanent housing for at least six months after exiting program.	8	

### **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 Attachment A - Applicable budget forms

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 86,038	\$ 61,456	\$61,456	\$ 36,874	\$ 245,824

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

- State Homeless Shelter Stipend Grant – Hawaii Public Housing Authority
- Emergency Shelter Grant Program – Hawaii Public Housing Authority

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Since 2000, KEO has operated two (2) transitional homeless shelters. The Komohana Group home is located on property owned by KEO in Puhi, Kauai. It provides five (5) one-bedroom units for homeless individuals. The second shelter is located in Lihue at the Lihue Court Townhomes housing project. KEO leases 8 two-bedroom apartments from Lihue Court Townhomes Corp., and is under a guaranteed lease that is dedicated as a transitional shelter for 15 years. A third KEO transitional housing site opened in November 2007. It is located next to KEO's administrative offices, and houses a maximum of 20 people. The site includes 8 one-bedroom apartments. A fourth transitional housing program site opened in December 2007 in the former Lihue Courthouse and provided a bridging project for 20 homeless working families to transition to permanent housing within 24 months. Under a Sub-Grantee Agreement with the Kauai County Housing Agency, ACT 100 State funds passed through to KEO to operate transitional housing program services and manage the facility. The contract ended in November 2009.

KEO also owns and operates a group home for homeless individuals with disability. The Pa'a Hana Group Home is a 4-bedroom home located in Kapaa, Kauai. The home has a HUD mortgage and tenants have rent subsidized under HUD section 8/202 rental assistance program. KEO has operated and managed this group home since 1985.

As a certified Community Housing and Development Organization (CHDO), KEO is able to secure federal HOME funds to develop affordable housing and transitional housing. KEO developed and completed 2 rehabilitation projects at Lihue Court Townhomes. The first project involved the rehabilitation of 42 apartment units for low- to moderate-income families, and a building that is used as a training center and Head Start pre-school. The second project involved the rehabilitation of 8 2-bedroom apartments at Lihue Court Townhomes. Upon completion of this project, KEO entered into a 15 year lease agreement with the owners of Lihue Court Townhomes for these units, and are operating these as transitional housing for homeless families.

KEO also obtained HOME funds to renovate 8 one-bedroom apartments for the Mana'olana transitional housing program, which opened in November 2007.

The program staff possess skills and work experience necessary for the provision of services in the KEO homeless and housing programs. The current program staff have a combined total of almost 27 years experience in working with low-income and homeless persons. The Homeless and Housing Programs Director is a certified Housing Occupancy Specialist.

The staff have attended numerous Federal, State, and private workshops, training, and meetings on homeless, poverty, and housing issues. They are knowledgeable of the eligibility requirements of specific programs and services offered in our community. Over the years, they have been able to provide support services to our homeless in partnership with other community organizations and faith-based groups.

It is of importance that KEO's homeless and housing programs provide safe, decent, and sanitary shelters to homeless individuals and families in accordance with the Americans with Disabilities Act (ADA). Funding from various grants has enabled KEO to provide case management, life skills and pre-employment training, employment services and counseling, housing services, nutrition education, mental health counseling to its transitional housing participants, and to provide needed repairs and maintenance to the group homes.

KEO has secured program funding from government and private resources to operate its homeless and housing programs. The following is a list of projects or contracts, which KEO has obtained past and present to administer the proposed service:

2007 – 2009 KEO obtained funding to operate its Ka Uapo transitional housing program at the former Lihue Courthouse. Funding was obtained from the State's ACT 100 funds for Temporary emergency Housing for Homeless, and passed through from the County of Kauai to KEO.

Gary Mackler  
Development Coordinator  
Kauai County Housing Agency  
Pi'ikoi Building  
4444 Rice Street, Suite 330  
Lihue, HI. 96766 (808) 241-4429 [gmackler@kauai.gov](mailto:gmackler@kauai.gov)

2000 – present KEO has obtained funding from State Homeless Shelter Stipend Program to operate 3 transitional housing sites and an emergency homeless shelter.

Hawaii Public Housing Authority (HPHA)  
Homeless Programs Branch, Bldg. H  
1002 N. School Street  
Honolulu, HI. 96817 (808) 832-5930

2007 – present Emergency Shelter Grants Program (ESGP) grant provides funds for operating cost of the homeless emergency shelter.

Hawaii Public Housing Authority (HPHA)  
Homeless Programs Branch, Bldg. H  
1002 N. School Street,  
Honolulu, HI 96817 (808) 832-5932

1999 – present HOME funds to rehabilitate transitional housing units.

Gary Mackler  
Development Coordinator  
Kauai County Housing Agency  
Pi'ikoi Building  
4444 Rice Street, Suite 330  
Lihue, HI. 96766 (808) 241-4429 [gmackler@kauai.gov](mailto:gmackler@kauai.gov)

1999- 2009 Community Development Block Grant to rehabilitate homeless emergency shelter and transitional housing units, provide emergency grants for security deposit/first month's rent, utility deposits for low-income persons to obtain housing and past due rent assistance to retain permanent housing, and funds to purchase the Homeless Outreach Program Care-a-Van.

Jo Shimamoto  
CDBG Coordinator  
Kauai County Housing Agency  
Pi'ikoi Building  
4444 Rice Street, Suite 330  
Lihue, HI. 96766 (808) 241-4428 [jshimamoto@kauai.gov](mailto:jshimamoto@kauai.gov)

2002– 2006 KEO was awarded funding from the Hawaii Community Foundation Persons-in-Need grants – Lillian Wilder and Irving Singer PIN grants for homeless persons with Hawaiian ancestry, and Gwenfread Allen PIN fund for homeless persons with mental health condition(s).

Hawaii Community Foundation  
1164 Bishop Street, Suite 800  
Honolulu, HI. 96813 Phone (808) 537-6333

2006 Grants-in-Aid funding for the operation of the Mana`olana homeless emergency shelter.

Hawaii Public Housing Authority (HPHA)  
Homeless Programs Branch, Bldg. H  
1002 N. School Street,

Honolulu, HI 96817 (808) 832-5932

- 2008 Grants-in-Aid funding for renovation of Mana`olana Emergency Homeless Shelter certified kitchen.

En Young  
Office of Community Services  
830 Punchbowl Street, Room 420  
Honolulu, HI. 96813 (808) 586-8675

**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.

Mana`olana emergency homeless shelter and transitional housing is located along Wehe Road in Lihue, Tax Map Key (4) 3-8-005:001. KEO's office building is adjacent to the site, along the west boundary of the property. The project site provides facilities that will address two key components of the island's homeless Continuum of Care system – an emergency shelter and transitional housing units. KEO has secured a long-term lease with the County of Kauai for this property.

In addition, the County also donated four (4) portable buildings that were relocated to the project site, and 8 one-bedroom transitional housing apartments completed renovation in October 2007. Of the 3 existing buildings on the project site, a large building is used for the emergency homeless shelter and houses a maximum capacity of 19 homeless people per night, one building is used for a kitchen/dining room and as a training center where clients will go to attend lifeskills training, employment services, education classes (GED), computer classes, counseling sessions, and other activities as needed for participants to successfully transition into housing. The last building is used for storage space and a laundry room with coin-operated washer and dryers for clients.

Design plans for the buildings were reviewed and after modifications were made, the plans were approved by the Disability and Communications Access Board (DCAB). The facility is in compliance with ADA requirements. The bathrooms in the emergency shelter consist of one ADA shower stall and one toilet stall in the Men's and in the Women's bathrooms. All hardware, including faucets, door knobs, light switches are ADA compliant. There is one transitional housing apartment that is designated as ADA compliant. There are also exterior ramps and walkways for wheelchair accessibility in the buildings. The parking lot has designated ADA parking stalls.

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

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

**1. Proposed Staffing**

Chief Executive Officer – Overall administrator of the program.

Homeless and Housing Programs Director – Direct administrator of program. Responsible for staff recruitment, orientation, and training. Responsible for the implementation and monitoring of the program. Responsible for approval of documents and submission of case files. Responsible for budget expenditures within program contract guidelines, and preparation of program reports to Chief Executive Officer and to the Contractor.

EMERGENCY SHELTER STAFF

Emergency Shelter Program (ESP) Director - Responsible for the overall operations of the emergency shelter. Coordinates, implements, and monitors all homeless services and supervised shelter staff.

Emergency Shelter Program (ESP) Coordinator II – Provides direct services for emergency shelter clients. Coordinates and implements services for the shelter.

Employment Services Coordinator II (new position) – Coordinates and implements employment services for sheltered homeless individuals and families. Develops individual employment plans with clients, provides case management and monitors their progress in achieving goals and objectives to successfully obtain employment, and become financially self-sufficient.

Janitor – Responsible for cleaning and maintenance of the emergency shelter.

The shelter is open from 5 p.m. to 7 a.m. and will have staff coverage 7 days a week. In addition, KEO contracts a private company to provide security for the shelter from 10 p.m. to 7 a.m. 7 days per week.

TRANSITIONAL HOUSING PROGRAM STAFF



Transitional Housing Coordinator – Responsible for outreach and recruitment activities, intake and assessment of clients, and provides case management and comprehensive support services for homeless participants. Conducts intake interviews, assesses immediate needs of clients, refers clients to appropriate community providers for support services. Provides counseling and referrals, monitors clients progress and enters data into the Homeless Management Information System (HMIS).

## **2. Staffing Qualification**

- a. Homeless and Housing Programs Director: Graduation from an accredited four year university with a Bachelor of Science degree, and with 20 years work experience with low-income population; Certified Housing Occupancy Specialist; Certified Adkin's Lifeskills Trainer.
- b. ESP Director: College graduate in social sciences or equivalent. Education and 2 years work experience and 2 years supervisory experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred.
- c. ESP Coordinator II: College graduate in social sciences or equivalent preferred. Education and 1 year work experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred.
- d. Employment Specialist: College graduate with a bachelor's degree from an accredited four year college of university and one-half year's progressively responsible professional experience in the field of social work, employment counseling, or related experience which involves assisting individuals to resolve employment, personal, and social problems. Degrees relating to the social sciences and/or human development preferred.
- e. Janitor: High School diploma and one year of related experience, or any comparable combination of education and experience, which would provide the knowledge, skills, and ability to perform the essential duties of the job.
- f. Transitional Housing Coordinator: Graduation from accredited four (4) year university with a bachelor's degree in social work.

## **3. Supervision**

- a. A formal orientation is held with each employee prior to beginning work with program clients. During this session, the employee is given an overview of the agency, its mission, policies and procedures, and programs. A review of the position description, role and responsibility are discussed with the employee.
- b. Employee Performance Reviews are conducted within the first 3 months of the employee's probationary period and then annually on or before the date of hire. An employee's developmental needs and plans for improving the employee's future

performance are identified. Specific goals, trainings, and improvement programs to be undertaken by the employee are incorporated into the review.

c. Employee Performance Reviews are submitted to the Chief Executive Officer for approval. Employees who receive an unsatisfactory rating, but are determined to be capable of improving their job performance are counseled and receive training in specific areas of deficiencies.

d. Supervision of employees follows established procedures and internal protocol. The Chief Executive Officer is responsible for the supervision of all employees in the agency. Program Directors are responsible for direct program management and supervision of their program staff and program activities.

#### **4. Training**

a. KEO provides orientation for all new employees. Orientations are completed with each employee prior to beginning work with program clients.

b. Homeless Outreach Program staff are trained and certified annually in CPR and First Aid.

c. Examples of past and current training classes include the following:

- Leading Community Change: Advanced Organizing and Advocacy Strategies
- Mobilizing Resources – Resource Development for Community Action Agencies
- Adkins Lifeskills Training
- Case Management
- Basic Mediation
- Communicable Diseases
- Substance Abuse Prevention
- Fire Safety Training
- HIV/AIDS Education
- Strengthening Hawaii's Families
- Computer Classes: MS Word, MS Excel, MS Access
- How to Work with Difficult People
- Employment Strategies for Homeless
- Bridges Out of Poverty
- Disaster Preparedness Training

#### **B. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

See Attachment B: KEO Organization-Wide Chart  
Homeless and Housing Programs Chart

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not Applicable

**B. Licensure or Accreditation**

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

Not Applicable

**ATTACHMENT A**  
**APPLICABLE BUDGET FORMS**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Kauai Economic Opportunity, Incorporated (KEO)

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	56,631			
2. Payroll Taxes & Assessments	6,886			
3. Fringe Benefits	14,726			
<b>TOTAL PERSONNEL COST</b>	<b>78,243</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	3,000			
3. Lease/Rental of Equipment	500			
4. Contractual Services - Security	48,965			
5. Staff Training				
6. Office Supplies	1,200			
7. Telecommunication	600			
8. Utilities	12,000			
9. Food	28,597			
10. Postage, Freight, Delivery	200			
11. Repairs and Maintenance	20,000			
12. Repairs and Maintenance -Vehicle	2,000			
13. Program Supplies	15,000			
14. Mileage	200			
15. Gasoline	1,200			
16. Administrative Expenses (14%)	34,119			
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>167,581</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>245,824</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	245,824	Stephanie Fernandes (808)245-4077		
(b)		[Redacted Signature]		
(c)		[Redacted Signature]		
(d)		[Redacted Signature]		
		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>245,824</b>	MaBel Fujiuchi, Chief Executive Officer		
		Name and Title (Please type or print)		



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

Applicant/Provider: Kauai Economic Opportunity, Inc.

RFP No.: \_\_\_\_\_ Period: 07/01/2010 to 06/30/2010

Date Prepared: 01/25/2010

Contract No. (As Applicable): \_\_\_\_\_

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	\$ 4,332
Unemployment Insurance (Federal)	As required by law	As required by law	\$ -
Unemployment Insurance (State)	As required by law	1.21%	\$ 685
Worker's Compensation	As required by law	2.50%	\$ 1,416
Temporary Disability Insurance	As required by law	0.80%	\$ 453
SUBTOTAL:			\$ 6,886
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$472x 2 FTE x 12 mo.		\$ 11,328
Retirement		6.0%	\$ 3,398
SUBTOTAL:			\$ 14,726
<b>TOTAL:</b>			\$ 21,612

**JUSTIFICATION/COMMENTS:**

Staff payroll taxes, assessment, fringe benefits for Mana`olana Emergency and Transitional Housing



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kauai Economic Opportunity, Incorporated (KEO)

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)
Chief Executive Officer	1	94,496	7%	\$ 6,615
Fiscal Officer	1	74,064	7%	\$ 5,184
Administrative Officer	1	55,749	7%	\$ 3,902
Planner	1	27,289	7%	\$ 1,910
Accountant	1	25,630	7%	\$ 1,794
Account/Administrative Clerk	1	35,541	7%	\$ 2,488
Administrative Clerk	1	19,383	7%	\$ 1,357
Janitor	0.625	24,480	7%	\$ 1,071
Intake Worker	1	21,924	7%	\$ 1,535
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>25,856</b>
<b>JUSTIFICATION/COMMENTS: Essential Administrative Staff Salaries for Mana'olana Emergency Homeless Shelter and Transitional Housing</b>				

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

Applicant/Provider: Kauai Economic Opportunity, Inc.

RFP No.: \_\_\_\_\_ Period: 07/01/2010 to 06/30/2010

Date Prepared: 01/25/2010

Contract No. (As Applicable): \_\_\_\_\_

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	\$ 1,978
Unemployment Insurance (Federal)	As required by law	As required by law	\$ -
Unemployment Insurance (State)	As required by law	1.21%	\$ 313
Worker's Compensation	As required by law	2.50%	\$ 646
Temporary Disability Insurance	As required by law	0.80%	\$ 207
SUBTOTAL:			\$ 3,144
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$472x .63 FTE x 12 mo.		\$ 3,568
Retirement		6.0%	\$ 1,551
SUBTOTAL:			\$ 5,119
<b>TOTAL:</b>			\$ 8,263
<b>JUSTIFICATION/COMMENTS:</b>			
Essential Admin staff payroll taxes, assessment, fringe benefits for Mana`olana Emergency and Transitional Housing			

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorporated    Period: July 1, 2010 to June 30, 2011

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:				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kauai Economic Opportunity

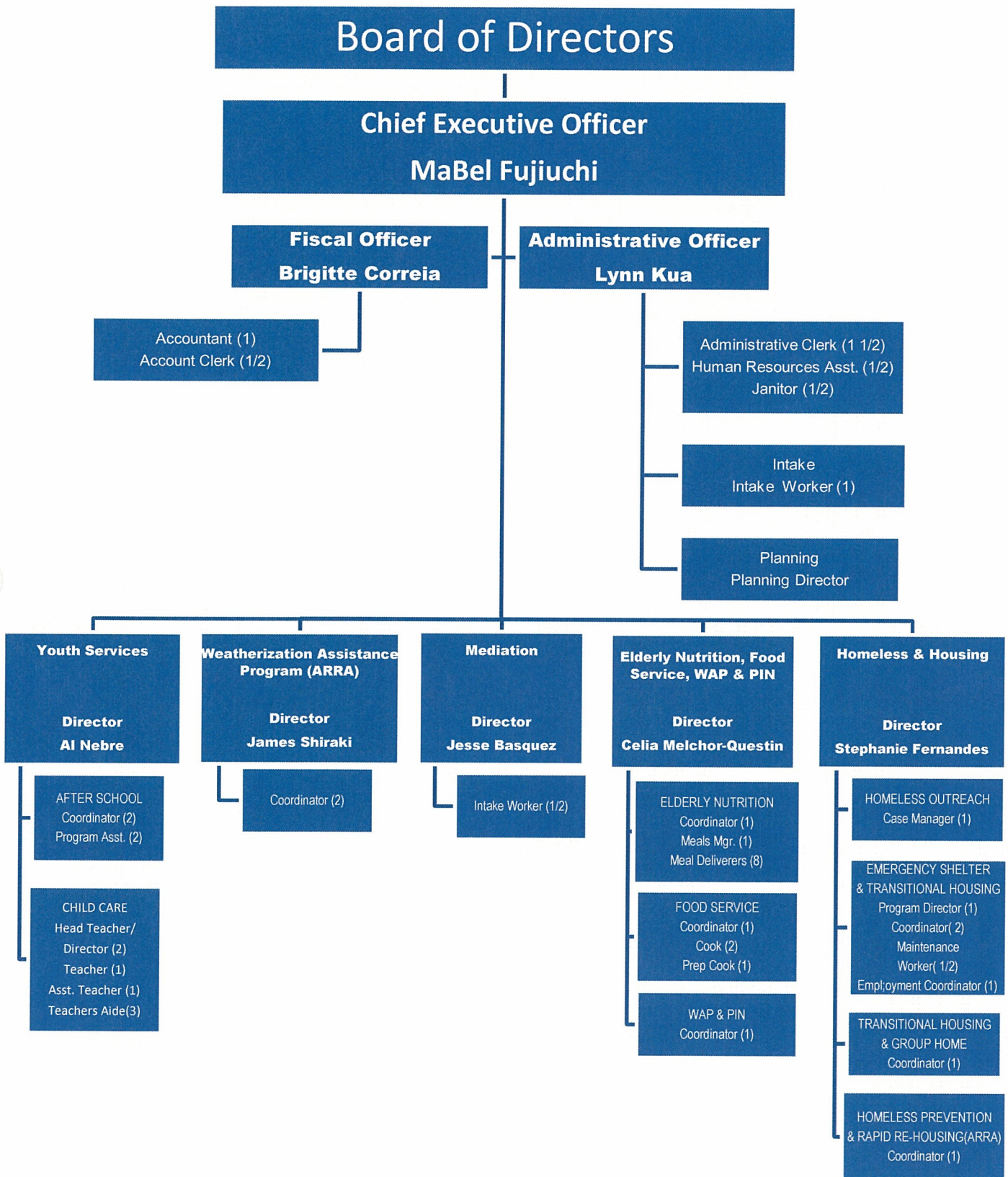
Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

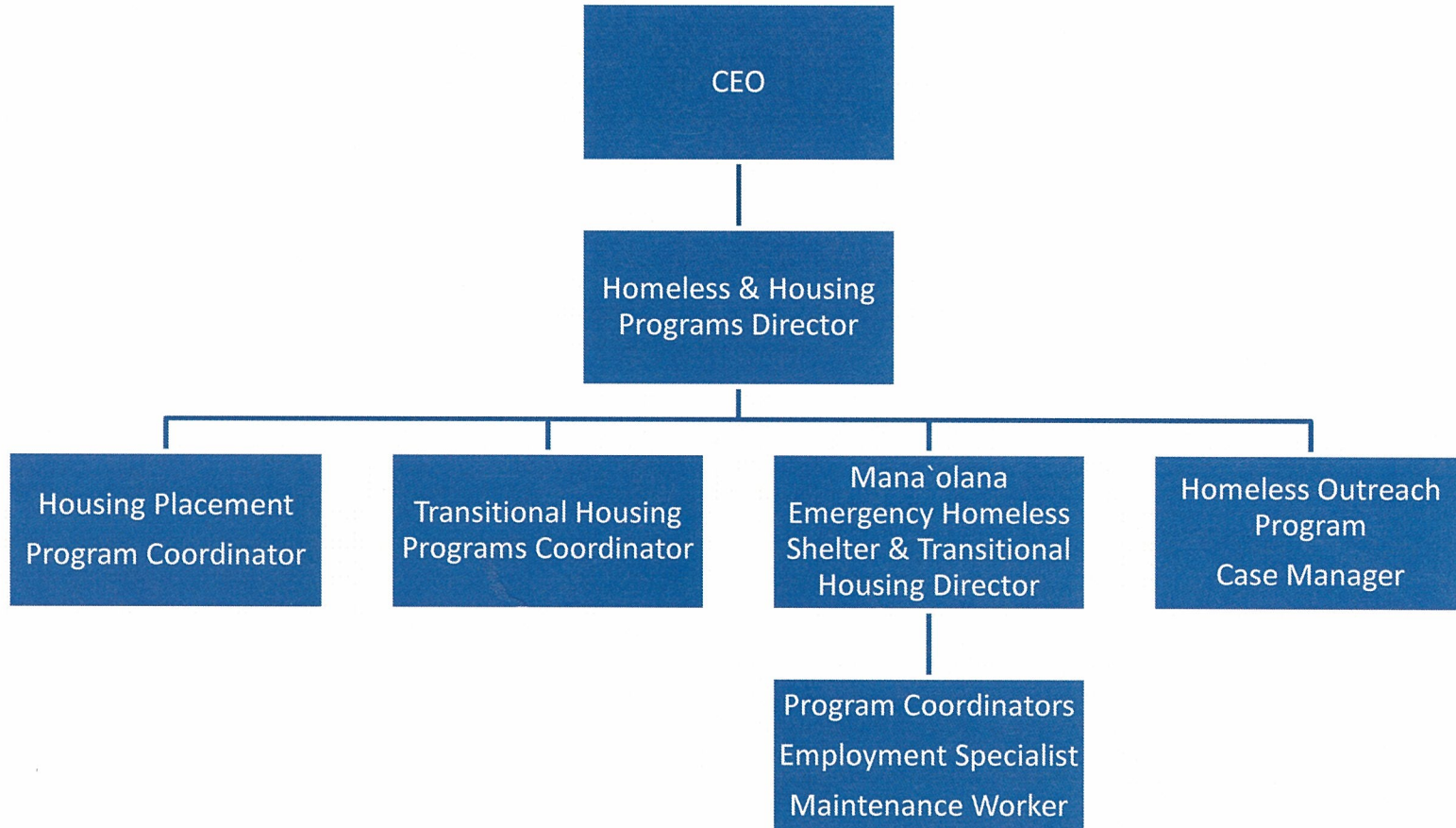
NOT APPLICABLE

**ATTACHMENT B**  
**ORGANIZATION-WIDE AND PROGRAM CHART**

# Kauai Economic Opportunity, Incorporated



# Homeless and Housing Programs Chart



**ATTACHMENT C**  
**DECLARATION STATEMENT FORM**



**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.

KAAHAE ECONOMIC OPPORTUNITY, INCORPORATED



(Signature)

11/28/10

(Date)

MaBel Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

House District 14/15/16

Senate District 7

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

Log No: 18-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

2010 JAN 29 A 10:07

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

STATE DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Kaua'i Economic Opportunity, Incorporated

Dba: KEO, Inc.

Street Address: 2804 Wehe Road, Lihue, HI 96766

Mailing Address: 2804 Wehe Road, Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JESSIE M. BASQUEZ

Title Mediation Program Director

Phone # (808) 245-4077 extension # 237

Fax # (808) 245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED  
MEDIATION PROGRAM  
MEDIATION INTAKE WORKER

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 43,972.00

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 \$ 41,898

FEDERAL \$ 0.00

COUNTY \$ 0.00

PRIVATE/OTHER \$ 5,000

[Redacted Signature]

AUTHORIZED SIGNATURE

MARCEL FERREIRO FUJIUCHI, CHIEF EXECUTIVE OFFICER

NAME & TITLE

11/28/10

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.

KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED



(Signature)

11/28/10

(Date)

MaBel Ferreiro Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

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### ATTACHMENTS:

Budget  
Mediation Advisory Board Members  
Memorandum of Agreements  
Organizational Chart

**APPLICATION FOR GRANTS-IN AID**  
**July 1, 2010 to June 30, 2011**  
**Kaua`i Economic Opportunity Incorporated**  
**Mediation Program**

**I. Background and Summary**

Kaua`i Economic Opportunity Incorporated (KEO) is a private non-profit community action agency, incorporated on March 16, 1965. KEO is governed by a Board of Directors, a tri-part board of dedicated volunteers Kaua`i residents who come from the public, private, and low income sector. All of these groups of people interact by sharing ideas and concerns, and combine their efforts towards a better quality of life to “alleviate poverty and assist low-income families and individuals to attain social and economic self-sufficiency”. KEO administers a variety of community service programs to mostly low and moderate income individuals and families, including: transitional housing, home weatherization, temporary food assistance program elderly nutrition (meals on wheels), emergency food pantry, employment core services for low-income people and immigrants, employment counseling, immigrant and refugees program, alcohol drug abuse division (ADAD) after- school youth program, early learning center, group homes for mentally and/or physically challenged adults, persons-in-need assistance, homeless outreach and medical services, and other programs for the disabled, diversified-horticulture-training farm, a micro-enterprise small- business-incubator program and a Mediation Program for conflict resolution. The Mediation Program is an Alternative Dispute Resolution (ADR) program within KEO. The program provides an alternative to conflict resolution, instead of using the judiciary system. The participants are empowered to work out their disputes together with the aid of trained mediators. The mediation fee is waived to income qualifying individuals.

Kaua`i is a rural island community with about 60,000 residents. Few choices are available to those that need to solve a problem that involves legal consequences. KEO Mediation Program has been providing mediation services for he Kaua`i community since 1982 (27 years) and provides services for the District Court of the Fifth Circuit for the past thirteen (13) years, addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing. However, the KEO Mediation Program is assigned complex cases from the District Court of the Fifth Circuit. These types of cases are Small Claims, Temporary Restraining Order, Landlord-Tenant, Automobile, Real Estate / Condominium –Association of Apartment Owners (AOAO) disputes and first time offenders in victim / offender restitution type cases. Additionally, the Mediation Program assists the District Court of the Fifth Circuit Family Court in contested and uncontested divorce cases or separating parents regarding child custody, visitation, property, and or any other disputed issues that may arise.

As stated above, the Mediation Program in the community has & continues to also provide services for disputes such as; neighbor/neighbor, barking dogs, landlord-tenant, juvenile, juvenile restitution, condominium (AOAO), real estate, civil rights, American Disability Act, automobile accident consumer–merchant, domestic, family, friends,

Conflicts arising in the community, private and public sector employment may be effected. A disputed business contract, employee verses employee conflict, or job related circumstances could result in a furlough type situation.

As a Community Action Agency on Kaua'i, KEO, Inc. is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

*National Performance Indicator 1.1 – Education*

*National Performance Indicator 1.2 – Employment Supports*

*National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization*

Goal 2. The conditions in which low-income people live are improved. (Community)

*National Performance Indicator 2.1 – Community Improvement and Revitalization*

*National Performance Indicator 2.2 – Community Quality of Life and Assets*

Goal 3. Low-income people own a stake in their community. (Community)

*National Performance Indicator 3.1 – Civic Investment*

*National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation*

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

*National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships*

Goal 5. Agencies increase their capacity to achieve results. (Agency)

*National Performance Indicator 5.1 – Broadening the Resource Base*

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

*National Performance Indicator 6.1 – Independent Living*

*National Performance Indicator 6.2 – Emergency Assistance*

*National Performance Indicator 6.3 – Child and Family Development*

For this project specifically, Mediation Program enables individuals to resolve their disputes and reach a mutual agreement thereby avoiding court intervention. The National Indicator Goals are Goal 2 or Goal 6 and Performance Indicators Outcomes are as follows:

► Goal 2. The conditions in which low-income people live are improved. (Community)

*National Performance Indicator 2.1 – Community Improvement and Revitalization*

*National Performance Indicator 2.2 – Community Quality of Life and Assets*

► *National Performance Indicator 6.3 – Child and Family Development*

*The number and percentage of all infants, children, youth parents, other adults participating in development or enrichment programs that achieve program goals, as measured by one or more of the following:*

***B. Youth-***

- 1. Youth improve social/emotional development.*
- 2. Youth have reduced involvement with criminal justice system.*
- 3. Youth increase academic, athletic or social skills for school success by participating in before or "after" school programs.*

***C. Parents and Other Adults-***

- 1. Parents and other adults learn and exhibit improved family functioning skill.*

KEO administers the Mediation Program under the direction of Program Director, Jessie M. Basquez. Funding through the State of Hawai'i – judiciary allows the program to budget for this one staff member. Ms. Basquez has been able to obtain funding through the Kaua'i United Way for a part-time Mediation Intake Worker the contract funding ends on June 30, 2010. However, we will continue to apply for more funding through the Kaua'i Untied Way.

**Mediation Intake Worker**

Currently, the KEO Mediation Intake Worker position is on a half-time status. The Intake Worker provides a crucial role in the KEO Mediation Program. Receiving initial contacts from individuals within the County of Kaua'i or the Mainland requesting information about the program or requiring assistance in resolving a dispute. During a phone call the Mediation Intake Worker completes an array of information to which is best suited for each case. An initial intake of demographics, needs assessment, i.e., assault, domestic, harassment type cases or, testing for readiness, to begin the mediation session i.e., divorce, child visitation (time sharing), coordinate the sites for the mediation session/s, referral to/from an outside agency, public or private, regarding mediation and/or any other related matters. These tasks assigned for the Mediation Intake Worker are imperative towards conducting Mediation.

**Primary goals for the Mediation Intake Worker:**

- Word processing data such as, initial and follow-up intake reports.
- Daily case management reports for on going cases.
- Creating spreadsheets for regarding demographics for monthly, quarterly, and final reports.
- Documentation of steady influx of calls on a daily basis and schedule / rescheduling of mediation sessions.
- Providing referrals to legal services for individuals and families.

- Coordinating a peaceful and safe meeting location for disputants participating in a mediation session.
- Increasing program exposure through the use the schools, public service announcements, presentations and interacting with the community.
- Increasing public awareness about mediation as an alternative dispute resolution instead of the judiciary system.

**Objectives for the Mediation Intake Worker:**

- To expedite all intakes; walk-ins or the influx telephone calls and decrease intake wait time by 1½ half days, compared to 3 to 4 days providing the service without.
- Keeper of confidentiality case records,
- Inform the general public of services provided by the mediation program by continuously advertising the availability of these services generated by printed Public Service Announcement (PSA) creating/producing brochures and distributed in the community and the judiciary.
- Coordinate mediation session/s, for mediator/s and participating disputes.
- Increase on outreach and education through the use of general public service announcements, presentations and interacting with the community.

Therefore, the KEO Mediation Program would like to maintain the position of the KEO Mediation Intake Worker position and increase the position to full-time status. This would provide a better response for services requested from the community, judiciary, private and public.

Finally, the full-time Mediation Intake Worker is necessary in order to assist the Director maintaining the daily operational office duties and conduct preliminary assessment of eligibility for services to promote and expand the KEO Mediation Program.

**Mediation Director**

The KEO Mediation Program is part of a collaborative statewide nonprofit organization known as the Mediation Centers of Hawai'i (MCH). KEO represents one of the six community mediation centers serving the State of Hawai'i. MCH is partially funded by Centers for Dispute Resolution (CADR) a branch of the State of Hawai'i judiciary.

On August 29, 2009 MCH received an email from CADR regarding a Preliminary Budget Cut of 20.00 % to be implemented on the next Fiscal Year October 1, 2009 through June 30, 2010 Purchase of Services (POS) contract. This cut back affected the KEO Mediation Program by a \$7,000 reduction in funds.



Currently, the Mediation Director position is primarily funded by the judiciary and Hawai'i Justice Foundation. Funds granted to the KEO Mediation Program will be used to maintain and enhance the program by providing on-going education, training, and support for the staff and volunteers that translates to proficient, quality service for the members of the community. On-going recruitment increases the mediator pool and allows parties in conflict to meet and remedy specific problems expeditiously. Education and training will improve customer service and program effectiveness as staff and volunteers can knowledgeable address the various needs of a diverse community whether through prompt Mediation sessions, educational presentations for various community organizations and group, or referrals to other appropriate community agencies.

Therefore, a request of Fifty percent compensation for the KEO Mediation Director position is essential who effectively promotes, oversees, and enhances the KEO Mediation Program.

#### **Ground travel (mileage) allowance**

KEO mediators are trained volunteers of the community who donate their time to assist with the KEO Mediation Program. KEO mediators utilize his / her personal vehicle to conduct / facilitate schedule mediation sessions that are held at various locations throughout the Island of Kaua'i.

Currently, the KEO volunteer mediator submits a completed monthly mileage travel voucher to receive stipend for fuel. With the uncertainty of fuel cost and shortage of staff it is necessary to utilize mediators to support the KEO Mediation Program. At present, funding on mileage is provided from donated sources i.e., Hawai'i Justice Foundation, program fees, and judiciary.

Therefore, sufficient funding towards mileage stipend for KEO mediators participating in the KEO Mediation Program would assist these individuals who utilize their own private vehicle en-route to facilitate mediations or facilitations through out the island of Kaua'i.

#### **This Grant-In-Aid request on activities as follows:**

- 1) Sufficient income to retain a full-time staff in the capacity as a Mediation Intake Worker. To assist in training, expanding, and maintaining the KEO volunteer mediator pool resulting in a higher quality provision service towards the KEO Mediation Program.
- 2) Fifty percent compensation for the Mediation Director, who effectively promotes, oversees, and enhances the KEO Mediation Program.
- 3) Sustaining mileage stipend for the KEO mediators and KEO staff for utilizing their private vehicle en-route to conduct a Mediation or Facilitation,

- 4) Mediation Intake Worker will assist the Program Director in performing ongoing specialized Mediation trainings, i.e., divorce, basic, small claims, condominium AOA, and real estate.

### **Summary**

Finally, the role of the Director to oversee the KEO Mediation Program is compromised if the other necessary positions, the volunteer Mediators and Intake Worker, are not sustained. If not, the Director must fill in the areas of deficiency. Subsequently, Mediation outreach, awareness, and educational presentations to organizations such as housing agencies, private agencies and other social service organizations are not provided.

Each position within the program, 1) Intake Worker, 2) Volunteer Mediators, and 3) Program Director, all play an important role in maintaining the integrity of the program and its ability to provide quality, efficient service to its clients.

In conclusion, maintaining all the essential positions, the volunteer KEO's court and community volunteer Mediators, Peer Mediators, KEO Mediation Intake Worker, and Mediation Director is essential in order to provide quality, efficient, and expedient services for Alternative Dispute Resolution (ADR) towards the diverse conflicts of the members of this community.

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

First of all, the KEO Mediation Intake Worker provides a crucial role for the Mediation Program by performing daily ongoing tasks such as daily telephone calls, and walk-ins requesting information about the program or conducting intakes. During the walk-in intake/phone call for mediation, the KEO Mediation Intake Worker completes an initial intake of demographics, needs assessment, and testing for readiness to mediate for divorce or domestic type cases in preparedness to begin the mediation session. The KEO Mediation Intake Worker schedules the actual mediation session, re-scheduling and follow-ups with second parties to determine willingness to mediate, legibly document all information which may be entered as evidence between parties or in the court of law if needed.

Secondly, other duties required by the KEO Mediation Intake Worker is maintaining confidential case records, for new or pending cases, referrals to/from an outside agency, public or private, preparing, maintaining, filing reports, forms, and purchasing equipment and supplies or any other matters that would normally take the current director away from other needed ongoing / pending projects.

Therefore, a full-time KEO Mediation Intake Worker is necessary the KEO Mediation Program to assist or service potential clients and fulfill their need which is necessary to complete and follow-up on all required documentation and correspondences.

### **The Mediation Program Scope of Work, Tasks and Responsibilities:**

- Maintains peace in the community and provide, fair equal access for the general public, with an emphasis on low income individuals and families as well as the frail and elderly;
- Provides referrals for individuals and families that do not possess the financial means to acquire them and provided ADR method other than formal legal action;
- Request adequate staff to maintain / update the files on the mediation program client listing and the program in general.
- Educates the general public, especially low income persons and the needy on Kaua'i, of the services by continually advertising the availability of these services, to where and how to access them.
- Plans to decrease intake wait time by 1½ half days, compared to 3 to 4 days by providing an initial intake of demographics, and needs assessment from initial contact for individuals requiring a resolution to their disputes.

In our past experience, the KEO Mediation Program successfully assisted participating disputants, living or doing business on Kaua'i. At times this may extend to visitors from the mainland or residents throughout the State of Hawai'i which may involve a party/s residing on Kaua'i. The Fiscal Year July 1, 2008 - June 30, 2009 the KEO Mediation Program expeditiously provided Mediation services for one thousand and fifty-nine (1059) individuals within the community in hopes to decrease the escalation of conflict.

### **Projected annual timeline for accomplishing the results or outcomes of the service**

The Mediation Program receives numerous phone calls on a daily basis and the staff completes an intake application, coordinates the sites, coordinates volunteers for mediations sessions, follow-ups, conducts a preliminary assessment of eligibility for services and other daily assignments completed on a scheduled time. It is necessary to service the daily inquires and conduct the day to day business activities in order for the director to promote the program and expand the program and volunteer pool.

The solution to this situation is to increase the part-time position and increase the KEO Mediation Intake Worker's hours to full-time status. If not, the Director must fill in the areas of deficiency. Subsequently, mediation outreach, educational, and awareness presentations to organizations such as schools, housing agencies, and other social service organizations are not provided.

<b>PROGRAM ACTIVITIES WILL BE CONTINUOUS THROUGHOUT THE PROGRAM FY 2010-2011</b>				
<b>ACTIVITIES</b>	<b>JULY-SEPT</b>	<b>OCT-DEC</b>	<b>JAN-MARCH</b>	<b>APRIL-JUNE</b>
<b>OUTREACH, INFORMATION, AND REFERRALS</b>	<b>X X</b>	<b>X X</b>	<b>X X</b>	<b>X X</b>
<b>INTAKE / ASSESSMENT</b>	<b>X X</b>	<b>X X</b>	<b>X X</b>	<b>X X</b>
<b>COORDINATE WITH OTHER AGENCIES</b>	<b>X X</b>	<b>X X</b>	<b>X X</b>	<b>X X</b>
<b>SCHEDULING MEDIATION SESSIONS</b>	<b>X X</b>	<b>X X</b>	<b>X X</b>	<b>X X</b>

**Quality Assurance**

KEO Mediation Program has been providing services for the County of Kaua'i for 27 years and also the District Court of the Fifth Circuit for the past thirteen (13) years in addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing civil matters, e.g., small claims, temporary restraining order, landlord tenant, contracts, neighbor/neighbor Landlord-tenant or job-related.

The KEO Mediation Program is assigned complex criminal cases for first time offender, e.g., assault, or terroristic threatening, harassment, and victim / offender restorative justice type cases.

The District Court of the Fifth Circuit Family Court sector assigns contested or uncontested cases e.g., child custody, visitation, property, assets, or other domestic matters, for disputants unable to seek legal counsel due to. Mediation is not a replacement for any legal matter, Mediation is a process which empowers the disputants to communicate amicably together and reach a satisfactory agreement.

The KEO Mediation Program provides an Alternative Dispute Resolution (ADR) Mediation services for the Community. Disputes such as; barking dogs, landlord-tenant, Real Estate, condominium disputes, civil rights, American Disability Act, consumer-merchant, job related, e.g., small claims, temporary restraining order, landlord tenant, contracts, neighbor/neighbor, Landlord-tenant, Real Estate, condominium an Association of Apartment Owners (AOAO) disputes, civil rights, American Disability Act, and job related type of cases.

The KEO Mediation Program coordinates with various agencies such as, County of Kaua'i Office of the Mayor, Attorneys, Kaua'i Police Department (KPD), Kaua'i Office of Elderly Affairs, YWCA, Legal Aid Society of Hawai'i (LASH), Kaua'i Elder Care, Kaua'i Senior Centers, Housing Development Corporation of Hawai'i, Kaua'i Real Estate Board, Condominium Association, Special Education (SPED), Department of Education (DOE),

Child Family Services (CFS), and Centers for Alternative Dispute Resolution (CADR), and Kaua'i Humane Society.

The Fiscal Year July 1, 2008 - June 30, 2009 the KEO Mediation Program expeditiously provided mediation services for one thousand and fifty-nine (1059) offering mediation as an alternative instead of a court hearing or trial to decrease the escalation of conflict within the community.

The KEO Mediation Program integrates directly with the KEO Mediation Advisory Board, *(See list attached #A)*. The KEO Advisory Board is comprised of twelve (12) members from the community. The Advisory Board is dedicated to the advancement of the principle of peaceful resolution of civil disputes on Kaua'i without resort to the judicial system through the encouragement of voluntary participation in mediation and conciliation programs by disputants. The KEO Advisory Board members provide oversight and guidance in the consultation with the Mediation Program staff in development and implementation of programs and special activities for the conciliation, facilitation and mediation of civil private individual and public community disputes on the Island of Kaua'i, and throughout the State of Hawai'i.

To further these goals, a representative of the KEO Mediation Advisory Board serve on the Board of Directors of the Mediation Centers of Hawai'i (MCH), a state wide organization dedicated the development of mediation services throughout the State of Hawai'i. Members of MCH are members represented by the individual (s) appointed by the member programs to serve on the Board of Directors of MCH. The purpose of MCH is to promote the growth and use of high quality community mediation services throughout the State of Hawai'i; to promulgate high standards of performance effectiveness, and efficiency and to ensure that member programs meet these standards; to provide training assistance and consultation to support member programs in delivering services consistent with statewide standards in support of community mediation services.

### III. Financial

**Budget:** *(Please see attached)*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 10,993	\$ 10,993	\$ 10,993	\$ 10,993	\$ 43, 972

#### Other Funders:

KEO is receiving funds for the Kaua'i United Way for the FY July 2009-June 2010 to support the KEO Mediation Intake Worker position. Unfortunately the KEO Mediation Intake Worker position is only funded 33 percent (33 %). Throughout the fiscal year KEO

will seek funds from trust foundations; private business and charitable organizations to supplement its operations.

Funding for the program is provided by:

1. Hawai'i Justice Foundation
2. The State of Judiciary of Hawai'i, Center of Alternative Dispute Resolution
3. Kaua'i United Way
4. Administration Fees collected for program
5. Volunteer contributions

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

The KEO Mediation Program has been operating for 27 years of the 44 years KEO has been in operation. KEO administers approximately 30 programs for low to moderate income individuals and families, including: KEO homeless shelter, transitional housing, and home weatherization, temporary food assistance program (TEFAP), elderly nutrition (Meals-on-Wheels), emergency food pantry, employment core services for low-income people and, immigrants, Alcohol Drug Abuse Division (ADAD) after-school youth program, early learning centers, group homes for mentally and/or physically challenged adults, persons-in-need assistance, homeless outreach and medical services, and other programs for the disabled, diversified-horticulture- training farm, small business loans, a micro-enterprise small-business-incubator program and ADR Mediation Services, Peer Mediation Programs within the participating Schools.

##### **B. Facilities**

For mediations in the community sector the program utilizes the facilities at i.e., KEO conference rooms 2804 Wehe Road, Lihue, Kaua'i, Kaua'i neighborhood centers conference rooms, county housing recreational rooms, and Circuit Court of the Fifth District mediation/conference room. All of these facilities are ADA accessible meeting it's requirements.

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

##### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The Mediation Program is headed by Jessie M. Basquez as the Director. Basquez has managed the program for nine (9) years making improvements and expanding the program. She continues to participate in the training process to enhance the program, and has the skills and intentions of continuing to lead the Mediation Program at KEO. The community, private/ public sectors, local courts, and attorneys are well aware of the credibility the KEO Mediation Program and its staff holds and have come to depend and appreciate the value of a neutral third party and the Mediation process.

Secondly, she believes that KEO Mediation Program provides “front line” assistance through direct Mediation services and referrals to the community, business and judiciary system. She recognizes the structured Mediation process is effective and that it is utilized nationwide and feels that Mediation empowers the participants to determine the solution or outcome to their unique and specific dispute. Although agreements are not always reached, participants frequently comment that the process helped them understand various perspectives, interests and needs of others that will benefit them in future interpersonal relationships. In short, Mediation fosters communication and problem solving with individuals in all aspects of their lives as an alternative to sometimes lengthy and costly court proceeding.

She has received training in several different types of conflict resolution such as: Basic, Divorce, Facilitation, Hawaii Civil Rights Commission (HCRC), Special Education (SPED), Condominium AOA, adult & juvenile victim / offender restorative justice, court and community Mediation. She belongs to the National Association for Community Mediation (NAFCM), Association for Conflict Resolution (ACR), Centers for Alternative Dispute Resolution (CADR) and the Mediation Centers of Hawai`i (MCH).

Currently, assisting Basquez are thirty (30) active KEO volunteer mediators, who provide direct Mediation services especially for those persons who are unable to help themselves in the judicial system and community for matters in, e.g., Landlord / Tenant, Temporary Restraining Order (TRO), Small Claims, Divorce, domestic issues, Business, Hawai`i Disability Civil Rights (HCRC), American Disability Association (ADA), Real Estate, Condominium, adult & juvenile victim / offender restorative justice, Special Education (SPED), and participating Schools throughout the Island on Kaua`i.

The KEO Mediation Program affords two (2) paid staff members, a part-time Mediation Intake Worker at thirty-three (33 %) and full-time Mediation Program Director at one-hundred (100) percent. Because of this, the hours for one (1) Mediation Intake Worker are from 1:30 P.M. to 4:30 P.M. Monday through Friday. The position is primarily funded by an outside funding source. The Intake Worker provides the crucial role of initial contact from individuals requiring resolution to disputes. KEO would like to maintain the position of the Mediation Intake Worker and increase the position to full-time. This would provide a better response service to assist the community by maintaining the daily operational intake office duties and responsibilities.

KEO is governed by a Board of Directors, a tri-part board of dedicated volunteer Kaua`i residents who derive from the public, private, and low income sector. All of these groups of people interact by sharing ideas and concerns, and combine their efforts towards a better quality of life for the disadvantage. The professional staff is lead by Ms. MaBel Ferreiro-Fujiuchi, Chief Executive Officer (CEO), Ms. Lynn Kua, Administrative Officer, and Ms. Brigitte Correia, Fiscal Officer. The CEO has been leading KEO for the last eleven (11) years, and has been with the agency for over thirty-eight (38) years in various programmatic and administrative positions. The administrative staff (Fiscal Officer, Administrative Assistant/Personnel, Accountants, Clerical, Planner and Intake) has

combined total of over thirty-seven (37) years of experience. The mediation program also has thirty (30) active volunteer mediators.

**B. Organization Chart**

*(See attached #C-: Organization – Wide chart and Program chart)*

**VI. Other**

**A. Litigation** *(None)*

**B. Licensure or Accreditation**

*(Please see attached)*





## KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED

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## LIST ATTACHMENT #A

Alexander & Baldwin Foundation\* Aloha Care\* Combined Federal Campaign\* Community Services Block Grant\* County of Kauai-CDBG, HOME, Agency on Elderly Affairs\* Dept. of Housing & Urban Development\* Gwenfread Allen Fund\* Hawaii Community Foundation\* State of Hawaii-Dept. of Human Services, Dept. of Health Alcohol & Drug Abuse Division, Dept. of Labor Office of Community Services, Housing & Community Development Corporation of Hawaii, Judiciary\* Hawaii Hotel Association Kauai Chapter\* Teresa F. Hughes Trust Estate\* Kauai United Way\* Mutual Housing Corporation of Hawaii\* Irving Singer Fund\* Alice Soper Fund\* Kitaro Watanabe Fund\* Elsie Wilcox Foundation\* G.N. Wilcox Foundation\* Mabel Wilcox Foundation\* S.W. Wilcox Foundation\* United Way\* USDA\* and other private funding sources.



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Kauai Economic Opportunity Incorporated

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	31,165			
2. Payroll Taxes & Assessments	3,789			
3. Fringe Benefits	8,018			
<b>TOTAL PERSONNEL COST</b>	<b>42,972</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9. Mileage	1,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>1,000</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>43,972</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	43,972	Brigitte Correia & Jessie Basquez 808-245-4077		
(b)		Name (Please type or print)		
(c)		Signature of Authorized Official		
(d)		Date		
<b>TOTAL BUDGET</b>	<b>43,972</b>	MaBel Ferreira-Fujiuchi - Chief Executive Officer		
		Name and Title (Please type or print)		

Applicant/Pr Kauai Economic Opportunity, Incorporated

RFP No.: \_\_\_\_\_ Period: July 1, 2010 to June 30, 2011

Date Prepared: January 27, 2010

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF	%	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security 7.65%	As required by law	As required by law	2384
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 1.21%	As required by law	As required by law	377
Worker's Compensation 2.50%	As required by law	As required by law	779
Temporary Disability Insurance .80%	As required by law	As required by law	249
SUBTOTAL:			3,789
<b>FRINGE BENEFITS:</b>			
Health Insurance	470 x 12mo x 1.5 FTE		6148
Retirement		6%	1870
SUBTOTAL:			8,018
<b>TOTAL:</b>			<b>11,807</b>
<b>JUSTIFICATION/COMMENTS:</b>			

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant / Provider: Kauai Economic Opportunity, Inc.

RFP No.:

Period: July 1, 2010 to June 30, 2011

Contract No. (As Applicable):

POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	% OF TIME BUDGETED TO REQUEST		TOTAL SALARY BUDGETED IN REQUEST
		ANNUAL SALARY A	B	A x B
Chief Executive Officer	1	\$94,496.00	1.00%	\$ 944.96
Fiscal Officer	1	\$74,064.00	1.00%	\$ 740.64
Administrative Officer	1	\$55,749.00	1.00%	\$ 557.49
Planner	1	\$27,289.00	1.00%	\$ 272.89
Accountant	1	\$25,630.00	1.00%	\$ 256.30
Account/Administrative Clerk	1	\$35,541.00	1.00%	\$ 355.41
Administrative Clerk	1	\$19,383.00	1.00%	\$ 193.83
Janitor	62.5	\$15,300.00	1.00%	\$ 153.00
Intake Worker	1	\$21,924.00	1.00%	\$ 219.24
Mediation Intake Worker	1	\$15,850.00	50.00%	\$ 7,925.00
Mediation Program Director	1	\$39,092.00	50.00%	\$ 19,546.00
<b>TOTAL:</b>				\$ 31,164.76
<b>JUSTIFICATION/COMMENTS:</b>				



LINDA LINGLE  
GOVERNOR

JAMES R. AIONA, JR.  
LIEUTENANT GOVERNOR

RECEIVED



LAWRENCE M. REIFURTH  
DIRECTOR

NOE NOE TOM  
LICENSING ADMINISTRATOR

'09 JUL -8 P12:44

STATE OF HAWAII  
KAUAI REAL ESTATE BRANCH  
OFFICE OF PROFESSIONAL AND VOCATIONAL LICENSING DIVISION  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
KING KALAKAUA BUILDING  
335 MERCHANT STREET, ROOM 333  
HONOLULU, HAWAII 96813  
<http://www.hawaii.gov/hirec>  
[hirec@dcca.hawaii.gov](mailto:hirec@dcca.hawaii.gov)  
July 7, 2009

Ms. Tracey Wiltgen  
Executive Director  
Mediation Center of the Pacific, Inc.  
680 Iwilei Road, Ste. 530  
Honolulu, HI 96817

Dear Ms. Wiltgen:

Re: Cost Breakdown for Evaluative Mediation

Thank you for your letter dated June 29, 2009 (Letter) wherein you provided a breakdown of the costs for the Evaluative Mediation Program, which costs would be subsidized by the Real Estate Commission (Commission). Your Letter proposed the following breakdown to be paid by the Commission: \$100 for set-up and intake; \$100 for contacting the parties and persuading the participants to participate; and \$300 for completing the mediation, whether or not the mediation resulted in a written agreement.

The Commission is in agreement with the proposed payment terms, with certain conditions. The availability of funds is dependent upon the availability of Condominium Education Trust Fund money and limited to \$20,000 for the Commission's 2010 Fiscal Year Program of Work Item "Condominium Mediation and Arbitration Program". The \$20,000 limit is on a first-come, first-served basis and is earmarked for both Facilitative and Evaluative mediation for the combined total of \$20,000. Additionally, the proposed payment schedule noted above is for Evaluative Mediation only. The cost breakdown for Facilitative Mediation remains unchanged.<sup>1</sup>

---

<sup>1</sup> The cost breakdown for Facilitative Mediation, subsidized by the Commission, is one-half of the cost for initial set up and intake of case, not to exceed \$100, \$100 for contacting the parties and persuading them to participate in mediation, and \$100 for completing mediation, whether or not an agreement is reached by the participating parties. These costs for Facilitative Mediation remain unchanged.

## **COMPENSATION AND PAYMENT SCHEDULE FOR EVALUATIVE MEDIATION**

The State, in full consideration of and in complete compensation for the services to be performed by Provider under this Purchase Order Agreement for Evaluative Mediation, agrees to pay Provider for Evaluative Mediation Services, as those services are described in Attachment A and performed to the satisfaction of the State pursuant to this Purchase Order Agreement, in accordance with the compensation schedule set forth herein for the initial term ending on June 30, 2010.

Subject to the terms and conditions contained in this Purchase Order Agreement for Mediation Services, including the availability of Condominium Education Trust Funds (CETF), and the Special Provisions of Attachment D, the State agrees to pay Provider the following for each case which Provider processes involving the eligible parties and issues described in Attachment A:

1. One-half of the cost for the initial set up and intake of a case, not to exceed one hundred dollars (\$100);
2. One hundred dollars (\$100) for contacting all of the parties involved and for the Provider's best efforts in persuading the parties to participate in mediation;
3. An additional three hundred dollars (\$300) for completing Evaluative Mediation, whether or not the mediation successfully reaches an agreement of the parties.

In no event shall the Provider be paid more than five hundred dollars (\$500) per case for Evaluative Mediation.

The subsidized mediation operates on a first come, first served basis in any given year, limited by the Commission's Mediation Budget Allocation, which allocation is the combined total for both Evaluative and Facilitative mediation.

The State and Provider agree that the foregoing determined compensation amount shall not exceed \$20,000, for both Facilitative and Evaluative Mediation, for the fiscal year commencing July 1, 2009 and ending June 30, 2010.

The Provider shall be paid in accordance with this Attachment for cases received by the Provider prior to a fiscal year end (June 30) or prior to termination of this Purchase Order Agreement for any reason by the State, whichever occurs first, upon submission to the Commission of a Statement or invoice as required by Attachment A of this Purchase Order Agreement.

Any submitted statement or invoice shall not include services rendered or expenses incurred after a fiscal year end (June 30) or after the termination of this Purchase Order Agreement, whichever occurs first; provided that for cases received prior to the fiscal year end (June 30) or prior to termination of this Purchase Order Agreement whichever is applicable, but which are not resolved, closed, or otherwise completed prior to the date of termination, payment shall be made in accordance with this Attachment.

The State will pay the above amounts only if the parties and issues involved in the conciliation or mediation are eligible parties and issues, as described in Attachment A, at the time the services are rendered. Except for the above amounts, all other costs of mediation shall be borne by the parties to the mediation.

RECEIVED

10 JAN 27 A 7:30

**MEDIATION CENTERS OF HAWAII, INC.  
AGREEMENT FOR THE PROVISION OF SERVICE**

July 1, 2009 Through June 30, 2010

KAUAI ECONOMIC OPPORTUNITY  
OF HAWAII, INC.

This agreement is made this first day of July, 2009 by and between the MEDIATION CENTERS OF HAWAII, INC., P.O. Box 1708, Kaunakakai, Hawaii 96748, hereinafter called "MCH", and KAUAI ECONOMIC OPPORTUNITY, hereinafter called the "SERVICE PROVIDER".

**WITNESSETH**

WHEREAS, MCH wishes to purchase certain services pertaining to mediation and dispute resolution to fulfill its Agreement with the JUDICIARY set forth in Purchase of Service Contract No. J08126, Third Amendment to Agreement Dated July 1, 2007;

WHEREAS, SERVICE PROVIDER is able and desires to provide such services under the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, the parties agree as follows:

1. Scope of Services: SERVICE PROVIDER shall, in a proper and satisfactory manner as determined by MCH, help provide the Required Services as set forth in Exhibit "A" of MCH's Agreement with the Judiciary, Third Amendment to Agreement Dated July 1, 2007, which is attached, and made a part of this Agreement.

2. Term of Agreement: The term of this Agreement shall be for one year commencing July 1, 2009 through June 30, 2010.

3. Compensation: The SERVICE PROVIDER shall be compensated in a total amount for all Required Services not to exceed FORTY ONE THOUSAND EIGHT HUNDRED AND NINETY EIGHT DOLLARS (\$41,898) in twelve equal payments.

4. Reporting Requirements: In addition to whatever other reports may be required elsewhere in MCH's Agreement with the JUDICIARY, which is made a part of this Agreement, the SERVICE PROVIDER shall submit legible, complete, timely and accurate reports to the JUDICIARY to MCH, according to the following schedule:

<u>Quarterly Activity Reports</u>	<u>Due Dates</u>
First Quarter, ending September 30	October 21
Second Quarter, ending December 31	January 21
Third Quarter, ending March 31	April 21
Fourth Quarter, ending June 30	July 21
<u>Annual Report</u>	<u>Due Date</u>
Fiscal Year, ending June 30	July 31
<u>Audit</u>	November 1

5. Standards of Conduct Declaration: The Standards of Conduct Declaration of the SERVICE PROVIDER is attached as Exhibit "C" of MCH's Agreement with the JUDICIARY, and is made a part of this Agreement.

6. General Conditions: The General Conditions Governing Contracts with the Judiciary (the "General Conditions") are attached as Exhibit "D" of MCH's Agreement with the JUDICIARY, and are made a part of this Agreement.

7. Special Conditions: The Special Conditions are attached as Exhibit "E" of MCH's Agreement with the JUDICIARY, and are made part of this Agreement. In addition, the SERVICE PROVIDER shall choose a member of its Board of Directors to act as its representative on the MCH Board of Directors.

8. Notices: Any notice, communication of information required to be given by any party to this Agreement shall be made in writing, and shall be (a) delivered personally, or (b) sent by United States first class mail. Notice required to be given to MCH shall be sent to the MCH Contract Administrator at P.O. Box 1708, Kaunakakai, HI 96748. Notice to the SERVICE PROVIDER shall be sent to it at the SERVICE PROVIDER's address. The SERVICE PROVIDER is responsible for notifying MCH in writing of any change in address.

IN VIEW OF THE ABOVE, the parties execute this Agreement by their signatures, on the dates below, to be effective as of the date first above written.

MEDIATION CENTERS OF HAWAII, INC.

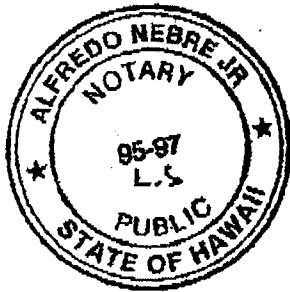
By \_\_\_\_\_

Bruce McEwan, Chair  
Board of Directors  
Mediation Centers of Hawaii

KAUAI ECONOMIC OPPORTUNITY

By \_\_\_\_\_

Brenda Viado, President  
Board of Directors  
Kauai Economic Opportunity, Inc.



On this 8<sup>th</sup> day of January, 2010, before me appeared Brenda Viado, to me personally known, who, being by me duly sworn, did say that she is the President of the Board of Directors

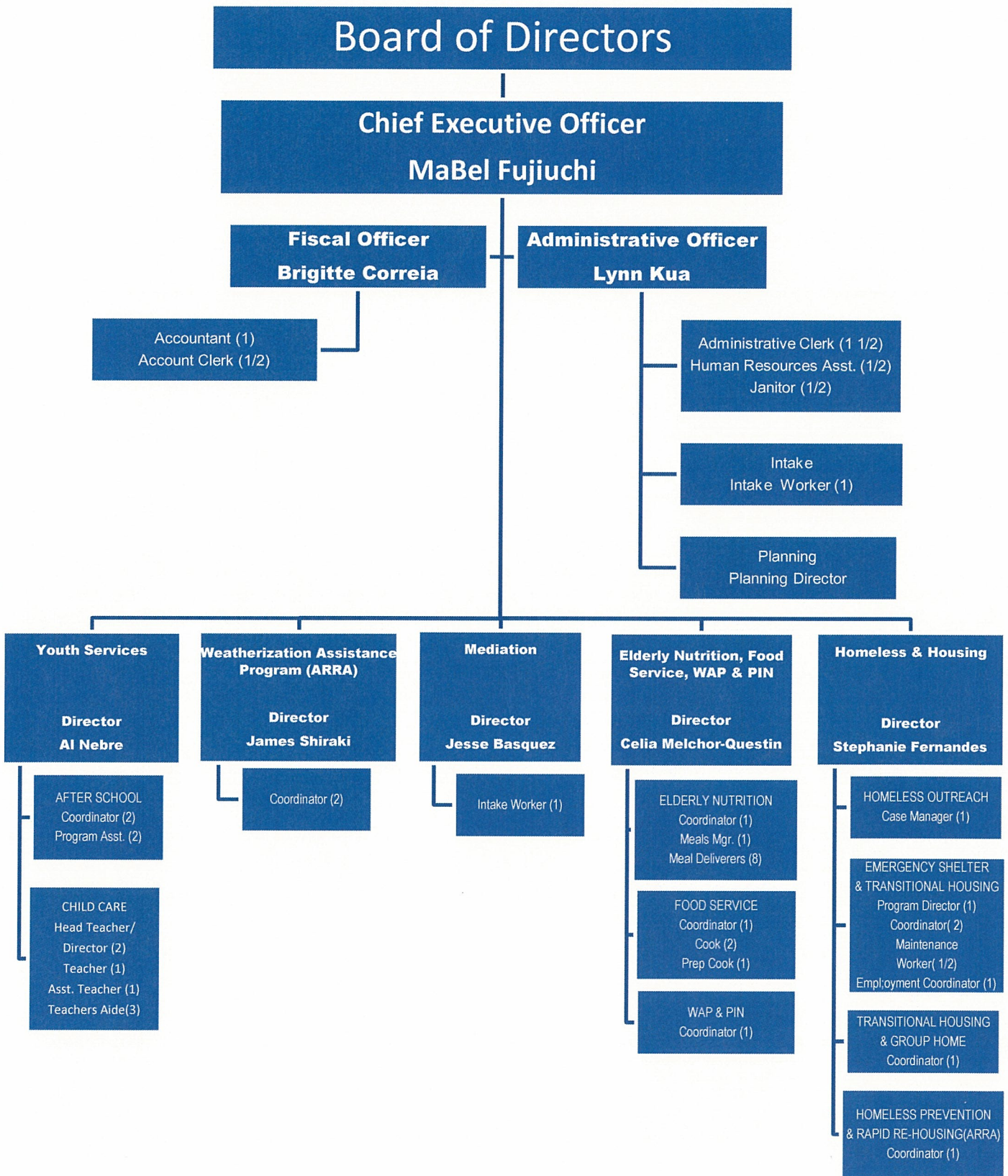
Doc. Description: Agreement for the  
Provision of Service

Doc. Date: 8 Jan 10 No. Pages: 2  
[Signature] 5th  
[Signature] 2nd Class

ALFREDO NEBRE JR.  
Notary Public State of Hawaii  
My Commission Expires: 3/14/2011



# Kauai Economic Opportunity, Incorporated



House District 15

Senate District 7

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

Log No: 23-C

For Legislature's Use Only

2010 JAN 29 A 9:21

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):

Kawaikini New Century Public Charter School

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Supporting the Language of Kaua'i, Inc.

Street Address:  
3634 Lala Road, Lihue, HI, 96766

Mailing Address:  
P.O. Box 245, Lihue, HI, 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: Mr. Nolan Rapozo

Title: President

Phone #: (808) 639-2928

Fax #: (808) 246-4835

e-mail: rapozon001@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:

School facilities for Kawaikini New Century Public Charter School

4. FEDERAL TAX ID #:



5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011: \$1,868,000

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 \$ 12,500  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ 2,609,500

TYPE NAME, TITLE OF AUTHORIZED REPRESENTATIVE:



NOLAN RAZOZO, PRESIDENT

JANUARY 26, 2010

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

# Contents

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C. Budget Justification: Equipment and Motor Vehicles	
D. Budget Justification: Capital Project Details	
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## III. Attachments

- A: Organizational Documents and Board Bios
- B: Plot Plan
- C: Geographic Coverage
- D: Tasks and Responsibilities
- E: Projected Annual Timeline
- F: Budget
- G: Other Funding Sources
- H: Organizational Charts

## 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. *Brief description of Supporting the Language of Kaua'i, Inc.*

Supporting the Language of Kaua'i, Inc. (SLK) is a community-based non-profit organization dedicated to enhancing and preserving the native Hawaiian language.

**(See "Attachment A: Organizational Documents and Board Bios")**

#### 2. *Goals and objectives of this request*

Through the Kawaikini Project, Supporting the Language of Kaua'i, Inc. is promoting the preservation and use of the Hawaiian language in educational instruction and improving academic achievement for primary and secondary students. Kawaikini Project involves the construction of school facilities for Kawaikini New Century Public Charter School, a newly authorized K-12 public charter school that opened its doors in the 2008-2009 academic year.

The multi-phased project will see the construction of the following high-quality modular and stationary buildings: five 960sf modular classrooms, one 3600sf multi-purpose building, and two Project Frog "smart buildings", including all infrastructure, ADA ramps, etc.

**(See "Attachment B: Plot Plan")**

#### 3. *Public purpose and need to be served*

On the island of Kaua'i, viable school facilities options are limited island-wide, and this shortage is especially acute in the central part of the island. Statewide, many public charter schools have been established without a solid facilities foundation and their programs have suffered because of it. For this reason Kawaikini's Local School Board has put much effort into its Facilities Plan, which it believes will provide the necessary stability and resources to enable the school to achieve its educational mission.

The facilities to be constructed will also serve a larger community need by creating a community facility that may be used for public meetings, cultural workshops and classes, and other public purposes during non-school hours.

*4. Target population to be served*

Kawaikini NCPCS serves students 5 to 18 years of age living within the county of Kaua'i. Kawaikini expects an enrollment of approximately 100 students for school year 2010-2011 with a ten percent increase per year up to a maximum enrollment of 150 students. Current student population and projected demographic information suggest that the served population will be predominantly low- and moderate-income families, and that 80%-90% will be Hawaiian and other minority persons.

*5. Geographic coverage*

Being centrally located, the K-12 Hawaiian Immersion public charter school program will serve all communities of Kaua'i.

**(See "Attachment C: 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. Scope of work & Tasks and Responsibilities*

Scope of Work

To implement its educational program Kawaikini NCPCS will use the current proposed funding to construct school facilities to support its educational program. The facilities will consist of eight buildings including water and septic infrastructure: five 960sf modular classrooms, one 3600sf multi-purpose building, and two Project Frog smart buildings.

A general contractor will design, deliver and raise all modular buildings and as well as frame and build the 60'x60' multi-purpose structure on site. The 60'x60' structure will be designed by our Head Architect/Contractor and their team of engineers.

All site preparation, infrastructure and the building of two 1200sf Project Frog "smart" classrooms is tentatively scheduled for completion on or before school starts in August and will be built using existing funding.

Beginning July 2010, the project time-line will include the installation of five 960sf modular classrooms that will house the middle and high school students. The

3600sf multi-purpose unit will consist of one boys and one girls restroom, a full kitchen and a 40'x60' meeting / eating area. The completion date, dependent upon funding, is set at approximately June 2011.

The final phase will encompass green technology, landscaping, playground equipment and perimeter fencing.

#### Tasks and responsibilities

The Kawaikini project will be implemented by a team of experts and will be overseen by a Project Coordinator under the supervision of the SLK board. Tasks will be coordinated by the project coordinator as per Attachment D.

**(See "Attachment D: Tasks and Responsibilities")**

#### *2. Projected annual timeline for accomplishing the results or outcomes of the service*

Supporting the Language of Kaua'i Inc. has begun preliminary planning for the Kawaikini Project. The projected completion date for the Kawaikini Project is June 2011.

**(See "Attachment E: Projected Annual Timeline")**

#### *3. Quality assurance and evaluation plans*

To assure the proper monitoring, evaluation and improving of results, Kawaikini will adopt a Quality Assurance (QA) plan that will ensure that Quality control activities are conducted throughout the course of the project. The QA plan will consist of four distinct stages at which comprehensive reviews of the content and accuracy of the plans and the implementation of the proposal will be conducted. The four stages are:

- The Scope Verification Meeting – To gather the necessary original plans and other useful background information, review all scoping documents, and review cost estimates from the programming of the project and compare it to the programmed cost.
- The Plan Review Meeting - to ensure the project design is proceeding according to the scope of work agreed to at the Scope Verification Meeting.
- The Omissions and Errors Check (OEC) Meeting – to review the final plan/proposal package to ensure the package is complete.
- Submission of Final Plans.

- The Implementation Review Meeting(s) – regular meetings to ensure the project implementation is proceeding according to the final submitted plans.
- The final project report and audit – to ensure accountability and documented performance of all activities.

*4. Measures of effectiveness*

Supporting the Language of Kaua'i, Inc. will report on the progress of the project using a standard set of performance measures. The Measures of Effectiveness (MOEs) that will be used to assess the effectiveness of the facilities construction project are:

- 1) Quality of school facilities constructed – All school facilities will be completed in accordance with relevant legal, health, and safety guidelines.
- 2) Timeliness of tasks performed – Contingent upon timely funding, all facilities will be constructed in time for the 2011-12 school year.
- 3) Budgetary efficiency and adherence – Activities will be conducted within the allocated budget.
- 4) Safety and injury prevention– Safety will be ensured during all phases of the project.

Strategic objectives	Performance Measures (Measures of Effectiveness)	Initiatives (causes)
To provide high-quality school facilities for Kawaikini NCPCS	(1) Quality of school facilities constructed	Best practice construction methods/materials
To construct facilities in time for 2011-12 school year	(2) Timeliness of tasks performed	Quality Assurance & Evaluation plan
To complete the project within the allocated budget	(3) Budgetary efficiency and adherence	Fiscal oversight and financial audit
To ensure safety during all phases of the project	(4) Safety and injury prevention	Safety policy and training procedures

**III. Financial**

*1. Budget detailing the cost of the request*

**(See “Attachment F: Budget”)**

2. *Anticipated quarterly funding requirements for the fiscal year 2010-2011.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$750,000	\$750,000	\$200,000	\$168,000	\$1,868,000

3. *Listing of all other sources of funding to be obtained for fiscal year 2010-2011.*

(See "Attachment G: Other Funding Sources")

**IV. Experience and Capability**

1. *Necessary Skills and Experience Relating to the Request*

Supporting the Language of Kaua'i, Inc. has demonstrated the ability to administer federally- and state-funded projects and has the necessary skills and experience to carry out the Kawaikini project. Recent experience of related projects includes the following:

1) Grantor: United States Department of Education  
 Date: 10/1/06 to 09/30/07  
 Amount: \$150,000  
 Description: The grant was used to create a Hawaiian-focused charter school.  
 Status: Successfully completed. Kawaikini NCPCS was awarded one of only three charters in a highly competitive statewide process.

2) Grantor: Office of Hawaiian Affairs  
 Date: July 1, 2006 to June 30, 2007  
 Amount: \$35,000  
 Description: The grant was to provide busing services for Ke Kula Kaiapuni o Kapa'a Hawaiian-immersion students living on the south and west side of Kaua'i.  
 Status: Successfully completed. The one-year grant was successfully used to establish a self-sustaining transportation program that is still functioning.

3) Grantor: Office of Hawaiian Affairs  
 Date: April 2008 – October 2008  
 Amount: \$52,300  
 Description: The grant was used to erect Science Labs for Kawaikini NCPCS in time for its first year of operation.  
 Status: Successfully completed



2. *Current facilities and future plans*

Kawaikini New Century Public Charter School currently resides in used temporary modular buildings that have exceeded their intended lifespan. Permanent facilities for Kawaikini New Century Public Charter School will be financed by the proposed legislative Grant-in-Aid and other community funding sources: donations, private grants, loans, etc. All facilities will meet ADA accessibility guidelines for buildings and facilities.

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

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

*1. Proposed Staffing Pattern*

Project Coordinator will coordinate work flow; update and pursue delegated tasks to ensure progress to deadlines; take initiative in Construction manager's absence; work with all parties to keep the project on schedule; act as a liaison between all parties involved; maintain procedures to ensure consistent performance of routines; work with the SLK board to ensure fiscal oversight of the project.

Design Team Coordinator will coordinate with Design Team including architects, engineers, and general contractors to keep the project on schedule. DTC will act as liaison between design team and Local School Board and will maintain procedure to ensure consistent performance of routines by all parties on the Design Team.

The Architect will be responsible for meeting with LSB to determine the specific needs and requirements for the project; traveling to the Kawaikini job site to complete physical inspections and site surveys before starting on the design; working with various computer programs or drafting floor plans and building designs as proposals for the project; meeting regularly to review proposals and plans; making modifications or revisions as required; working with project coordinator and construction manager to obtain permits; and answering questions regarding the plans and/or troubleshooting problems as they arise.

The Electrical Engineer will design the electrical system to ensure that power supplies, transformers, and electrical connections are working properly so that project receives the required electricity. The architectural engineer will work with construction crews, architects, and others during the construction of the project to make sure that they are following the building codes that are in place.

The Construction Manager will plan, direct, coordinate, or budget, usually through Project coordinator all activities concerned with the construction and maintenance of structures, facilities, and systems. He will also participate in the conceptual development of the Kawaikini construction project and oversee its organization, scheduling, and implementation.

The Site Consultant will be responsible for providing specific recommendations on the physical environment of the site to ensure that the land is prepared in a culturally appropriate way. The Site Consultant will work with relevant partners (RDP, KCC, etc.) to ensure an effective working relationship is maintained.

The Attorney will work with the Project manager and relevant SLK representatives to review the terms and conditions of all legal contracts, leases, notices, etc. The attorney will provide legal guidance to ensure that the project is in compliance with all relevant laws.

The Financial Advisor will work with SLK representatives to ensure that all financing for the project is acquired in a timely manner. The Financial Advisor will work with the Board to provide timelines that correspond to the projected income from the Capital Campaign.

The Environmental Consultant will assist in matters pertaining to environmental issues, including the formulation of the Environmental Assessment and environmental law compliance.

## 2. Qualifications and experience of suggested personnel

1. **Nolan Rapozo, Project Coordinator** - Mr. Rapozo is a Vietnam veteran, parent of immersion school students, and retired Kauai Police Officer. He has worked as a Safety Officer and presently manages a family rental business where he has experience in construction project coordination.
2. **Leilani Spencer, Design Team Coordinator** – Ms. Spencer, a graduate of New York University, is a parent of two Hawaiian Immersion school students with experience as an agent and production coordinator in New York City, Los Angeles and Sao Paulo, Brazil. She has experience in working with the various architectural firms, and with her deep understanding of the overall project, she is equipped to keep the Design Coordination on track.
3. **Kelly Irvine and Cathi Ho-Shar, Architects** – Ms. Irvine and Ms. Ho-Shar are licensed architects in the state of Hawai'i. They bring expertise in all phases of the design and construction process, including production and project management and LEEDS certification and design. They have both worked on school design projects.
4. **Lincolne-Scott, Engineers (Electrical/ Mechanical)** - An internationally recognized pathmaker in environmental building services, integrating environmental thinking with delivering enhanced commercial outcomes. They have a history of delivering projects of engineering, urban, architectural and green significance.
5. **Esaki Mapping, Engineers (Civil)**

6. **Joseph Blevins, Construction Manager** – Mr. Blevins has a Masters of Engineering Administration from University of Utah, a B.S. Mathematics/Physics from Brigham Young University, Hawai'i. Mr. Blevins has a strong background in project and organizational management with projects such as McBryde Plantation, County of Kaua'i - Mayor's Office, County of Kaua'i – Police Communication Center.
7. **Mr. Sean Chun, Site Consultant** – Mr. Chun has a B.A. in Hawaiian Studies, cultural training in Ho'oponopono (conflict resolution), La'au lapa'au (Hawaiian medicinal herbs), and lua (Hawaiian martial arts). Currently he is site coordinator of Na Pua No'eau Pathways Program where he teaches culture, language, history and ethnobotany.
8. **Warren Perry, Legal Advisor** – Mr. Perry is a Native Hawaiian who has practiced law in Hawai'i for over 20 years. He is a graduate of Kamehameha Schools, and has been active with many Hawaiian organizations, including ALU LIKE, Inc., and the Royal Order of Kamehameha.
9. **Mr. Samuel K. Ka'auwai, Financial Advisor** – Mr. Ka'auwai holds a B.A in Business Administration, Management and Accounting from The College of Idaho and Professional Diploma in Elementary Education from University of Hawai'i Manoa. Mr. Ka'auwai also has a Master of Arts (Major: Teaching, Specialization: Reading) from National University.
10. **Mr. Donald Heacock, Environmental Consultant** – Mr. Heacock is an aquatics biologist who has worked for the State DLNR Aquatic Systems division for the Island of Kaua'i for over 20 years and is familiar with all aspects of project-based learning. His extensive knowledge will help design specific project-based curriculum dealing with marine or freshwater resources.

#### Supervision and Training

The Project Coordinator will design and implement a Training Manual for all contractors and personnel associated with Kawaikini Project. The Project Coordinator will also be responsible for supervising the implementation of all personnel, including evaluation and training.

#### **B. Organization Chart**

The organization chart for Supporting the Language of Kaua'i, Inc. can be seen in Attachment H.

**(See "Attachment H: Organizational Charts")**

**VI. Other**

**A. Litigation**

*1. The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.*

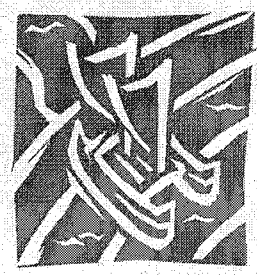
Not applicable.

**B. Licensure or Accreditation**

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

Not applicable.

**Attachment A:**  
**Organizational Documents**  
**and Board Bios**



**SUPPORTING THE LANGUAGE OF KAUA'I, INC.**  
**BOARD BIOS**

Nolan Rapozo (President) is a Vietnam veteran, parent of immersion school students, and retired Kauai Police Officer. He presently manages a family rental business and has an Associates degree in business administration.

Anthony (Kimo) Perry (Vice President) is the parent of a child who is currently attending the Punana Leo o Kaua'i Hawaiian Immersion Preschool. He holds a Bachelor of Science in Speech from Northwestern University, and an MFA in Creative Writing from Antioch University Los Angeles. He serves on the state board of ALU LIKE, Inc. and is actively involved with several Hawaiian organizations on Kaua'i.

Isa Segismundo (Treasurer) is an immersion parent and active member of the Kaua'i community. She is currently a board member for the Ka'ie'ie Foundation, and has organized and coordinated fundraising events for Halau Palaihiwa o Kaipuwai. She attended San Francisco State University and has worked as a business owner and an after-school program director for an Oakland, California based school, where she was responsible for budgeting, hiring, and planning and implementation of the program.

Leilani Spencer (Secretary) – Leilani is currently Kaua'i Coordinator for The Baby Hui Infants & Toddlers. Leilani has served on the Na Leo Kako'o and SLK Boards in multiple capacities for the past 5 years and is the parent of two children that have been enrolled for more than 9 years at Ke Kula Kaiapuni Hawai'i Hawaiian Immersion School and Kawaikini.

Ezra Kanoho, a graduate of Kamehameha Schools, is a former Hawai'i state representative who served in the Hawai'i State Legislature for almost 20 years. He attended Kaua'i Community College and received an AS from Honolulu Community College. Along with his political activity, Mr. Kanoho has donated his time to such causes as the Rotary Club of Hawaii; Mayor's Task Force for Substance Abuse; Junior Achievement of Kauai; Kauai Chamber of Commerce; United Way of Kauai; and American Society of Safety Engineers.

**KAWAIKINI LOCAL SCHOOL BOARD**  
**& ADVISORY BOARD BIOS**

**Kawaikini Local School Board**

Anthony (Kimo) Perry (President) is the parent of a first-grader at Kawaikini. He holds a Bachelor of Science in Speech from Northwestern University, and an MFA in Creative Writing from Antioch University Los Angeles. An instructor and coordinator at Kaua'i Community College, he serves on the state board of ALU LIKE, Inc. and is actively involved with several Hawaiian organizations on Kaua'i.

Samuel K. Ka'auwai (Vice President) holds a B.A in Business Administration, Management and Accounting from The College of Idaho and Professional Diploma in Elementary Education from University of Hawai'i Manoa. Mr. Ka'auwai also has a Master of Arts (Major: Teaching, Specialization: Reading) from National University. He is currently a Kumu Alaka'i at Kawaikini.

Corrina Sabala (Treasurer) is an immersion parent who has much experience in project management. She was manager for Kauai Humane Society non-profit thrift store for several years, worked as administration assistant and special event coordinator for the National Tropical Botanical Gardens and currently manages a business in Līhu'e.

Leilani Spencer (Secretary) – Leilani is currently Kaua'i Coordinator for The Baby Hui Infants & Toddlers. Leilani has served on the Na Leo Kako'o and SLK Boards in multiple capacities for the past 5 years and is the parent of two children that have been enrolled for more than 9 years at Ke Kula Kaiapuni Hawai'i Hawaiian Immersion School and Kawaikini.

'Alohilani Rogers is a Hawaiian language teacher licensed to teach in the state of Hawaii, and currently working as a resource teacher at Kawaikini. She also serves on the Board of Directors of 'Aha Punana Leo.

Dr. Liela Akiona Hew Nitta, Ed.D, holds a B.S. degree from University of Washington, an M.A.T. (Cognate Area Biology) from University of Idaho, M.Ed., Secondary Administration from University of Idaho and an Ed.D (Educational Foundations) from University of Hawai'i. She is currently the Principal of 'Ele'ele Elementary School and was past Vice Principal of Kapa'a Elementary School and Waimea Canyon School. She has extensive experience and expertise in the areas of teaching and lecturing and has received several honors and awards including Who's Who Among America's Teachers, Woodrow Wilson Fellow at Princeton University, Alu Like Kāko'o Graduate Scholar, and Kaua'i Teacher of the Year.

Ilima Apana earned a Bachelor's in Hawaiian Studies with an emphasis in Hawaiian Language from University of Hawai'i at Hilo. 'Ilima has a teaching certificate from Kahuawaiola Hawaiian Medium Education Teacher Licensing Program. She is currently the Kindergarten teacher at Kawaikini.

Leialoha Kauahi, M.Ed., is a former principal and teacher who served in the Hawai'i Department of Education for 37 years. As a co-director at Kawaikini, Mrs. Kauahi is committed to achieving the following goals: mobilizing teachers, staff, students, parents and community around a vision of a school in which all students achieve; creating an orderly and safe school environment by setting high standards for discipline and attendance; helping students acquire the habits and attitudes necessary for more than adequate progress in school, college and life; providing a challenging academic curriculum and tailoring instructional strategies to meet the needs of all students; focusing on early childhood programs to increase children's chances for success; reaching out to help parents take part in educating their children.

Nani Hill, M.Ed., is the most recent member of Kawaikini's LSB, serving as a community representative

### **Kawaikini Advisory Board**

Marie Bailey (Secretary) is an immersion parent, volunteer and speech/language pathologist. She holds a Bachelor of Science degree in teacher education, a Master of Arts degree in Speech Pathology, and a Master of Arts degree in Early Childhood Education and is a nationally certified member of the American Speech-Language-Hearing Association. She is also past president of Ka `Ohana Punana Leo o Kaua`i, a non-profit parent support group affiliated with the Punana Leo o Kaua`i Hawaiian Immersion School.

Dennis Chun has a B.A. in Hawaiian Studies and an M.Ed from UH-Manoa. He is an immersion parent and longtime supporter of Hawaiian immersion education. Along with being active with the Polynesian Voyaging Society, he also the Chair of the Department of Hawaiian Studies at Kaua`i Community College.

Ian Costa is a native Hawaiian licensed architect. He currently serves as Planning Director for the County of Kaua`i.

Frances Leina`ala Dinnan holds a BA in Psychology and an M.Ed. in Counseling & Guidance. She is a graduate of KSBE and since 1983 has worked at Kaua`i Community College where she is currently the Director of Financial Aid. Ms. Dinnan is also a DHHL lessee and mother of two Hawaiian language immersion students. She is active in several Hawaiian and community organizations and is co-founder of Nā Leo Kāko`o, Hawaiian Immersion Language Support Organization.

Don Heacock has worked for the State DLNR Aquatic Systems division for the Island of Kaua`i for over 20 years and is familiar with all aspects of project-based learning. He is an aquatics biologist who will help design specific project-based curriculum dealing with marine or freshwater resources.

Janet Kahalekomo is a kupuna at Ele`ele School. She is active with many community organizations including the Kaumuali`i Hawaiian Civic Club and others. She is also President of the Native Hawaiian Education Council – Kaua`i Island Council.

Ezra Kanoho, a graduate of Kamehameha Schools, is a former Hawai`i state representative who served in the Hawai`i State Legislature for almost 20 years. He attended Kaua`i Community College and received an AS from Honolulu Community College. Along with his political activity, Mr. Kanoho has donated his time to such causes as the Rotary Club of Hawaii; Mayor's Task Force for Substance Abuse; Junior Achievement of Kauai; Kauai Chamber of Commerce; United Way of Kauai; and American Society of Safety Engineers.

Kehaulani Kekua is a Kumu Hula for Halau Palaihiwa O Kaipuwai and Executive Director of Ka`ie`ie Foundation, a Native Hawaiian non-profit organization perpetuating customary practices and Hawaiian art forms. She is a native Hawaiian born and raised in Anahola and a graduate of Kamehameha Schools.

Judy Lenthall has been the Executive Director of the Kauai Food Bank for the past seven years. She was educated at the University of Hawaii-Manoa and holds a B.A. in Psychology



and Sociology, an M.A. in Sociology and a Certificate in Demography from the East-West Center. For over 20 years she's worked in the field of housing and planning for non-profit, for-profit and government sectors.

Nāmomi K. McCorrison holds a Bachelor's Degree in Hawaiian Studies and Travel Management from Brigham Young University - Hawaii. She is currently the 1-2 grade teacher for Kawaikini. She served as the Lead Preschool Teacher at Pūnana Leo O Kauai for four years and she has helped educate families on the importance of saving and budgeting their monies.

Warren Perry is a Native Hawaiian attorney who has practiced law in Hawai'i for over 20 years. He is a graduate of Kamehameha Schools, and has been active with many Hawaiian organizations, including ALU LIKE, Inc., the Royal Order of Kamehameha, and Pa Ku'i a Holo.

Edmond Renaud is a native Hawaiian and a licensed engineer in the State of Hawai'i. He has overseen the construction of Wilcox Hospital and many other large-scale projects in Hawai'i. Mr. Renaud was the Kaua'i County Engineer during and after Hurricane Iniki where he played a major role in rebuilding the island infrastructure after the hurricane. He is currently the superintendent of the County of Kauai's Department of Public Works Roads Division.

Terri Russell has a BA in Finance and has been Chief Financial Officer for Ho'ōla Lāhui, a non-profit organization, since November 1997.

Tom Shigemoto is vice president of A&B Properties, a subsidiary of Alexander & Baldwin, Inc. Mr. Shigemoto was a former Planning Director for the County of Kauai and has been an active part of the local community, serving on the boards of such organizations as the Kaua'i United Way and the Kaua'i/Ni'ihau Islands Burial Council.

Chris Town, M.Ed., is Co-Director of Kawaikini and a seasoned principal with over 38 years experience in Hawai'i public and private schools. Chris came to Hawai'i in 1970 to work as a teacher at Kapa'a Elementary. After teaching at Koloa Elementary School for seven years, Chris moved on to school administration in a number of Kaua'i schools. As principal of Kalaheo Elementary for 14 years, Chris worked with his staff to bring about many innovative changes including school community based management. After earning his M.Ed. along with a cadre of his Kalaheo teachers in 1995, Chris moved on to become Kaua'i Deputy District Superintendent. After "retirement" Chris served in Colorado as a principal for 6 years where he implemented school-wide improvement and a school facilities renovation. Returning to Hawai'i, Chris served on O'ahu as a private school Director. Chris has extended family on Kaua'i, O'ahu and Hawai'i, including a brother, children, and grandchildren, two of whom will attend Kawaikini. Chris lives in Oma'o with his wife Devi.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

OCT 31 2006

Date:

SUPPORTING THE LANGUAGE OF KAUAI  
INC  
PO BOX 245  
LIHUE, HI 96766

Employer Identification Number:

DLN:

Contact Person:

DAVID V SCIAN

ID#

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

January 24, 2006

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

December 31, 2010

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

Nonrefundable Filing Fee: \$25.00

STATE OF HAWAII  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
Business Registration Division  
335 Merchant Street  
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810



FILED 04/24/2008 08:33 AM  
Business Registration Division  
DEPT. OF COMMERCE AND  
CONSUMER AFFAIRS  
State of Hawaii

ARTICLES OF INCORPORATION  
(Section 411D-32, Hawaii Revised Statutes)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

The undersigned, desiring to form a nonprofit corporation under the laws of the State of Hawaii, certify as follows:

The name of the corporation shall be:

SUPPORTING THE LANGUAGE OF KAUA'I

ii

The mailing address of the corporation's initial principal office is:

P.O. Box 245, Lihue, Kaua'i HI 96766

iii

The corporation shall have and continuously maintain in the State of Hawaii a registered office and a registered agent. The agent may be an individual resident of Hawaii, a domestic entity or a foreign entity authorized to transact business in the State, whose business office is identical with the registered office.

- a. The name (and state or country of incorporation, formation or organization, if applicable) of the corporation's registered agent in the State of Hawaii is:

Nolan Raymond Rapozo

(Name of Registered Agent)

Hawaii

(State or Country)

- b. The street address of the corporation's initial registered office in the State of Hawaii is:

3634 Lala Road, Lihue, Kaua'i HI 96766

01/23/1900620158

IV

The name and address of each incorporator is:

Name	Address
Nolan R. Rapozo,	3634 Lala Road, Lihue, HI 96766
Corinna Sabala,	Lihue 3-3100 Kuhio, Hwy. Suite C3 Lihue, HI 96766
Namomi McCorrison,	P.O. Box 597, Koloa, HI 96756
Natasha Troche,	1940 Nahema Street, Lihue, HI 96766

V

Please check one.

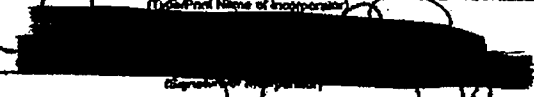
- The corporation has members.
- The corporation has no members

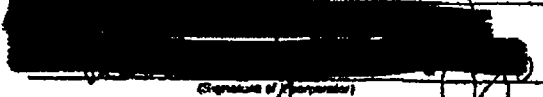
VI

The corporation is nonprofit in nature and shall not authorize or issue shares of stock. No dividends shall be paid and no part of the income or profit of the corporation shall be distributed to its members, directors, or officers, except for services actually rendered to the corporation, and except upon liquidation of its property in case of corporate dissolution.

The undersigned certifies under the penalties of Section 414D-12, Hawaii Revised Statutes, that the undersigned has read the above statements and that the same are true and correct.

Signed this 11 day of January, 2006

Nolan Raymond Rapozo  
(Print Name of Incorporator)  
  
(Signature of Incorporator)

Nolan Raymond Rapozo  
  
(Signature of Incorporator)

SEE INSTRUCTIONS PAGE The articles must be signed by at least one individual (incorporator).

01/2 620158

FILED 10/03/2006 08:25 AM  
Business Registration Division  
DEPT. OF COMMERCE AND  
CONSUMER AFFAIRS  
State of Hawaii

STATE OF HAWAII  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
Business Registration Division  
335 Merchant Street  
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810



10/04/200620001

**ARTICLES OF AMENDMENT**  
(Section 414D-183, Hawaii Revised Statutes)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

The undersigned, duly authorized officers of the corporation submitting these Articles of Amendment, certify as follows:

1. The name of the corporation is:

SUPPORTING THE LANGUAGE OF KAUA'I

2. The amendment(s) adopted is attached.

3. The amendment (s) was adopted on: January 12 2006  
(Month Day Year)

(Check one)

at a meeting of the members:

Designation (class) Of membership	Total Number of Memberships (votes) outstanding	Total Number of Votes Entitled to be Cast By each Class	Number of Votes Cast by each class For Amendment	Number of Votes Cast by each class Against Amendment

(The number of votes cast by each class is sufficient for approval by that class)

OR

by written consent of the members holding at least eighty per cent of the voting power.

OR

by a sufficient vote of the Board of Directors or Incorporators because member approval was not required.

4. Check one:

The written approval of a specified person or persons named in the articles of incorporation was obtained.

The written approval of a specified person or persons is not required.

The undersigned certifies under the penalties of Section 414D-12, Hawaii Revised Statutes, that the undersigned has read the above statements and that the same are true and correct.

Signed this 2nd day of October, 2006

Noian Raymond Rapozo, President

[Redacted Signature]

(Type/Print Name & Title)

(Signature of Officer)

SEE INSTRUCTIONS ON REVERSE SIDE. The articles must be signed by at least one officer of the corporation.

ATTACHMENT TO ARTICLES OF AMENDMENT  
OF  
SUPPORTING THE LANGUAGE OF KAUA'I

Fill in the applicable blank(s) and insert text of the amendment.

Article VI amended to read as follows:

The corporation is nonprofit in nature and shall not authorize or issue shares of stock. No dividends shall be paid and no part of the income or profit of the corporation shall be distributed to its members, directors, or officers, except for services actually rendered to the corporation.

Article VII Included to read as follows:

a. This organization is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, including, for such purposes, the making of distributions to organizations that also qualify as Section 501(c)(3) exempt organizations. To this end, the corporation shall use all funding to preserve, support, protect and enhance the Hawaiian language and culture through education and awareness. [All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.]

b. No part of the net earnings of the corporation shall inure to any member of the corporation not qualifying as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, nor to any Director or officer of the corporation, nor to any other private persons, excepting solely such reasonable compensation that the corporation shall pay for services actually rendered to the corporation or allowed by the corporation as a reasonable allowance for authorized expenditures incurred on behalf of the corporation;

No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in [including by publication or distribution of statements]; any political campaign on behalf of, or in opposition to, any candidate for public office; and

10/04/200620001

um

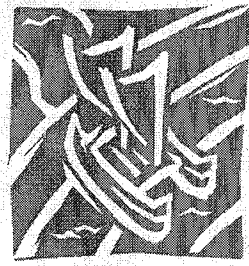
Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carry on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted of hereafter amended.

The corporation shall not lend any of its assets to any officer or director of this corporation[unless such loan program is regularly conducted as part of the activities of the organization and the qualification of the individual to participate is same is determined by a panel comprised solely of non-Board members], or guarantee to any person the payment of a loan by an officer or director of this corporation.

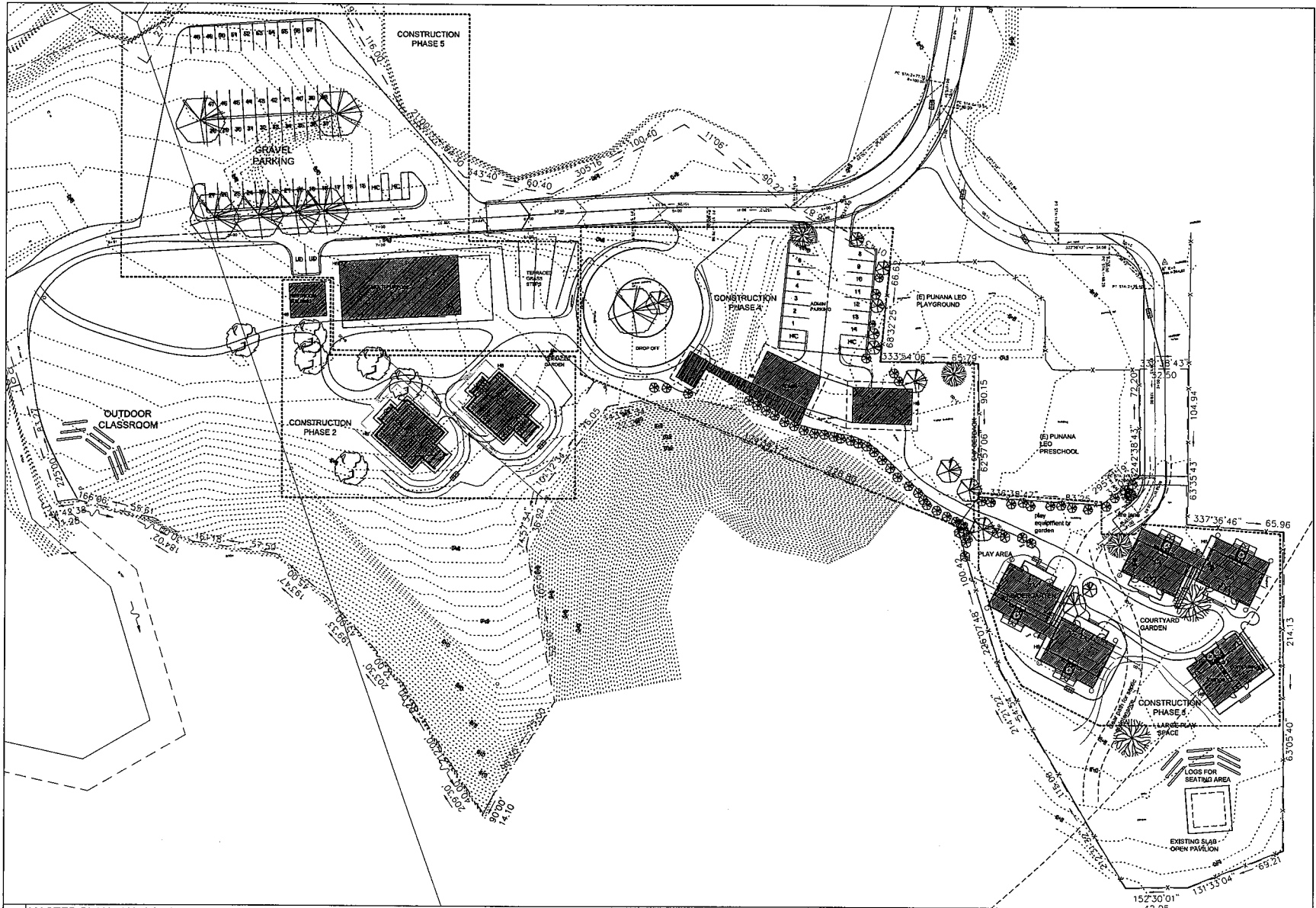
c. Upon the time of dissolution of the corporation, assets shall be distributed by the Board of Directors, after paying or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the corporation, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court determine, which are organized and operated exclusively for such purposes.

*ml*

**Attachment B:**  
**Plot Plan**







1 MASTER PLAN AND CONSTRUCTION PHASING DIAGRAM  
SCALE: 1" = 30'-0"

co|laborative studio llc  
architecture and interior design  
4525 14th Street, Suite 100, Honolulu, HI 96813  
P: 808.534.7337  
E: info@collabstudio.com

10.14.09 PRELIMINARY CHECK SET  
DATE: EPOCH/09

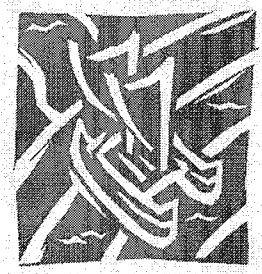


Project Site  
**KAWAKINI  
NEW CENTURY  
PUBLIC  
CHARTER  
SCHOOL**

Sheet Title  
**SITE PLAN**  
The Name:  
DWG\_SHEET/010  
Date: 11.19.09  
Project Number: 0904  
Drawn CH [checked] KI  
Sheet Number

**A0.1**  
Sheet \_\_\_ of \_\_\_ Sheets

**Attachment C:**  
**Geographic Coverage**



**KAUAI COUNTY  
2000 CENSUS DESIGNATED PLACES**

<b>PLACE</b>	<b>POP.</b>	<b>HOUSING UNITS</b>	<b>% LOW MOD BY CENSUS 2000</b>
Anahola	1932	606	66.6
Eleele	2040	652	47.3
Hanalei	478	303	54.9
Hanamaulu	3272	947	51.7
Hanapepe	2153	757	49.7
Kalaheo	3913	1509	37.5
Kalihiwai	717	394	51.3
Kapaa	9472	3632	56.9
Kaumakani	607	234	71.0
Kekaha	3175	1462	53.8
Kilauea	2092	743	53.8
Koloa	1942	748	60.0
Lawai	1984	747	39.3
Lihue	5674	2399	45.2
Omao	1221	422	41.6
Pakala Village	478	172	82.5
Poipu	1075	1969	37.1
Princeville	1698	1640	36.1
Puhi	1186	297	53.0
Wailua	2083	1211	48.9
Wailua Homesteads	4567	1758	46.8
Waimoa	1787	676	54.1

\* Eligible low and moderate income areas (minimum 51% L/M)

**Attachment D:**  
**Tasks & Responsibilities**



**Kawaikini Project  
Tasks & Responsibilities**

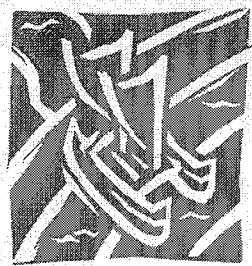
	Project Coordin- ator	Financial Advisor/ Book- keeper	Secretary	School Director	Const. Mgr.	Architect	Engineers	Environ. Consult.	Site Consult.	Attorney
<b>Tasks/Activities</b>										
Accounting/Payment Process	X	X		X	X	X				
Admin. Support		X	X							X
Study of available space	X			X		X			X	
Preliminary floor plans and drawings	X					X	X		X	
Final drawings	X					X	X			
Construction specifications	X				X	X	X			
Zoning approval	X				X	X	X			
Preparation of RFP's	X									
Bidding	X				X					X
Interviews and selection of GC	X				X	X	X			
Sign contract	X	X	X							X
Permits	X				X	X	X			
Review by fire marshall, engineer	X				X	X	X			
Land preparation	X							X	X	
Building construction	X				X	X	X			
Team meetings	X		X	X	X					
Final details	X				X					
Certificate of Occupancy	X		X	X						
Move-in	X			X						

**Attachment E:**  
**Projected Annual Timeline**





**Attachment F:**  
**Budget**





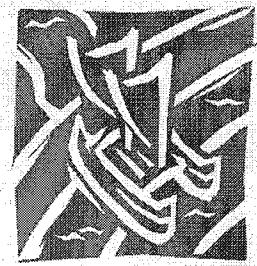
**BUDGET REQUEST BY SOURCE OF FUNDS**

(Period: July 1, 2010 to June 30, 2011)

Applicant: Supporting the Language of Kaua'i, Inc.

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Federal Funds (b)</b>	<b>County Funds (c)</b>	<b>Other/ Private funds (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0			65,000
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits		0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				0
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 Permits & Fees	20,000	0	0	0
10 Site acquisition	0	0	0	0
11 Site development costs	53,000	12,500		162,500
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>73,000</b>	<b>12,500</b>		<b>162,500</b>
<b>C. EQUIPMENT PURCHASES</b>	0	0	0	0
<b>D. MOTOR VEHICLE PURCHASES</b>	0	0	0	0
<b>E. CAPITAL</b>	1,795,000	0	0	2,369,500
<b>TOTAL (A+B+C+D+E)</b>	<b>1,868,000</b>	<b>12,500</b>		<b>2,597,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,868,000	Kim Perry		346-3353
(b) Federal funds	12,500	[Redacted Signature]		Phone
(c) County funds	0			1/26/10
(d) Other/ Private funds	2,597,000	Date		
<b>TOTAL REVENUE</b>	<b>4,477,500</b>	Nolan Rapozo, President Name and Title (Please type or print)		

**Attachment G:**  
**Other Funding Sources**

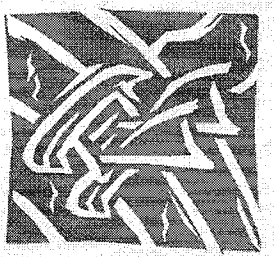


**LIST OF FUNDING SOURCES: 2010-11**

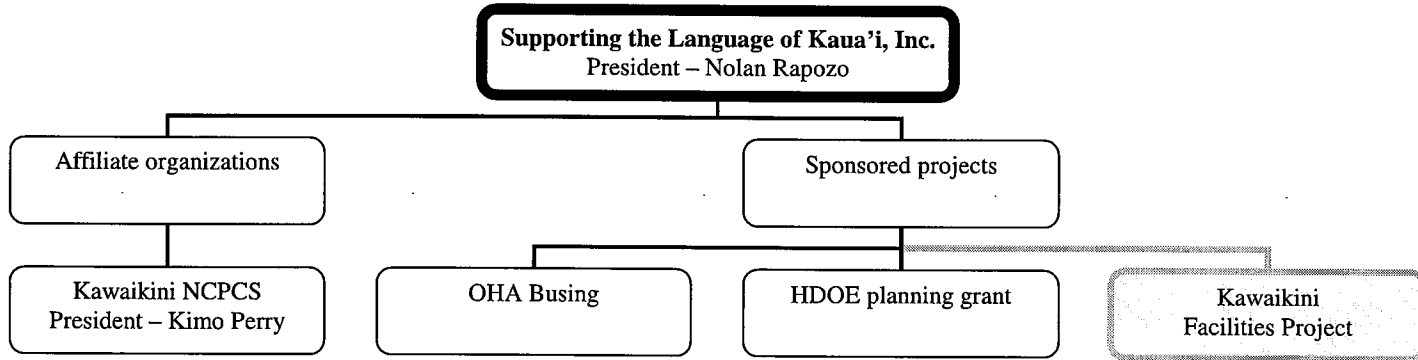
<b>FUND SOURCE</b>	<b>AMOUNT PROPOSED</b>	<b>AMOUNT SECURED</b>	<b>AMOUNT RECEIVED</b>
HLD Facilities grant	500000	500000	500000
REDL&G loan	360000	360000	0
OHA facilities grant	4000	4000	4000
USDOE Imp. Grant	12500	12500	12500
HLD Infrastructure grant	380000	380000	380000
Atherton Grant	6000	6000	6000
KS Planning grant	50000	50000	50000
KS Imp. Grant	10000	10000	10000
FHB grant	5000	5000	5000
A&B grant	5000	5000	5000
Project director (in-kind)	50000	50000	50000
Land prep (in-kind)	25000	25000	25000
Donated infrastructure	162000	162000	162000
Donated PF bldgs	1065000	1065000	1065000
<b>GRANT-IN-AID</b>	<b>1868000</b>	<b>0</b>	<b>0</b>

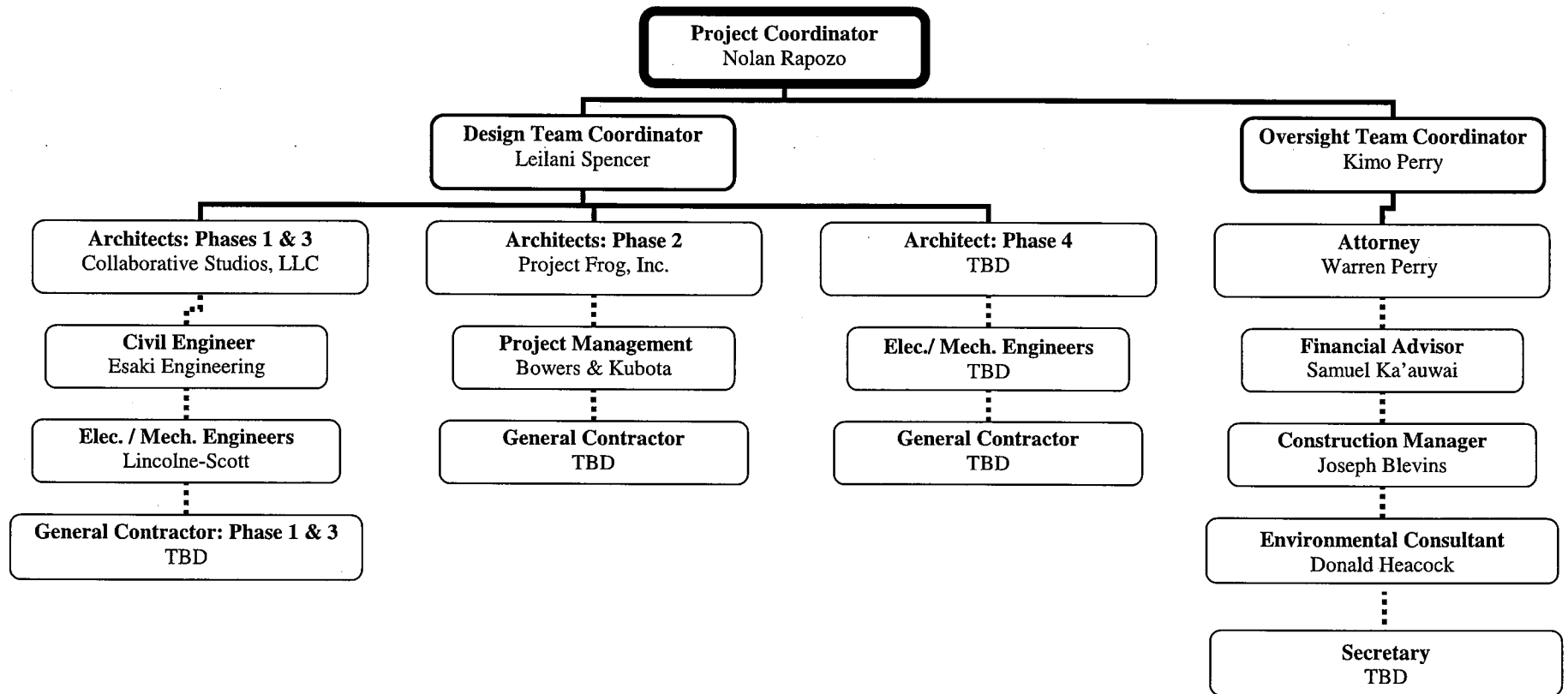
	<b>PROPOSED</b>	<b>SECURED</b>	<b>RECEIVED</b>
<b>TOTAL</b>	<b>4502500</b>	<b>2634500</b>	<b>2274500</b>

**Attachment H:  
Organizational Charts**



**Organizational Chart for Supporting the Language of Kaua'i, Inc.**





**BUDGET REQUEST BY SOURCE OF FUNDS**

(Period: July 1, 2010 to June 30, 2011)

Applicant: Supporting the Language of Kaua'i, Inc.

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Federal Funds (b)</b>	<b>County Funds (c)</b>	<b>Other/ Private funds (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0			65,000
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits		0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				0
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 Permits & Fees	20,000	0	0	0
10 Site acquisition	0	0	0	0
11 Site development costs	53,000	12,500		162,500
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>73,000</b>	<b>12,500</b>		<b>162,500</b>
<b>C. EQUIPMENT PURCHASES</b>	0	0	0	0
<b>D. MOTOR VEHICLE PURCHASES</b>	0	0	0	0
<b>E. CAPITAL</b>	<b>1,795,000</b>	0	0	<b>2,369,500</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>1,868,000</b>	<b>12,500</b>		<b>2,597,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,868,000	Kim Perry 346-3353		
(b) Federal funds	12,500			
(c) County funds	0			
(d) Other/ Private funds	2,597,000	Signature of Authorized Official Date		
<b>TOTAL REVENUE</b>	<b>4,477,500</b>	Nolan Rapoze, President Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: SUPPORTING THE LANGUAGE OF KAUA'I, INC.

Period: July 1, 2010 to June 30, 2011

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
1. Project Coordinator	contractual	\$50,000.00	100.00%	\$ -
2. Planning consultants	contractual	\$15,000.00	100.00%	\$ -
3. Bookkeeper	in-kind	in-kind	n/a	\$ -
4. Attorney	in-kind	in-kind	n/a	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>0.00</b>
<b>JUSTIFICATION/COMMENTS:</b> Items 1-4 provided by Private/other funds (see "Budget Request by Source of Funds")				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Supporting the Language of Kaua'i, inc.      Period: July 1, 2010 to June 30, 2011

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

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

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Supporting the Language of Kaua'i,

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	150000	0	125000	0	0	0
CONSTRUCTION	1024500	1075000	1743000	360000	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>	<b>1174500</b>	<b>1075000</b>	<b>1,868,000</b>	<b>360,000</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

**SUPPORTING THE LANGUAGE OF KAUA'I, INC.**

<div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="text-align: right; font-size: small;">(Signature)</div>	<div style="text-align: center; font-size: large; font-family: cursive;">1/26/10</div> <div style="text-align: center; font-size: small;">(Date)</div>
<p style="margin: 0;"><b>Nolan Rapozo</b></p> <div style="text-align: center; font-size: small;">(Typed Name)</div>	<p style="margin: 0;"><b>President</b></p> <div style="text-align: center; font-size: small;">(Title)</div>

House District _____ Senate District _____	<b>THE TWENTY-FIFTH LEGISLATURE</b> <b>HAWAII STATE LEGISLATURE</b> <b>APPLICATION FOR GRANTS &amp; SUBSIDIES</b> <b>CHAPTER 42F, HAWAII REVISED STATUTES</b>	Log No: 24-0 2009 JAN 21 2009 JAN 21
Type of Grant or Subsidy Request: <input checked="" type="checkbox"/> GRANT REQUEST - OPERATING <input type="checkbox"/> GRANT REQUEST - CAPITAL <input type="checkbox"/> 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): _____		
<b>1. APPLICANT INFORMATION:</b> Legal Name of Requesting Organization or Individual: Dba: Street Address: Mailing Address: P.O. Box 2610 Wailuku, Hawaii 96793	<b>2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:</b> Name <u>Jan Dapitan</u> Title <u>Director/State Leader</u> Phone # <u>(808) 579-9308</u> Fax # <u>(808) 579-9309</u> e-mail <u>khib.kab@gmail.com</u>	
<b>3. TYPE OF BUSINESS ENTITY:</b> <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	<b>6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:</b> Working together to Keep th the Hawaiian Islands Beautiful	
4. FEDERAL TAX ID #: _____ 5. STATE TAX ID #: _____	<b>7. AMOUNT OF STATE FUNDS REQUESTED:</b> FY 2010-2011 \$ <u>196,900.00</u>	
<b>8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:</b> <input type="checkbox"/> NEW SERVICE (PRESENTLY DOES NOT EXIST) <input checked="" type="checkbox"/> EXISTING SERVICE (PRESENTLY IN OPERATION)		
SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST: STATE \$ <u>0.00</u> FEDERAL \$ <u>0.00</u> COUNTY \$ <u>0.00</u> PRIVATE/OTHER \$ <u>196,900.00</u>		
TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <span style="margin-left: 200px;"><u>Jan Dapitan-Director/State Leader 1-23-10</u></span>		
AUTHORIZED SIGNATURE	NAME & TITLE	DATE SIGNED

1 of 10

Applicant \_\_\_\_\_

## 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;

Keep the Hawaiian Islands Beautiful is an independent, private, non-profit 501(c)(3) corporation dedicated to educating people about clean beautiful environments. This includes, but is not limited to litter pick-ups, recycling programs, graffiti education and removal programs, park and roadside improvements, classroom demonstrations, native plant restoration, and marine and ocean cleanup projects.

Through the execution of the current contract funded through state general funds KHIB has proven that it has the capability to assume and increased statewide presence on issues and projects relating to environmental education, solid waste initiatives and other programs concerning the health of our environment. KHIB is the Keep America Beautiful State Leader for Hawaii, and partners with other KAB affiliates throughout the state, specifically Maui's Community Work Day Program, Oahu affiliates Keep Honolulu Beautiful and Nani O Waianae, Big Island affiliate Keep Hawaii Beautiful, Kalaupapa's Keep Kalaupapa Settlement Beautiful and Kauai's Keep Kauai Beautiful. By networking the environmental protection and preservation community, KHIB has also identified several potential affiliates that would be ready to join the statewide network, strengthening our impact throughout the state.

2. The goals and objectives related to the request;

Since the 1995 abolishment of the state Department of Health's Litter Control Office, both state and local affiliates have not had financial support from state government until the Grant-In-Aid in 2007-08. Without funding for twelve years, this network of environmental organizations has continued to provide programs, education and training in Hawaii for community based projects and cleanups.

1

Application for Grants and Subsidies

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Applicant \_\_\_\_\_

The Grant-In Aid years of 2007-08 allowed KHIB, through the Community Work Day Program to lay the groundwork for strengthening our statewide network. KHIB humbly requests funding to achieve the following goals in 2011.

- a. Continued outreach and meeting certification benchmarks for island community affiliates throughout the state.
  - b. Provide on-going education and training for current and new affiliates through workshops providing the latest information on capacity building and sustainability, volunteer coordination, project systems management and government, business and community interfacing.
  - c. Dissemination of newly developed curriculum and educational materials for schools, communities and the public at large, addressing litter and solid waste behaviors, enlisting affiliates in the preparation and distribution on community centric collaterals throughout the state.
  - d. Incremental upgrading of technology and equipment, providing assistance in the development of on-line linkages and communication systems for all affiliates.
  - e. Facilitation and oversight of the statewide hotline planned and developed in 2008 to monitor and respond to problems, requests, regarding issues of illegal dumping, litter and beautification, along with the subsequent mobilization of volunteers.
  - f. Continuous recruitment, training, maintenance, and the retention of thousands of "career" and episodic volunteers and the private and public sectors in keeping with the current trends and developments in 21<sup>st</sup> century volunteerism. Facilitating a statewide network of recognition with activities and awards from state leadership levels.
3. State the public purpose and need to be served;

Hawaii's economic vitality and long-term economic and stability depends on a clean and healthy environment. Tourism, public health, and quality of life issues are directly linked to the health of the environment. Public behaviors towards litter and illegal dumping have deteriorated since the demise of the state Office of Litter Control. Lack of funding for this network of environmental community-based organizations has resulted in a sharp decline in environmental education, statewide coordination of clean-up events, and a noticeable increase in litter throughout the state. There is a very sincere need for a sustainable, coordinated statewide effort to turn the tide and to get the general public involved in caring for the land again.

KHIB and local affiliates can utilize the Keep America Beautiful System of turn-key programs designed to tackle community issues such as graffiti removal and prevention, waste reduction, cigarette litter prevention and beautification. Studies have shown a direct correlation between pride in communities and civic responsibility. The network of community-based affiliates takes a grass-roots

Applicant \_\_\_\_\_

approach to solving community problems and taking responsibility for our actions, promoting a sense of ownership of the community.

4. Describe the target population to be served; and

The target population for environmental education and preservation activities includes all residents, businesses, government organizations and visitors in the state of Hawaii, as both beneficiaries and participants. Through the affiliates, the KAB system coordinated and facilitated by the State Leader supplies a wide variety of models to provide services to meet the needs of the varied stakeholders in our population. This includes a 4<sup>th</sup> and 5<sup>th</sup> grade environmental curriculum, hands-on preservation experience for both middle and high school students, service-learning opportunities for college students, and valuable volunteer experience for elderly and retired citizens and the general collaboration of business, government and communities.

5. Describe the geographic coverage.

The geographic coverage extends throughout the state of Hawaii including the Northwest Hawaiian 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. Describe the scope of work, tasks and responsibilities;

See attached.

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

See 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; and

See attached

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

Applicant: Keep the Hawaiian Islands Beautiful

## 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 the effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities:

KHIB will continue to support the statewide network in their coordination of business, government and community to implement volunteer driven programs of litter control, environmental education, recycling programs, graffiti education and removal programs, park and roadside improvements, solid waste initiatives and native plant restoration.

KHIB and the network of statewide affiliates seek to change behavior and attitudes toward the environment by fostering a sense of collective efficacy and mutual responsibility for the health of our communities and the environment as a whole.

KHIB will continue to process and respond to calls generated by the Statewide Letter Hotline. These calls address not only the actions of littering and illegal dumping witnessed by concerned citizens, but also whenever possible can offer assistance in organizing a cleanup effort in a particularly heavily littered area.

The dissemination of the environmental education curriculum will continue throughout the year. The curriculum will allow to students have access to learning about the importance of a healthy environment and are encouraged to think critically about waste reduction and responsibility in our communities. The curriculum is designed for 4<sup>th</sup> and 5<sup>th</sup> grade classes, and the message is unchanging. The curriculum can be taught consecutively – making a difference in the lives of thousands of Hawaii's children each year.

KHIB will continue the work of increasing the number of island affiliates throughout the state. This will include additional programs statewide, expanding the impact that the collective network has in reaching into the various communities. The funds will be utilized to provide training and capacity building (directly or through community resources and referral), technology upgrades as well as to support the continued recruitment, retention and recognition of volunteers.

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

By October 2010, KHIB will conduct at least two meetings of the statewide affiliates and solicit continuing grant applications for program operations that meet established application criteria. Meetings and activities will be documented as well as memoranda of agreements with each for sub-grant awarded.

By October 2010, KHIB will identify two potential affiliates and prepare them for certification, making training available to them and the established affiliates. Meetings will be documented.

By December 2010, KHIB will make a variety of capacity building resources available to affiliates in topics such as volunteer coordination, partnerships with business, government, community, and general non-profit organizational structure and accountability.

By January 2011, a statewide network gathering will be conducted and awards and recognition of statewide leadership made. Local or county affiliates will be supported to hold events to recognize local volunteers, partnerships and leadership. KHIB will report on these activities.

On-going: Technology and equipment will be monitored and upgraded as needed; the statewide computer and communication system will be expanded to include some form of teleconferencing linkage.

The Statewide Litter Hotline will be monitored and processes will be modified/improved as need indicates.

The educational curriculum will be available to schools throughout Hawaii. KHIB will reward individual classes for outstanding projects or participation through the process of recognition outlined in the educational packet.

KHIB will continue to assist and support the affiliates in recruiting and training volunteers of all ages from the private and public sector, and support a Statewide Advisor Committee as re-constituted. KHIB will report activities.

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

As part of the KAB certification, affiliates must submit annual reports and statistical data to state leaders and the national organization. Affiliates must also include a study or annual comparison of litter on a year-to-year basis (Litter Index). A statistical tracking of projects is completed into a cost benefit analysis at the end of each project in order to develop a cost-benefit ratio at the end of each year. This cost-benefit ratio illustrates the dollar benefit of service provided to the community through the project. For over 12 years, statistics show that for every government dollar contributed an annual average of \$11. of service was provided to the community. In 2007 all of the certified affiliates in Hawaii were recognized at the annual Keep America Beautiful Conference with the President's Circle Award for excellence in reporting and meeting the requirements of good standing.

In 2009, with the addition of three local affiliates, each affiliate was recognized and is in good standing.

KHIB undergoes an independent audit performed annually by an outside accounting firm. Approved internal accounting procedures are in place to perform project tracking and fund reporting. While the smaller affiliates have not hit the previous threshold for a mandatory audit, recent legislation will require each to do so in subsequent years and to file a 990 with the Internal Revenue Service. Fiscal matters and systems of internal control have been a focus of the previous grant-in-aid's capacity building strategies and will be increased to assist each to comply with Sarbanes Oxley and other requirements of non-profits.

KHIB will continue to operate as the fiscal agent for several programs; including the National Park Service (RTCA), NOAA, and the local affiliates until they are able to achieve capacity to become independent. KHIB will also continue as the umbrella agent for other affiliates pursuing their 501(c) (3) status and certification through Keep America Beautiful

KHIB is in compliance with county, state and federal reporting requirements and laws regarding non-profits. Reports and audits are reviewed by contracting agencies, foundations, and the Board of Director's. Affiliates are assisted in building their capacity to maintain compliance with new regulations and requirements.

7 of 10

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which the grant funds are appropriated (the extending 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 study or annual comparisons of litter on a year-to-year basis (Litter Index will be reported ~~to the~~ to the extending agency which the grant is being provided.

### BUDGET REQUEST BY SOURCE OF FUNDS (Period: July 1, 2010 to June 30, 2011)

Applicant: Keep the Hawaiian Islands Beautiful

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	92,400.			
2. Payroll Taxes & Assessments	14,000.			
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>106,400.</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	3,000.			
2. Insurance / <b>AUDIT</b>	5,000.			
3. Lease/Rental of Equipment	2,500.			
4. Lease/Rental of Space				
5. Staff Training - <b>6 AFFILIATES</b>	6,000.			
6. Supplies <b>OFFICE &amp; PROJECTS</b>	20,000.			
7. Telecommunication	5,000.			
8. Utilities	3,000.			
9 <b>MAINLAND AIRFARE</b>	6,000.			
10 <b>VOLUNTEER RECOGNITION</b>	10,000.			
11 <b>EDUC. MATERIALS/</b>	18,000.			
12 <b>PROFESSIONAL SER/</b>				
13 <b>CONTRACT</b>				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	<b>16,000.</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	196,900.	Jan Dapitan 808-579-9308		
(b)		Name (Please type or print) Phone		
(c)		Signature of Authorized Official Date		
(d)		Jan Dapitan State Leader		
<b>TOTAL BUDGET</b>		Name and Title (Please type or print)		

### BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Keep the Hawaiian Islands Beautiful Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers/Electronic Equipment			\$ -	10,000.00
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				10,000.00

**JUSTIFICATION/COMMENTS:**

Six affiliates: Support set-up @2,500. per station. Includes computer, monitor, printer, software, desk and chair

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

**JUSTIFICATION/COMMENTS:**

Essential equipment for state & local offices

10/9/18



11/18

### BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: \_\_\_\_\_

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY: 2010-2011	FY: 2010-2011	FY: 2011-2012	FY: 2012-2013
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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.

**Keep the Hawaiian Islands Beautiful**

(Typed Name of Individual or Organization)

[Redacted Signature]

1-25-10

(Signature)

(Date)

Jan Dapitan

State Leader

(Typed Name)

(Title)

139/18



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.

See attached

**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 2010-2011.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$56,725.	\$46,725.	\$46,725.	46,725.	\$196,900.

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

KAB  
 Target City Grants  
 Cigarette Litter Prevention  
 American Recycle Day  
 Private Foundations  
 Hawaii Community Foundation  
 Hawaii Tourism Authority

**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.

Jan Dapitan served as the Executive Director of Community Work Day Program from 1983 to 2008. She has served as Hawaii State Leader for the local affiliates of Keep America Beautiful, Inc. since 1998. Dapitan is the retired Director of the County of Maui's Department of Parks and Recreation, she holds a Masters Degree from the University of Hawaii at Manoa. She helped foster the initial concept of Community Work Day Program as a strong working partner with

county and state governments and sustaining the linkage with Keep America Beautiful Inc. She maintained her dedication and commitment, volunteering her time to direct the volunteer program. Through her efforts, Community Work Day Program received significant state, county foundation and corporate recognition. Recent contracts include a \$250,000.00 grant from the EPA towards the cleanup and restoration of Old Maui High School at Hamakuapoko. In 2007, the County of Maui awarded over \$300,000.00 through various grants in support of volunteer coordinated cleanups yielding over 200,000 pounds annually. An abandoned appliance program picked up nearly 200 illegally dumped appliances each month.

Rhiannon Chandler, Executive Director of Maui's Community Work Day Program, a local affiliate in the KAB organization continues many of the programs established under Dapitan's leadership. This full service program has strong support from the County of Maui, and includes the islands of Molokai and Lanai as potential KAB affiliates in the Maui Nui organization.

Mark Suiso is the Coordinator of Nani O Waianae, Oahu's leeward coast affiliate. He has led the organization for a year, promoting a clean environment and healthy communities. Now volunteer coordination has incorporated Waianae's considerable homeless population, gaining successful participation from this often overlooked demographic of Hawaii's population.

Keep Honolulu Beautiful is led by Chris Woolaway along time advocate for our ocean surroundings. Under Chris's leadership and the partnerships she has established, yearly cleanup of Marine debris is gathered from the Northwest Hawaiian Islands.

On the island of Hawaii, Paul Buklarewicz has taken the reins from Mabel DeSilva who has retired. For over fifteen years Mabel had worked extensively with veterans and seniors to organize environmental cleanups across the very large island of Hawaii. Besides veterans and seniors, Mabel regularly incorporated schools in her schedule of events, thus insuring a diverse group of volunteers. Paul will continue the efforts of Ms. DeSilva, and the army of volunteers she has established busy.

Keep Kauai Beautiful the KAB affiliate on Kauai has been led by longtime volunteer Eddie Sarita. Under Eddie's guidance Keep Kauai Beautiful has done a superb job in keeping Kauai clean and beautiful.

Keep Kalaupapa Settlement Beautiful is a newly certified affiliate in good standing. Led by Arthur Ainoa, Kalaupapa is Administratively under the jurisdiction of the state Department of Health and the National Park Service, United States Department of the Interior. Keep Kalaupapa Settlement Beautiful is the first KAB affiliate in a National Park.

Applicant \_\_\_\_\_

Kahoolawe works under the State's administrative jurisdiction and is geographically identified with Maui Nui. Cheryl King is the coordinator.

Funding for affiliate leaders and support personnel come from a variety of sources. These sources include foundation grants, fund raising activities, county grants, private donations and KAB grants. KHIB and its affiliates statewide have active Boards of Directors or Program Committees. Each organization has numerous collaborative relationships with other non-profit agencies business, and community volunteers who participate in projects statewide. Members of the Boards of Directors come from diverse backgrounds and assist to ensure all segments of the community are represented. Each Board has participated in capacity building opportunities made possible through the grant-in-aid and are eager to continue to raise their organizations to higher levels under the direction of KHIB.

#### **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.

KHIB operates out of the old Maui High School building #4. In exchange for grounds-keeping, security and renovating the buildings for reuse KHIB is allowed to occupy an office, two Matson containers, an access to the Hamakuapoko campus. A major initiative of KHIB is the establishment of the Patsy Takemoto Mink Center for Environmental Education to be established through collaborative partnerships. Worksites are available for additional staffing and expansion. The building meets ADA requirements with regard to ramping access. Other affiliates are housed in either donated space, rentals, or other government provided 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.

Oversight of this grant would come from the State Leader and Board of Director's of KHIB. One full-time staff person with experience in secretarial and office management would be requested to support the coordination of materials and

implementation of statewide programs supported by this grant. Support staff will also be needed to augment the affiliates and build their administrative strength and capacity as individual organizations to maximize their volunteer coordination. Each organization has sought candidates who have appropriate skills and experience as dictated by the duties of their positions as well as familiarity with environmental issues.

Contractual staff will be required to maximize the potential of each affiliate within the grant year. A professional grant writer could be hired to seek out and apply for appropriate grants that would increase the financial capacity of the organization while reducing the organizations direct dependence of government subsidy. Through obtaining greater support, affiliates would be better able to obtain and retain staff, as well as maximizing their organizations reach into the community. When a more established presence is noted the organizations would then begin to fund raise to become self-sustaining.

**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.

Board of Director's - 501c-3  
State Leader  
Affiliate Leaders  
Program Staff  
Volunteers

**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.

KHIB is not party to any outstanding litigation or legal action.

Applicant \_\_\_\_\_

**B. Licensure or Accreditation**

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

Keep America Beautiful affiliates Community Work Day Program, Keep Hawaii Beautiful, Nani O Waianae have been continuously certified by KAB since March or 1993. Ho'olokahi, the forerunner of Keep Kauai Beautiful was pre-certified prior to Hurricane Iniki and has since gained certification along with Keep Honolulu Beautiful and Keep Kalaupapa Settlement Beautiful. In keeping with the goal of the grant for development of the network, Molokai and Lanai will be establishing leadership committees in March of 2010.

House District 10

Senate District 5

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

Log No: 26-C

For Legislature's Use Only

2009 JAN 27 P 2:21

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Lahainaluna High School Foundation

Db:

Street Address: 505 Front Street #220-B  
Lahaina, HI 96761

Mailing Address: P.O.Box 11617  
Lahaina, HI 96761

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JEFF ROGERS

Title Development Coordinator

Phone # (808) 214-2839

Fax # (808) 661-1737

e-mail lhsf08@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:

LAHAINALUNA HIGH SCHOOL STADIUM PROJECT

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 6,000,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 1,000,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

Robert W. Shelton, President

NAME & TITLE

Jan. 22, 2010

DATE SIGNED

## Application for Grants and Subsidies

### I. Background and Summary

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

The Lahainaluna High School Foundation, (LHSF) a 501 (c)(3) organization, was formed in 2000, with the vision of improving the educational experience of Lahainaluna High School (LHS). The school, established in 1831, is recognized as the oldest school west of the Rockies. The Foundation was created to provide a framework that would allow donors the ability to give through a tax-exempt organization that was outside the realm of the State of Hawaii's Department of Education. As a result, they have partnered with the Hawaii Community Foundation to form scholarship, giving programs, and endowment funds that will secure the long-term future of the Foundation. The vision of the Foundation has grown to include all aspects of the high school experience including academics, athletics, and other programs curricular and extra-curricular activities.

The Foundation serves the Lahainaluna High School (LHS) community; the students, staff, parents, and community of West Maui. The Foundation is currently made up of 8 committees, a 12-member advisory board, a 15-member Board of Directors, an Executive Director and Development Coordinator. The Foundation currently has over 4,300 supporters listed in its database, more than 3,500 of those being alumni.

Since 2002, the LHSF has supported Lahainaluna High School through \$225,000 in scholarships, \$400,000 in grants and sponsorships, \$225,000 towards athletics, and \$110,000 towards arts & culture programs and projects.

The vision of LHSF:

- *I 'ike po'okela na 'opio a pau o Lahainaluna, (A superior high school experience for all LHS students)*

The mission of LHSF:

- *E kako'o I ko Lahainaluna ma o na mea e ho'olako pono ai (To provide resources and opportunities to the Lahainaluna school community)*
- *E kokua I ka malama 'ana a me ho'omau ana I ko Lahainaluna mo'aukala, kona mo'omeheu, a me kona mau lolina (To assist in preserving and perpetuating Lahainaluna's unique culture, history, and traditions)*

The Values of LHSF:

Loina: Tradition  
Kupaa: Dedication

Hoihi: Respect  
Pio'ole: Commitment

Ho'oha'anea: Honor  
Kaiaulu: Community

It is our intent to fulfill our mission of providing resources and opportunities to the Lahainaluna school community by bringing a sports and event facility (stadium) to Lahaina, through public and private partnerships with Lahainaluna High School, the Department of Education, and Lahainaluna High School Foundation.

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

The case can be made that this stadium project goes well beyond a justification for a bricks-and-mortar facility. Data provided by the state's own Crime Prevention and Justice Assistance Division of the Department of the Attorney General, point to lower juvenile crime rates when students are more connected to school, which sports and other activities provide. It has also become evident from other research, that benefits of participation in high school sports and other activities can lead to improved grades and attendance, and higher graduation rates. This, in turn, can affect an increase in post-secondary education and higher personal income rates.

However, to address this request in its most basic terms; it is the goal of the LHSF is to provide Lahainaluna High School and the school's community with its only sports and events facility. Lahainaluna has never had its own stadium, and the football, track, and soccer programs have gone without suitable facilities for over eighty (80) years. Currently, the LHS football team is unable to host Maui Interscholastic League (MIL) games at home due to inadequate seating and lights. All home games are conducted at War Memorial Stadium in Wailuku, which is also the home field for Baldwin, St. Anthony, and Maui High Schools.

The track team is unable to practice here as there is no track anywhere in West Maui. During track season, the team travels the 50-mile, 2 hour round trip, once-a-week, to proper facilities, in order to practice.

A new athletic field and track on the LHS campus will significantly reduce the number of sports injuries that occur due to the condition of the present facility. According to the school's athletic trainer, Jon Conrad, there were 229 (two hundred twenty-nine) injuries to both boys and girls competing in football, soccer, and track, during the three-year period of 2006-2008. Fifteen percent (15%) of these injuries were classified as moderate to severe.



The objectives related to this request include;

- Increased participation in after-school activities; including, but not limited to; football, soccer, track, cheerleading, and marching band
- Increased competitiveness with aforementioned activities
- Provide a safe playing surface for football, soccer, and P.E. programs
- Provide an adequate training facility for track and field program
- Provide an adequate venue for home-field football and soccer games, for participants and spectators
- Provide an adequate venue for school & community events, e.g., Commencement, Youth Relay for Life, Special Olympics Maui

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

The West Maui area is without an adequate football, soccer, and track facility, especially for high school football, Pop Warner Football & Cheer programs, high school soccer, adult league soccer, Hawaii Youth Soccer Association (HYSA), the American Youth Soccer Organization (AYSO) soccer programs and the USA Track & Field program. Due to inadequate seating and lighting, there are no Maui Interscholastic League (MIL) football games played at LHS, and only a few games have been held during the day. Pop Warner football games are held at the county facility, but seating is limited and all are at ground level. Additionally, there are no permanent concessions facilities at the West Maui County field.

Maui County's Recreation Complex in Lahaina contains only one regulation soccer field available for adult league, HYSA, and AYSO soccer activities in West Maui. The fields used for soccer are not available from March through June, as that area is also used by Little League practice and games. There would be opportunities for AYSO and HYSA games to be played at a new high school facility, thereby reducing some demand for the limited county facilities and increasing fan comfort and enjoyment.

Presently, there is no facility for track and field events anywhere in West Maui. The LHS track team must travel to Maui County's War Memorial Stadium in Wailuku, a 50 mile round trip, to practice, and budgetary constraints limit the team to one trip per week. Up until 2004, West Maui was part of the USA Track & Field Junior Olympics Program, a national track program for youth, but was discontinued due to lack of adequate facilities. This program served approximately 50 West Maui youth, from age 8 to 18.

Special events venues are also limited on the Westside and an improved stadium would give the high school and community a facility that could enhance events like LHS Commencement exercises. An appropriate facility would save thousands of dollars, and hundreds of hours of labor, each year, for the school. A stadium in West Maui would permit events like Youth Relay for Life and Special Olympics Maui to be held locally.

#### **4. Describe the target population to be served**

The target population which will be served by this facility will include a majority of residents of West Maui; LHS students, staff, parents, family, alumni, and other LHS supporters, as well as all those associated with other sport and event entities; Pop Warner, AYSO, HYSA, USATF, Youth Relay for Life and Special Olympics Maui.

The general population of West Maui is made up of a diverse cultural and ethnic mix;

- Caucasian 40%
- Asian 30%
- Native & Part Hawaiian 20%
- Hispanic 5%
- Other 5%

The resident population of nearly 20,000 is also comprised of a diversity of socio-economic groups. Older residential neighborhoods, containing modest single family homes, lie within a short distance of beach-front and resort area homes and gated communities.

Housing costs in West Maui are one of the highest in the state and multiple families or extended families living at the same residence are common. The number of residents owning their own homes in this community is below the statewide average. Most families require multiple, full-time wage earners to make ends meet. While our records indicate that nearly 20% of Lahainaluna students receive free or reduced lunch, the reality is that more students probably qualify, but fail to apply. The figure reported for the feeder intermediate and two elementary schools in the area indicate that more than 30% of its students receive free or reduced lunch. Latest statistics show that 5% of our West Side families receive public assistance and 9% live in poverty.

The stadium project has the support of; State of Hawaii's Department of Education, County of Maui's Parks Department, Special Olympics Maui, Maui Hotel & Lodging Association, Princess Nahi'ena'ena PTA, Lahainaluna High School PTSA, Lahaina Intermediate School PTSA, King Kamehameha III PTA, Sunrise Rotary Club of Lahaina, and Lahaina Pop Warner Football & Cheer Association.

**5. Describe the geographic coverage.**

The West Maui area is part of the Lahaina District and contains the Lahaina, Ka'anapali, Napili-Honokawai and Kapalua subdivisions. The Lahaina District makes up approximately 96 of Maui's 728 square miles.

**II. Service Summary and Outcomes**

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

Lahainaluna's principal, athletic director, coaches and LHSF's board members started discussing the lack of specific athletic facilities at LHS in 2002. In September 2005, the need for an improved athletic facility (stadium) was officially recognized at a LHSF strategic planning workshop, attended by board members and LHS staff. The first sizable donation of \$1,000,000 for the stadium project was made in the 1<sup>st</sup> quarter of 2007, and a second million was donated soon after. Recently, the donor publically acknowledged her gifts and reiterated her pledge for an additional million dollars to follow in the spring of 2010. Specific plans to move the project forward were made during another Foundation board workshop in October of 2007. Following that meeting, the Stadium Development Committee was formed in February 2008, and a Development Coordinator was hired on an independent contractor basis, in July 2008. Since that time, there have been six community fundraising & awareness events held on Maui and Oahu. The Foundation's stadium project has received national exposure on Neil Everett's ESPN Radio "Xtra-Point" and on usafootball.com's website. Mr. Everett continued his support by donating his services as the game announcer at the 2009 varsity pre-season game, as part of the Foundation's "Tailgate" event. The Development Coordinator and Development Committee continue to work on increasing awareness, solicit donations, submit grants, and corporate sponsorship proposals, according to its fundraising strategies.

The Foundation's Board of Directors approved expenditures for developing preliminary plans in July 2007. These plans were taken to a development firm in Maui and were submitted by them to several construction contractors for initial cost estimates. The original plans called for an 8-lane track, seating for 2,400, artificial playing surface for the football and soccer field, lighting, arrival building, press box, concession building and restroom facilities, built on the existing stadium site. It was understood at that time that constructing an 8-lane track would require significant site work, extensive use of retaining walls, and road and bridge realignment. The initial estimates were completed in September 2008, and exceeded \$16,000,000. After many discussions, it was determined that the benefits of an 8-lane track could not be justified by the formidable price tag. It was decided to modify the plans to include a 4-lane track, which would greatly reduce the cost of the project, while still providing the students and community with an outstanding sports and events facility. The revised plan brought the project cost to \$10,000,000, and included a construction phase-in, allowing for the installation of several key components of the entire planned project. The phase-in plan was further modified when the Foundation learned that it was possible to install the new track and athletic field with the funding that was already in

place. (See below). This phase-in will allow for the construction of two of the most important elements first, which will provide a new training facility for track and a safe and modern, artificial surface, athletic field.

The increase in spectator capacity that the new stadium will create will also increase the need for additional parking. The additional spaces needed to accommodate the 3,000-seat stadium could approach 500, which would be a difficult task, due to the nature of the topography of this campus. Not only is the Foundation close to acquiring an agreement for nine (9) acres of land close to the school, at little or no cost, but also a construction firm has already agreed to provide the grading work, at no cost! These two significant signs of support represent a value in excess of \$10,000,000!

The construction of the new track and field is scheduled to begin in February 2010. The Foundation's total out-of-pocket expense will be in excess of \$1,500,000, and represents a savings of over \$1,300,000, as compared to a similar project recently completed on Oahu.

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

**Phase 1- Installation of new track & field**

Design: Completed  
Bids: Completed  
Permits: January 2010  
Construction: February- May 30, 2010

**Phase 1A – Installation of lights**

Design: Completed  
Permits/Bids: February 1-August 30, 2010  
Construction: September 2010

**Phase 2 – Seating**

Design: Completed  
Permits/Bids: February 1-August 30, 2010  
Construction: \*October 2010

\*dependant on completion of Environmental Assessment & additional funding

**Phase 2A- Parking**

Land Acquisition: In process  
Permits/Bids: February 1-August 30, 2010  
Construction: \*November 2010

\*dependant on completion of Environmental Assessment

Phase 3- \*Admissions, Press box, Concessions, & Restroom buildings

Design: Completed

Permits/Bids: February 1- August 30, 2010

Construction: \*\*January 2011

\*Can also be phased in

\*\*dependant on additional funding

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

Plans, designs, and construction of the sports and events facility will be done by licensed professionals and built according to current code. All phases of construction will meet county, state, and federal requirements. Drawings will be submitted to the Facilities Development Branch of the State of Hawaii, Department of Education, for review and approval, throughout the design phase.

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

The stadium project will be built to DOE specifications in order to provide safe and comfortable athletic and event facilities for student and community use.

In addition to a contracted Project Manager, Nels Stemm, a local contractor has volunteered to assist in project oversight. He has completed several large projects at the Kapalua Resort in West Maui as an Owner Representative; managing the projects from design through construction. He is familiar with the challenges of development and construction in the region. The Development Coordinator will be responsible for providing regular, written progress reports of the project to the board and any agencies or funders that require, or request them.

### III. Financial

#### Budget

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

Supplemental budget pages also included.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
6,000,000	0	0	0	6,000,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

Funding Source	Amount Requested	Date of submission
A & B Foundation	\$10,000	January 29, 2010
Individual donations	+\$200,000	Continuous
Corporate sponsorships	+\$50,000	Continuous
Foundation grants (Bank of Hawaii, Atherton, Friends of Hawaii, Cooke, Hawaiian Electric, etc)	+\$50,000	Continuous
In-Kind	178,500	Pledged

The Foundation has raised over \$3,100,000 in cash and has received in-kind donations worth \$230,000. The value of the parking lot parcel and the cost to grade it has not been determined, but is estimated to be worth in excess of \$10,000,000.

In addition to grant application submissions, the Foundation continues to solicit individual donors through national, state, and local media (TV, radio, magazine, website, newspaper). The Foundation has also partnered with several local real estate firms and has been permitted to send out donor solicitations to their clients at no expense to the Foundation. The project funding

strategy also includes soliciting corporate sponsorships, which the Foundation is actively seeking. These strategies will continue until total funding is secured.

If funded, monies from the Grant-in-Aid, along with secured and pledged donations, will enable the Foundation to finish the stadium project by providing spectator seating, restrooms, concessions, press box, admissions building and parking facilities.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

The Foundation, through its regular and advisory boards, committees and supporters, possesses the skills and knowledge necessary to complete the proposed project. Through its alumni support alone, over \$3,100,000 in cash has been secured and pledged, preliminary plans were done and final plans are being completed at a significant discount, in-kind electrical and landscape work have been pledged, website design and management procured at discount, and a promotional video produced at no charge.

Recently, the Foundation partnered with LHS and the community to renovate and rebuild Boarder's Field stage, adding a kahua, or earthen hula platform. Boarder's Field is the site for the historic David Malo Day celebration, a thirty-nine (39) year old LHS tradition. This \$100,000 dollar project was made possible by individual cash and in-kind donations, and corporate support. Starwood Vacation Ownership, Inc gifted the LHSF Foundation with \$50,000. Over \$19,000, consisting of Kapalua Charities' 2007 grant money, and individual donated funds, was allocated by LHSF's Board of Directors toward the project. The Maui Westin Hotel, as well as Ka'anapali Ocean Resort, donated irrigation material, labor and landscaping plants. Maui Land and Pine and Kapalua Land Company donated sod to plant the stage and surrounding area. Tau Masonry and Clifton Electric, both owned by LHS grads, donated some in-kind services in their respective areas of expertise. Boarding students and their supervisors continue to landscape and maintain the area. It was recently awarded the Cooke Foundations Schools' Beautification Award.

Since the time that strategic planning for the stadium project began in September 2005, the Foundation has received over \$3,450,000 in donations and pledges. The architect for the project, Dennis Harmon, an LHS grad, has experience in designing a similar project, the King Kekaulike Stadium and Baldwin gym. The Foundation has also received unsolicited support from Mitsunaga & Associates in Oahu, an architecture and project management firm that participated in the Roosevelt High School stadium project. Dowling Company, Inc., a local property development firm has provided valuable pre-design input and direction.

## **B. Facilities**

The proposed facility will be constructed on the existing footprint on which existing football and soccer field lie, thereby eliminating any additional land requirements or extraneous construction site work. The sport and event facility will include: stadium seating for 3,000; field and security lighting; improvements to the soccer and football field; synthetic, all-weather track, arrival building, press box, concessions building, restroom facilities, and parking.

The facility will meet all ADA requirements.

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

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Rob Shelton, the Board President since 2000 has been instrumental in guiding the Foundation since its inception. Leslie Hiraga, the executive director since mid-2009, has provided a seamless transition after replacing the retiring executive director, Diane Delos Reyes. Leslie brings an extensive knowledge of the Hawaii education system, and has held a teaching position at LHS, and serves as the school's facilitator for the parent-community network center. Jeff Rogers, Development Coordinator, brings a background of non-profit management and grant writing to that position. Together, with the Foundation's Board, committees, and LHS supporters, the Foundation is well equipped to secure funding and the resources necessary to complete this project. Mike Nakano, the principal of Lahainaluna and a member of the board, along with Scott Soldwisch, the athletic director, are an integral part of the planning process.

The Foundation's role in the Stadium Project is to provide funding, and initiate the process for the proposed facility. This important project will succeed due to the public and private partnerships between the LHSF, Lahainaluna High School, the community of West Maui and the State of Hawaii's Department of Education.

The facility is being constructed on the current stadium site at Lahainaluna High School. Once completed, the Foundation will release the facility to the Department of Education. Lahainaluna High School and the DOE will be responsible for maintaining and managing the facility after construction is complete.

The Foundation staff, Board, and committee members, will not be responsible for any planning, design, or construction activities related to this project, with the exception of fundraising and



project implementation. Project implementation may include hiring of design personnel, project management/developers, and construction firms.

**B. Organization Chart**

Not applicable. This is a CIP Project.

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding 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

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Lahainaluna High School Foundation

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0	0	0	
2. Payroll Taxes & Assessments	0	0	0	
3. Fringe Benefits	0	0	0	
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	
2. Insurance	0	0	0	
3. Lease/Rental of Equipment	0	0	0	
4. Lease/Rental of Space	0	0	0	
5. Staff Training	0	0	0	
6. Supplies	0	0	0	
7. Telecommunication	0	0	0	
8. Utilities	0	0	0	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>E. CAPITAL</b>	<b>1,000,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>1,000,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	6,000,000	JEFF ROGERS (808) 214.2839		
(b) contributed income	1,000,000	Name (Please type or print) _____ Phone _____		
(c) contributions pending	215,125	Signature of Authorized Official _____ Date _____		
(d)		Robert W. Shelton, President		
<b>TOTAL BUDGET</b>	<b>7,215,125</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Lahainaluna High School Foundation

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)
n/a				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>0.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Lahainaluna High School Foundation

Period: July 1, 2010 to June 30, 2011

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
n/a			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL:</b>			

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST
n/a			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL:</b>			

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Lahainaluna High School Foundation

Period: July 1, 2010 to June 30, 2011

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: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0		0	0	0
DESIGN	0	0	305,000	0	0	0
CONSTRUCTION	79,135	0	5,695,000	215,125	0	0
EQUIPMENT	n/a	n/a	n/a	n/a	n/a	n/a
<b>TOTAL:</b>	79,135	1,032,054	6,000,000	215,125	0	0
JUSTIFICATION/COMMENTS : see attached Stadium Budget for budget details.						

<b>LHSF Stadium Budget</b>	<b>Unit Price</b>
<b>County/Utility Assessment fee</b>	
County building permits	50,000
Maui Electric Fees	25,000
Other Utility fees	5,000
SOH Art Assessment	70,000
	150,000
<b>Site &amp; Building Construction</b>	
Earthwork, plumbing, electrical	2,250,000
Stadium Lights	250,000
Seating	1,250,000
Parking	250,000
Bldg A (Admissions)	280,000
Bldg B (Press box)	220,000
Bldg C (Concessions/Restrooms)	670,000
Furnishings/Fixtures	112,500
	5,282,500
<b>Architectural/Engineering fees</b>	
Architect/Engineering	50,000
A/E reimbursable	25,000
Planning/EA	125,000
Civil Engineer	50,000
Landscape Architect	20,000
Archaeological	10,000
Soils consultant	5,000
Kitchen consultant	5,000
FF&E	15,000
	305,000
<b>Interim</b>	
Builders Risk Insurance	85,000
Commercial & Gen Liability	85,000
	170,000
<b>Contingency</b>	
Construction (15%)	897,375
Design (15%)	50,250
	947,625
<b>Developers Fees</b>	
Overhead, Project Manager, Development Coordinator	202,500
Fees (other)	157,500
	360,000
<b>TOTAL</b>	<b>7,215,125</b>

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Lahainaluna High School Foundation

(Typed Name of Individual or Organization)



(Signature)

January 25, 2010

(Date)

Robert W. Shelton

(Typed Name)

President

(Title)

House District: 6

Senate District: 3

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

Log No: 25-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):

Department of Hawaiian Home Lands

STATE PROGRAM I.D. NUMBER (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Applicant: La'i'Opua 2020

Dbas: La'i'Opua 2020

Street Address: 74-5599 Luhia St., Suite E-5  
Kailua-Kona, HI 96740

Mailing Address: 74-5599 Luhia St., Suite E-5  
Kailua-Kona, HI 96740

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: CRAIG V. KAHUI

Title: Executive Director

Phone: (808) 327-1221 / (808) 896-2252

Fax: (808) 327-1223

e-mail: bokahui@yahoo.com

3. TYPE OF BUSINESS ENTITY:

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

LA'I'OPUA COMMUNITY CENTER COMPLEX:  
PLANNING AND DESIGN

4. FEDERAL TAX ID #: [REDACTED]

7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2011 \$ 1,526,725

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 \$ \_\_\_\_\_  
FEDERAL \$ 475,000  
COUNTY \$ \_\_\_\_\_  
PRIVATE / OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

CRAIG V. KAHUI, EXECUTIVE DIRECTOR  
NAME & TITLE

1/20/10  
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;

La'i'Opua 2020 is a Kona-based 501(c)(3) not-for-profit organization that serves as the charitable arm of Kaniohale Community Association (KCA), the Hawaiian homeowners association for the Kaniohale subdivision built by the Department of Hawaiian Home Lands (DHHL) within the Villages of La'i'opua on the North Kona Coast of Hawaii. Its primary purpose is to ensure the existence of adequate social infrastructure to complement and support the greater La'i'Opua community, through the identification of community needs, the creation of community facilities, and the coordination with service providers and partners for a variety of programs for residents of the Villages of La'i'opua and North Kona.

2. The goals and objectives related to the request;

La'i'Opua 2020's mission is to develop the La'i'opua Community Center complex in the ahupua'a of Kealakehe, on 26.75 acres of vacant land adjacent to Kealakehe High School. To facilitate that development, La'i'Opua 2020 requests a \$1,500,000 grant in aid from the State of Hawai'i to assist in the organization in the planning and design phase of the complex. The La'i'opua Community Center complex will serve as a regional resource, hosting and providing array of programs and services to meet the health, social, educational and recreational needs of both the native Hawaiian beneficiaries living on Hawaiian Home Lands in the Villages of La'i'Opua and residents of the greater North Kona community.

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

Planning of the La'i'Opua Community Center complex is premised upon the idea that vital and necessary social infrastructure for residents of North Kona should be determined and emplaced well prior to the region's overall comprehensive development, rather than well after the fact. While the initiative for this project has come from the native Hawaiian residents of Kaniohale (a.k.a. Village Three of the Villages of La'i'Opua), upon its completion the La'i'Opua Community Center complex will serve the entire residential population in the Kailua-Kona and North Kona regions.

La'i'Opua Community Center is envisioned as a *pu'uhonua*, a place of security and safety, where one can readily access a wide spectrum of health and social services. Complementing the community center itself will be a state-of-the-art medical facility, child and adult day care center, a pre-school, gymnasium and aquatic center, amphitheater, meeting facilities, and office space.

As the residential population of the area increases with the implementation of DHHL's long-term plans for the region, the need for health care, social and recreational programs for the community will naturally grow in tandem. Although the County of Hawai'i has long sited a regional park as part of its original regional

master plan for North Kona, the area has no large public parks, and the nearest public recreational facility is at least five miles distant from the ahupua'a of Kealakehe. The La'i'Opua complex's recreational facilities are being developed in partnership with Kealakehe High School, and the County of Hawai'i Department of Parks and Recreation has indicated its willingness to manage it as part of its existing system.

The current estimated total cost of the La'i'Opua Community Center complex is approximately \$60 million. This includes site work, on-site infrastructure, internal roadways and parking, lighting, several playing fields, a 20,000 to 40,000-sq. ft. community center, a modern 40,000-sq. ft. health care facility, a keiki / kupuna day care center, preschool, an aquatic center and a 16,500-sq. ft. gymnasium, along with architect fees, engineering costs and contingency costs.

4. Describe the target population to be served; and

Per the 2000 U.S. Census, there are currently 15,770 residents of native Hawaiian ancestry living in the Kona and Kohala regions of the island of Hawai'i, which comprise the general projected service area for the La'i'Opua Community Center complex. DHHL has already developed Village Three (the Kaniohale homestead), which consists of 225 homes and a small community center, and is further planning the construction of about 350 single-family residential units in Villages Four and Five, effectively tripling the number of Hawaiian homesteads. The County of Hawai'i projects that, assuming a moderate rate of growth, the population of North Kona will increase by about 28% to 42,275 by the year 2020.

Based upon data provided by the United States Census Bureau, the average median household income for the North Kona Subdivision of Hawai'i County is \$47,610, which equates approximately to 95% of the median household income for the State of Hawai'i. Further, per the data provided by the 2000 census, the median household income for the Native Hawaiian community in North Kona is \$38,750 or 77% of the median household income for the State of Hawai'i, which underscores its designation as an economically challenged community.

DHHL plans call for a population of approximately 5,000 additional Native Hawaiians to be emplaced on homesteads within the Villages of La'i'Opua (Villages 3, 4, and 5). For this prospective native Hawaiian community that will be the primary beneficiaries of the proposed La'i'Opua Community Center complex development, the economic data provided by the U.S. Census Bureau per the 2000 Census (Summary Files 3 and 4) reports as follows:

- 64.6% of all native Hawaiian households in the County of Hawai'i have an annual income of less than \$50,000.
- The median native Hawaiian household income in the County of Hawai'i is \$35,596, or 71% of the median household income of \$49,820 in the State of Hawai'i as a whole.
- When adjusted for inflation, the median family income is \$42,353, which is well below the national average of \$50,046.
- The unadjusted per capita income of the native Hawaiian population is \$15,554, which is 28% below the national per capita income of \$21,587.
- Native Hawaiians have the highest percentage of individuals living below the federal poverty threshold of any ethnic demographic; nearly 16% (or 1 out of 6) had incomes below the poverty line, compared with 10.7% of the population as a whole.
- Roughly one in seven native Hawaiian families, or 14.1%, live in poverty, which is more than 85% higher than that of all families statewide, which is 7.6%.
- 19.3% of Native Hawaiian children, or nearly one in five, live below the federal poverty line, which is 42% higher than the statewide percentage for all children in the State of Hawai'i.

While the La'i'Opua Community Center will be sited on Hawaiian Home Lands, and the Native Hawaiian population is nominally the primary beneficiary of the proposed development, the complex will be open to all, serving as a much-needed regional resource for all residents throughout the greater North Kona community, and will offer an array of programs and services to meet their health, social, educational and recreational needs.

5. Describe the geographic coverage.

The Villages of La'i'Opua is a master-planned community located on approximately 980 acres in the ahupua'a of Kealakehe, which is located upon the mid-level and lower slopes of Hualalai along the North Kona coast. The conceptual plan for the area, as originally designed by the Hawai'i Housing Finance and Community Development Corporation (HHFDC), consists of 14 villages encompassing single and multi-family residences, recreational facilities, community facilities, commercial complexes, several parks, and cultural preserve sites.

The Department of Hawaiian Home Lands is developing four of those villages as native Hawaiian homesteads. To date, Village Three (the Kaniohale homestead) and Kealakehe High School have been completed. Kaniohale, which was completed in 1998, consists of 225 homes and a small, 750 square-foot community center. DHHL is currently planning the construction of about 350 single-family residential units in Villages Four and Five. When completed, the numbers of Hawaiian homesteads in the region will more than triple. When fully built out, the Villages of La'i'Opua will include about 4,100 homes and approximately 20,000 residents. The County of Hawai'i projects the population of the North Kona region will increase by about 28% to 42,275 by the year 2020, assuming a moderate rate of growth.

## 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;

La'i'Opua 2020 has contracted with Group 70 International to develop the conceptual design for the community center complex. More planning, design, and site work will be contracted to licensed architects, civil engineers and construction specialists on an as-needed basis. Thorough its initial conceptual phases, the La'i'Opua project has been managed by a team of volunteers, which include the executive director, board members, community residents, and various technical consultants. Once the final design is approved and plans are in place, construction of the La'i'Opua Community Center complex will be overseen by an experienced project manager, with fiduciary oversight provided by board members and representatives from the partner organizations.

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

The timetable for the complete build-out of the La'i'Opua Community Center complex is dependent in large part upon two factors – the development plans of partner agencies, and the timely securing of necessary funding. Ideally, the actual construction of the complex will coincide with DHHL's construction of Villages 4 and 5 adjacent to the complex site.

Overall, development of the entire complex should be completed in approximately six years. It is anticipated that the planning and design phase and the first phase of construction (site preparation) will take about 18 months each. Once staffing is in place and both the capital campaign and construction are underway, La'i'Opua 2020 will operate generally in its present format throughout the lifetime of the project. Once the complex is completed and operational, it will be the Board's responsibility to re-orient the organization's mission, from one of project development to one of community-based facility management and operation.

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 current executive director of La'i'Opua 2020 is Craig "Bo" Kahui, who has served uncompensated in this capacity since its initial inception several years ago. As president of the Kaniohale Community Association, Mr. Kahui has garnered significant experience in the field of community planning and development. Prior to La'i'Opua 2020, he was a small business owner, and has held supervisory positions in both the public and private sector.

Fiduciary oversight of La'i'Opua 2020 is provided by its board of directors, whose eight community-minded members offer a diversity of skill and capacity to the organization. A grants administrator position will be hired to manage all funding requests and appropriations, and provide support for the organization's prospective capital campaign and attendant fundraising activities. A comptroller will manage all bookkeeping and accounting duties.

La'i'Opua 2020 uses the software Quickbooks Pro to manage the recordation of its financial transactions. Per generally accepted accounting principles, a chart of account has been established to record detail transactions such as revenue, expenditures, assets and liabilities. All recordation to Quickbooks Pro can be summarized into financial statements such as a Balance Sheet and Profit & Loss and other statements typically associated with a Non Profit entity. Internal controls have been established to assure all financial transactions are reviewed, authorized and recorded on a timely basis.

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.

La'i'Opua 2020 shall be reporting to the State Department of Hawaiian Homes Land (the expending agency) and will provide the agency with a timeline to assess the organization's immediate goals and objectives, its achievements and / or accomplishments. On the immediate agenda is the completion of the complex's planning and design stages, and the hiring of a project manager. The project manager will take charge of the development and 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. It must be noted that any material deviations from specifications and schedules will be submitted by the Executive Director to the La'i'Opua 2020 Board of Directors for approval, prior to implementation of any changes.

As the project commences and its planned facilities are prepared for operations, La'i'Opua 2020 will develop the in-house organizational capacity necessary to gather the necessary data to measures program demographics such as quality control, client satisfaction, numbers served, rates of participation, and age and ethnicity are gathered and evaluated; and provide the rigorous analysis necessary to determine requisite courses of action, ascertain future needs and / or establish a definitive direction of agency programs.

That capacity will allow for the collection of data through the use of program exit evaluation forms, client satisfaction surveys, and select one-on-one interviews for purposes of statistical sampling. Quality-control specialists, including those in the native Hawaiian and professional communities, will be recruited as needed to assist in the further development and distribution of surveys, collection of data, measurement of customer satisfaction and organizational performance, development of customer / client preference files, receipt of feedback from employees and service providers, and the interpretation and evaluation of all data and information collected.

### **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 page 13, "Budget Request by Source of Funds."**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.

**Please see page 7, Table No. 1, "Projected Quarterly Expenditures".**

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

**Please see page 7, Table No. 2, "Active Grants", and Table No. 3, "Pending Grants".**

TABLE No. 1: La'i'Opua 2020 Projected Quarterly Expenditures				
Q1 FY 2011: July 1 – Sept 30, 2010	Q2 FY 2011: Oct 1 – Dec 31, 2010	Q3 FY 2011: Jan 1 – Mar 31, 2011	Q4 FY 2011: Apr 1 – June 30, 2011	FY 2011: Amount of Grant to be Expended
\$ 600,375	\$ 308,784	\$ 308,783	\$308,783	\$1,526,725

TABLE No. 2: La'i'Opua 2020 Active Grants					
Source of Funds	Date	Status	Restrictions	Amount to Date	Remaining Balance
Dept. of Hawaiian Home Lands	September 2008	Active	Contract services, fund development, travel, project coordinator	243,716.00	208,296.00
Dept. of Hawaiian Home Lands	Pending	Active	Sewer system design & hook-up	250,000.00	250,000.00
<b>TOTALS</b>				<b>\$493,716.00</b>	<b>\$458,296.00</b>

TABLE No. 3: La'i'Opua 2020 Pending Grants				
Source of Funds	Application Date	Funding Date	Restrictions	Grant Amount
U.S. Dept. of Agriculture	September 2009	June 2010 Pending	Capacity funding	300,000.00
U.S. Dept. of Housing & Urban Development	December 2009	March 2010 <b>Approved</b>	Capital funding	475,000.00
County of Hawaii CDBG	January 2010	July 2010 Pending	Capacity funding	300,000.00
Office of Hawaiian Affairs	February 2010	April 2010 Pending	Capacity funding	300,000.00
Association of Native Americans	April 2010	September 2010	80% Direct, 20% Indirect	400,000.00
<b>TOTAL</b>				<b>\$1,775,000.000</b>

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

La'i'Opua 2020 was incorporated by the State of Hawaii in March 2006 and has been recognized and determined by the IRS as a 501C-3 non-profit corporation in September 2007. While both the State and IRS had incorporated La'i'Opua 2020 as early as March 2006, La'i'Opua 2020 was conceived in January 2003 to address the lack of social, educational, recreational, cultural, and medical services and programs. Therefore, if one considers the initial ground work and planning, La'i'Opua 2020 had been in business for approximately seven (7) years.

La'i'opua 2020 is a community-based organization whose mission and purpose is to identify community needs, develop and foster the creation of community facilities, and plan and partner with service providers for a variety of services and programs for residents of the Villages of La'i'opua, Kealakehe area and the broader West Hawaii region. La'i'opua 2020 is governed by a board of area residents and stakeholders.

Currently, La'i'Opua 2020 management structure and staffing is comprised of an Executive Director (ED) , and Chief Financial Officer(CFO), and Administrative Assistant.(AA) both who are under the direct supervision of the Executive Director. The combinations of La'i'Opua 2020's staff experience demonstrate its ability to implement and manage a project of this magnitude. See organizational chart on next page, #46 for the lines of authority.

Please refer to Section V (Personnel: Project Organization and Staffing) for discussion of staff qualifications and experience, and organizational chart.

### **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 of the La'i'Opua Community Center complex is premised upon the idea that vital and necessary social infrastructure for residents of North Kona should be determined and emplaced well prior to the region's overall comprehensive development, rather than well after the fact. While the initiative for this project has come from the native Hawaiian residents of Kaniohale (a.k.a. Village Three of the Villages of La'i'Opua), upon its completion the La'i'Opua Community Center complex will serve the entire residential population in the Kailua-Kona and North Kona regions.

La'i'Opua Community Center is envisioned as a *pu'uhonua*, a place of security and safety, where one can readily access a wide spectrum of health and social services. Complementing the community center itself



will be a medical facility, child and adult day care center, a pre-school gymnasium, aquatic center, amphitheater, meeting facilities, and office space.

The West Hawai'i Community Health Center (WHCHC) is a major anchor of the proposed complex, and will provide primary physical, mental and dental health care to an underserved population in a region where the nearest health care facility is some 15 miles distant. Kona Community Hospital, that aforementioned nearest facility, has expressed significant interest in partnering with WHCHC to develop and maintain an urgent care / emergency services facility at La'i'Opua, which when completed will significantly reduce the response time for those North Kona residents who face an actual health emergency. Plans also include the creation of a health academy in partnership with Kealakehe High School. Other partner organizations in the development of the community center complex include the Kamehameha Schools, Office of Hawaiian Affairs, Alulike, Legal Aid Society, Child and Family Service, Kona Adult Day Care Services, and Neighborhood Place of Kona, Friends of the Children's Justice Center, and the County of Hawai'i.

As the residential population of the area increases with the implementation of DHHL's long-term plans for the region, the need for health care, social and recreational programs for the community will naturally grow in tandem. Although the County of Hawai'i has long sited a regional park as part of its original regional master plan for North Kona, the area has no large public parks, and the nearest public recreational facility is at least five miles distant from the ahupua'a of Kealakehe. The La'i'Opua complex's recreational facilities are being developed in partnership with Kealakehe High School, and the County of Hawai'i Department of Parks and Recreation has indicated its willingness to manage it as part of its existing system.

The current estimated total cost of the La'i'Opua Community Center complex is approximately \$91 million. This includes site work, on-site infrastructure, internal roadways and parking, lighting, several playing fields, a 40,000-sq. ft. community center, a modern 30,000-sq. ft. health care facility, a keiki / kupuna day care center, preschool, an aquatic center and a 16,500-sq. ft. gymnasium, along with architect fees, engineering costs and contingency costs.

Finally, the Department of Hawaiian Home Lands has identified the La'i'Opua Community Center complex as a priority project in its Kealakehe / La'i'Opua Regional Plan, and has designated 26.75 acres for its development on Keanalehu Drive, adjacent to Kealakehe High School. La'i'Opua 2020 has already been issued a "General Lease" by DHHL to build and manage the complex. Other partner organizations in the development of the complex include the Kamehameha Schools (which will break ground on the pre-school this year), Office of Hawaiian Affairs, Alulike, Legal Aid Society, Child and Family Service, Kona Adult Day Care Services, and Neighborhood Place of Kona, Friends of the Children's Justice Center, and the County of Hawai'i.

## **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.

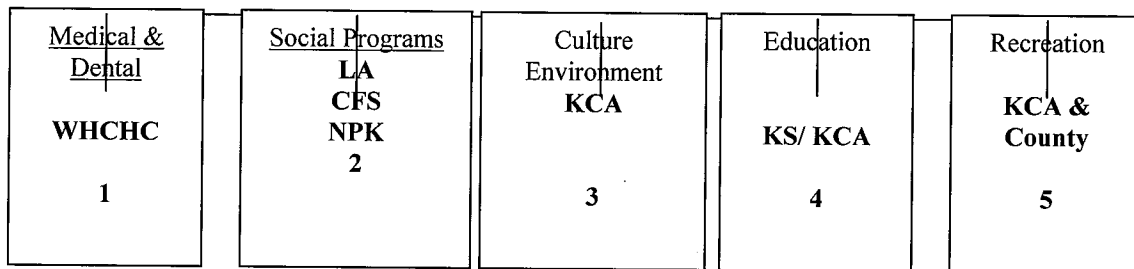
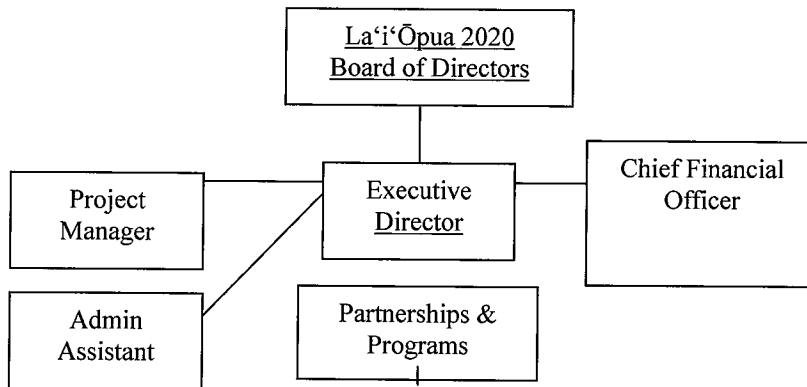
**CRAIG V. KAHUI (EXECUTIVE DIRECTOR):** Once the La'i'Opua Community Center complex is completed and operational, the executive director shall be responsible for managing the overall operations, finances, facilities and common areas of the La'i'opua Community Center in accordance with all Board-approved policies, plans, decisions and directives. While construction is underway, the executive director will work with the Board in the development of same in the areas of community relations, financial and personnel management, planning and marketing, and administration, and will work with the La'i'Opua 2020 capital campaign committee throughout the lifetime of the campaign. Mr. Kahui has garnered significant experience the field of community planning and development. Prior to La'i'opua 2020, he was a small business owner, and has held supervisory positions in both the public and private sector.

**ISAAC SYLVA (CHIEF FINANCIAL OFFICER):** The chief financial officer will serve at the direction of the executive director, and will be responsible for La'i'Opua 2020's financial management, fiscal accountability and all attendant duties in the area of human resources management. The chief financial officer will further work with technical consultants to ensure and maintain the integrity of requisite IT infrastructure, data and systems management, and the organization's electronic communications. Please see Attachment No. 10 for detailed job description. Mr. Sylva La'i'Opua has a BA degree in Accounting, and served for 28 years as a comptroller in the hotel and construction industries.

**MAPUANA KAHANU (ADMINISTRATIVE ASSISTANT):** The administrative assistant shall be responsible for management of the office, and for providing assistance to the executive director and others in the areas of communication, correspondence, support, references and referrals, record-keeping and the development, compilation and presentation of documents, bids and proposals under the direction of the Executive Director. Ms. Kahanu has over 15 years of experience in a similar capacity for various companies and organizations.

**PROJECT MANAGER (TO BE DETERMINED):** Once plans are finalized and site preparation is ready to commence prior to actual construction, a project manager will take charge of the development and 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 La'i'Opua 2020 Board of Directors for approval.

**B. Organization Chart**



La'i'Opua 2020 Partner Organizations		
Partners	Programs & Services	Yrs. Experience
West Hawai'i Community Health Center *	Medical, Behavioral, Dental Health Care	10
Legal Aid Society	Legal services	20
Child & Family Service, State of Hawai'i DHS *	Child, Teen, & Adult Services Social Services (State Agency)	25
Neighborhood Place of Kona *	Social Service organization to support families, food referral service	10
Kaniohale Community Association *	Arts & Cultural, A+ after-school program, Computer Lab	10
Kamehameha Schools	Preschool, early childhood education, Adolescent education services	30
County of Hawai'i, Dept. of Parks and Recreation	Recreation programs and facilities administration of La'i'opua Gym and Aquatic Center	50
* Represents Partner participation and representation as a Director on La'i'Opua 2020 Board		

## **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.

**La'i'Opua\_2020 has no litigation currently pending.**

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

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

**La'i'Opua\_2020 is a not-for-profit organization certified by both the United States Internal Revenue Service and the State of Hawai'i Department of Commerce and Consumer Affairs. Please see attachments for organizational credentials.**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: La'i'Opua 2020

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Other Funding Sources (b)</b>	<b>Prospective Fundraising (c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	40,000	168,000		
2. Payroll Taxes & Assessments	6,000	25,200		
3. Fringe Benefits	1,600	6,720		
<b>TOTAL PERSONNEL COST</b>	<b>47,600</b>	<b>199,920</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island		9,324		
2. Insurance		2,400		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space		16,320		
5. Staff Training		15,000		
6. Supplies		11,000		
7. Telecommunication		4,800		
8. Utilities		5,400		
<b>9. Planning</b>				
<b>10. Design</b>	1,414,125			
<b>11. Preliminary Engineering</b>	50,000	50,000		
<b>12. Legal</b>	15,000	10,000		
<b>13. Public Accountant</b>		20,000		
<b>14. Financing Package</b>		14,500		
<b>15. Lease Broker</b>		6,375		
<b>16. Funds Development</b>		120,000		
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>1,479,125</b>	<b>285,119</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. OTHER</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,526,725</b>	<b>485,039</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,526,725	Craig V. Kahui (808) 327-1221		
(b) Other Funding Sources	485,039	Phone		
(c) Prospective Fundraising		1/20/10		
(d)		Date		
<b>TOTAL BUDGET</b>	<b>2,011,764</b>	<b>CRAIG V. KAHUI, Executive Director</b> Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

**Applicant:** La'i Ōpua 2020

**Period:** FY 2011 (July 1, 2010 to June 30, 2011)

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

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

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

**Applicant:** La'i'Ōpua 2020

**Period:** FY 2011 (July 1, 2010 to June 30, 2011)

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	125,000		65,000	60,000		
LAND ACQUISITION						
DESIGN			1,414,125			
CONSTRUCTION						37,500,000
EQUIPMENT						-
<b>TOTAL:</b>	125,000		1,479,125	60,000		37,500,000
<b>JUSTIFICATION/COMMENTS:</b>						



**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

**LA'I'ŌPUA 2020**

(Typed Name of Individual or Organization)



(Signature)

1/20/10

(Date)

**CRAIG V. KAHUI**

(Typed Name)

**Executive Director**

(Title)

House District 8,9,10,11,12,13

Senate District 4,5,6,\_\_\_

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

Log No: 29-C

For Legislature's Use Only

2010 JAN 29 A 11:27

Type of Grant or Subsidy Request:

[ ] GRANT REQUEST - OPERATING

X GRANT REQUEST - CAPITAL

[ ] SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Maui Economic Opportunity, Inc.
Dbas:

Street Address: 99 Mahalani Street
Wailuku, HI 96793
Mailing Address: P. O. Box 2122
Kahului, HI 96733

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA K. BAZ
Title Chief Executive Officer
Phone # (808) 249-2990
Fax # (808) 249-2991
e-mail Sandy@meoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MEO BEST HOUSE VINEYARD STREET BUILDING RENOVATION

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 500,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- [ ] NEW SERVICE (PRESENTLY DOES NOT EXIST)
X EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$
FEDERAL \$
COUNTY \$
PRIVATE/OTHER \$ 10,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

SANANDA K. BAZ, CHIEF EXECUTIVE OFFICER
NAME & TITLE

01/28/2010
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;**

Maui Economic Opportunity, Inc. (MEO) is a private, non-profit Community Action Agency, chartered on March 22, 1965 under the Economic Opportunity Act of 1964. The Mission of MEO is "The mission of MEO is to strengthen the community while helping those in need restore their hope, reach their potential and enrich their lives."

Since 1965, MEO has become recognized as an advocate by both private and local public organizations at the County, State, and National levels through the initiation and participation in public issues and support of national issues affecting the low-income. MEO annually provides services to over 10,000 people, including low-income elderly, children and youth, persons with disabilities, other disadvantaged persons and the general public throughout the three islands of Maui County and the State of Hawai'i. The agency's philosophy is to work in partnerships and coalitions with the public and the private sectors to draw attention to needs that have been identified by the community, and to attract resources to meet those needs.

Recognizing the link between poverty and incarceration, MEO urged the Department of Public Safety (PSD) to apply for the Serious and Violent Offender Reentry Initiative (SVORI) offered through the U.S. Department of Justice's Bureau of Justice Assistance. In 2002, PSD was awarded \$2 million under SVORI to provide comprehensive support services and training to inmates during their incarceration and upon their release from custody. In January 2003, PSD engaged in an historical event by contracting with MEO to implement the reentry program for sentenced inmates at MCCC. With these grant funds, MEO established the Being Empowered and Safe Together (BEST) Reintegration Program to promote the successful reentry of inmates who were returning home.

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

The Goal related to this Capital Improvement Purchase (CIP) request is to purchase and install Kitchen equipment, a Facility Security System, and various Equipment items for the Residential, Commercial, and Office space at BEST House in Wailuku, a structured housing and training facility for formerly incarcerated persons.

Objective 1:

- Purchase kitchen equipment upon completion of construction of BEST House using MEO Bid and Purchase procedures
- Install equipment
- Test and initiate use of equipment to provide meals for children and staff of Early Childhood Services programs, residents of BEST House, and the public, working toward self sufficiency of operation

Objective 2:

- Purchase security system to track access and use of facilities at BEST House
- Install equipment
- Test and create audit system
- Security system is used to provide a safe, sober, and clean training academy for residents of BEST House

Objective 3:

- Purchase residential equipment, office equipment, and training equipment for use at BEST House
- Install equipment in residential areas, office areas, and classrooms and conference rooms
- Equipment is to provide living, working, and training areas for residents of BEST House

Objective 4:

- Complete construction of office and kitchen areas in BEST House

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

Recognizing the link between poverty and incarceration, MEO and the Department of Public Safety (PSD) have worked together since January 2003 (ten years) to address the issues of incarceration, recidivism, and public safety. While MEO BEST and its partners have created a system that works, there remains a constant flow of persons going into prison and emerging from them. While incarcerated, persons lose their connections with children, spouses and partners, employers, and certain rights. Regardless of their crime, fully 97% will be released back into their communities, often with little more than the clothes on their back, no connection to their loved ones, barriers that keep them from obtaining a good job, making a decent wage, finding suitable housing, and regaining lost identities. A program like BEST will help them overcome these barriers, resulting in successful opportunities, training, new skills, changed behavior, overcoming substance abuse issues, and reconnecting with identity and culture. The resulting impact will be successful persons being empowered to make good choices, contributing to their

community, and breaking cycles of imprisonment. Taxpayers are saved thousands of dollars for every year a person stays out of prison.

Hawai'i has mirrored other jurisdictions in the growth of the incarcerated population. In 2000, there were 5,127 persons incarcerated; in 2007, this number had grown to 6,045. Of that total, 2,009 are in privately contracted facilities in North America (PSD Annual Report 2007). At the end of 2006, the State of Hawai'i had a Probation population numbering 18,598, a rate of 1,870 per 100,000 persons. At the same time, the Parole population was 2,316 parolees, a rate of 233 per 100,000 persons. (Bureau of Justice, July 2008).

This growth has negatively impacted Hawai'i's ability to provide a range and level of rehabilitative services to the inmate population, both while incarcerated and when returned to the community.

Within the County of Maui, MCCC is responsible for approximately 6 per cent of the in-state population (n=372). MCCC is also the exit point for Maui inmates returning from other facilities within the state and from prisons on the continent. Presently, four Maui parole officers are responsible for supervising and monitoring 194 individuals. (Hawai'i Paroling Authority, Maui District Office, January, 2009). Currently, 24 Probation officers provide active supervision to approximately 2100 persons (Maui Adult Client Services Branch, January 2009).

Comprehensive support services are needed because ninety-seven percent of all inmates will eventually be released from incarceration. Upon release to the community, offenders face a broad array of barriers/challenges to successful reentry. Men and women enter Hawai'i jails and prisons with limited marketable work experience, low levels of educational or vocational skills, and many health related issues, ranging from substance abuse histories to mental health needs and high rates of communicable diseases. The types of challenges faced during the reentry process include:

- Stigma associated with being a former convict
- Drug and alcohol abuse;
- Mental illness;
- General poor physical health;
- Lack of basic living skills;
- Lack of formal education;
- Lack of vocational skills;
- Chronic unemployment/underemployment;
- Lack of jobs or high competition for those available
- Criminal history that impedes prospects for employment;
- Lack of understanding, empathy and willingness on the part of employers
- Poor decision making skills;
- Lack of options to break out of negative life styles; and
- Broken family ties

MEO BEST will open BEST House in 2010 that will house 24 formerly incarcerated males who need a residence, a place to work, and a place where they can gain employment skills. Training will be provided on-site and in off site locations. Residents will be responsible for the maintenance and upkeep of the property, will learn maintenance, kitchen skills, communication skills, how to serve the public, and learn to operate a business. These learned skills will help them to find permanent employment in the community when they exit the BEST House program.

BEST House is a response to the urgent need to provide a step down from incarceration. BEST House will provide a structured living environment based on the philosophy of "each one, teach one." Responsibilities are geared toward each other and to someone else who one mentors. Housing opportunities for former inmates is challenging and even non-existent for some. Residents will learn responsibilities, learn skills, obtain an education, and work in a project that will contribute to the vitality of the Wailuku community.

In summary, the Maui community is in great need of comprehensive training services for persons being released from MCCC. By providing a training academy to men emerging from MCCC and for those who are on probation or parole, the number of persons who commit new crimes and those who are re-taken into custody for violations of parole and probation will be dramatically reduced. In turn, recidivism rates will be reduced and the entire Maui community and the State will benefit from enhanced public safety.

**4. Describe the target population to be served; and**

The immediate beneficiary population will be the 24 male residents of BEST House who were formerly imprisoned at the Maui Community Correctional Center, or other State-run institutions, may be on Probation or Parole, and who will live and work on the property.

The secondary populations that will benefit are nearby property owners and neighbors.

**5. Describe the geographic coverage.**

The property affected sits in the town of Wailuku, Maui. Residents will be primarily Maui community members in need of a transitional support community while preparing to reintegrate on their own into the community.

**II. Service Summary and Outcomes**

**The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.**

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

BEST House will have a certified commercial kitchen, a customer serving area, a 24 bed residential area, a residential manager residence, a training classroom, and office space. Construction is in progress. Commercial kitchen equipment will be purchased and installed as will security systems, residential equipment and furniture, training equipment, and construction completion of office areas and kitchen. Preliminary cost estimates have been obtained (see the attached budget for projected costs). Purchase of equipment will be made in accordance with MEO purchasing policies.

Activity	Persons Responsible	Outcome
Obtain 3 bids for all purchases	Chief Operations Officer	Bids solicited and purchases are made
Review and select providers	COO and review committee	Lowest bid and other factors taken into consideration
Sign contracts	Chief Executive Officer	Equipment is purchased and installed at BEST House
Test and accept equipment	MEO staff	Equipment is in place and operational
Construction of office space and commercial kitchen	CEO	Entire building construction is complete and accepted

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

See the Table(s) above.

**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 (QA)** – MEO has a written plan to insure quality, including procedures to assure that its services are provided in conformance with all federal, state, and county requirements, the requirements of this RFP and POS contracts.

The QA begins with the formation of the Proposal Analysis Work Group (PAWG). This group is called together when a program director finds or is informed of a funding source. The director fills out a PAWG form and sends it to MEO’s fund development director who calls a PAWG meeting.

Attending this meeting is the CEO, chief program officer (CPO), chief operations officer (COO), chief human resources officer (CHRO), chief financial officer (CFO), the program director who requested the PAWG and appropriate staff and the fund development director.

The form is reviewed by the team to determine what the need is, whether the funds fit with the program and the agency’s mission, who will be involved with its implementation and how much should be sought. The meeting also allows MEO to allocate tasks for completion of

the funding proposal and to establish mechanisms to monitor the proposal process through submission.

This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision, MEO will seek additional sources of funds. Also MEO continues to monitor the needs of the community as expressed in various community wide events such as budget hearings, county council meetings, and other public meetings.

Once MEO is awarded funds for a project, the funding letter, contract, and requirements are distributed to the respective program director, fiscal, and executive staff that review the requirements and meet to determine the next steps in program implementation.

Resources needed and authorized for the project, whether new hires, equipment, or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract monitoring and tracking systems designed in the proposal are put in place as well as outreach and education programs promulgated.

Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution, flyers, and public service announcements (PSA's).

The program is then implemented in accordance with the contract.

All programs gather documentation daily, these include, but are not limited to intake, eligibility criteria, assessments, tests, evidence of income, attendance at classes, case notes, individual or family service plans. Each program has specific data based upon its contracts that it is required to gather and data is retained in various electronic, secure data-bases.

All files are locked for confidentiality and electronic files are backed up at the close of business every day.

Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, activities, and events announced and statistics presented.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets. Here is also a place where budget modifications can be determined. These meetings include the CFO, executive staff and program directors and line staff managing the programs.

This is an opportunity for program staff to understand how the funds relate to the program and for the fiscal staff to see how the program relates to the funding and for the executive staff to monitor overall program effectiveness and financial responsibility.



Monthly/quarterly/annual statistical and narrative reports are prepared by the responsible program staff, reviewed by their supervisors and department director. Before the CEO signs off, these reports are analyzed and reviewed by the CPO to insure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of the MEO Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, reviews the narratives, and receives CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency must sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This Quality Control (QC) plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs.

MEO has a three year Strategic Plan. Each department has a strategic plan that they are responsible for reporting to. It includes goals and objectives that were developed by the board and the staff in an exhaustive planning process. These goals and objectives have been developed to be in line MEO's overall mission.

Each goal is enunciated in the plan with its objective. For each objective there are five reporting processes. First are the implementation steps, these are developed by the departments themselves and those who will be implementing them. Each implementation step has a person responsible, a time frame, how the implementation step is to be accomplished, and a status report.

These are updated and reported on quarterly and annually by every department and task group in the company. The annual report of the progress of the strategic plan is reviewed by the P&E committee and the implementation plan for the coming year is approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, every client is asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of the services they received and to make recommendations about improvements.

Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files and are referenced regularly for various funding proposals, community gatherings, and testimony regarding the efficacy of MEO programs and services.

There are several advisory committees of lay people and professionals and other interested persons from throughout the community who provide feedback, needs assessments and service requirements as well as community responses to MEO's various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully. First, has the program met its contractual obligations and requirements? Has the program met the statistical goals e.g. number of clients as specified in the grant? Has the program been able to be implemented in accordance with the funds received? Is the client on a path towards self sufficiency? Has the program remediated some need in the community? If the answer to all of these is yes, then we have succeeded.

Each month staff members are recognized for excellent client services by peers, clients, or community members.

**Evaluation** - BEST will perform an internal quarterly assessment of the general program design to include:

- A determination of whether performance targets of the program are being met according to those specified in the Scope of Work
  - Desk reviews and client files reviews to ensure that proper documentation is occurring
  - An identification of areas where effective action is needed and where recommended changes are required
- 4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

There will be several measures associated with this Capital Improvement Purchase:

1. The purchase and installation of certified kitchen equipment into the BEST House
2. The construction and completion of the office space and kitchen areas
3. The purchase of equipment for customer serving areas, residential equipment, and training equipment for classrooms

These projects will be completed during 2010. The commercial kitchen equipment will be installed upon completion of the construction phase of the building. The construction and completion of the office space and kitchen areas will be complete. Upon construction completion, training equipment, residential equipment, and customer serving area equipment will be purchased and installed.

### **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 Tables**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
500,000				500,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

Fred Baldwin Foundation \$10,000 (Received)  
 Wienberg Foundation \$1,000,000 (Applying)

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

**The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.**

MEO has 44 years of experience in managing a vast array of successful programs in Maui, and has offices located on the islands of Maui, Lana`i and Moloka`i. MEO administers a specialized quasi-public transportation program in Maui. MEO oversees and administers over 47 programs. A few of the programs include Transportation, Community Services, Employment and Training for low-income persons, Enlace Hispano, Early Childhood Services, BEST Reintegration Program, Youth Services, and a Business Development Corporation.

MEO operates under the direction of a Board of Directors and its Chief Executive Officer. MEO's administration includes its Chief Financial Officer, Chief Programs Officer, Chief Operations Officer, and Chief Human Resources Officer. Accounting staff oversee funding from state, county, federal and private foundation grants amounting to \$17 million dollars. In the year 2003, MEO was recognized nationally as a stellar community action agency and it was presented the Award of Excellence for its outstanding work in leadership, governance, fiscal and human resource policy, planning, and advocacy.

MEO is owner-builder of its Weinberg Family Center (construction completed in 2000). The Chief Executive Officer works with an MEO Board of Directors Ad Hoc Building Committee to evaluate ideas and develop plans for construction and renovation of facilities. The Ad Hoc Committee has been in discussion regarding BEST House for the last three years. MEO staff has completed all the steps necessary to obtain approvals of the Maui Redevelopment Agency and various other County departments. The construction permit is in its last phase of review and will be completed with the next two to three weeks. A construction contract has been awarded to Betsill Brothers. They are ready to start as soon as the permit review process is complete.

Notably, a \$1 million grant was requested and obtained from the State Legislature to purchase this property. In addition, Affordable Housing Credit funds have been provided by a private developer that will be used to provide a portion of the construction costs of BEST House.

MEO is also in the process of building a new Transportation Facility located in Puunene, Maui. This facility will centralize the MEO Transportation program personnel, equipment, and maintenance facilities. This project includes the purchase of 5 acres of land, the donation of another 5 acres, a change of zoning is in process, and a planning and design phase in nearing completion.

This describes just the latest in a series of projects that requires a multitude of planning, design, financing, and work with State and County agencies. MEO is well positioned to carry out this project to completion.

**List of verifiable contracts for the most recent three years related to this project**

SOH GIA \$1,000,000 "Purchasing and Refurbishing Property to use as transitional housing for inmates exiting MCCC". No contract number. Term 1/1/05 – 12/31/14.

\$1,035,000 – affordable housing credits. Received directly from developers through the County Affordable Housing Credit during 2005 – 2007.

**B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

**Not Applicable**

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

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

**Not Applicable. This is a CIP request.**

**B. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

**Not Applicable. This is a CIP request.**

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

To the best of our information and knowledge, MEO is neither a defendant nor a plaintiff in any pending litigation. There are no outstanding judgments against MEO.

**B. Licensure or Accreditation**

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

**Not Applicable.**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Maui Economic Opportunity, Inc. - MEO BEST House Vineyard Street Building Renovation

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	<b>180,100</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>329,900</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>510,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Mona P. Kailiponi	(808) 249-2990	
(b) Fred Baldwin Foundation	10,000	Name (Please type or print)	Phone	
(c)			01/28/10	
(d)		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>510,000</b>	Sananda K. Baz, Chief Executive Officer		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc.      Period: July 1, 2010 to June 30, 2011  
 MEO BEST House Vineyard Street Building Renovation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Facility Security System (Access Hardware Inc.) (See Attached list)	1	51,042	51,042	51042
Kitchen Equipment (Mid City Restaurant Equip.) (See Attached List)	1	111,837	111,837	111837
6-tray Hot Food Server	1	4,200	4,200	4200
JGD-48RS, 48 cu. Ft., 2-Sliding Glass Door Commercial Display Cooler	1	3,021	3,021	3021
Residential Fixture and Equipment (Funded by Fred Baldwin Foundation)	1	10,000	10,000	10000
<b>TOTAL:</b>	5		180,100	180,100

**JUSTIFICATION/COMMENTS:**

MEO has acquired the proposals for the Facility Security System from Access Hardware Inc., and Commercial Kitchen Equipment from Mid City Restaurant Equipment Co. by following the Competitive Negotiation method of procurement that is stated in the Purchasing Policies of the MEO Financial Management and Accounting Policies Manual. The 6-tray Hot Food Server and 2-sliding Glass Door Commercial Display Cooler will be acquired by strict adherence to the rules in the manual as well in FY 2010-2011.

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

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc.

MEO BEST House Vineyard Street Building Renovation Period: July 1, 2010 to June 30, 2011

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS						
LAND ACQUISITION						
DESIGN	60796					
CONSTRUCTION		1014073	329900	1000000		
EQUIPMENT			170100	10000		
<b>TOTAL:</b>			<b>500,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						
	<u>Plan</u>	<u>Land &amp; Building</u>	<u>Design</u>	<u>Construction</u>	<u>Equipment</u>	<u>Total</u>
County of Maui (Received 2005-2006)	15000					15000
State of Hawaii (Received 2004-2005)		1000000				1000000
County of Maui (Received 2005-2006)		275000				275000
County of Maui (Received 2006-2007)			52367			52367
County of Maui (Received 2007-2008)			36416			36416
County of Maui ( Received 2008-2009)			43276			43276
County of Maui (Received 2008-2009)(disbursed in 2009-2010)				700000		700000
Fred Baldwin Foundation (Received 2009-2010)(will be used in 2010-2011)					10000	10000
State of Hawaii (Applying CIP grant 2010-2011)				329900	170100	500000
Applying for Wienberg Foundation Grant (2010-2011)				1000000		1000000
<b>Total</b>	<b>15000</b>	<b>1275000</b>	<b>132059</b>	<b>2029900</b>	<b>180100</b>	<b>3632059</b>



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

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

\_\_\_\_\_  
Maui Economic Opportunity, Inc.  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature) 01/28/2010  
(Date)

\_\_\_\_\_  
Sananda K. Baz  
(Typed Name)

\_\_\_\_\_  
Chief Executive Officer  
(Title)



12/21/2009

**Quote**

**To:** Maui Economic Opportunity, Inc.  
 Mona P. Kailiponi  
 Chief Operations Officer  
 P.O. Box 2122  
 Kahului, HI 96733

**From:** Mid-City Restaurant Equipment  
 Jameison Otholt  
 285 Sand Island Access Rd.  
 Honolulu, HI 96819  
 Phone: (808) 845-5755  
 Fax: (808) 845-5914

**Project:** MEO-BEST House

Item	Qty	Description	Sell Each	Sell Total
1	1	ea <b>ICE MAKER, CUBE-STYLE</b> Manitowoc Model No. SY-0324A S-Series Ice Maker, cube-style, air-cooled, self-contained condenser, up to 340-lb approximately/24 hours, stainless steel finish, half-dice size cubes, ENERGY STAR® Qualified	3,115.00	3,115.00
	1	ea 3 year parts & labor warranty		
	1	ea 5 year parts & labor warranty on evaporator		
	1	ea 5- year parts & 3- year labor warranty on compressor		
	1	ea 115v/60/1ph, std. 11.3 amps,		
	1	ea B-400 Ice Bin, w/top-hinged front-opening door, approximately 290 lb ice storage capacity, for top-mounted ice maker, stainless steel exterior		
	1	ea 3 year parts & labor warranty		
	1	ea K-00365 Bin Adapter, 22" S, QC or QF ice machine on a 30" bin		
	1	ea 6" adjustable stainless steel legs, std.		
2	1	ea <b>WATER FILTER ASSEMBLY</b> Manitowoc Model No. AR-10000 Arctic Pure® Primary Water Filter Assembly, includes head, shroud, hardware, mounting assembly, and one filter cartridge, 14,000 gallon capacity, 0-600 lbs./ice per day	180.00	180.00
3	1	ea <b>WORK TABLE, 72" LONG</b> Eagle Group Model No. T3072SEB-BS Deluxe Work Table, 30"W x 72"L, 16 ga type 304 s/s top w/4-1/2" backsplash, rolled front edge, sq. turndown ends, 18 ga s/s undershelf, 1-5/8" O.D. 16 ga s/s legs, adj high impact plastic bullet feet, Uni-Lok® system	735.00	735.00
4	1	ea <b>FOOD PROCESSOR, ELECTRIC</b> Robot Coupe Model No. R2N CLR Commercial Food Processor, 3 qt. clear polycarbonate bowl w/handle, kidney-shaped opening, vegetable prep attachment, continuous feed, bowl attachment designed for vertical cutting and mixing, on/off & pulse switch, 2 plates, 1725 RPM, 120v/60/1-hp, 7 amps, 1 HP	920.00	920.00
	1	ea 1-Year parts & labor warranty		
5	1	ea <b>FOOD MIXER</b> Globe Model No. SP20 Vertical Mixer, 20 qt., bench model, 3-speed, #12 hub, incl; s/s safety guard, bowl, spiral dough hook, whip & beater, rigid cast iron body, safety interlocked bowl guard & bowl lift, gear driven transmission, 15 min. timer, NSF, ETL, 1/2 HP, 6 ft cord & plug	2,410.00	2,410.00

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## MEO-BEST House

Item	Qty	Description	Sell Each	Sell Total
	1	ea 2 year parts (excludes wear/expendable parts), 1 year labor warranty - CONTACT FACTORY FOR DETAILS		
	1	ea 115/60/1, 10 amp		
6	2	ea <b>SHELF, WALL-MOUNTED</b> New Age Model No. 1127A Shelf, wall-mounted, solid w/marine edge design with turned down edges, aluminum construction, 12"W x 60"L, mounted on heavy duty shelf brackets, H.D. 12 ga., NSF	100.00	200.00
	2	ea Lifetime warranty against rust & corrosion, 5 year construction warranty, std.		
	2	ea Extra undershelf bracket		
7	1	ea <b>SHELVING UNIT, PLASTIC</b> Cambro Model No. CSU44367-480 Camshelving® Starter Unit, 24" W x 36" L x 72" H, 4 shelf, includes: four posts, 2 sets of post connectors, traverses & vented shelf plates, speckled gray, NSF	305.00	305.00
8	1	ea <b>WORK TABLE, 60" LONG</b> Eagle Group Model No. T3060SEB-BS Deluxe Work Table, 30"W x 60"L, 16 ga type 304 stainless steel top w/4-1/2" backsplash, rolled front edge, sq. turndown ends, 18 ga stainless steel undershelf, 1-5/8" O.D. 16 ga stainless steel legs, adj high impact plastic bullet feet, Uni-Lok® system	730.00	730.00
9	1	ea <b>RICE COOKER</b> Town Equipment Model No. 57137 RiceMaster® Rice Cooker/Steamer, electronic, 37 cup capacity, one touch, auto cook/hold, cooks in 43 minutes, 120v/60/1, 18 Amp, ETL, NSF		
10	2	ea <b>SHELF, WALL-MOUNTED</b> New Age Model No. 1125A Shelf, wall-mounted, solid w/marine edge design with turned down edges, aluminum construction, 12"W x 36"L, mounted on heavy duty shelf brackets, H.D. 12 ga., NSF	85.00	170.00
	2	ea Lifetime warranty against rust & corrosion, 5 year construction warranty, std.		
11	1	ea <b>FIRE SUPPRESSION</b> Custom Model No. FS Fire suppression system		
12	1	ea <b>FRYER, FLOOR MODEL, GAS, FULL POT</b> Pitco Frialator Model No. 45C+S Economy Fryer, gas, medium-duty restaurant design, 42-50 lb. fat cap., mechanical thermostat, s/s tank, door & front, 122,000 BTU	2,395.00	2,395.00
	1	ea LP gas		
	1	ea SP18 S/S Splash guard		
13	1	ea <b>RANGE, 36" RESTAURANT, GAS</b> Southbend Model No. 4361D Ultimate Restaurant Range, Gas, 36", 6 Non-Clog burners with standard grates, standard oven base, 243,000 BTU	1,900.00	1,900.00
	1	ea Standard one year limited warranty (range)		
	1	ea Specify Gas Type		
14	1	ea <b>TILTING SKILLET/BRAISING PAN, ELECTRIC, COUNTERTOP</b> Groen Model No. TD/FPC Eclipse™ Ergonomic Braising Pan, countertop, electric, 40-quart capacity,	7,595.00	7,595.00

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MEO-BEST House

Item	Qty	Description	Sell Each	Sell Total
		thermostatic control, manual tilt, 7" deep rectangular pan, s/s construction, 6kw		
	1	ea One year limited parts & labor warranty, standard		
	1	ea 208v/60/3-ph, 5.7kw, 16.0 amps, std		
	1	ea 013927 Cover for TD/FPC tilting braising pan		
	1	ea 091869 Faucet, single pantry with swing spout, for TDH, TDHC water resistant table top kettles		
15	1	ea <b>EQUIPMENT STAND, FOR COUNTERTOP COOKING</b> Eagle Group Model No. T3024GS Griddle Stand, open base with bottom shelf, 30" x 24", 24"H, s/s top, galvanized legs and undershelf, 1-1/4" upturn on back and both ends, Uni-Lok® system	350.00	350.00
16	1	ea <b>FLOOR TROUGH</b> IMC/Teddy Model No. SFT-1230-SG SFT Shallow Floor Trough, 12" wide x 30" long x 2" deep, with drain & (SG) subway grating	2,850.00	2,850.00
17	1	ea <b>COMBI OVEN, ELECTRIC, FULL SIZE</b> RATIONAL Model No. SCC 62 SelfCooking Center® with CareControl, full-size, electric, SelfCooking control w/9 modes, Combi-Steamer w/3 modes, (6) 18"x26" or (12) 12"x20" pan capacity, CleanJet auto-clean, CDS self-clean, core temp probe w/6 point measurement, retractable hand shower, hinging rack rails & 3 s/s grids, USB interface, 21kw	18,950.00	18,950.00
	1	ea Standard warranty: 2 year parts and labor warranty with registration of unit (subject to terms defined in the full warranty), installation inspection and demo		
	1	ea 208/60/3ph, 60 amps, 3 AC, std		
	1	ea Rational Certified Installation (price does NOT include installation kits)		
	1	ea 8720.1563US Installation Kit "13", for electric SCC/CM 62 (208/60/3 & 240/60/3) (for detailed information, contact factory for details), THIS ITEM IS NON-DISCOUNTABLE		
	1	ea 60.30.004 UG I Stationary Oven Stand, open base, s/s construction, undershelf, legs with adjustable feet for SCC62, SCC102, CM62 & CM102 series		
	1	ea 56.00.210 Cleaner Tablets, bucket with 100 packets, for all SelfCookingCenter® units, goes up to 70% further than liquid cleaner		
	1	ea 56.00.211 Rinse Aid Tablets, bucket with 50 packets, for all SelfCooking Center® units, goes up to 100% further than liquid rinse aid (this product is not to be used with CareControl units)		
18		Spare No.		Spare
19		Spare No.		Spare
20	1	ea <b>HOOD</b> Custom Model No. PG-BDL-54 Exhaust hood per specifications		
21	1	ea <b>EXHAUST FAN</b> Custom Model No. EF-1 Exhaust fan per specifications		
22	1	ea <b>FAN</b> Custom Model No. MAU-1 Make up air supply fan		
	1	ea EP Fan Starter Panel		
23	1	ea <b>WALL LINER</b>	1,195.00	1,195.00

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## MEO-BEST House

Item	Qty	Description	Sell Each	Sell Total
		Custom Model No. WL S/S Wall liner per specifications		
24		Spare No.		Spare
25	1	ea <b>WORK TABLE, 60" LONG</b> Eagle Group Model No. T3060SEB Deluxe Work Table, 30"W x 60"L, 16 ga type 304 stainless steel top w/rolled edges front & back, sq. tumdown ends, 18 ga stainless steel undershelf, 1-5/8" O.D. 16 ga stainless steel legs, adj high impact plastic bullet feet, Uni-Lok® system, NSF	1,545.00	1,545.00
	1	ea TM60PR Pot Rack, Table Mounted, triple bar design with tubular table supports, 52"-long, with stainless steel two-prong sliding hooks, constructed of 3/16" x 2" stainless steel, NSF		
	1	ea E21 Sink, 14" x 16" x 9-1/2" bowl, complete with faucet and basket drain (specify location)		
26	1	ea <b>WORK TABLE, 60" LONG</b> Eagle Group Model No. T3060SEB Deluxe Work Table, 30"W x 60"L, 16 ga type 304 stainless steel top w/rolled edges front & back, sq. tumdown ends, 18 ga stainless steel undershelf, 1-5/8" O.D. 16 ga stainless steel legs, adj high impact plastic bullet feet, Uni-Lok® system, NSF	1,635.00	1,635.00
	1	ea DOS1060-16/3 Shelf, Table Mounted, double deck, 10"W x 5 feet long, 16 ga 304 stainless steel		
	1	ea E21 Sink, 14" x 16" x 9-1/2" bowl, complete with faucet and basket drain (specify location)		
27	2	ea <b>FAUCET</b> T & S Brass Model No. B-1141 Faucet, gooseneck nozzle, deck mounted	80.00	160.00
28		Spare No.		Spare
29		Spare No.		Spare
30	2	ea <b>FOOD CARRIER, INSULATED PLASTIC</b> Cambro Model No. UPCS400-401 Camcarrier® Ultra Pancarrier®, front loading, one-piece poly shell, foam insul., holds 1/2, 1/3 & full size pans 2-1/2" to 8" deep, approximately cap. 60 qt., molded-in handles, nylon latch, built in seal, no gasket needed, vent cap, stackable, slate blue, NSF	475.00	950.00
	2	ea 400DIV-180 ThermoBarrier®, 21-1/4"L x 13"W x 1-1/2"H, removable insulated shelf divides the interior into hot and cold areas, for UPC400, UPC400W & UPC800, gray		
	2	ea CD400-110 Camdolly®, 20-3/4"D x 27-5/8"L x 9"H, load capacity 300 lbs., black, NSF		
31	1	ea <b>REFRIGERATOR, REACH-IN</b> Victory Refrigeration Model No. VR-2 Value Line Refrigerator, Reach-in, two-section, self-contained refrigeration, aluminum exterior & interior, s/s front & doors, std depth cabinet, full-height doors, exterior dial-type thermometer, 5" casters, ENERGY STAR®, 1/3 HP	3,465.00	3,465.00
	1	ea 115v/60/1-ph w/cord & plug, std.		
	1	ea 5-yr. compressor warranty within the USA, valued at \$80.00 net included in equip. price		
	1	ea WARRANTY UPDATED: Full 1-year parts/labor service warranty within the USA valued at \$135.00 net included in equip. price, std.		
	1	ea Door hinging: left door hinged on left, right door hinged on right standard		

## MEO-BEST House

Item	Qty	Description	Sell Each	Sell Total
	1	ea 5" casters, std.		
32	1	ea <b>SHELVING UNIT, PLASTIC</b> Cambro Model No. CSU44547-480 Camshelving® Starter Unit, 24" W x 54" L x 72" H, 4 shelf, includes: four posts, 2 sets of post connectors, traverses & vented shelf plates, speckled gray, NSF	390.00	390.00
33		Spare No.		Spare
34	1	ea <b>SINK, THREE (3) COMPARTMENT</b> Eagle Group Model No. 412-16-3-18 Sink, Three Compartment, with 18" left & right-hand drainboards, 19" front-to-back x 16"W compartment, 10 1/2"D, with 9 1/2" backsplash, galvanized open frame base with side crossrails, 16/430 stainless steel	1,030.00	1,030.00
35	1	ea <b>FAUCET</b> T & S Brass Model No. B-0231 Sink Mixing Faucet, with 12" swing nozzle, wall mounted, 8" centers on sink faucet with 1/2" IPS eccentric flanged female inlets, lever handles	105.00	105.00
36	3	ea <b>LEVER WASTE</b> T & S Brass Model No. B-3962 Lever Waste Valve, 3" sink opening, 2" Drain outlet	35.00	105.00
37	1	ea <b>SHELF, WALL-MOUNTED WITH POT RACK</b> Eagle Group Model No. WSP1284 Shelf with Pot Rack, 12" x 84"	415.00	415.00
38	1	ea <b>HOOD</b> Custom Model No. VH Vapor hood		
39	1	ea <b>FAN</b> Custom Model No. GDU30H EF-2 Vent hood fan		
40	1	ea <b>DISHTABLE, CLEAN</b> Eagle Group Model No. CDTR-30-16/3 Clean Dishtable, straight design, 30"L, for left-to-right operation, 16 gauge type 304 stainless steel top, galvanized tubular legs, crossrails & gussets, adjustable feet	550.00	550.00
41	1	ea <b>DISHWASHER, DOOR TYPE</b> Hobart Model No. AM15-2 Dishwasher, Door Type, hot water/chemical sanitizing, 58-65 racks/hour, straight-thru or corner, solid-state controls w/digital status, with booster heater, electric tank heat, auto-fill, s/s tank, frame, doors & feet, 208-240/60/3	10,975.00	10,975.00
	1	ea 1-Year parts, labor & travel time during normal working hours		
42	1	ea <b>ELECTRICAL</b> Custom Model No. EC Part of item #41		
43	1	ea <b>DISHTABLE, SOILED</b> Eagle Group Model No. SDTCL-60-16/3 Soiled Dishtable, corner design, 60" x 60", "L" shape, for left-to-right operation, 20"x20"x5" deep pre-rinse sink, scrap block, 16 gauge type 304 stainless steel top, galvanized tubular legs, crossrails & gussets, adjustable feet	3,475.00	3,475.00
	1	ea 605383 Double Rack Shelf, for dishtables		

12/21/2009

## MEO-BEST House

Item	Qty	Description	Sell Each	Sell Total
	1	ea 606434 Pre-rinse Basket, with slide bar, for dishtables		
	1	ea E116 Rubber scrap block installed, 14/304 stainless steel		
44	1	ea <b>PRE-RINSE UNIT</b> T & S Brass Model No. B-0133-B EasyInstall Prerinse Unit, wall mount. base faucet with spring check cart. & lever handles, 2" diameter flanges with 1/2" NPT female eccentric flanged inlets, 35-1/2"H, 15" overhang, 8-1/4" clear, 18" riser, B-0107 spray valve, B-0044-H flex stainless steel hose, 6" wall bracket	250.00	250.00
45	1	ea <b>SINK, HAND</b> Eagle Group Model No. HSA-10-F Hand Sink, wall model, 14-3/4" x 18-7/8" w/7-1/2" backsplash, stainless steel construction, splash mount gooseneck faucet, basket drain, deep-drawn seamless design-positive drain, NSF approved	200.00	200.00
46		Included in item #50		Spare
47		Spare No.		Spare
48		Included in item #50		Spare
49	2	ea <b>SHELVING UNIT, PLASTIC</b> Cambro Model No. CSU48427-480 Camshelving® Starter Unit, 18" W x 42" L x 72" H, 4 shelf, includes: four posts, 2 sets of post connectors, traverses & vented shelf plates, speckled gray, NSF	427.00	854.00
	8	st CSCC-480 Camshelving® Corner Connector Set, 90° connector left and right, speckled gray, 1 set of 2 parts, NSF listed components		
	4	ea CS1848VK-480 Camshelving® Shelf Plate Kit, 18" W x 48" L, vented, includes: 2 traverses & a shelf set, speckled gray, NSF listed components		
50	1	ea <b>WALK-IN COOLER/FREEZER</b> Custom Model No. WICF Combination walk-in cooler/freezer with refrigeration systems, per specifications	13,350.00	13,350.00
51		Spare No.		Spare
52		Spare No.		Spare
53	2	ea <b>SHELVING UNIT, PLASTIC</b> Cambro Model No. CSU48427-480 Camshelving® Starter Unit, 18" W x 42" L x 72" H, 4 shelf, includes: four posts, 2 sets of post connectors, traverses & vented shelf plates, speckled gray, NSF	645.00	1,290.00
	2	ea CSA48367-480 Camshelving® Add-On Unit, 18" W x 36" L x 72" H, 4 shelf, includes: two posts, 1 set of post connectors, traverses & vented shelf plates, speckled gray, NSF		
	4	ea CS2442VK-480 Camshelving® Shelf Plate Kit, 24" W x 42" L, vented, includes: 2 traverses & a shelf set, speckled gray, NSF listed components		
54	1	ea <b>SHELVING UNIT, PLASTIC</b> Cambro Model No. CSU41487-480 Camshelving® Starter Unit, 21" W x 48" L x 72" H, 4 shelf, includes: four posts, 2 sets of post connectors, traverses & vented shelf plates, speckled gray, NSF	880.00	880.00
	1	ea CSA41427-480 Camshelving® Add-On Unit, 21" W x 42" L x 72" H, 4 shelf, includes: two posts, 1 set of post connectors, traverses & vented shelf plates, speckled gray, NSF		
	1	ea CSA44367-480 Camshelving® Add-On Unit, 24" W x 36" L x 72" H, 4 shelf, includes: two posts, 1 set of post connectors, traverses & vented shelf plates, speckled gray, NSF		

12/21/2009

MEO-BEST House

Item	Qty	Description	Sell Each	Sell Total
55	1	ea <b>SINK, HAND</b> Eagle Group Model No. HSA-10-F Hand Sink, wall model, 14-3/4" x 18-7/8" w/7-1/2" backsplash, stainless steel construction, splash mount gooseneck faucet, basket drain, deep-drawn seamless design-positive drain, NSF approved	200.00	200.00
56		Spare No.		Spare
57		Spare No.		Spare
58		Beverage Counter		Spare
59		Spare No.		Spare
60		Spare No.		Spare
61	1	ea <b>MICROWAVE OVEN</b> Amana Commercial Products Model No. ALD10D Commercial Microwave Oven, 1000 watts, s/s interior & exterior, 10-minute lit digital dial timer controls, see-through side hinged door, limited 3-yr warranty, 15 amp, 120V, 60Hz, NEMA 5-15	260.00	260.00
62	1	ea <b>TOASTER, POP-UP</b> Star Mfg. Model No. CT4 Pop-Up Combo Toaster, 4-slice bread/bagel toaster, 1-3/16" slots, stainless steel finish, approximately 150 slices/hour, electronic timer, thermostat, includes 3' cord & plug, 120v, 2000w, 16.6 amps, NEMA 5-20P, UL	740.00	740.00
63	1	ea <b>REFRIGERATOR, REACH-IN</b> Victory Refrigeration Model No. VR-1 Value Line Refrigerator, Reach-in, single-section, self-contained refrigeration, aluminum sides & interior, s/s front & doors, std depth cabinet, full-height door, exterior dial-type thermometer, casters with brakes, ENERGY STAR®, 1/3 HP	2,730.00	2,730.00
	1	ea 115v/60/1-ph w/cord & plug, std.		
	1	ea 5-yr. compressor warranty within the USA, valued at \$80.00 net included in equip. price		
	1	ea WARRANTY UPDATED: Full 1-year parts/labor service warranty within the USA valued at \$135.00 net included in equip. price, std.		
	1	ea Door hinging: standard on right		
	1	ea 5" casters, std.		
64	1	ea <b>FREIGHT</b> Custom Model No. FRT Freight charges from factory to Kahului	6,250.00	6,250.00
65	1	ea <b>DELIVERY AND INSTALLATION</b> Custom Model No. D & I Provide labor, materials and tools for the following scope of work: deliver, uncrate and set in place food service equipment, hang exhaust hood, vapor hood, wall liner and wall shelves, erect walk-in cooler/freezer, hang evaporator coil, run drain line and extend to floor sink, pipe in refrigeration, start up and calibrate all food service equipment NOTE: ALL ELECTRICAL AND PLUMBING BY OTHERS, WELDING OF DUCT BY OTHERS, G.C. TO PROVIDE ROLLOFF FOR TRASH AND FORK LIFT TO UNLOAD CONTAINER	11,000.00	11,000.00

Merchandise	106,804.00
Sales Tax (4.712%)	5,032.60
<b>Total</b>	<b>111,836.60</b>



12/21/2009

**MEO-BEST House**

Acceptance:  \_\_\_\_\_

Date: December 21, 2009

Printed Name: Sananda Baz



State of Hawaii  
LIC # C-19618

NOTICE:  
C-15 LICENSE REQUIRED BY LAW TO PERFORM THIS WORK.  
USE LICENSED CONTRACTORS ONLY.  
CALL THE STATE DCCA OFFICE @ (808) 586-3000 TO CONFIRM

www.accesshardware.net  
dale@accesshardware.net  
Cell: (808) 870-4200

**Access Control Systems • Security Cameras • Automatic Doors • Networks • Parking Controls • ADA System**

DATE: December 28, 2009  
FAX: N/A  
VOICE: 249-2990  
E-MAIL: [sandy@meoinc.org](mailto:sandy@meoinc.org) [kitsymaui@yahoo.com](mailto:kitsymaui@yahoo.com) [mona.kailiponi@meoinc.org](mailto:mona.kailiponi@meoinc.org)  
TO: Sandy Baz, Director MEO  
FROM: Dale De Salvo@ Access Hardware Inc.  
RE: Software House Access Control & Silicor Technologies Digital CCTV System  
MEO-BEST Vineyard St. Security Package.

JOB DESCRIPTION: Furnish and install the following list.

- 1) 1ea. C•CURE 800/8000 Starter Kit package – 16 doors – iSTAR Pro, mullion readers,. 800 Model 1 server  
Includes one C•CURE Software (CC800-1S-NV), one iSTAR  
Pro controller (STAR016W-64A),16 SWH-mullion mount readers, 200ea. 26-bit HID Prox II  
access cards (140-110-STK). Badging not included
- 2) 1ea. DELL Basic PC system complete with Windows XP-Pro
- 3) 1ea. Altronix 16 output 12VDC/24VDC 10AMP MAXIM Power Supply for iStar & all Lock Power
- 4) 10ea. HES-5000 Series Electric Strikes
- 5) 10ea. Sets of Door Contacts
- 6) 1ea. Vehicle Gate with Mag-Lock System & Card Reader terminated to C-CURE 800 System  
1- 12' x 8' steel swing gate  
1- 4" x 4" galvanized steel post (anchored into existing CMU block wall)  
1- Pair heavy duty hinges  
- Apply Zinc Rust Proofing, Epoxy Primer, Polyurethane Paint  
- Fabricate and install locking open and closed hasps
- 7) 1ea. Aiphone Video Intercom system (1-Door & 2-Master Stations Kitchen & Managers Ofc)
- 8) 1ea. Silicor Technologies 8-Camera DVR 120 FPS-1500GB HDD 3-Year Warranty
- 9) 4ea. Outdoor Cameras Day/Night with Vari-Focal Lenses
- 10) 1ea. 19" SVGA Color Monitor
- 11) 1ea. 1000 WATT UPS for Power Conditioning to DVR
- 12) 1ea. 8-Camera Power Supply PTC type UL Rated
- 13) 2ea. Schedule 40 Galvanized Poles for Cameras at back corner of property
- 13) 1ea. All Cables for Access Control & Camera Systems
- 14) 1lot 2" PVC Conduits with all outdoor boxes Access & CCTV with ½" EMT/ inside runs for Electric Strikes
- 15) 1ea. All labor to install system & wiring with terminations, programming & basic training.

TOTAL COST FOR THIS PACKAGE IS:	\$49,900.00
Tax @ 4.167%	\$2,041.83
Total:	\$51,041.83

**OPTION "A" ;Add Card Reader, Maglock, Aiphone Intercom System and all associated hardware for proper operation to the Pedestrian Gate leading to the Upstairs offices from Vineyard Street sidewalk.**

**Total Cost for Option "A" is: \$4,500.00 plus tax**

**OPTION "B" ; Add 2ea. Card Readers Electrified Hardware Door Contacts and necessary cabling & conduits to the two entry points that access the Upstairs Offices, pair of Glass Doors on Lanai, and back entry top of stairs.**

**Total Cost for Option "B" is: \$5,500.00 plus tax**



State of Hawaii  
LIC # C-19618

NOTICE:  
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www.accesshardware.net  
dale@accesshardware.net  
Cell: (808) 870-4200

**Access Control Systems • Security Cameras • Automatic Doors • Networks • Parking Controls • ADA System**

**PRICE INCLUDES:** ALL TAX, FREIGHT AND INSTALLATION LABOR.

**EXCLUSIONS:** ANY PAINTING TO BE BY OTHERS. ALL 110VAC POWER MUST BE EXISTING. INSTALLATION OF CCTV POLES AND THE UNDERGROUND CONDUITS FROM BUILDING TO POLES TO BE BY BETSILL BROTHERS CONST. THIS QUOTE PER KEITH MEO REPRESENTATIVE, HAS NO INTRUSION SYSTEMS OF ANY KIND. KEITH SAID NOT TO BID ANY SUCH SYSTEMS SINCE THERE WILL BE NO MONITORING TO CENTRAL STATION; AS THERE WILL BE A LIVE IN RESIDENT MANAGER ON SITE AT ALL TIMES.

**DELIVERY:** ITEMS IN STOCK ALLOW 3 TO 5 BUSINESS WEEKS. ORDERS SHIPPING AIR OR SURFACE FREIGHT, MAYBE SUBJECT TO CARRIER DELAYS AND ARE NOT UNDER OUR CONTROL. ACCESS HARDWARE INC. WILL NOT BE HELD LIABLE FOR SHIPPERS DELAYS.

**TERMS** A 50% DEPOSIT AND A SIGNED COPY OF THIS DOCUMENT IS REQUIRED TO INITIATE PROJECT. BALANCE DUE NET 20-DAYS.

**QUOTATION EXPIRATION:** QUOTE WILL EXPIRE 30-DAYS FROM ABOVE DATE.

**PLEASE SIGN AND FAX BACK TO (808) 877-0306 BEFORE ANY WORK WILL BEGIN.**

Thank you for the invitation to estimate this Project.

Dale De Salvo, President, RME

Approved By \Signature: \_\_\_\_\_

Approved By \Print: \_\_\_\_\_

Date Approved: \_\_\_\_\_

House District 8,9,10,11,12,13,

Senate District 4,5,6

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

Log No: 28-0

For Legislature's Use Only

2010 JAN 29 P 12:04

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Maui Economic Opportunity, Inc.  
Dba:

Street Address: 99 Mahalani Street  
Wailuku, HI 96793  
Mailing Address: P. O. Box 2122  
Kahului, HI 96733

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA K. BAZ

Title Chief Executive Officer

Phone # (808) 249-2990

Fax # (808) 249-2991

e-mail Sandy@meoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**MEO BEST OPERATION PROJECT**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 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 \$ \_\_\_\_\_

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

SANANDA K. BAZ, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

01/28/2010  
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;

Maui Economic Opportunity, Inc. (MEO) is a private, non-profit Community Action Agency, chartered on March 22, 1965 under the Economic Opportunity Act of 1964. The Mission of MEO is "The mission of MEO is to strengthen the community while helping those in need restore their hope, reach their potential and enrich their lives."

Since 1965, MEO has become recognized as an advocate by both private and local public organizations at the County, State, and National levels through the initiation and participation in public issues and support of national issues affecting the low-income. MEO annually provides services to over 15,000 people, including low-income persons, the elderly, pre-school children, youth, persons with disabilities, other disadvantaged persons and the general public throughout the three islands of Maui County and the State of Hawai'i. The agency's philosophy is to work in partnerships and coalitions with the public and the private sectors to draw attention to needs that have been identified by the community, and to attract resources to meet those needs.

MEO provides services to the islands of Hawaii and Kauai through its American Rapid Recovery Act (ARRA) funds in its Weatherization Assistance Program. MEO works with other major non profit agencies throughout the state to address issues of poverty, employment, housing, education, and prisoner reintegration. MEO is recognized as one of Hawaii's Best Places to Work and is a leader among the Maui Non Profit Directors Association, Maui Chamber of Commerce, and various other private and public agencies. MEO is a partner with the County of Maui, various State of Hawaii departments, and national agencies.

2. The goals and objectives related to the request;

Maui Economic Opportunity, Inc. seeks funding to support its Being Empowered and Safe Together (BEST) program. The Goal of MEO BEST is stated in its Mission: ***The Mission of B.E.S.T. is to build a strong foundation of empowerment for individuals, their families, and the entire community affected by incarceration.***

Objective 1: To provide comprehensive case management and supportive services (housing assistance, employment services, linkages to substance abuse treatment and mental health treatment), cultural activities, family reunification, mentoring, for women and men who

are presently and formerly incarcerated to overcome barriers they face as they reintegrate into Maui and other communities.

Objective 2: To provide employment and training opportunities for male residents (24) at BEST House-Wailuku who will gain a minimum of three skills they will use to obtain employment upon completion of their BEST House program.

Objective 3: To work in partnership with the Maui Community Correctional Center, the Department of Public Safety, the Hawaii Paroling Authority-Maui Branch, Adult Probation of the Second Circuit Court, the Maui Intake Service Center, and other community agencies who provide services to incarcerated persons to assist persons reentering the Maui community by meeting regularly and sharing information to maintain a system of successful reentry and public safety.

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

Recognizing the link between poverty and incarceration, MEO and the Department of Public Safety (PSD) have worked together since January 2003 (ten years) to address the issues of incarceration, recidivism, and public safety. While MEO BEST and its partners have created a system that works, there remains a constant flow of persons going into prison and emerging from them. While incarcerated, persons lose their connections with children, spouses and partners, employers, and certain rights. Regardless of their crime, fully 90% will be released back into their communities, often with little more than the clothes on their back, no connection to their loved ones, barriers that keep them from obtaining a good job, making a decent wage, finding suitable housing, and regaining lost identities. A program like BEST will help them overcome these barriers, resulting in successful opportunities, training, new skills, changed behavior, overcoming substance abuse issues, and reconnecting with identity and culture. The resulting impact will be successful persons being empowered to make good choices, contributing to their community, and breaking cycles of imprisonment. Taxpayers are saved thousands of dollars for every year a person stays out of prison.

MEO BEST continues providing follow up and assistance to clients for up to 2 years after release from prison. Their immediate needs of clients include finding work with a living wage with an employer willing to hire an ex-inmate; securing a safe, sober, and supportive place to live where a landlord will accept them; and obtaining identification for work (driver's licenses, identification, birth certificates, social security cards). To get a driver's license, an imprisoned person must often resolve past fines, warrants, and court fees. Child support and victim restitution must be paid. Other needs include rental assistance with housing until they get their first paycheck, work clothing, food assistance immediately after prison release, bus passes, and substance abuse assessments.

In summary, the Maui community is in great need of comprehensive transitional support services for persons being released from MCCC. By providing a continuum of transitional support services to men and women at MCCC and upon their release, the number of persons who commit new crimes and those who are re-taken into custody for violations of parole and probation will be dramatically reduced. In turn, recidivism rates will be reduced, dollars are saved, and the Maui community and the State will benefit from enhanced public safety.

4. Describe the target population to be served; and

MEO BEST will provide services for:

- adult persons, ages 18 and older who have been convicted as an adult and imprisoned in a state or local jail pursuant to state law
- adult males and females who are transitioning from incarceration to community and who have been incarcerated for a minimum of six months
- adult persons who may need assessments, case management, family reunification, life skills, mentoring, substance abuse/mental health treatment or transitional housing, education, cultural programs, and cognitive programs to help them succeed in the community
- adult persons under the supervision of Adult Probation, Hawaii Paroling Authority, or other supervising authority

5. Describe the geographic coverage.

MEO BEST will serve the geographic area of Maui County. Most participants will be incarcerated at the Maui Community Correctional Center and be released to the Maui community. Some participants will be transferred from other facilities throughout the State of Hawaii and includes those who may have served their time in State contracted facilities and exit the Public Safety system through the MCCC. Other participants will have completed their time served in other facilities and are on Probation and Parole.

## **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**

MEO BEST provides a comprehensive reintegration program that begins while a person is still incarcerated and continues as they leave prison. BEST will receive a referral from MCCC staff, Probation, Parole, and other supervising authorities, for possible program admittance. BEST will conduct and intake to determine eligibility. Once deemed eligible, BEST staff will request an updated LSI-R from the supervising authority and the enrollment process will begin. A BEST client will be assigned a case manager and an Individual Service Plan is developed, establishing goals and identifying responsibilities of the client and the case manager. The case manager will meet with the supervising agency staff on a regular basis to maintain effective communication and share client information.

Referral, Intake, and eligibility of potential clients	Program Director, case managers	Clients receive comprehensive transitional support services	Begins immediately and continues each month thereafter
Case Manager is assigned to each client and works with the client to develop an ISP	Case manager	Each client has a case manager, a reentry plan is created and monitored, client and case manager responsibilities are defined, client works toward accomplishing goals	Begins immediately upon eligibility determination and continues each month thereafter
Client must participate in pre-employment training or job readiness class at MCCC or in community	Employment specialist, other program staff, contractors	Clients receive employment services including resume and application preparation, interviewing skills, job search, financial literacy, budgeting, and other information	Classes at MCCC are taught four times a year. Schedule outside MCCC varies and may be taught up to once each quarter
Client may participate in cognitive skills training at MCCC	BEST staff; contracted provider	Clients learn cognitive training to overcome old thinking patterns that interferes with successful reintegration	May be provided up to four times a year according to MCCC schedule
Clients who are still incarcerated must participate in a Family Reunification Class at MCCC and participate in one Family Reunification Event	BEST staff	Clients learn the tools to reestablish healthy relationships with their families, partners and children	Classes are taught four times per year according to MCCC cycle; family reunification events are held four times per year
Clients that need substance abuse treatment have an assessment conducted, and treatment provided by a qualified provider	Contracted provider	Clients receive an assessment for drug treatment services and if needed receive a referral for treatment and complete it successfully	An assessment is conducted upon a request of a supervising authority
Clients that need mental health treatment have an assessment conducted and treatment provided by a qualified provider	Contracted provider	Clients receive an assessment for mental health services and if needed receive a referral for treatment and complete it successfully	An assessment is conducted upon a request of a supervising authority
Clients receive assistance to secure safe and sober housing	Case managers, supervising authorities	Clients obtain stable and safe and sober housing with rental assistance, or participation in	Begins immediately and continues according to need as identified in ISP



		the BEST House-Wailuku	
Clients may participate in cultural renewal activity	BEST staff, Ke Kahua staff, Other cultural experts	Clients learn Hawaiian cultural values, traditional practices, hula, language and participate in restoring cultural locations that builds their self-esteem and gives them opportunities to contribute to the well being of the community	Activities are held once each quarter
Clients may participate in a mentor program and be matched with a mentor who commits to a one year relationship	BEST staff	Clients receive coaching and support from mentors to help them achieve their goals and successfully reintegrate into the community Mentors are screened and trained prior to matches made	Recruiting of mentees begins upon enter into the program; matches with trained mentors are made; training is provided by MEO BEST and PSD Volincor
Clients receive other support services in the areas of transportation, work clothing, identification	Case managers	Barriers encountered are overcome leading to greater opportunities for successful reintegration	Begins immediately and continues each month thereafter
Meet with Partners and Planning and Advisory Council	Program Director, BEST staff	Maintain a strong working relationship with state corrections officials, local corrections staff, and Maui Community agencies to provide effective services to clients	Partners meet monthly; P & A meets on a bi monthly schedule

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

**Please see the timeline in the table above for completion of activities.**

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

Maui Economic Opportunity, Inc. uses a process that includes the MEO Board Program and Evaluation Committee, Administrative, and Program staff, and program participants, to evaluate projects for quality, general program design, achieving performance targets, and realizing outcome measures. Evaluations are outcomes-based and compare activities with projected goals, including the documentation of client behavior. Regular review of outcomes allows corrective action to be taken immediately. A comprehensive data collection process is

used to report program, statistical, and narrative information. Individual files are kept on each participant. Further, MEO is responsible for the monitoring, evaluation, and reporting of all program activity including any subcontracts and collaborations that may be developed as the result of this program.

MEO BEST will measure the outcomes outlined above with the timelines indicated. Classes, meetings, and activities will be verified with sign in sheets, post evaluations, surveys, meeting minutes, and reports. Reports will be submitted monthly or quarterly, both in-house and to the funding source. Activities will be reported to the Planning and Advisory Council, MEO Board of Directors Planning and Evaluation Committee, and to PSD.

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.**

MEO BEST will measure the desired Goal and Outcomes that include:

Numbers of persons served	120 within a 12 month period
Reduction in recidivism (conviction of a new crime)	50% within one year from release
Numbers of persons employed	80%
Employed persons retaining job after 6 months	80%
Numbers of persons completing treatment	60%
Persons receiving supportive services	80 persons in a 12 month period
Persons in classroom training or education	60 in a 12 month period
Persons participating in other services	50 in a 12 month period
Cultural, family reunification, mentoring	
Hula Halau	

### III. Financial

#### Budget

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

Please see the Attached Budget

2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2010-2011.**

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 2010-2011.**

Source of funding
County of Maui
Federal Second Chance Act
Federal Second Chance Mentoring
US Department of Labor appropriation
US Department of Justice Appropriation

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

**The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.**

MEO is multi-program (89 contracts) social service agency which works to attack the causes of poverty and alleviate its impacts and effects. In existence since 1965, the not for profit agency has assisted the island's population three times over with myriad of programs such as employment & training, senior citizens services (chore services, senior clubs, transportation), early childhood education (Head Start and infant toddler program), Being Empowered & Safe Together (BEST community reintegration program for soon to be released and formerly incarcerated persons), Transportation (specialized disabled, employment, dialysis and youth), emergency assistance (rental, utility and other bills for eligible persons), Senior Farmers Market Nutrition Program, Weatherization Assistance Program and Youth Services. There is no agency which delivers the comprehensive array of services from infants to seniors, from the disabled to youth that MEO does.

MEO's CFO oversees nine accounting staff. They manage funding from various sources including the State of Hawaii, County of Maui, Federal government and private foundation grants totaling \$19,000,000 in FY 09. MEO has over 30 years of experience operating the Federal National Farmworker Jobs Program (NFJP) and Federal Older American Community Service Employment Program (OACSEP). In addition to the Federal Head Start Program, NFJP, OACSEP, MEO is operating a Reintegration Program from Federal Dept. of Justice, AmeriCorps Volunteer Program, Low Income Home Energy Assistance Program and Weatherization Assistance program and several grants under the American Recovery and Reinvestment Act.

To provide accurate and auditable records for all financial activities, MEO's financial records are maintained in conformity with generally accepted accounting principles. MEO has adopted the accounting standards set by the Financial Accounting Standards Board (FASB).

MEO's Fiscal Department has computerized its financial recording methods by using the Grants Management System (GMS) software since 1988. The GMS software is designed for multi-funded non-profit organizations. All agency cash activities and transactions are recorded on one single operating bank checking account. By applying a coding system to identify individual accounting transactions to its grant operations, the GMS accounting software can prepare financial reports such as, Monthly Agency Balance Sheet, The Agency Wide Revenue and Expenditure Report, Department Revenue and Expenditure Reports and the Revenue and Expenditure Reports by each grant at any time by demand. The GMS software is designed to produce all financial reports and schedules to meet federal, state, and local government regulations and requirements.

The "MEO Financial Management and Accounting Policies Manual" is designed for the purpose of strengthening and ensuring the integrity of the Agency's financial management and accounting activities. These policies contain the principles and procedures governing all aspects of the Agency's financial management and accounting functions. The manual is kept up to date to establish and maintain effective internal control and compliance with requirements of laws, regulations, contracts, and grants applicable to federal, state, and local programs.

MEO contracts with State Department of Public Safety to provide comprehensive Reintegration Programs (see the Table below).

Verifiable Experience, Projects/Contracts (last 3 years)

State POS Contract	Prisoner Reentry Initiative, Department of Justice	Sentenced felons, Class A, B, and C, served 6 months or more Ends April 30, 2010
State POS Contract	Prisoner Reentry Initiative, Department of Labor	Sentenced for 6 months or more, non violent offenders Ends March 30, 2010
State POS Contract	State Legislature, Act 8	Sentenced Felons, Class A, B, C, served one year or more Ended June 30, 2009
State POS Contract	Department of Public Safety,	Pre-Trial Women at Maui Community Correctional Center Ends February 2010
Hawaii Community Foundation	Federal COPS	Pre-Trial Women at MCCC Ended November 2009
State POS Contract	Serious and Violent Offender Reentry Initiative (SVORI)	Sentenced Class A and B felons who served one year Ended September 30, 2007

**B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available,

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

Maui Economic Opportunity, Inc. owns its on facilities at 99 Mahalani Street, Wailuku, HI, where administrative offices of the Chief Financial Officer and supporting administrators are located and meets all ADA requirements. MEO BEST has offices located at BEST House, located on Vineyard Street, Wailuku, HI. The Vineyard street location is a building purchased with CIP funds allocated by the Hawaii State Legislature for the purpose of providing a residential training academy, based on the premise of a Delancey Street type program. On site at this property are a 24 bed residential facility, a commercial kitchen, congregate dining, and walk-in café, residential manager living quarters, and BEST staff offices.

**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.

Proposed Staffing Pattern

Program Director	1.0 FTE
Case Manager (3 positions)	2.4 FTE
Employment Specialist	1.0 FTE
Administrative Assistant	.5 FTE

The staffing pattern includes the minimum number of positions to provide the proposed scope of services. Current staff includes persons holding Master degrees in Public Health, Social Work, Certified Substance Abuse Counselor, formerly incarcerated, and experience working with incarcerated men and women.

Supervision is provided by an overall program director that in turn is supervised by a Chief Programs Officer, reporting to the CEO of Maui Economic Opportunity, Inc. Training is provided in house for all management and supervisory personnel. Outside training is sought from the State Departments of Public Safety, Health, Human Service, and Maui Community College. Employees are encouraged to advance their skills by attending workshops in specialty areas and college courses.

MEO has in place administrative Policies and Procedures, an Employee Handbook, and individual Program requirements. Related to this request, MEO BEST abides by the Department of Public Safety Handbook for Contract Employees and will receive Crisis Training, provided by MCCC, in February 2010.

**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.**

Maui Economic Opportunity, Inc agency Organizational Chart and BEST Program Organizational Charts are 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.

Maui Economic Opportunity, Inc. is not presently involved in any pending litigation or a party to any outstanding judgment.

**B. Licensure or Accreditation**

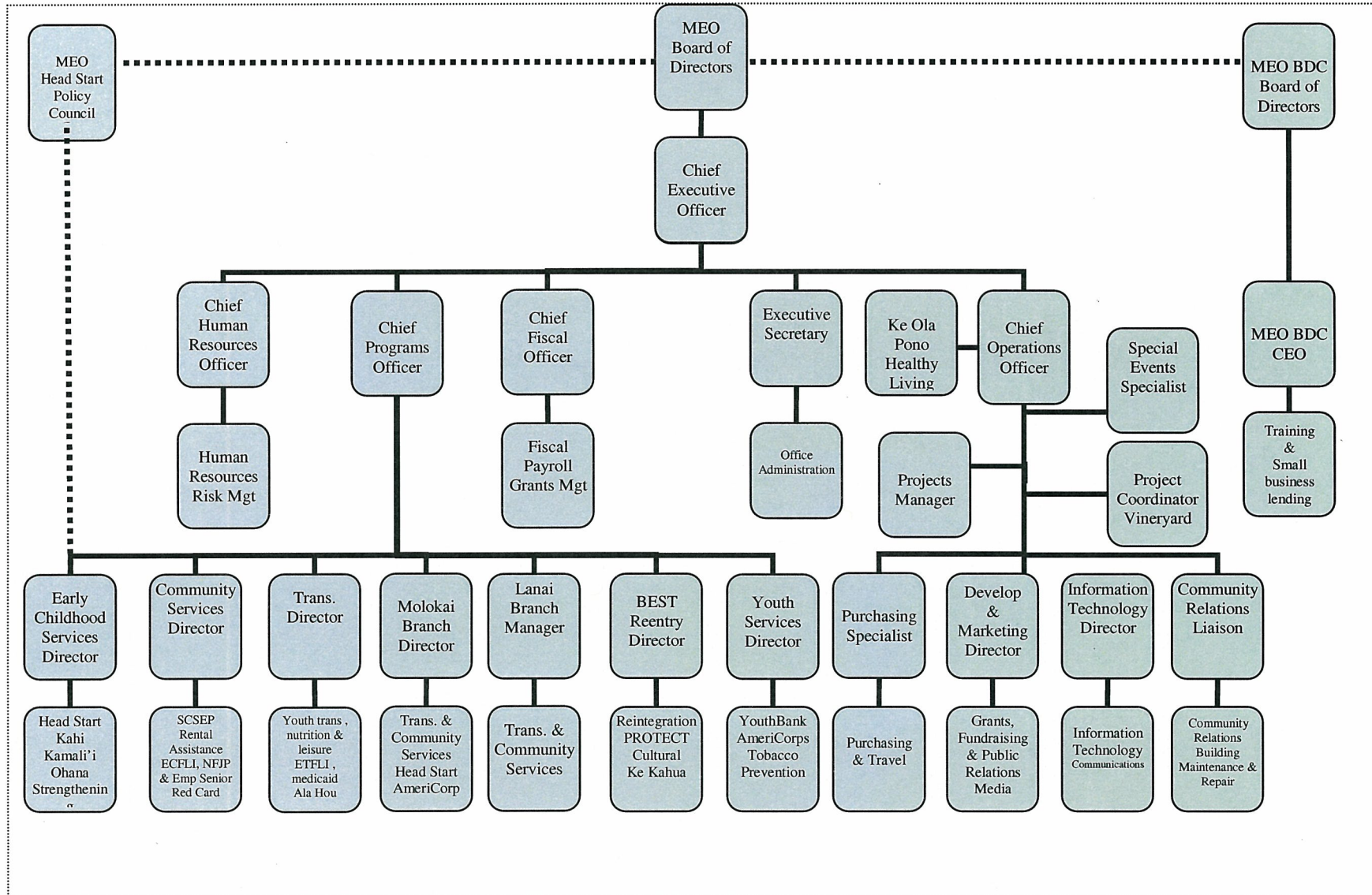
Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Maui Economic Opportunity, Inc. holds all the necessary licensure to operate as a nonprofit organization and conduct business in the State of Hawaii.



# Maui Economic Opportunity, Inc.

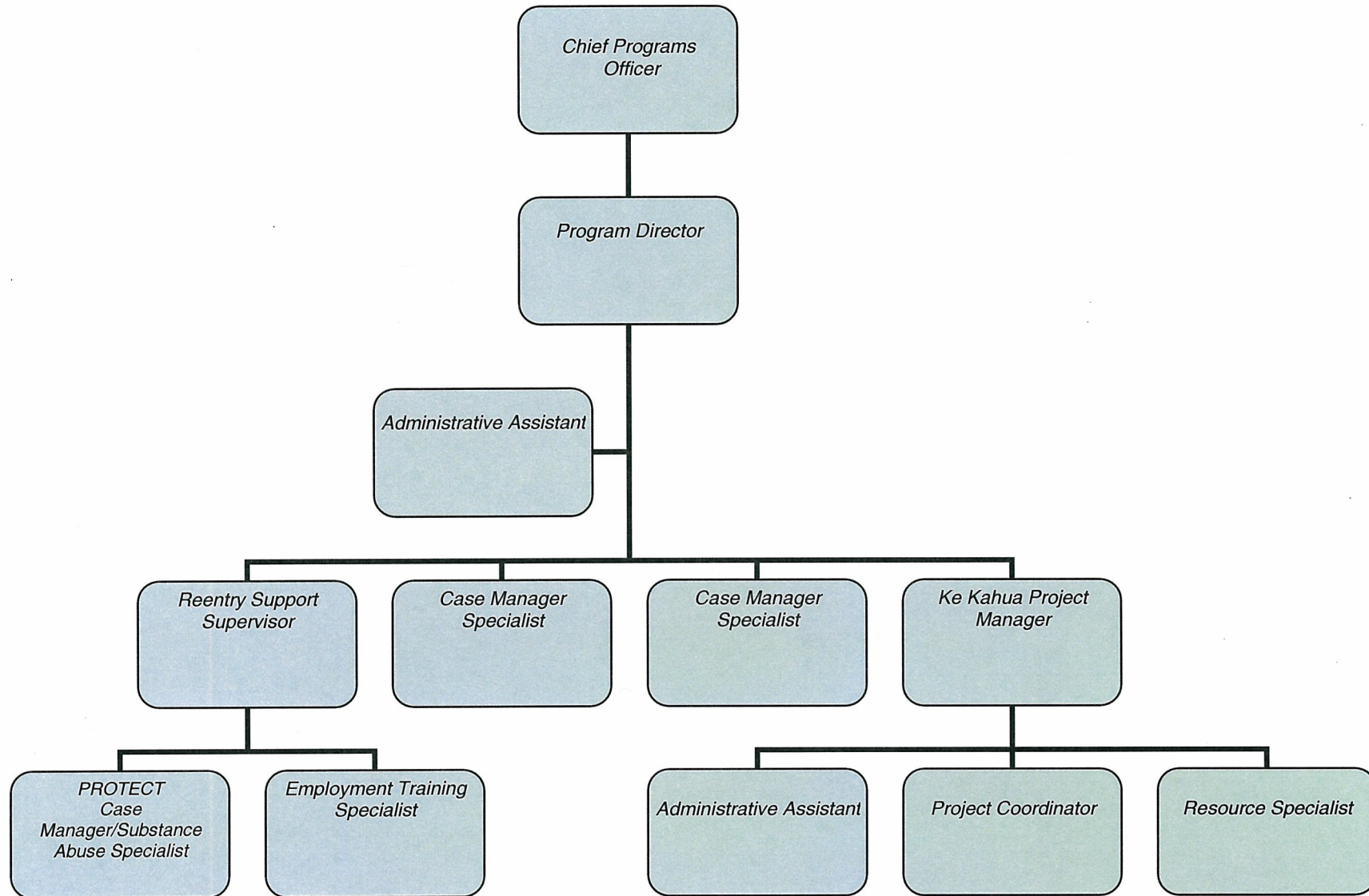
## Organizational Chart







# Maui Economic Opportunity, Inc. BEST Organizational Chart





**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Maui Economic Opportunity, Inc. - MEO BEST Operation

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	151,300			
2. Payroll Taxes & Assessments	17,838			
3. Fringe Benefits	19,626			
<b>TOTAL PERSONNEL COST</b>	<b>188,764</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	1,200			
3. Lease/Rental of Equipment	4,000			
4. Lease/Rental of Space	9,600			
5. Staff Training	1,500			
6. Supplies	3,000			
7. Telecommunication	3,636			
8. Utilities	1,800			
9. Mileage	3,000			
10. Consultant	5,000			
11. Supportive Services	16,000			
12. General Administrative cost	12,500			
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>61,236</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>250,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Mona P. Kailiponi (808) 249-2990		
(b)		Name (Please type or print) Phone		
(c)		01/28/10		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>250,000</b>	Sananda K. Baz, Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Maui Economic Opportunity, Inc. - MEO BEST Operati

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)
Project Director	1	\$58,000.00	50.00%	\$ 29,000.00
Case Manager	1	\$37,000.00	100.00%	\$ 37,000.00
Case Manager	1	\$37,000.00	100.00%	\$ 37,000.00
Case Manager	1	\$37,000.00	40.00%	\$ 14,800.00
Employment Specialist	1	\$37,000.00	50.00%	\$ 18,500.00
Administrative Assistant	1	\$30,000.00	50.00%	\$ 15,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>151,300.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
See attached budget detail information				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc.  
MEO BEST Operation

Period: July 1, 2010 to June 30, 2011

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

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

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Maui Economic Opportunity, Inc.  
\_\_\_\_\_  
(Typed Name of Individual or Organization)

 \_\_\_\_\_ 01/28/2010  
(Signature) (Date)

Sananda K. Baz \_\_\_\_\_ Chief Executive Officer  
(Typed Name) (Title)

STATE OF HAWAII  
 MAUI ECONOMIC OPPORTUNITY, INC.  
 COMMUNITY REENTRY PROJECT (BEST) FOR THE ISLANDS OF MAUI  
 12 months budget July 01, 2010 to June 30, 2011

Date Prepared: 01/28/10

A. Personnel

Positions	Job Descriptions		Year	FTE	Total Cost
<b>(a) Operating Personnel</b>					
Project Director	Develop, plan and oversee all aspects of the project	58,000		0.5	29,000
Case Manager	Provide comprehensive case managing for the participants and plan and coordinate family reunification activities.	37,000		1	37,000
Case Manager	Provide Comprehensive case managing for the participants and facilitate TPI training for the participants and MCCC staff	37,000		1.00	37,000
Case Manager	Provide Comprehensive case managing for the participants and facilitate TPI training for the participants and MCCC staff	37,000		0.4	14,800
Employment Specialist	Develops, Plans, Coordinates, Directs, Monitors, schedules and facilitates all employment activities. Provides training for the clients and assists them with obtaining unsubsidized employment.	37,000		0.5	18,500
Administrative Assistant	Coordinate Meetings with Advisory partners, community leaders and clerical assistance to program activities.	30,000		0.5	15,000
<b>Total Operating Personnel</b>				<b>3.9</b>	<b>151,300</b>
<b>TOTAL PERSONNEL COST</b>				<b>4</b>	<b>151,300</b>

Fringe Benefits

Social Security Taxes	0.0765	11,574
State Unemployment Taxes	0.026	3,934
Workman's Compensation Insurance	0.0052	787
Temporary Disability Insurance	0.0102	1,543
Pension	0.04	6,052
Life Insurance	0	0
Health Insurance	0.09	13,574
<b>TOTAL FRINGE BENEFITS</b>	<b>0.2479</b>	<b>37,464</b>

Date Prepared: 01/28/2010

B. OTHER CURRENT EXPENSES

2. INSURANCE - LIABILITIES	Accidental and Liabilities	\$100 X 12 months	1,200
3. LEASE/RENTAL OF EQUIPMENT	LEASE Copier,	\$333.33 X 12 months	4,000

4. LEASE/RENTAL OF SPACE			
Rental spaces	Computations	Total Cost	
Office Spaces	\$800 X 12 months	9,600	
TOTAL OFFICE SPACES RENTAL			9,600

5. STAFF TRAINING			
TRAINING DESCRIPTIONS	Computations	Total Cost	
Substance Abuse, Mental Health and Anger Management case manager training	\$300 per staff for 5 staff	1,500	
TOTAL STAFF TRAINING			1,500

6. SUPPLIES			
Supply Items - Maui	Computations	Total Cost	
Office Supplies (General office supplies for staff and to keep participants' records)	\$200/MO. X 12 MO.	2,400	
Postage (needed for general operation of the project)	\$50/MO. X 12 MO.	600	
TOTAL SUPPLIES			3,000

7. TELECOMMUNICATION			
DESCRIPTION	Computations	Total Cost	
Telephone (office telephones) 5 stations for the office	\$30/mo X 5 Station X 12 mo	1,800	
Cell phone for the staff out side of the office	\$50/mo X 3 cell phones X 12 months	1,800	
Inter-net connection	\$3/mo X 12 months	36	
TOTAL TELECOMMUNICATION			3,636

8. UTILITIES			
DESCRIPTION	Computations	Total Cost	
Electricity, Water and Refuse collection	\$150/mo for 12 months	1,800	
TOTAL UTILITIES			1,800

Mileage				
Purpose of Travel	Location	Item	Computation	Total Cost
Local Travel	Varies	Mileage	ref to MEO travel Policy	
			average 5 staff x 100 miles/month x 12 months x \$.50/per mile	3,000
for Operating staff work related local travel				
Total Mileage				3,000

9. CONSULTANTS/CONTRACTS

Name of the Consultant	Service Provided	Computations	Total Cost
Training Module - Being Empowered and Safe Together (BEST) - Provide training to inmates and ex-inmates Pre-Employment Training Packet Cognitive Skills Restructuring Training (PET)	Training material for participant	\$50/hr X 15 hrs X 4 times	3,000
Substance Abuse / Mental Health Assessments	Certified Assessment tool	10 Participants X \$200	2,000
TOTAL CONSULTANTS/CONTRACTS			5,000

STATE OF HAWAII  
 MAUI ECONOMIC OPPORTUNITY, INC.  
 COMMUNITY REENTRY PROJECT (BEST) FOR THE ISLANDS OF MAUI  
 12 months budget July1, 2010 to June 30, 2011

Date Prepared: 01/28/10

H. OTHERS

Description	Computations	Total Cost
Supportive Services (will set up detail guideline and procedures)		16000
House Rental Support ( One month one time support)	est. \$850 X 10 Clients = \$8,500	
Clothing and Job Related tools Support	est. \$150 x 50 participants = \$7,500	
General Administrative, HR and Fiscal Support	6.3% Adm Fee	12500
<b>TOTAL OTHERS</b>		<b>28500</b>

House District 8,9,10,11,12,13

Senate District 4,5,6

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES

2010 JAN 28 CHAPTER 1202 HAWAII REVISED STATUTES

Log No: 30-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Maui Economic Opportunity, Inc.

Dbas:

Street Address: 99 Mahalani Street  
Wailuku, HI 96793

Mailing Address: P. O. Box 2122  
Kahului, HI 96733

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SANANDA "SANDY" BAZ

Title CEO

Phone # (808) 249-2990

Fax # (808) 249-2991

e-mail Sandy@meoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MEO TRANSPORTATION FACILITY

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 6,000,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 3,000,000 (ACT 160, SLH09)

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

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

PRIVATE/OTHER \$ 25,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

SANANDA K. BAZ, CHIEF EXECUTIVE OFFICER

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED



## **Application for Grants and Subsidies**

### **I. Background and Summary**

**1. A Brief Description of the Applicant's Background:** Maui Economic Opportunity, Inc. (MEO) is a Community Action Agency founded in 1965, as part of President Lyndon B. Johnson's "War on Poverty" Program. MEO's mission is to help the low-income elderly, children and youth, persons with disabilities, immigrants, other persons with special needs to help themselves become self-sufficient and enrich their lives.

MEO provides programming in workforce development, education, small business assistance, prisoner reintegration into the community, and social services to help the communities in Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of "giving people fish, it is better to teach them how to catch fish for themselves."

MEO began its transportation operation in 1969. From a small start-up with a single used station wagon, MEO's fleet has grown to more than 90 vehicles to service the needs of residents of Maui County. MEO provides County-subsidized, on-demand transportation services to the elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as to the preschool children and disadvantaged youth in Maui County. MEO transportation receives approximately \$6 million in operational funds.

The following are highlights of MEO Transportation services:

- Over 264,000 trips were provided in 2009 to service the elderly, low-income, persons with disabilities, residents with medical transportation needs, preschoolers and youth
- Staff consists of about 90 employees that serve in administration, driving, and repair/maintenance, including 4 ASE certified automotive technicians.
- MEO has a fleet of over 90 vehicles, including 77 buses in service on Maui, Molokai and Lanai and 45 buses with wheel chair lifts.
- The general operation begins as early as 5:30 a.m. and continues until 10:00 p.m., Monday through Saturday. A reduced schedule operates on Sunday and holidays.
- MEO is a participant in the County's Civil Defense group and is ready to assist with transportation needs when called upon.

Maui County has established and locally funded the demand response transportation service operated by MEO. The County's public, fixed route system is primarily funded by federal dollars. The public/mass transit service is owned and administered/managed by the Maui County Department of Transportation (MDOT).

This transit system requires a greater demand for federal support due to the vastly larger capital and operational costs inherent in a public/mass transit system. Maui County could best meet

these needs by leveraging local funds at 1:4 ratio (County: Federal) for capital requirements, and 1:1 ratio for operational expenses. At the same time, the specialized needs of the elderly, disabled and disadvantaged youth are not being served by the Maui public/mass transit system, with its set fixed routes and limited stops and schedules. This population of elderly, persons with disabilities and youth can be better served through MEO's experienced, flexible and reliable specialized, on-demand response transportation service.

MEO acquired a 10 acre parcel in Puu'neue by purchasing 5.0 acres at a deep discount and through the donation of the other 5.0 acres of land by Alexander & Baldwin, Inc. Mr. Allen Doane, A&B Chairman and CEO said, "We are very pleased to partner with MEO in its future, in its efforts to expand services to Maui's neediest populations. When MEO approached us about acquiring this site, we recognized the importance of this location to MEO, and the importance of MEO to this community."

2. **The goals and objectives related to the request:** MEO is requesting **\$6,000,000** in grant assistance for FY 2010-2011 to complete the planning and design phase, as well as the infrastructure construction for the permanent MEO Transportation Center, including construction plans, permit reviews, compliance reports, construction observation, site grading, site grubbing and off-site work.

MEO has secured land use and zoning entitlements for its Transportation Center property. The Maui Planning Commission accepted the Final HRS Chapter 343 Environmental Assessment with a "Findings of No Significant Impact" determination and on November 25, 2008 voted to recommend approval of the Community Plan Amendment and Change in zoning applications. The Maui County Council voted to approve on Second and Final Reading the land use applications for the MEO property on December 18, 2009. The Mayor signed the bills for an ordinance to establish the appropriate land use designation and zoning for the MEO property on December 24, 2009.

Preparation of construction documents is underway and will be completed in February 2010. MEO intends to file grading, building and other construction permit applications soon thereafter. The completion of the permit process is expected to take 6 to 8 months from the date of filing. MEO's target date to commence construction is early 2011. The grant will fund Planning and Design work on construction documents for grading, building and construction permits and construction observation.

The MEO Transportation project has previously received funding support from the State Legislature and the Maui County Council.

The new facility will ensure the continuation and improved delivery of transportation services to respond to the growing needs of the elderly, children and youth, and persons with special needs on the island of Maui. A "Silver Tsunami" is arriving as the "Baby Boomer" generation reaches their twilight years. The demand for MEO Transportation services is therefore expected to increase over the next decade.

In order to address future needs, MEO must relocate from its two (2) current locations in Kahului, Maui to a consolidated bus facility for administrative, vehicle storage, and repair/maintenance functions. This grant will enable MEO Transportation to combine the dispatch, base yard, and vehicle maintenance functions in a permanent location.

Presently, the MEO Transportation administrative office and base yard is located on a 5.4 acre State-owned property on Kane Street in the vicinity of the Queen Ka'ahumanu Shopping Center. The Transportation maintenance facility is located on a leased property in the Kahului Industrial area on Alamaha Street about a mile away from the Kane Street base yard. These existing facilities are cramped and inadequate to meet future needs.

### **New MEO Transportation Center Project Overview**

- The new 10-acre facility will be located in Central Maui, the regional center of the island of Maui, and at the hub of major roadways, namely Kuihelani and Mokulele Highways, Puunene Avenue, Dairy Road and Hana Highway that connect to outlying regions of the island. A site selection study was undertaken as part of a grant from the Community Transportation Agency of America (CTAA). The MEO Multifunctional Transportation Center Master Plan (April 1, 2005) concluded that the subject site was the preferred location and would improve delivery of services and keep down operational costs.
- The new MEO Transportation facility will be developed in phases and include a Transportation Maintenance Building for vehicle repair and parts storage; Transportation Administrative Office Building; facilities for bus washing and fueling stations; an emergency back-up generator; bus parking/storage and off-street parking; Bus Passenger Transfer Station (optional); site for a future Administrative building (optional); and related improvements.
- The initial Phase 1-A facility will include the Maintenance Building, paved areas for vehicle storage, bus wash and fueling stations, emergency generator, relocated portable buildings for the administrative office and dispatch center, and offsite and onsite infrastructural improvements. The Maintenance Building is designed to be expanded to eleven (11) service bays with construction based on need and availability of funding.
- The new facility will contribute to efficiencies with the central location of vehicle storage, maintenance and administrative functions and keep down operational costs. Within the next 5 to 7 years, the fleet is expected to be about 100 vehicles. The site has adequate area to accommodate long-term program needs over the next 20 years.
- The proposed project will ensure the continuation and improved delivery of needed transportation services on Maui.

**3. State the public purpose and need to be served:** MEO has recognized that a new upgraded Transportation facility is essential to maintain its level of service as a specialized transportation provider. Currently, MEO Transportation serves approximately 7,500 residents on the island of Maui with nearly 300,000 passenger trips a year. This number is expected to

increase substantially in the near future as the large number of “Baby Boomers” reach their twilight years and begin to seek assistance, including MEO Transportation services.

Since 1950 Hawaii has had a greater life expectancy than the mainland. Today in Maui County, the life expectancy is 80.3 years with women living to an average of 82.8 <sup>1</sup>years. The new Transportation Center will improve operational efficiencies and better serve the growing transportation needs of the elderly, children and youth, and persons with special needs, contribute to needed economic stimulus during the construction phases, and promote the quality of life in the community.

Here are excerpts from **Hawaii Department of Transportation Coordinated Public Transit – Human Services Transportation Plan (CSP)**

Available at <http://hawaii.gov/dot/administration/stp/fta-grant/CSP-July-3-2008.pdf>

#### MISSION, GOALS AND STRATEGIES OF THE CSP

The *Hawaii Statewide Transportation Plan* provides the primary goals, objectives, strategies, and examples of implementing actions. Consistency with the HSTP must be maintained in order to best achieve the transportation system's overall mission.

The HSTP, with a planning horizon of over twenty years (to 2025), intends to provide policy-level direction to the activities of the Hawaii Department of Transportation and each of the county transportation agencies in the near-term, mid-term, and long-term. Each broad goal statement as it pertains to the CSP is followed by strategies to attain those objectives. While each strategy is unique, it is common for strategies to meet more than one goal. The examples of implementing actions that follow each strategy are not meant to be exhaustive but rather are intended to clarify the meaning and intent of the strategies. They present potential actions. The CSP is comprised of a mission statement, six (6) goals and proposed action strategies. The following four (4) goals and action strategies apply to the MEO Transportation Center proposal:

**GOAL I: Achieve an integrated multi-modal transportation system that provides mobility and accessibility for people and goods.**

Proposed public and coordinated human service transport strategies to meet this goal are:<sup>2</sup>

1. Acquiring more vehicles,
2. Centralized operations and facilities,
5. Expansion of services,
6. Mobility center,
7. Scheduler.

**GOAL II: Ensure the safety and security of the air, land, and water transportation systems.**

<sup>1</sup> [http://www.healthtrends.org/status\\_life\\_expect.aspx](http://www.healthtrends.org/status_life_expect.aspx)

<sup>2</sup> Strategies which the proposed transit center did not address were omitted; hence the missing numerical sequence.

Proposed public and coordinated human service transport strategies to meet this goal are:

1. Centralized operations and facilities,
2. Training,
3. Education and Marketing.
4. Tracking system,

**GOAL III: Protect and enhance Hawaii's unique environment and improve the quality of life.**

Proposed public and coordinated human service transport strategies to meet this goal are:

1. Sustainable programmatic practices,
2. Sustainable equipment and facilities.

**GOAL IV: Support Hawaii's economic vitality.**

Proposed public and coordinated human service transport strategies to meet this goal are:

1. Acquiring more vehicles,
2. Centralized operations and facilities,
4. More efficient funds collection,
5. Expansion of services.

MEO's new transit facility achieves four (4) out of six (six) of these goals and action strategies.

**4. Describe the target population to be served;** Elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as preschool children and disadvantaged youth in Maui County

**5. Describe the geographic coverage –** MEO transportation services cover all of Maui County including remote Hana and the islands of Molokai and Lanai. However, the proposed Transportation Facility will service residents on the island of Maui.

## II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

**1. Describe the scope of work, tasks and responsibilities:** The grant will enable MEO to complete the planning and design work and the construction of Phase 1-A of the transportation facility on its 10-acre property. This new facility will integrate MEO transportation operations in one location and enable the continuation and improvement of transportation services for the elderly, persons with disabilities, low income residents, children and youth and other persons with special needs. The site is located in Central Maui with good highway access to outlying service areas on the island.

MEO has secured land use entitlements for its Transportation Center property, including a Final HRS Chapter 343 Environmental Assessment with a "Findings of No Significant Impact" determination approved by the Maui Planning Commission and applications for Community Plan Amendment and Change in zoning adopted by the Maui County Council on December 18, 2009 and signed into law by the Mayor of the County of Maui on December 24, 2009.

Preparation of construction documents is underway and will be completed in February 2010. MEO intends to file grading, building and other construction permit applications soon thereafter.

The MEO Transportation project has previously received funding support from the State Legislature and the Maui County Council and is on track to secure necessary permits and commence construction in January-April 2011.

The new transit facility will ensure that MEO will be able to:

- Increase the availability of transportation services to persons with special needs;
- Enhance the accessibility of transportation services for seniors, low-income, and the public, including those who live in rural communities where limited or non-existent transportation restricts their access to social services and public facilities;
- Expand the availability of transportations services to disadvantaged youth and children;
- Improve the efficiency, reliability and safety of its services;
- Meet the expected rise in demand as "Baby Boomers" reach their twilight years.

MEO Transportation services has helped disadvantaged people in the community to access a wide range of social, health, cultural, business, and government services. Through MEO, seniors participate in county-sponsored lunch nutrition programs, see their doctors, attend cultural events, conduct their shopping and banking, and visit with friends and old acquaintances.

People with disabilities are now able to have the same range of services on a regular basis, giving them freedom to become active members of the community. For those with gainful employment, MEO is their key link to jobs.

MEO has also enabled families of non-independent elderly to continue their productive lives as opposed to being housebound caregivers. Through a common objective of helping families stay and live together, MEO Transportation service continues to allow elderly to reside with their loved ones as opposed to being institutionalized. This collaborative program with adult daycare providers has been a key to success of adult daycare centers in attracting and offering their services to the community.

A study conducted in 2003 by the U.S. National Institute of Health found home care participation decreased total Medicaid expenditures by \$19,764 per person on average and reduced the likelihood of having any nursing home expenditures by 220 percent compared to non-participants. The study concluded "...we find evidence that the programs can generate substantial cost savings, while providing participants the option to live in the community."<sup>3</sup>

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<sup>3</sup> <http://gateway.nlm.nih.gov/MeetingAbstracts/ma?f=102275057.html>

Children increase their chance of success at school by assuring their participation in MEO's Head Start preschool programs through reliable transportation. Public school children of similar family groups are able to take advantage of after-school activities managed by other community agencies and supported by MEO Transportation services.

The shuttle service operated by MEO and accessible from low-income housing areas facilitates the mobility of residents who could least afford personal transportation. Because of the service, people who are in this segment are able to become more self-sufficient, and even increase their chance of transitioning to a more sustainable lifestyle.

Maui has a resident population of 143,574 according to the July 2008 U.S. Census update. Maui County's unemployment rate as of November 2009 hit 9.3% compared to the US rate of 10%, and a State rate of 7%.<sup>4</sup> This is a 52% increase over the November 2008 unemployment rate.

As of January 2010, approximately 9,499 households statewide were on Temporary Assistance for Needy Families (TANF), or under the State program entitled Temporary Assistance to Other Needy Families (TAONF). This is actually a 0.6% decrease over last year. However, Maui County's share of 1,127 households on TANF or TAONF in January 2010 is a 70% increase over January 2009.

According to the US Census, an estimated 8% of Maui's population was in poverty in 2008, when unemployment was 3.1%. Given the direct relationship between poverty and unemployment, the estimated number in poverty could be as high as 20%.

The numbers of the low-income, disadvantaged, elderly, youth and persons with disabilities have increased substantially over the past years. A primary reason is the onset of the aging of the "Baby-Boom" generation, coupled with the economic down-turn, higher unemployment, high housing/ costs, and lack of affordable child care services.

Transportation is one of the highest priority needs identified in Maui County by the survey done for the "Focus Maui Nui" report. MEO Transportation proposes to continue meeting this need through a combination of on-demand, fixed route, and fixed schedule systems. Routes include both on and off the main highway, and curb-to-curb or door-to-door service.

The new transit center will allow MEO to improve services to low-income preschool children enrolled in Head Start; residents in low-income housing; low-income individuals enrolled in the State of Hawaii JOB's program; and the youth, the general public, the elderly, and the disabled throughout the County to access community resources such as medical and rehabilitation centers, youth centers, public schools, nursing homes, day care centers for the elderly, jobs, homeless shelters, shopping centers, post offices, banking facilities and government service locations throughout Maui County.

Additionally, MEO will continue to provide information to clients on routes, pick-up points, street locations, pick-up times, and donation policy to those who call regarding special needs or inquiries. MEO Transportation serves as a major provider of non-emergency medical

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<sup>4</sup> Labor Area News, State of Hawaii, Dept. of Labor and Industrial Relations, December 2009.

transportation on the islands of Maui, Molokai and Lanai. MEO currently operates 43 accessible ADA lift equipped buses for accessibility within the County of Maui.

MEO has also been instrumental in helping Maui Memorial Medical Center alleviate room shortages by helping to transport non-critical patients to long-term care facilities such as Hale Makua or to Kula Sanatorium and make rooms available for new incoming patients. In some cases, patients have chosen to be transported home to live with family members. MEO Drivers are specially trained for this service.

MEO further offers different levels of service in the smaller and more remote rural areas, such as Hana, Maui and islands of Molokai and Lanai. On the island of Molokai, MEO has a lead driver/manager as well as a branch director. On Lanai, MEO has one bus and one driver, while Hana is now served by two vans and two drivers to address the much needed dialysis transportation as well as increased shopping/medical trips to Central Maui. Our three-island service franchise is characterized by isolated rural communities with high service cost due to increased travel time and wear and tear of equipment brought about by long distances and generally substandard road conditions of rural areas.

The requests for funding of proposed planning and design and construction in separate applications will allow for implementation of the proposed MEO Transportation Center project and a seamless continuation of MEO Transportation services.

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

Maui Economic Opportunity, Inc.  
 Transportation Center  
 Project Schedule

Action Steps FY 2008-2013	Month	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Site Acquisition	December 2007	X					
Finalize Preliminary Project Plans	January 2008	X					
File Land Use Applications	February 2008	X					
State funding	July 2008		X				
County funding	July 2008		X				
Draft HRS Chapter 343 Environmental Assessment Review	June 2008	X					
Final HRS Chapter 343 Environmental Assessment Review	September 2008		X				



Action Steps FY 2008-2013	Month	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Maui Planning Commission review of land use applications (Community Plan Amendment, District Boundary Amendment, and Change in Zoning)	November 2008		X				
Filing of Large Lot Subdivision Application	July 2009			X			
Preparation of construction plans	February 2009 to February 2010		X	X			
State funding	July 2009			X			
County funding	July 2009			X			
Maui County Council approval of land use applications	December 2009			X			
Filing of construction permit applications (e.g. grading, NPDES, foundation, building permits etc.)	February 2010			X			
Project Bid RFP Documentation	July 2010				X		
Project Bid RFP	September 2010				X		
Bid negotiation and award	November 2010				X		
Final financing	December 2010				X		
Approval of permits for grading, NPDES and off-site work (5 months)	September 2010				X		
Final Large Lot Subdivision Approval	December 2010				X		
Start mass grading, grubbing and off-site work (4 months)	January-April 2011				X		
Approval of building and other permits (8 months)	October 2010				X		

Action Steps FY 2008-2013	Month	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Start building construction (18 months)	April 2011				X		
State funding	July 2010				X		
County funding	July 2010				X		
Federal funding	October 2010				X		
Project completion	October 2012						X
Project acceptance	November 2012						X
Project operation	November 2012						X

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2. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and. MEO has retained the services of John Min, a former Maui County Director of Planning and land use planning consultant, to manage the project. (See attached Resume). In addition here is the project team.

#### Project Consultant Team

- Planner, Landscape Architect and LEED Coordinator: Chris Hart & Partners, Inc.
- Architect: Maui Architectural Group
- Civil Engineer: Otomo Engineering, Inc.
- Traffic: Phillip Rowell & Associates
- Archaeological and Cultural Impact Consultant: SCS, Inc.
- Land Surveyor: Newcomer-Lee Land Surveyors, Inc.
- Building Commissioning and Energy Modeling: ABM Family of Services
- Value Engineering Services: Hawaii Inspection Group

<sup>5</sup> NOTE: FY 2008 (July 1, 2007 to June 30, 2008), FY 2009 (July 1, 2008 to June 30, 2009), FY 2010 (July 1, 2009 to June 30, 2010), FY 2011 (July 1, 2010 to June 30, 2011), FY 2012 (July 1, 2011 to June 30, 2012), FY 2013 (July 1, 2012 to June 30, 2013)

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

MEO will provide the state with quarterly progress reports that will include a full financial report and narrative as well as progress charts, for the duration of the project.

### **III. Financial**

#### **Budget**

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

See attached budget forms 2010POS-GIAPage4 and 2010POS-GIAPage7.

2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$6,000,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2010-2011.

County of Maui - \$ 3,025,000

U.S. DOT - \$2,500,000

### **IV. Experience and Capability**

#### **A. Necessary Skills and Experience**

This is not a request for a service. Please see Background and Summary section of this proposal for a full explanation of MEO's Transportation program experience.

MEO managed the planning, design and construction of its Family Center, a \$ 4.9 million, 19,000 sq. ft. two story, fully accessible building in Wailuku, Hawaii. MEO board member, Jim Whitehead, a licensed contractor, volunteered his time as on-site construction manager. MEO staff, Mr. Donald Medeiros, functioned as the Project Manager. This project began in July 1998 (AIA agreement executed with Bayless Architects) and was completed on time and under budget by \$50,000 in July 1999. MEO moved into the building in August 1999.

The MEO Family Center was allotted \$2.5 million and received \$2.497 million from the State of Hawaii.

For the proposed Transportation Center, MEO has hired a Projects Manager to oversee the planning and design and will retain a Construction Manager for the construction phase of the

project. Ms. Mona Kailiponi, who handled financial and administrative project management for the MEO Family Center, is now MEO's Chief Operations Officer and will be the point person for the financial and administrative management of the Transportation Center project.

## **B. Facilities**

MEO has an effective facilities maintenance program for the Harry and Jeanette Weinberg Family Center, the MEO Transportation base yard and maintenance facility, and all Head Start preschool sites on Maui, Moloka'i, and Lana'i. Dedicated staff handle maintenance at the MEO Family Center, Moloka'i center, Lana'i center, transportation base yard, and Head Start preschools. All major building systems have maintenance contracts with on-call capability, as needed. In addition, MEO works with the Maui Community Correctional Center (MCCC) work line using inmates to assist with larger interior or exterior upkeep projects. We also inspect facilities on a regular basis for painting and minor repair needs. MEO's Safety Committee provides monthly reports and makes sure that any unsafe conditions are corrected.

Inspections of heating, ventilation, air conditioning, and the elevator are done, in accordance with a pre-planned schedule. The schedule is determined by law and by annual maintenance and inspection contracts that require monthly, quarterly, or annual inspections depending on the system. The service contractor makes repairs immediately upon notification by MEO. In addition, MEO has a Long Term Facilities Maintenance Plan through 2019.

In the case of Head Start and transportation programs, emergency repair needs are communicated by staff to an immediate supervisor, who communicates with the program director. The Head Start director and the Transportation supervisor insure the repairs are made for their program sites. At the MEO Family Center approved emergency repair requests go to the building supervisor who works with the department director and the program director to insure the repairs are made. Each branch director on Moloka'i and Lana'i has this same authority.

MEO complies with all state and federal safety and work place regulations to insure a safe and healthy work environment. In addition, our overall program of regular maintenance, daily cleaning, and building upkeep assists in this process.

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

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training – Not Applicable. (Please see Quality Assurance & Evaluation Section for project team p-8-9)**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

MEO Transportation's current staff, however, meets or exceeds the minimum qualifications, including experience, for staff assigned to various programs. All bus drivers complete a 6-month

probation period during which they receive training specific to safety, maintenance, routing, and passenger assistance technique (PAT). All drivers are required to attend and pass safety-training sessions in conjunction with the Hawaii Transportation Association annually. Special Assistance Training, such as disabled client techniques, is given to certain staff capable of additional duties and responsibilities.

To assure that training are ongoing and consistent, MEO's Safety / Training department has one position of Driver Trainer / Road Supervisor, charged with the responsibility of oversight and implementation of safety and training programs, and quality assurance for the program. Driver Improvement Program (DIP) classes which include substance awareness and school bus training program are offered annually to each driver. This is an 8-hour course required of all CDL drivers. First Aid and CPR classes are offered to all of our drivers as part of their job responsibilities. A second position of Road Supervisor in the department monitors performance in the field.

MEO's Driver Trainer/Safety Coordinator conducts CDL course curriculum consisting of 160 hours of classroom training covering Federal, State, County laws and regulations and MEO's policies and procedures, vehicle nomenclature and hands on road work. All CDL training is normally completed on the island of Maui; however, training has commenced on the island of Molokai due to the need for larger school buses and the rotation of newer buses. Driver safety awareness is reviewed and analyzed throughout the year for all drivers.

There is a supervisor "on-duty" at all times. Driver's are in contact with the supervisor through Dispatchers who are supervised by our Schedulers/Planners, who in turn, report to Management either directly or via cellular phones, pager, e-mail, and fax. Management also coordinates with all supervisors/drivers in Hana, Lanai, and Molokai in the same methods as previously mentioned. If the need arises, further coordination by the Transportation management takes place with MEO's Executive Staff. The MEO Transportation organization chart indicates the lines of supervision.

Our Head of Maintenance and Lead Mechanic are both certified Automotive Service Excellence (ASE) technicians and retain mechanical certifications in repair work and for use of various equipment and machinery. Annual ASE certification exams related to this expertise are taken at Maui Community College. These exams keep our mechanics abreast of the industry field as well as challenge them with newer technology in the growing computer field. In addition MEO Transportation Lead Mechanic and shop technicians attend factory-sponsored technical courses to enable the MEO vehicle repair and maintenance facility to gain Authorized Warranty Facility designation.

With our vehicle maintenance schedule, coordination on a countywide level takes place with the Head of Maintenance who receives daily inspections reports for each vehicle. If vehicles on the islands of Molokai and Lanai need repair, the Head of Maintenance or Lead Mechanic travels to either island to correct the problems. If they are unable to fix the problem, a vehicle is shipped from Maui and the inoperable vehicle returned to Maui.

## **B. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request. **Does not apply**

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain. To the best of our knowledge and information, MEO is neither a defendant nor a plaintiff in any pending litigation and does not have any outstanding judgments.

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

**Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.** MEO holds a Certificate of Public Convenience and Necessity issued by the Public Utilities Commission State of Hawaii License #4575-C. This enables MEO to transport ambulatory and non-ambulatory person in the County of Maui.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2010 to June 30, 2011)

Applicant: Maui Economic Opportunity, Inc. - Transportation Facility

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>6,000,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>6,000,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	6,000,000	Mona P. Kailiponi		
(b)		Name (Please type or print)		Phone
(c)		Signature of Authorized Official		Date
(d)		Sananda K. Baz, Chief Executive Officer		
<b>TOTAL BUDGET</b>	<b>6,000,000</b>			

(808) 249-299C

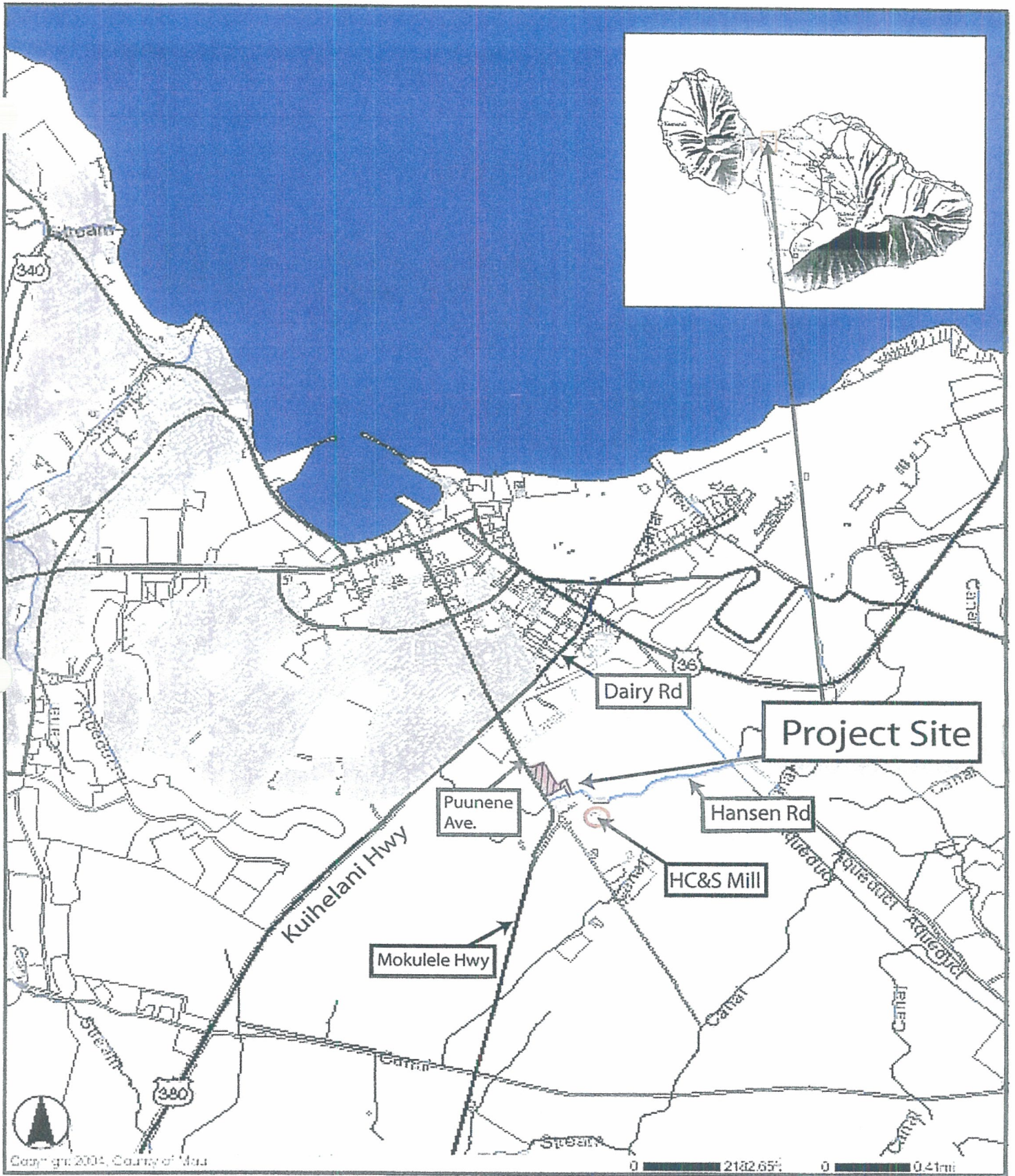
**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**



Applicant: Maui Economic Opportunity, Inc.  
Transportation Facility

Period: July 1, 2010 to June 30, 2011

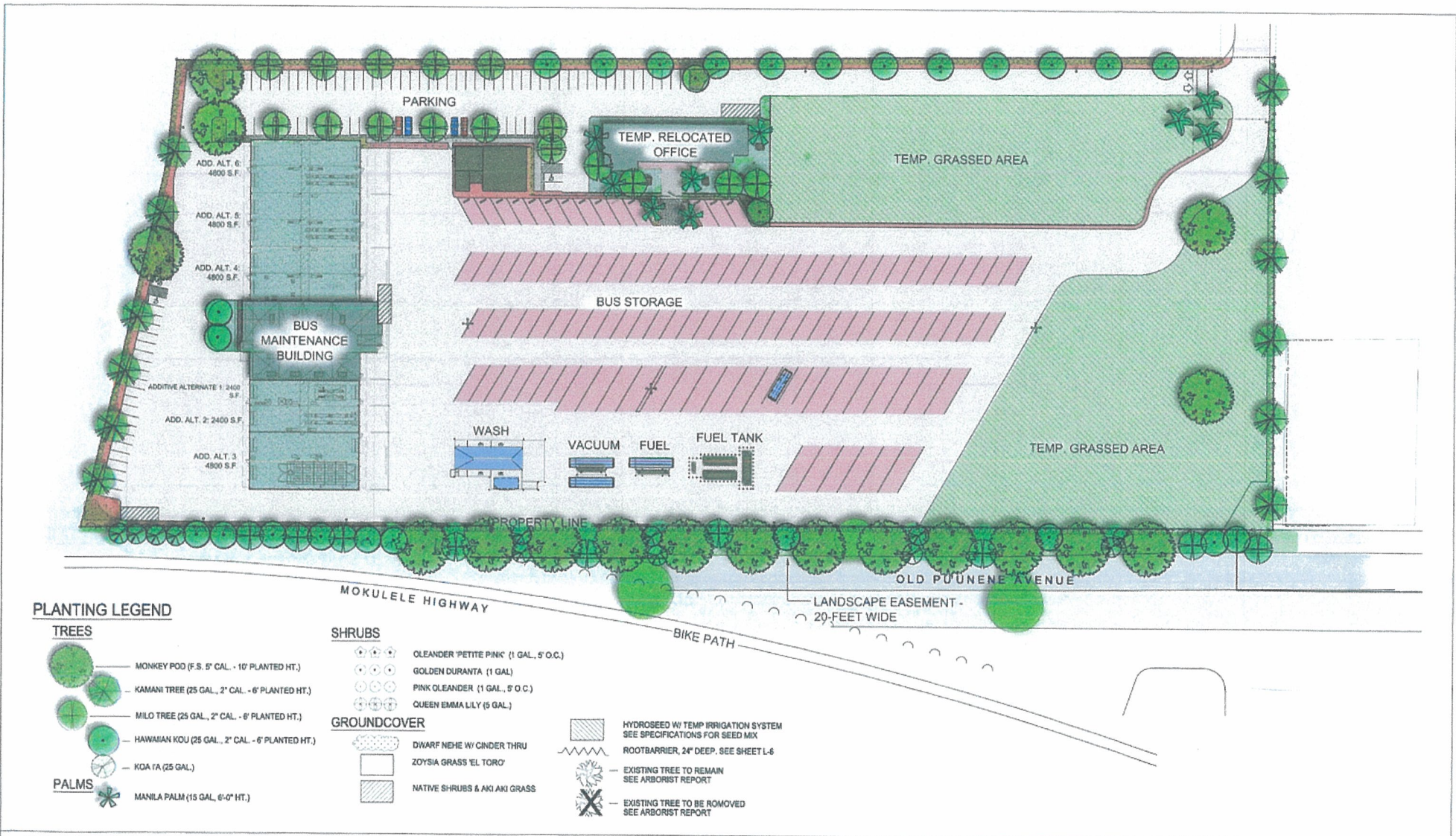
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS	53,483	52,987	118,259			
LAND ACQUISITION						
DESIGN	434,395	539,038	301,838	50,000		
CONSTRUCTION			5,579,903	2,975,000	3,445,097	
EQUIPMENT						
<b>TOTAL:</b>	<b>487,878</b>	<b>592,025</b>	<b>6,000,000</b>	<b>3,025,000</b>	<b>3,445,097</b>	
<b>JUSTIFICATION/COMMENTS:</b>						
<b>Source of Funds</b>	<u>Plan</u>	<u>Land Acq.</u>	<u>Design</u>	<u>Construction</u>		<u>Total</u>
State of Hawaii - GIA (07-08) (Received)		1,200,000				1,200,000
County of Maui - FY 07-08 (Received)		400,000				400,000
Alexander & Baldwin, Inc. - Land Donation		5,100,000				5,100,000
State of Hawaii - CIP (08-09) \$1,000,000 (not released)						0
County of Maui - FY 08-09 (Released)			700,000			700,000
Fundraising (12/14/07)	106,470		11,580			118,050
Maui Economic Opportunity, Inc			211,853			211,853
Bank of Hawaii (four-year grant)			100,000			100,000
State of Hawaii - CIP (09-10)\$3,000,000 (not released)				3,000,000		3,000,000
State of Hawaii - CIP (10-11) (is applying)	118,259		301,838	5,579,903		6,000,000
Federal, State, County and Private Foundations (will apply in the future)				3,420,097		3,420,097
<b>Total</b>	<b>224,729</b>	<b>6,700,000</b>	<b>1,325,271</b>	<b>12,000,000</b>		<b>20,250,000</b>





MEO Transportation Center		 May 2006
Figure No. 1		
Regional Location Map		





**PLANTING LEGEND**

**TREES**

- MONKEY POD (F.S. 5' CAL. - 10' PLANTED HT.)
- KAMANI TREE (25 GAL., 2" CAL. - 6' PLANTED HT.)
- MILO TREE (25 GAL., 2" CAL. - 6' PLANTED HT.)
- HAWAIIAN KOU (25 GAL., 2" CAL. - 6' PLANTED HT.)
- KOA (25 GAL.)
- PALMS  
MANILA PALM (15 GAL., 6'-0" HT.)

**SHRUBS**

- OLEANDER 'PETITE PINK' (1 GAL., 5" O.C.)
- GOLDEN DURANTA (1 GAL.)
- PINK OLEANDER (1 GAL., 5" O.C.)
- QUEEN EMMA LILY (5 GAL.)

**GROUNDCOVER**

- DWARF NEHE W/ CINDER THRU
- ZOYSIA GRASS 'EL TORO'
- NATIVE SHRUBS & AKI AKI GRASS

- HYDROSEED W/ TEMP IRRIGATION SYSTEM  
SEE SPECIFICATIONS FOR SEED MIX
- ROOTBARRIER, 24" DEEP. SEE SHEET L-6
- EXISTING TREE TO REMAIN  
SEE ARBORIST REPORT
- EXISTING TREE TO BE REMOVED  
SEE ARBORIST REPORT

TMK: (2) 3-8-6: 04 por.



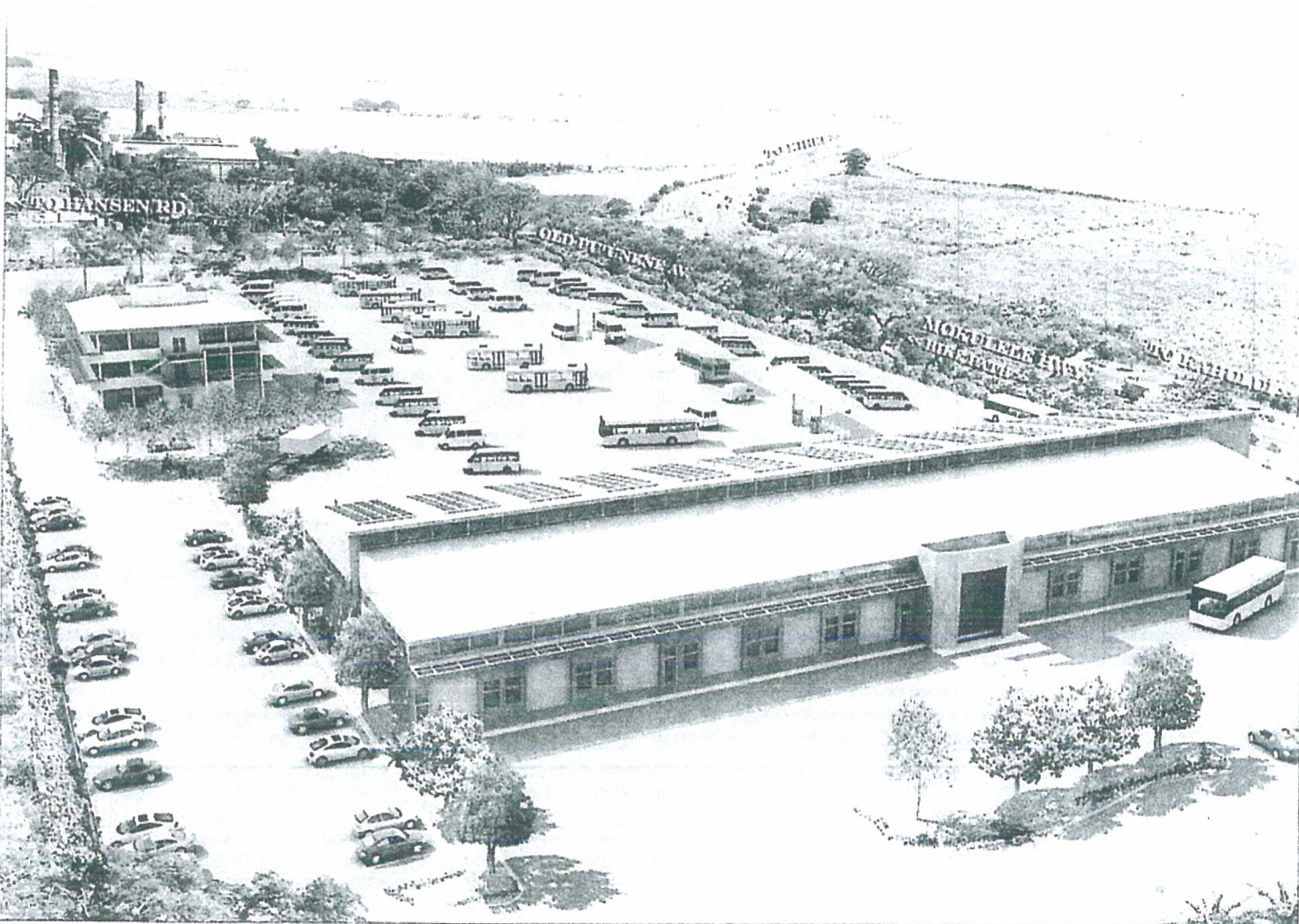
**PHASE ONE SITE PLAN**

MEO TRANSPORTATION CENTER  
PU'UNENE, MAUI, HAWAII



BAR SCALE  
SCALE: 1"=40'-0"  
PROJECT: 09-022  
DATE: 9/29/09





MAUI  
ARCHITECTURAL  
GROUP  
INC.

www.mauiarch.com  
1000 W. MAUI AVENUE  
SUITE 200, MAUI, HAWAII 96753  
TELEPHONE (808) 244-6011  
FAX (808) 244-1116  
mauiarch@mauiarch.com



## MEO TRANSPORTATION CENTER

Maui Economic Opportunity, inc.  
Pu'unene, Maui, Hawaii

VIEW LOOKING TOWARD KIHEI  
PHASE I

01/21/01

A9

Sheet of

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

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

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

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

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

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Maui Economic Opportunity, Inc.  
(Typed Name of Individual or Organization)

  
(Signature)

1/27/10  
(Date)

Sananda K. Baz  
(Typed Name)

Chief Executive Officer  
(Title)



House District 15  
Senate District 7

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

Log No: 51-C

For Legislature's Use Only

2010 JAN 28 P 3:28

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: YMCA OF KAUAI

Street Address: P.O. Box 1786

Mailing Address: Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Thomas A. Tannery, Ph.D

Title General Director

Phone # 808 246-9090

Fax # 808 246-9090

e-mail ymcaofkauai@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:

Solar Electric Energy System  
for the YMCA of Kauai Olympic  
Swimming Pool Complex

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2009-2010 \$ 395,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)  
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE  
AT THE TIME OF THIS REQUEST:

STATE \$ 0  
FEDERAL \$ 0  
COUNTY \$ 0  
PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

Thomas A. Tannery, Ph.D  
General Director

NAME & TITLE

5-28-09  
DATE SIGNED

Applicant: YMCA of Kauai

Application for Grants and Subsidies

I. Background and Summary

1. **Brief Description of Background:** Over the past 90 years, the YMCA of Kauai has changed to meet the needs of Kauai' people. The YMCA of Kauai' vision is to make its services available to all youth, teens, adults, seniors, and families. Today, that means providing the Kauai YMCA Olympic Swimming Pool Complex with a 300 Panel Solar Electric Energy System (see attached proposal) to help control long term utility costs while protecting our island environment and twenty five newly created jobs. The cost of electricity is the single biggest obstacle in maintaining a 50 meter swimming pool complex on Kauai. A 300 Panel Solar Electric Energy System will generate an estimated \$2,700.00 in monthly electrical savings.
2. **Goals and Objectives Related to the Request:** A Solar Electric Energy System will enable the YMCA of Kauai to significantly reduce its current utility costs by over eight hundred seven thousand dollars (\$807,000.00) over the life of the \$395,000.00 system. The 300 Panel Solar Electric Energy System will help ensure the long term viability of the new YMCA Olympic Swimming Pool Complex for the children and families of Kauai. It is the only facility of its type on Kauai. In addition, the Solar Electric Energy System will help protect our island environment and twenty five newly created jobs.
3. **Public Need to Be Served:** YMCA of Kauai programs and services make a huge positive difference in the lives of thousands of youth and families on Kauai. The YMCA Olympic Swimming Pool Complex provides a public gathering place offering aquatics, educational activities, sports, fitness, and healthy fun experiences for everyone in the community. The YMCA Olympic Swimming Pool Complex ensures that regulation State High School Swimming and Diving Competition can now be held on Kauai. The YMCA Olympic Swimming Pool Complex also promotes community aquatic safety programs, community learn to swim programs, and community recreation.
4. **Target Population and Geographic Coverage:** The YMCA of Kauai serves the entire Island of Kauai. The 50 Meter Swimming Pool Complex currently serves the three Public High Schools on Kauai (Waimea H.S., Kauai H.S., Kapaa H.S.).

5. **Benefit to the Community:** A 300 Panel Solar Electric Energy System for the YMCA of Kauai 50 Meter Pool Complex will have a significant, positive impact on children, teens, adults, seniors, and families living on Kauai by reducing long term utility costs, protecting the environment, and helping to protect twenty five newly created jobs.

II. **Experience and Capability**

A. **Necessary Skills and Experience:** The YMCA of Kauai has served the island of Kauai for 90 years. The Board of Directors includes an architect, attorney, engineer, developer, accountant, judge, and community professionals. The General Director has a BS in Accounting, MBA, and Ph.D as well as 18 years experience managing the YMCA of Kauai. The YMCA of Kauai has received \$800,000.00 in grants from the Federal Government, the County of Kauai has given a 3.6 acre facility site and helped secure a \$210,000.00 grant, and the State of Hawaii has given a \$3,000,000.00 grant to help build the YMCA Olympic Swimming Pool Complex.

B. **Quality Assurance and Evaluation:** A project manager will oversee construction. Evaluation of the project is reviewed on an on-going basis by the Facilities Committee and the YMCA Board of Directors.

III. **Personnel: Project Organization and Staffing**

A. **Approximately 25 new jobs** have been created as a result of the new YMCA Olympic Swimming Pool Complex on Kauai. Jobs created include lifeguards, program directors, instructors, maintenance and administration. Staff qualifications follow YMCA guidelines for each position. The YMCA is committed to assisting YMCA employees in building their skills and knowledge in order to advance to leadership roles in the YMCA and local community.

B. **Organizational Chart** (see attached).

IV. **Service Summary and Outcomes**

A. **Describe the Scope of Work, Tasks, and Responsibilities:** To design, construct and furnish a complete 300 Panel Solar Electric Energy System designed for the YMCA Olympic Swimming Pool Complex (see attached proposal). A project manager will oversee each phase of the project to assure quality. The Board of Directors and Facilities Committee are responsible for the overall project. The estimated cost of the entire Solar Electric Energy System is \$395,000.00.

B. **Time Table:** It will take approximately 4 to 6 months from the time funds are released to complete the Solar Electric Energy System.

V. **Financial:** See attached.

VI. Other:

A. No Litigation.

B. The YMCA of Kauai is accredited by the YMCA of the USA.



**ATTACHED PROPOSAL**

YMCA Kauai

Proposal for Mr Tom Tannery

**Summary**

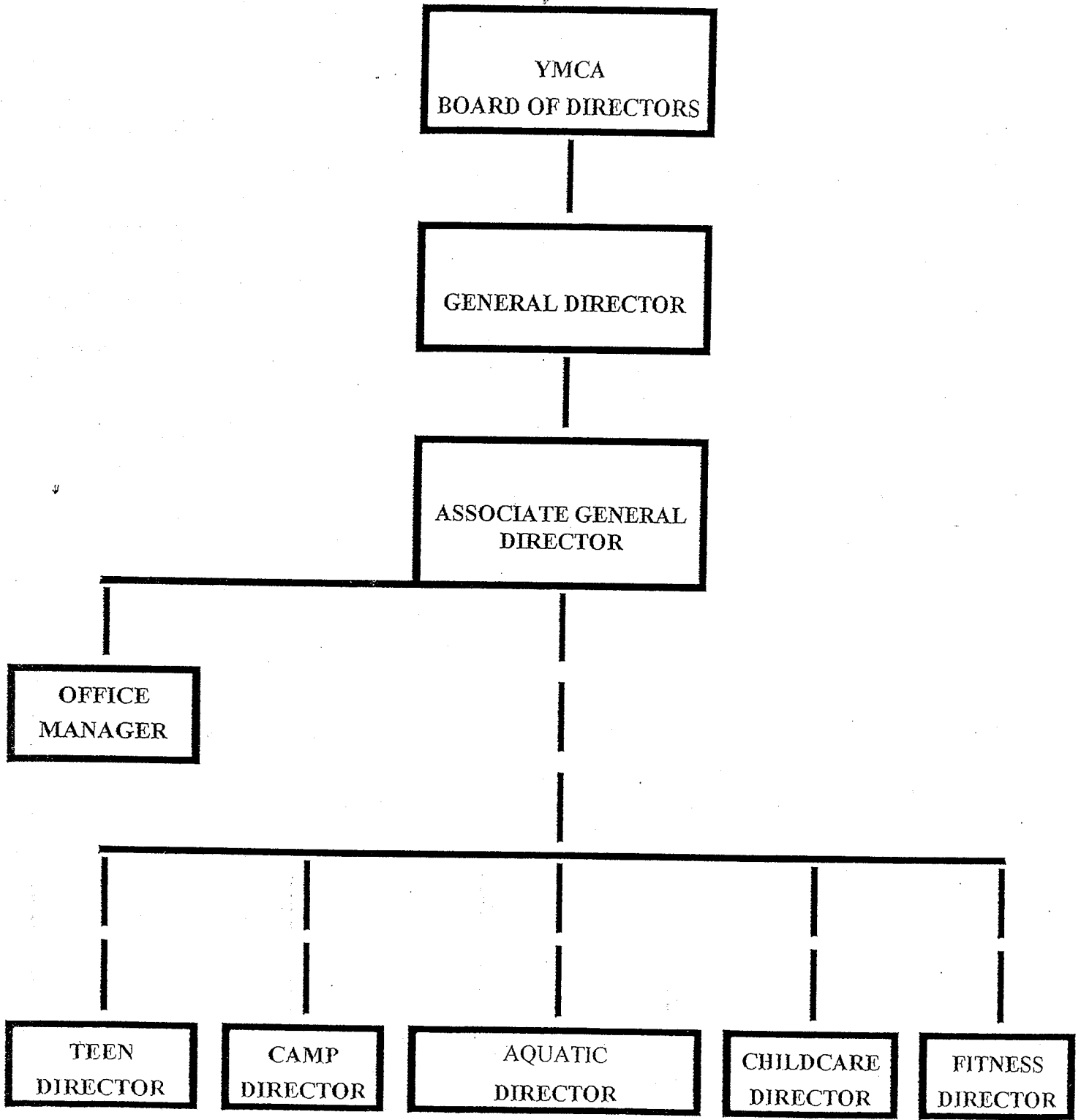
**Customer**  
 Tom Tannery  
 YMCA Kauai  
 P.O. Box 1786  
 Lihue, HI 96766

**Company Contact**  
 Kenneth Just  
 Islandwide Solar

Financial Analysis		Installation-Year Costs	
Average Monthly Utility Savings (over system life)	\$2,691	<b>Installer Contract Cost</b> ( <small>\$6.25/watt DC, \$7.35/watt AC</small> )	<b>\$374,737</b>
Utility Savings Over System Life	\$807,317	Incentives/Taxes (In year of installation)	\$0
Total Life-Cycle Payback (Cash Flow compared to Net Cost)	241%	<b>Net Cost</b>	<b>\$374,737</b>
Rate of Return on Cash Invested	8.7%	Net Cost per Watt	\$6.25/watt DC \$7.35/watt AC
Levelized Cost of Solar Energy	\$0.18 / kWh	<b>Later-Year Cash Incentives</b>	
		MACRS Accelerated Depreciation (tax benefits total)	\$157,390
Reduction in Green House Gas Emissions	1,492 tons of CO2		
		<b>Net Cost (All years)</b>	<b>\$217,347</b>

System Description	
Total System Size	60.000 kW DC Power (STC) / 50.968 kW AC Power (CEC)
Estimated Annual Production	87,135 kWh
PV Panel Description	300 x Evergreen Solar Model: ES-200-VL 200W Spruce Line Module with MC Connectors
Inverters	<b>Area 1:</b> Qty. 6 - Fronius USA LLC Model: IG Plus 10.0-240 10000W (240Vac) Utility Interactive Inverter

# YMCA OF KAUAI ORGANIZATIONAL CHART



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

Applicant: YMCA OF KAUAI

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Project Management	20,263			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	374,737			
<b>TOTAL (A+B+C+D+E)</b>	395,000			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	395,000	Thomas A. Tannery, Ph.D 246-9090		
(b)		Name (Please type or print)		Phone
(c)		[Redacted]		5-28-09
(d)		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	395,000	Thomas A. Tannery, Ph.D		General Director
		Name and Title (Please type or print)		

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YMCA OF KAUAI

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



(Signature)

5-28-09

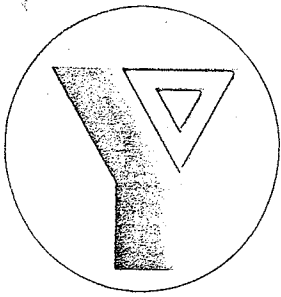
(Date)

Thomas A. Tannery, Ph.D

General Director

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)



## YOUNG MEN'S CHRISTIAN ASSOCIATION OF KAUAI

OFFICE BOX 1786 • LIHUE, HAWAII 96766 • (808) 246-9090 • 246-4411

### 2009 BOARD MEMBERS

Patrick J. Childs – President/Attorney  
4365 Kukui Grove Street, Ste 104  
Lihue, HI 96766  
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Clifford Nakea – Retired Judge  
5684 Ohelo Road  
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(W) 245-4550 Cell 651-5764

June Ikemoto – Attorney  
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3263 Kalapaki Circle  
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Donna Schulze – Secretary/Retired Educator  
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Waimea, HI 96796  
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